



CLUB MANUAL

2023
2024

CLUB MANUAL

TABLE OF CONTENTS

Overview 1

| | |
|--------------------------------------|---|
| Student Life Mission Statement . | 2 |
| Student Life Club Listings | 3 |
| Club Status | 4 |

Responsibilities 5

| | |
|-------------------------------------|-----|
| Club President & Treasurer | |
| Job Descriptions | 5 |
| Requests | 6 |
| Quarterly & Annual Updates . . . | 7-8 |
| Deductions | 9 |
| Budgeting & Deposit Slips | 10 |

Forms & Requests 11

| | |
|--------------------------------------|----|
| Petition for Funds, Ordering | 11 |
| Reimbursement | 12 |
| Request Forms | 13 |
| Meetings, Events, Funds | 14 |
| Fundraisers, Graphic Design | 15 |
| Aurora Yearbook | 16 |

Location:

The Office of Student Life & Recreation and The Student Life Team offices are located on the second floor of the Perry Student Life & Recreation Center.

Hours:

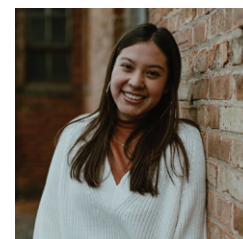
Monday–Friday: 9am–5pm

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STUDENT LIFE



MISSION

The Office of Student Life serves to enhance the college experience for students. The office is organized to provide support and engage students throughout their academic journey. We aim to create a sense of belonging and community on campus, helping student to adjust to college life and find their place within the university.

OFFICE OF STUDENT LIFE

Empowering Student Leaders and Enhancing Campus Life: Our mission within the Office of Student Life is twofold. We provide unwavering support, mentorship, and resources to student leaders, equipping them with the tools and skills needed to excel in their roles and make a meaningful impact on campus. Additionally, we engage and inform the broader student body through vibrant campus activities, yearbook creation, and social media platforms, enriching the overall college experience.

WHY WE BELIEVE IN CLUBS & ORGANIZATIONS

Involvement in clubs and organizations is essential for the college experience as it empowers students to cultivate leadership skills, foster meaningful connections, and enrich their personal and academic growth beyond the classroom.

CLUB LISTINGS

STUDENT INTEREST

- Equestrian Club
- **Entrepreneurship Club**
- Fellowship of Christian Athletes (FCA)
- Ignite
- MuKappa (Missionary & Third Culture Students)
- Olivet Inklings (Writing Club)
- ONU Investment Club
- Pacific Rim Association (PRA)
- **Puzzle Club**
- Spoons 4 Forks
- Tabletop Gaming Club

SOCIETIES & ASSOCIATIONS

Chemistry Club

- Olivet Earth and Space Society

Communications

- Public Relations Student Society of America (PRSSA)

SOCIETIES (CONTINUED)

Education

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

Engineering

- Association of Mechanical Engineers (ASME)
- Institute of Chemical Engineers (AIChE)
- Society of Civil Engineers (ASCE)
- Society of Women Engineers (SWE)
- Engineering Society
- Electronics Engineers (IEEE)

Family & Consumer Sciences

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

Music

- Illinois Music Educators Association (ILMEA)

Nursing

- Nursing Student Association (NSA)

DEPARTMENT CLUBS

Business

- Accounting Club
- Enactus
- McGraw Marketing Club

Computer Sciences

- Computer Science Emerging Technologies Club (CSET)
- Women in Cybersecurity

History & Political Sciences

- Capital Hill Gang
- Law and Politics Society
- History League

Life & Health Sciences

- Biophilic
- Zoology Club

Mathematics

- Math Club

Social Work & Criminal Justice

- Diakonia

► Launch Clubs are indicated by gold coloring

CLUB STATUS



LAUNCH CLUB

Expectations

- Attend Club Training
- 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 Club Portfolio Updates

Benefits

- Access to Student Life Services (pg. 5)
- Ability to Petition for funds up to \$100 a semester
- Apply for Benchmark status after two semesters

BENCHMARK CLUB

Expectations

- Attend Club Training
- 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
- Complete all Club Portfolio Updates

Benefits

- Access to Student Life Services (pg. 5)
- Ability to Petition for funds up to \$250
- May plan one fundraiser per semester; can petition to have two if needed

JOB DESCRIPTIONS

CLUB PRESIDENT

As the **Club President**, this individual will be responsible and accountable for the management of their respective club and act as a representative to Student Life.

Semester Responsibilities

1. Remain in communication with the following Student Life Team: Clubs & Organizations, Finance, Graphic Design, Student Services and sponsor including the following:
 - Reporting initiatives
 - Requesting resources
 - Following policy and procedure
2. Sign and approve reimbursement forms addressed to the Treasurer
3. Organize and plan meetings and events
4. Facilitate the responsible use of services
5. Have at least two club gatherings each semester
6. Submit request forms by monthly deadlines for events, t-shirts, travel, etc.
7. Attend Portfolio Update Meeting (one per semester)
8. Complete and submit the required electronic Portfolio Updates (two 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 Student Life.

Semester Responsibilities

1. Remain in communication with the Student Life Finance Manager, club president and sponsor about:
 - Budget needs and petition for funds
 - Following policy and procedure
2. Sign and approve submission of ALL reimbursement forms (except own reimbursement)
3. Facilitate the responsible use of finances
4. Keep your own budget sheet in order to track spending and deposits
5. Plan ahead and submit requests for funding by the monthly deadline
6. Provide the current club balance for the required Portfolio Updates (two 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)

RESPONSIBILITIES

REQUESTS



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

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


Get Started

The Request Form can be accessed from your admin dashboard.

Use the Request Form to:

- Plan an event
- Facility reservations
- Funding (petition for funds)
- Fundraising (merchandise sales)
- Graphic design services
- Marketing and promotion
- Promotions

Available Resources

- 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

\$ = May involve additional charges

PORTFOLIO UPDATES



Purpose:

Provide the Student Life Clubs and Organizations Manager 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 Clubs and Organizations Manager.

FORMAL DOCUMENTS

Process:

- Complete the Portfolio Update
- Submit the Portfolio Update
- Clubs and Organizations Manager 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 Clubs and Organizations Manager by 11:59pm.

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

INDIVIDUAL MEETINGS

Location:

Second floor of the Rec Center/Student Life Office one (210): Clubs and Organizations' desk

Process:

- Sign up for a meeting time with the Clubs and Organizations Manager
- Make sure roster in Presence is updated
- Meet with the Clubs and Organizations Manager and come prepared to discuss the happenings of your club or organization

See Portfolio Update examples on the next page.

PORTFOLIO UPDATES

Below are two examples of Portfolio Updates.

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 2. You will receive a link to an electronic document approximately two weeks before it is due.

EXAMPLE

1. Official Club Name:

President: _____

Treasurer: _____

Sponsor: _____

2. Provide a schedule of meetings and initiatives planned for Fall 2023, 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 Student Life?

Action Steps Required:

- Budget sheet should be emailed to slfinance@olivet.edu
- Club Roster needs to be updated on Presence and not emailed to Finance Manager

PORTFOLIO UPDATE #4

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

EXAMPLE

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 Student Life?

Action Steps Required:

- Budget sheet should be emailed to slfinance@olivet.edu
- Club Roster needs to be updated to Presence and not emailed to Finance Manager
- Club Constitution should be submitted via paper copy to Clubs and Organizations Manager

RESPONSIBILITIES

DEDUCTIONS



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.

Guidelines

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
- Failure to notify Student Life 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 Starbucks)
- Failure to turn in any part of the Portfolio Update on time
- Failure to respond to emails from the Student Life Team
- 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

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

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.**

TAX EXEMPT CARDS & CREDIT CARDS

We encourage all club leaders to use the Tax Exempt card provided to you. Failure to use the tax exempt card, you risk not reimbursed for the tax charge. Do not use a tax exempt card for personal purchases.

When using an office credit card, purchases must not exceed \$100 and can not be passed between club officers. All credit card requests must be made in the "Event Request" form via your admin dashboard on Presence. If credit card is not needed for an event, you must purchase and submit a reimbursement form via the Finance Manager. Proof of purchase needs to be submitted via a receipt.

- If you make a purchase that involves feeding any members of your club or providing a meal, you need to provide specific names of those taking part.
- If you give out any gift cards or prizes, you need to provide the specific names of those receiving the gift cards or prizes.

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 | |

FUNDS & ORDERING



PETITION FOR FUNDS

Allow the Finance Manager at least **two weeks** to process a request.

The last day to submit Petition for Funds will be Thursday, November 30th by 4pm. Cost breakdown is required for all petitions. Failure to do so may slow down the process.

If Petition for Funds is submitted after the date, it will be revisited at the start of the following semester.

MERCHANDISE & OTHER ORDERS

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

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

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

Please remain in consistent communication with the Finance Manager, SLfinance@olivet.edu

REIMBURSEMENT

REIMBURSEMENT FORM

Purpose:

Receive reimbursement for a club expenditure. In addition to completing this form, you must submit a receipt as proof of purchase to the Finance Manager.

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

Important!

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

Purpose:

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

Location:

Second floor Rec Center, Desk of Finance Manager and Clubs and Organization Manager in Student Life Offices

Submission:

Desk of Finance Manager in Student Life Offices

Process:

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

Important!

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

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

Allow approximately two weeks to process a reimbursement form.

REQUEST FORM

OLIVET.PRESENCE.IO

Get Started:

Log-in to olivet.presence.io. To schedule an event, select Event from your admin dashboard. For all other requests, go to: **olivet.presence.io/organization/life-at-olivet/forms**

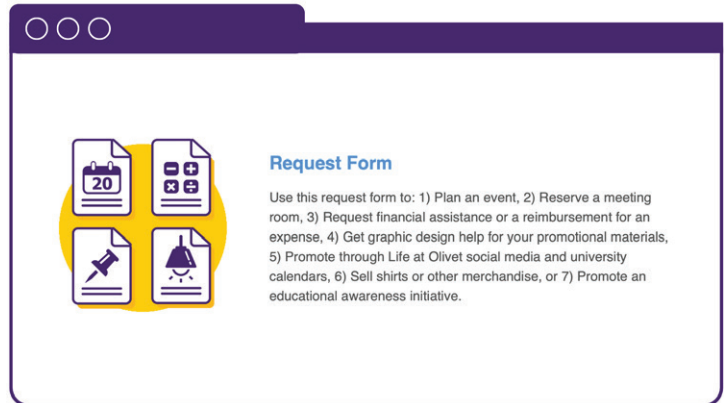
Many service requests can be completed online on your computer or mobile device through a few simple forms.

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

See descriptions of these areas on the following pages.

Fundraising and 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 Clubs and Organizations Manager.



TRAVEL FORM

The travel form can be found here: lifeatolivet.com/leaders

- 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).



MEETINGS & FUNDS

SCHEDULE MEETING/PLAN 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.



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 olivet.presence.io.
- Have a question or want to schedule a meeting? Call Sergio Pena Pacheco, Student Involvement Assistant at 815. 939. 5257, or Kathy Steinacker, Dean of Student Life at 815. 939. 5230.
- 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.

PETITION FOR FUNDS

Purpose:

Request finances for an event. The finance sub-committee meets on the petition due dates and either accepts or declines 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/ semester.

Other Instructions:

- Clubs are not allowed to spend more money than what is currently available in their account.
- Contact the Finance Manager 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 Finance Manager.
- If you are aware of a large event or purchase in advance, please email the Finance Manager and include the amount, date, and purpose.
- Keep your own ledger to track your spending and deposits

FUNDRAISERS & DESIGN

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 Finance Manager 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 via email to the Finance Manager to set up a meeting.
- 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. Student Life 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, etc.) per semester- **requests can take up to five weeks for completion.**
- All Merchandise requests must be approved by the Finance Manager and Graphic Designer.
- Please provide name and email for those that are receiving/purchasing any and all merch

AURORA YEARBOOK



Get Started:

For the 2023-2024 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>

Questions:

If you ever have any questions about the Aurora please email Kaylan Salazar Chicaiza

Email: 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.

