

# CLUB

## TRAINING

2021 // 2022



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 and advocacy. Their focus is primarily on student education, awareness, support and volunteer service in various areas.

## ASC MISSION STATEMENT

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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, and Providing effective representation

" Clubs and Organizations provide opportunities for students to make both  
personal and professional connections that empower them to excel in  
building Christ centered communities."

**NATALIE COOK**  
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.

**Hours:** Monday–Friday:  
9 AM to 5 PM

## CONTACT INFORMATION

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### AURORA EDITOR

Natalie Schuitema  
Office: (815) 939-5337  
aurora@olivet.edu

### EVENTS AND PROGRAMMING

Garrett Holder  
gaholder@olivet.edu

Elizabeth Duncan  
eduncan2@olivet.edu

Office: (815) 939-5367  
lifeatolivet@olivet.edu

### FINANCE

Megan Drenth  
Office: (815) 939-5611  
ascfinance@olivet.edu

### GRAPHIC DESIGN

Delaney Sutton  
Office: (815) 939-5338  
ascdesign@olivet.edu

### STUDENT SERVICES

Anna Parker  
Office: (815) 939-5257  
requestforms@olivet.edu

### CLUBS AND ORGANIZATIONS

KeLynn Brummel  
Office: (815) 939-5257  
ascclubs@olivet.edu

### STUDENT BODY PRESIDENT

Natalie Cook  
Office: (815) 939-5339  
asc@olivet.edu

### DEAN OF STUDENT LIFE AND RECREATION

Kathy Steinacker  
Office: (815) 939-5339  
ksteinac@olivet.edu

# ASC CLUB LISTINGS

## Biological Sciences

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- Exercise Science Club
- Olivet Athletic Training Association

## Business

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

## Chemistry & Geological Sciences

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- Chemistry Club
- Olivet Earth and Space Society

## Communications

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- Film Community
- Public Relations Student Society of America (PRSSA)

## Education

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- Council for Exceptional Children (CEC)
- National Science Teachers Association (NSTA)
- Christian Education Association

## Engineering

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- Association of Mechanical Engineers (ASME)
- Society of Women Engineers (SWE)
- Engineering Society
- **Electronics Engineers (IEEE)**
- **3-D Printing Club**

## English & Modern Languages

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- Rabbit Room (Writing Club)

## Family & Consumer Sciences

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- Student Dietetic Association (SDA)
- Student Unit Family and Consumer Science (SUFACS)

## History & Political Sciences

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- Capitol Hill Gang
- Law and Politics Society
- **History League**

## Life and Health Sciences

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- Biophilic
- Zoology Club

## Mathematics

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- Math Club

## Music

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- National Association of Music Educators (NAfME)

## Nursing

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- Nursing Student Association (NSA)

## Social Work & Criminal Justice

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- Diakonia

## Student Interests

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- Delight
- Equestrian Club
- FCA
- MuKappa (International & Missionary Students)
- Spoons 4 Forks
- ONU Investment Club
- **Olivet Book Club**
- Olivet Inklings (Writing Club)
- Tabletop Games Club
- **Puzzle Club**
- Social Justice Club

Launch Clubs are indicated by gold coloring

## Launch Club

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### Expectations

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- Attend club trainings
- Follow request deadlines
- Establish and maintain positive leadership
- Demonstrate consistent growth and activity
- Successful sponsor support and engagement
- Maintain a responsible use of resources
- Fulfill requirements in respective job descriptions
- Complete all Portfolio Updates

### Benefits

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

## Benchmark Club

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### Expectations

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

### Benefits

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- Access to ASC Services (pg. 6)
- Ability to Petition for funds up to \$100 (Launch) \$250 (Benchmark)
- May plan one fundraiser per semester; can petition to have two if needed

## Club President

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

### SEMESTER RESPONSIBILITIES

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1. Remain in communication with the following ASC Executive Officers: Clubs & Organizations, Finance, Graphic Design, Student Services and sponsor including the following:
  - Reporting initiatives
  - Requesting resources
  - Following policy 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. Submit request forms by monthly deadlines for events, t-shirts, travel, etc.
6. Attend Portfolio Update Meeting (one per semester)
7. Complete and submit the required electronic Portfolio Updates (two per semester)

### ANNUAL RESPONSIBILITIES

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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

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

### SEMESTER RESPONSIBILITIES

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1. Remain in communication with the Executive Officer for Finance, club president and sponsor about:
  - Budget needs and petition for funds
  - Following policy 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 and submit requests for funding by the monthly deadline
5. Provide the current club balance for the required Portfolio Updates (two per semester)

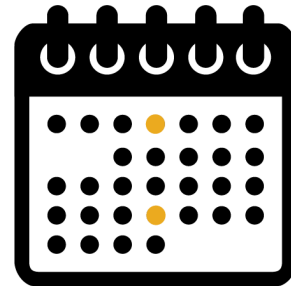
### ANNUAL RESPONSIBILITIES

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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)

All request forms must be submitted **three weeks prior** to the event or meeting date

<https://www.lifeatolivet.com>



**Note:** Failure to meet these deadlines may result in unavailability of services.


## Ways We Can Help

Fill out a request form at [lifeatolivet.com](https://www.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](https://www.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 (Executive Officer) for Clubs and Organizations an opportunity to monitor and learn more about the current activities of each club. There are two kinds of Portfolio Updates—Formal Documents and Individual Meetings with the EO for Clubs and Organizations.

## Formal Documents

**Location:** Portfolio Updates will be sent to the Club Presidents to complete via e-mail from the EO for Clubs and Organizations.

**Process:**

- Complete the Portfolio Update
- Submit the Portfolio Update
- EO for Clubs and Organizations will read the Portfolio Update
- Be prepared to respond to any follow-up questions

**Deadline:** Formal Portfolio Update deadlines are all due via electronic submission to the EO for Clubs and Organizations by 11:59pm.

- **Portfolio Update 1:** October 1
- **Portfolio Update 2:**  
Fall Individual Meeting (Nov. 1-12)

## Individual Meetings

**Location:** Second floor of the Rec Center- ASC office one: EO for Clubs and Organizations' desk

**Process:**

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

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.

## Portfolio Update (# 1)

**Due October 1.** You will receive a link to an electronic document approximately two weeks before it is due.

EXAMPLE OF THE 1ST PORTFOLIO UPDATE:

1. Official Club Name: \_\_\_\_\_  
President: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Sponsor: \_\_\_\_\_

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

September: \_\_\_\_\_  
October: \_\_\_\_\_  
November: \_\_\_\_\_  
December: \_\_\_\_\_

3. Do you plan to host any club initiatives off campus? If yes, please explain.

4. Requests/Questions/Feedback for ASC?

### Action Step Required:

Please email [ascclubs@olivet.edu](mailto:ascclubs@olivet.edu) the following:

- Budget (Excel Document)
- Updated club roster

## Portfolio Update (#4)

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

EXAMPLE OF THE 4<sup>TH</sup> 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?

### Action Step Required:

Please email [ascclubs@olivet.edu](mailto:ascclubs@olivet.edu) the following:

- Budget (Excel Document)
- Updated club roster
- Club constitution

**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:

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- Misuse of petty cash, tiger dollar machine, etc.
- Failure to follow financial guidelines
- Failure to notify ASC about changes in Club President, Treasurer or Sponsor
- Lack of activity
- 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 ASC
- Failure to pick up finished designs within 3 days of completion
- 2 instances of missing receipts after credit card usage
- Tampering with posted marketing materials
- Failure to maintain an accurate club budget sheet in the format indicated

## DISMISSAL

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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 two semesters year to petition to be reinstated.

# 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 by 11:00 AM on the following dates. If not submitted by the deadline, the petition can be pushed to the next voting period.

9/10/21 9/24/21 10/1/21 10/15/21 10/29/21 11/12/21 11/19/21

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

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, [ascfinance@olivet.edu](mailto:ascfinance@olivet.edu)

# REIMBURSEMENT FORMS

## Reimbursement Form

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**Purpose:** Receive reimbursement for a club expenditure. In addition to completing this form, 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. Reimbursements can only be given in amounts of at least \$10. You cannot sign your own reimbursement forms. Only Club Presidents and Treasurers can sign reimbursement forms.

## Mileage Reimbursement Form

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

**Location:** Second floor Rec Center, Desk of EO for Clubs and Organizations or EO for Finance in ASC Offices

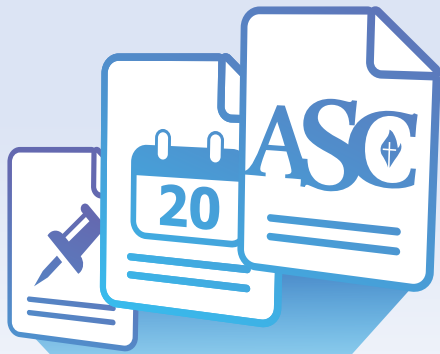
**Submission:** Desk of EO for Finance in ASC Offices

**Process:** Record miles traveled and complete reimbursement slip. Attach screenshots of maps showing route taken and the mileage traveled.

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,

- Schedule club meetings
- Plan an event
- Request graphic design services
- Fundraising initiatives
- Petition for Funds
- Merchandise design/sales

## Schedule Meetings or Plan an Event

**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.



- When filling out facility only within the request form, you will have a reservation for the 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.

### 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](http://lifeatolivet.com).
- Have a question or want to schedule a meeting? Call Anna Parker, EO for Student Services at (815) 939-5257, or Kathy Steinacker, Dean of Student Life at (815) 939-5230.



# 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 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 **THREE 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 to be hung across campus.
- Clubs are limited to two promotional items (apparel, stickers, ect.) per semester- requests can take up to five weeks for completion.
- All Merchandise requests must be approved by the EO for Graphic Design and Finance

## Aurora (Yearbook)

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- For the 2021-2022 Aurora Yearbook, Clubs will be responsible for submitting their own content to be included in the Yearbook. This will include information about your club and club photos. Submissions will be made through the following link:

<https://fs27.formsite.com/olivet/aurora/index.html>

- If you ever have any questions about the Aurora please email Natalie Schuitema  
Email: [aurora@olivet.edu](mailto:aurora@olivet.edu)  
Phone: (815) 939-5337

For the above position 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.

## Additional Notes:

### 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 Clubs and Organizations.



## COVID-19 POLICY AS OF 09/06/21

### Can we even hold gatherings?

- Yes! We are requiring clubs to follow guidelines that the University has in place. Since there are no current capacity limitations that the University has enforced, please still be mindful of event locations in hopes to be as safe as possible. We encourage outdoor gatherings over indoor gatherings as well.

### What will be the new mask requirements?

- Masks will be required at all times in indoor locations. Please refer to any information that the University COVID task force has communicated regarding masks. As of right now, if your club meeting or event is held outside, you are not required to wear masks. Remember that you all are leaders on campus and other students are looking to you for guidance—set the example.

### How will room reservations work?

- If you want a specific room, make sure to submit your request forms early (<https://fs27.formsite.com/olivet/request/>).

### Will there be vendor tables?

- If you are seeking to have a vendor table, please reach out to the EO for Student Relations and we will determine what that will look like case by case.

### Can we serve food?

- You will still be allowed to serve food at your gatherings. If you are having an indoor event, please make sure that mask mandates are followed when finished eating.

### 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 [asc-clubs@olivet.edu](mailto:asc-clubs@olivet.edu) for further questions.

For the most recent university COVID-19 information, please refer to [olivet.edu/update](https://olivet.edu/update)