

# Student Leader Handbook

2022-2023

---



***University Student Affairs | Pomona, California***

**Student Services Center, Room 101**

**Open: Monday-Friday (8:00am-5:00pm) Closed 1:00pm-2:00pm for lunch**  
**studentaffairs@westernu.edu | 909-469-5340**

***WesternU Oregon Student Affairs | Lebanon, Oregon***

**Student Affairs Office, Room 246**

**Office Hours: Monday–Friday 8:00AM–5:00PM**  
**StudentaffairsOR@westernu.edu | 541-259-0209**



## Table of Contents

Student Club Learning Outcomes and Structure.....	2
Contact Information and Resources .....	3
Student Leaders.....	4
Online resources.....	4
Accessing Club/Class E-mail Accounts.....	5
Student-led Events .....	6
Health Screening and Physical Exam Events.....	8
Student Travel.....	10
Financial Affairs .....	12
Fundraising .....	13
Tax ID Numbers: .....	14
Financial Assistance.....	15
Club Councils, Club Requirements and Officer Elections.....	16
WesternU Clubs Requirements and Operating Criteria .....	16
Club Name Change .....	17
Club Officer Elections.....	18
Club Officer Elections   National By-laws/Alternate Transition Date .....	18
New Club Applications .....	18
Other Important Information.....	18
Web Sites, Facebook Pages & Other Social media (Club/Class/Other).....	18
Club/Class Photocopies .....	19
Student Concerns.....	19
Helium Tank.....	<b>Error! Bookmark not defined.</b>
University, College and Club Logos .....	19
Things to Remember: .....	19
Class Vote Required (when spending class funds over \$250).....	20
Club Advisor.....	21

Dear Student Leader,

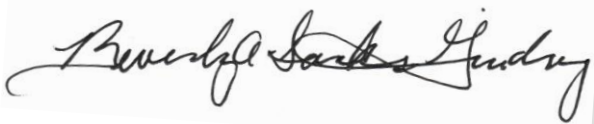
On behalf of University Student Affairs (USA), I would like to recognize the importance of your work and the student-led activities in which you are involved as they provide a multitude of opportunities for WesternU students. Your leadership, energy, enthusiasm and creativity help to enrich the lives 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 for student organizations including links to related policies and bylaws.

Please review the handbook thoroughly and if you have any questions, please feel free to contact University Student Affairs at [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) or WesternU Oregon Student Affairs at [studentaffairsor@westernu.edu](mailto:studentaffairsor@westernu.edu) and we'll be happy to assist you!

We look forward to working with you!

Sincerely,



Beverly A. Sanks Guidry, Ed.D.  
Senior Vice President, Student Affairs  
[bguidry@westernu.edu](mailto:bguidry@westernu.edu) ♦ 909-469-5341



Director for University Student Affairs  
[hoc@westernu.edu](mailto:hoc@westernu.edu) ♦ 909-469-5616

## COVID-19

For the most up-to-date information please visit: <https://www.westernu.edu/health/health-news/>



## Student Club Learning Outcomes and Structure

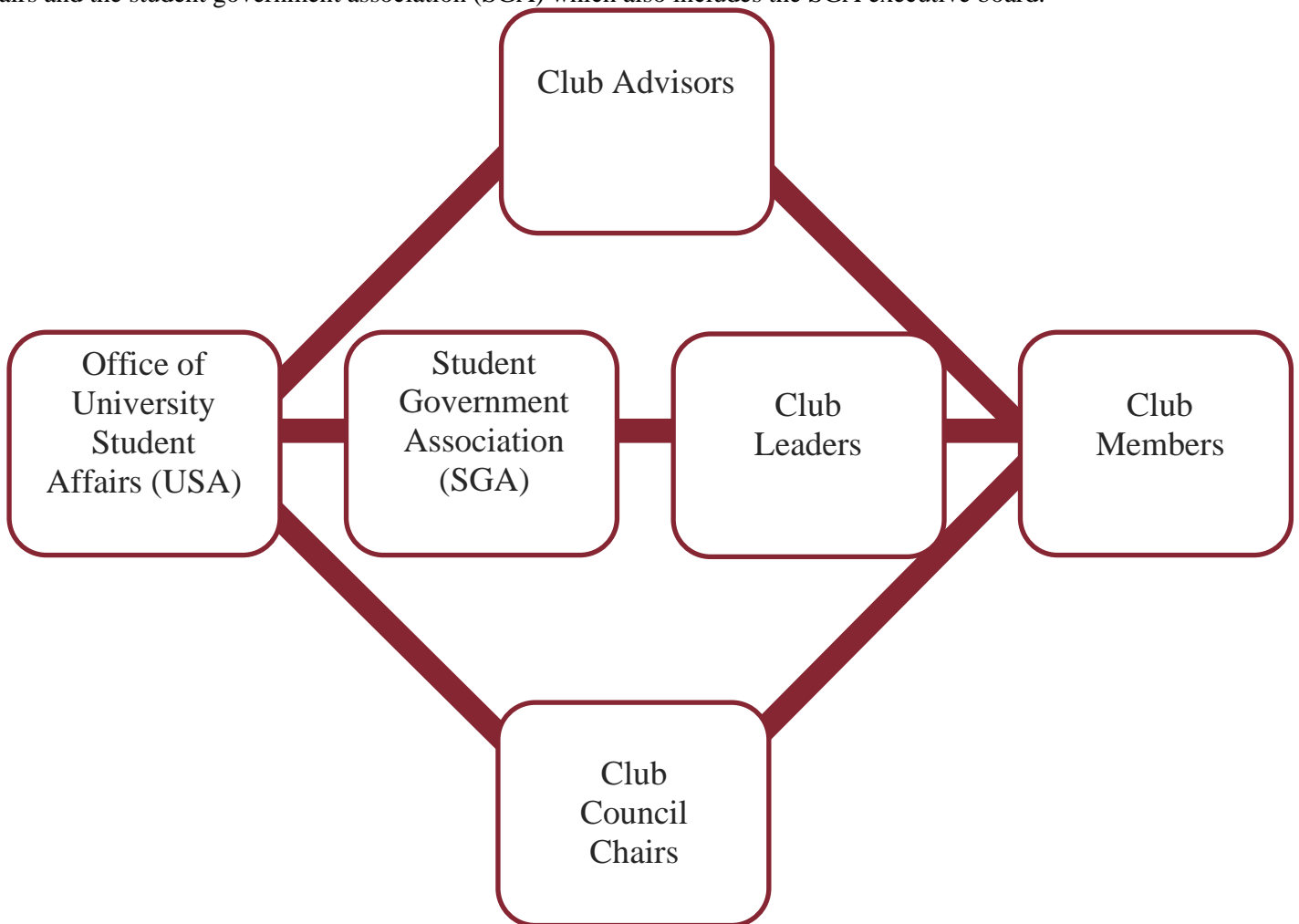
### *Student Learning Outcomes*

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

### *University Student Affairs (USA) – Located in Pomona, California*

Under the leadership of Beverly Guidry, EdD Senior Vice President, University Student Affairs  
[bguidry@westernu.edu](mailto:bguidry@westernu.edu) | 909-469-5341

Health Insurance:

Alana Garcia, BA | Executive Assistant to Dr. Beverly Guidry [adgarcia@westernu.edu](mailto:adgarcia@westernu.edu) | 909-469-5343

Event Planning & Health Screening Approval:

Christy Ho, MS | Director for USA [hoc@westernu.edu](mailto:hoc@westernu.edu) | 909-469-5616

Website, Club/Class E-mail Permissions, Monday Mail:

Jessica Kersey, BS | Assist, Director for USA [jkersey@westernu.edu](mailto:jkersey@westernu.edu) | 909-706-3517

Student Reimbursements & Housing:

University Student Affairs Assistant [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) | 909-469-5340

Military Reimbursements & Room Reservations:

Brenda Flores, BS | University Student Affairs Assistant [bflores@westernu.edu](mailto:bflores@westernu.edu) | 909-469-5605



[studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)

### *College Student Affairs (OSA) – Located in Lebanon, Oregon*

University Student Affairs works very closely with your college student affairs representatives who have dual roles.

Mirabelle Fernandes Paul, EdD | Assistant Dean-Student Affairs, College of Osteopathic Medicine of the Pacific-Northwest; Assistant Vice President-University Student Affairs, WesternU Oregon  
[mfernandespaul@westernu.edu](mailto:mfernandespaul@westernu.edu) | 541-259-0220

Shauna Detweiler | Assistant Director of Student Affairs, COMP-Northwest  
[sdetweiler@westernu.edu](mailto:sdetweiler@westernu.edu) | 541-259-0306

Carrie Rogers, MS, MA | Assistant Dean of Student Affairs, College of Health Sciences  
[crogers@westernu.edu](mailto:crogers@westernu.edu) | 541-259-0461



[studentaffairsOR@westernu.edu](mailto:studentaffairsOR@westernu.edu)

### *Good Academic Standing*

Students must be in good academic standing to serve as an official University or College club or SGA officer and should not engage in time-consuming extracurricular activities (e.g. travel). For details by college view the [University Catalog site](#).

### *COVID-19 & the University Institutional Requirements*

Please refer to the [University Institutional Requirements](#) (page 12) when planning co-curricular activities



[Pomona] [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)  
[Lebanon] [studentaffairsOR@westernu.edu](mailto:studentaffairsOR@westernu.edu)

## College Student Affairs – Located in Pomona, California

<u>COMP Student Affairs</u> <a href="#">Dr. Michelle Park</a> <a href="#">Pamela Nunn</a>	<u>CVM Student Affairs</u> <a href="#">Kimberly Jones</a> <a href="#">Annaluz Wilton</a>	<u>CPM Student Affairs</u> <a href="#">Heather Mackintosh-Williams</a> <a href="#">Angela Russell-Westlake</a>
<u>CO Student Affairs</u> <a href="#">Andrea Nuno</a>	<u>CGN Student Affairs</u> <a href="#">Mitzi McKay</a>	<u>CHS Student Affairs</u> <a href="#">Karen Hutton-Lopez</a>
<u>CDM Student Affairs</u> <a href="#">Sean Rowan</a>	<u>GCBS Student Affairs</u>	<u>COP Student Affairs</u> <a href="#">Mark Iannuzzo</a>

## Student Leaders

### Executive Student Government Association (SGA) Officers

The Student Government Association (SGA) is the representative governing body of the students at Western University of Health Sciences and consists of representatives from each class. The SGA works with the Board of Trustees, administration, faculty and staff, and other student organizations to bring about changes that will benefit the student body.



[sga@westernu.edu](mailto:sga@westernu.edu)

On-campus executive officer positions are President\*, Vice President (Pomona)\*, Vice President (Lebanon)\*, Secretary, Treasurer and Club Coordinator.

*\*Only current senators may apply to the President and Vice President positions.*

Term of Office | April 1 -March 31 annually. Elections are held in February. [Learn more about Executive SGA...](#)

### Class Officers (SGA Senators)

The Senate consists of class officers from all of the programs/colleges. Each on-campus class consists of the following positions (including but not limited to): President, Vice-President, Treasurer, Secretary, Recreation Leader, Curriculum Representative, Alumni Representative and Library/Technology Representative. Off-campus class officer positions are Class Representatives. Refer to the Class Officer Application for a description of responsibilities by position. [Learn more about Class SGA...](#)

## Club Leaders

WesternU is home to over 170 student led clubs and organizations. Below you will find a link to the listing of all student led clubs and organizations on the [Pomona campus](#) and in [WesternU Oregon](#).

## Online resources



### [Advertising on Monday Mail](#)

*Send your event campus-wide*



### [Organizing a Health Screening](#)

*ALL health screenings require approval*



### [Deposit form](#)

*Include your FUND number*



### [Notice of Discrimination and Equal Opportunity](#)



### [Food permit for class officers](#)

*Any food events on campus need a permit*



### [Reimbursement Form](#)

*Use this for any club/class reimbursements*



### (Pomona) [Event Reservation Form \(Clubs\)](#)

*Reserve space, food permit & speaker paperwork all in one form.*



### [Request Funding - Alumni Affairs](#)

*Restrictions apply*



(Lebanon) [Event Reservation \(Clubs & SGA\)](#)  
Reserve space, food permit & speaker paperwork  
all in one form.



[Request Funding - SGA](#)  
Restrictions apply



[Forms](#)  
Everything you need as a club/class officer



[Travel Checklist \(International\)](#)  
Give yourself at least 3 months to plan



[Fundraising checklist](#)  
Start your fundraising activities here



[Travel Notification](#)  
Required for any overnight travel if getting  
reimbursed from club/class

## Accessing Club/Class E-mail Accounts



Club e-mail accounts are accessible to the board indicated on the annual report provided by the previous year's president, 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

- 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.

### Monday Mail – vs - your Club/Class E-mail Account

- If advertising campus-wide, you must submit your information to Monday Mail, our weekly student-led event notification. You cannot send to the campus-wide distribution lists from your club/class e-mail. Please do not ask faculty or staff to send emails to campus on your behalf. This is considered a violation of the university spam policy.
  - If your event is ongoing (e.g. clothing drive) or in the future (e.g. conference but you need volunteers), you may submit to Monday Mail more than once.
    - Note: Your event will only be placed on the Monday Mail newsletter during the week you indicate as the “Event Date”, so if you are recruiting volunteers you may want to submit more than one entry.
      - For example:
      - Submit an entry for your actual event date (e.g. March 1)
      - Also enter a request for volunteers and use the “event date” of two weeks prior to your event (e.g. February 14)
- **Only program specific emails pertaining to WesternU events or curriculum** can be sent from your club/class account. 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 [housing website](#) is intended for housing needs.
- **A maximum of two e-mails can be sent to distribution lists per event.**



**Pro-tip: Monday mail submissions are due on Thursday the week prior!**

### 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 officers/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.



[Pomona] [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)  
[Lebanon] [studentaffairsOR@westernu.edu](mailto:studentaffairsOR@westernu.edu)



## Student-led Events

Are you coordinating an event? Your first step should be **contact USA or OSA in Oregon** and let them know your plans so that they can direct you to the appropriate resources.



(Pomona) [Event Reservation Form \(Clubs\)](#)  
Reserve space, food permit & speaker paperwork  
all in one form.



(Lebanon) [Event Reservation \(Clubs & SGA\)](#)  
Reserve space, food permit & speaker paperwork  
all in one form.

## Events requiring contracts (e.g. Banquets)

Students, faculty and staff should NEVER sign contracts, as there is a process in place for the University legal team to approve them.

If a vendor (business/corporation) requires a contract, the student organizer must submit all documents to **contact USA or OSA in Oregon** at least **one month prior** to the event. USA/OSA will then submit your contract to the University legal team for review and signature by a designated signatory. If the contract requires edits, that will delay the process, so be sure to submit the contract as soon as possible!



**Pro-tip: Never sign a contract!**

## Guests/Vendors Coming to Campus:

For your club/class activities, you may want to invite non-WesternU entities to campus. This may include professional guest speakers or vendors providing services. Anytime your student organization wants to bring a guest/vendor to campus you must do the following:

Whether hosting guest speakers virtually or in person, keep in mind this process still needs to be followed.

- Discuss the event with your student affairs professional (SAP) and/or club's advisor. Once approved, submit your event reservation form and include the names, titles and organizations of all speakers/vendors. Your SAP will receive an automated e-mail letting them know you requested a space on campus.
- If your non-WesternU guest is a company representative or an individual and they are **NOT receiving compensation**, you will need to obtain an Event Participation Form from **USA or OSA in Oregon** for your guest/vendor to complete.
- If your non-WesternU guest is a company representative or an individual and they **ARE receiving compensation**, you will need to schedule a meeting with **USA or OSA in Oregon** to describe services and compensation. USA will then assist you with the necessary contract or limited engagement agreement requirements. Compensation includes reimbursement for travel expenses, speaker fee, etc. Compensation does not include a physical gift.

## Guest Parking

Once we confirm your room reservation a parking permit will be requested for your guest(s) in Pomona. It is rare, but occasionally all visitor parking spots are full, and your guest would be asked to purchase a city parking pass. The nearby parking lots are labeled on [this map](#). If this happens, we recommend that you meet them in the lot and purchase the ticket for them. **USA** will help you get reimbursed through your club account.

## Things to Remember:

- Students should not enter into a signed contract for any event, we never want you to assume that liability. This is for your protection. If an event requires a contract, contact your club advisor, your college specific student affairs professional or Christy Ho.
- If you are a **Class Officer**, contact your student affairs professional to place a room reservation
- If you are a **Club President**, submit the electronic Event Reservation Form to reserve a room.
  - Event reservation form must be **submitted 10 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 event reservation form. A \$10 fee may be charged for change requests.
- If you have a speaker, they must be approved by your college student affairs professional or club advisor before submitting your request. You must provide their name, title, and organization. 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 all emails 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 **USA or OSA in Oregon** after submitting your event 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 **USA or OSA in Oregon** or they will be taken down.
  - Include date, time, location of your event and contact email address.
  - Flyers may be posted on bulletin boards in the Student Commons, Classrooms, and in **USA or OSA in Oregon**. They may also be posted on the inside of classroom doors and in the plastic sleeves on the outside of classroom doors (where applicable).
  - Flyers may not be posted on windows, glass doors, pillars, walls, handrails, restrooms or outside of classroom doors where plastic sleeves are not available.
- You may also advertise your event on the digital monitors around campus. Please submit your flyer to [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) for approval and more information. Check out [event advertisement opportunities](#) to learn more about advertising your event.
- If your event is off-campus and the hosting site requests a Certificate of Liability, contact University Student Affairs (USA) 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 **USA or OSA in Oregon** 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. (You do not need to complete this form if you've submitted an event reservation form)

## ***Food Truck Requirements***

- All vendors must provide evidence of insurance prior to conducting business on campus. Certificate of Insurance must be sent to **USA or OSA in Oregon** at least two weeks prior to the event. For SGA/Class events work directly with your College's Student Affairs Professional for the reservation and COI.
  - Certificate of Insurance must:
    - Name Western University of Health Sciences as an additional insured on the insured parties' commercial general liability policy  
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/\$3,000,000 aggregate
      - Business Automobile Liability: Not less than \$1,000,000 for bodily injury & property damage
      - Worker's Compensation: Statutory Limits Required
- Food Truck Reservations – yes, you must book this to avoid conflicting with other clubs
  - Select "Food Truck" on the [event reservation form](#)
  - Send copy of food truck's liability insurance to **USA or OSA in Oregon** 1wk+ before the event
  - Do not sign a contract – see first bullet in this section for details
  - Food trucks may be parked in one place in Pomona (Near HEC overhang) and in WesternU Oregon in the location approved by 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, which is included within the Student Leader 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.

CLUB LEADERS & SGA Officers in Oregon: If you submit a room/space request via the event reservation form, you can include food information. Your room/space confirmation is considered your food permit.

SGA OFFICERS (California Only): If you are a SGA leader, or you are a club leader and forget to include food info on the form, you can request a [food permit online](#).

**If your request is denied:** Please email [studentaffairs@westernu.edu](mailto: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:

- In Pomona, we suggest placing boxes in the lobbies of the five main buildings used by students and be sure to include the names of the buildings in your email announcing the drive ([see map](#)):
  - University Research Center, Veterinary Medicine Center, Veterinary Clinical Center, Health Sciences Center, Health Professions Center, and Health Education Center.
- 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 (human or pet) 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** in order 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 **USA or OSA in Oregon** for approximately ten minutes. They will provide you with the necessary documentation and highlight your responsibilities to ensure you are prepared to tackle the event. To ensure availability, we recommend e-mailing [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) or [studentaffairsor@westernu.edu](mailto:studentaffairsor@westernu.edu).



**Organizing a Health Screening**  
*ALL health screenings require approval*

If these steps are not completed, the insurance company will not consider the event as being sponsored by WesternU and thus 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. **We do not recommend participating in non-WesternU clinical activities unless you have proof that you will have insurance coverage.** Without coverage, you are putting yourself in a risky situation that could impact your future career as a healthcare provider.

### ***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 **USA or OSA in Oregon** within one week of the event. This includes returning the health fair binder she gives you prior to the event. **USA or OSA in Oregon** 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.



**Pro-tip: Faculty request that you secure a preceptor four weeks prior to your event.**

**\*If providing vaccines, additional steps and paperwork required.**



## Student Travel

We are always pleased to see our students representing WesternU and their programs 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 electronic Student Travel Notification Form at least two weeks prior to departure.

It's essential that you **submit the form 14 days in advance** of your travel as you will not be eligible for reimbursement through a club, class, University Student Affairs (USA) Officer Travel, SGA account, etc., if we do not receive your completed travel notification form before you depart.



#### [Travel Notification](#)

*Required for any overnight travel if getting reimbursed from club/class*

### *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 62.85 cents/mile.

When you return, submit these itemized receipts along with a completed/signed Student Reimbursement Form to the office of **USA or OSA in Oregon**



#### [Reimbursement Form](#)

*Use this for any club/class reimbursements*

### *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.



#### [Travel Checklist \(International\)](#)

*Give yourself at least 3 months to plan*

## ***University Student Affairs (USA) | 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 57.5 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.

### **Put “officer travel fund” on the “pay from” line of your reimbursement form.**

- AAPA/CAPA (\$1400): CAPA Representative voted on by 1<sup>st</sup> year class
  - Class | California Academy of Pas
- ADEA (\$700): ADEA Club President
  - Club | American Dental Education Association
- AOA/OPSC (\$700): Club President
  - Club | Osteopathic Physicians & Surgeons of California
- AOA/OPSO (\$350): OPSO Club President
  - Club | Osteopathic Physicians & Surgeons of Oregon
- AOA/OPSO (\$350): 2<sup>nd</sup> Year Class President
  - Club | Osteopathic Physicians & Surgeons of Oregon
- AOSA/COSA (\$1400): AOSA Club President
  - Club | American Optometric Student Association
- APhA/CPhA (\$700): APhA Club President
  - Club | American Pharmacists Association - Academy of Students
- APMSA (\$1400): SCPMSA President
  - Club | Southern California Podiatric Medical Students Association
- APTA/CPTA (\$1400): Rep voted on by 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year classes (see Dr. Schilling re: amount per person)
  - Class | American Physical Therapy Association
- ASDA/CDA (\$700): ASDA Club President
  - Club | American Student Dental Association
- ASHP/CSHP (\$700): CSHP Club President
  - Club | California Society of Health System Pharmacists
- AVMA/CVMA/SCAVMA (\$1400): SCAVMA Club President
  - Club | SC - American Veterinary Medical Association
- NSNA/CNSA (\$1400): NSNA Club President
  - Club | National Student Nurse Association
- SOMA (\$700): SOMA Club President (Pomona Campus)
  - Club | Student Osteopathic Medical Association
- SOMA (\$700): SOMA Club President (Oregon Campus)
  - Club | Student Osteopathic Medical Association

## ***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 30<sup>th</sup>. If traveling in June, call University Student Affairs (USA) 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 20<sup>th</sup> your plans to use them by June 30<sup>th</sup> (the end of the fiscal year) the funds will be re-allocated.



## 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.

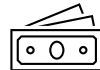
Please review section three of the [SGA bylaws](#) regarding appropriate deposit and withdrawal procedures and requirements. Below are some highlights from these documents.

### *Deposits / Bursar's Office*

- 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 provide your club/class statement for you at any time; contact **USA or OSA in Oregon** with questions.
- Deposit forms need to be completely filled out prior to submission (hard copies at business office).

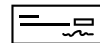
### *Payments & Reimbursements / University Student Affairs*

- 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. Travel receipts should be submitted within 30 days of travel or by June 15<sup>th</sup> (July 15<sup>th</sup> for June travel). All other receipts should be submitted within ten 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 one week 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 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.
- If the receipt you submit with your reimbursement form does not indicate that sales tax was paid, the business office will automatically deduct this amount and pay it to the state on your behalf, so if you did indeed pay sales taxes be sure that your receipt indicates this, or you'll end up paying double!
- 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 on the last page for setting up voting in blackboard. See instructions on the last page for setting up voting in Blackboard. Class fund expenditures **under \$250** required a majority vote of total number of **class officers**.



#### [Reimbursement Form](#)

*Use this for any club/class reimbursements*



#### [Deposit form](#)

*Include your FUND number*

## Fundraising

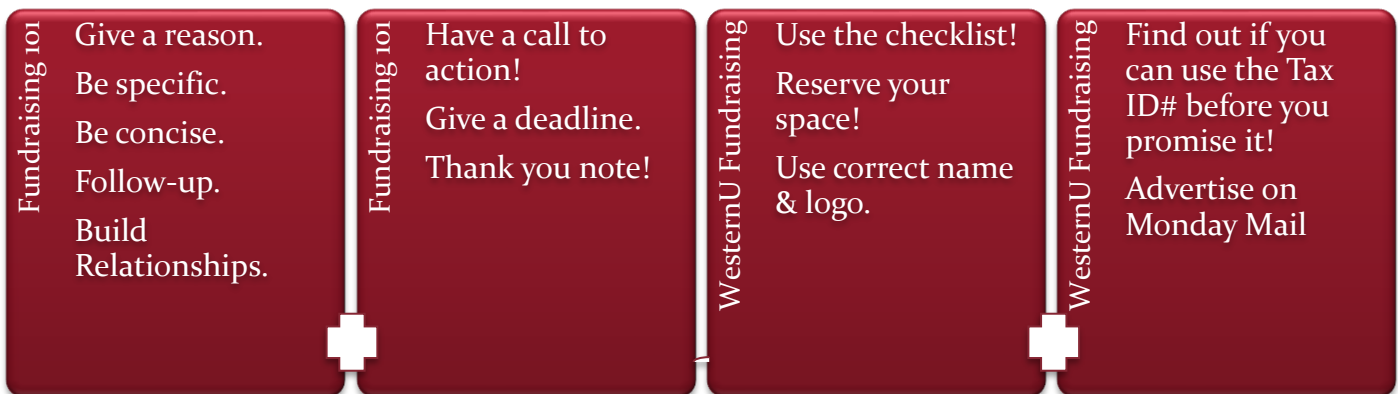
### Checklist:

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.



[Fundraising checklist](#)  
Start your fundraising activities here

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, SGA/Class must 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, SGA/Class must complete a food permit.*
- Healthy Food Fundraisers - *Be sure to reserve your space, SGA/Class must complete a food permit.*
- Movie Night - *If you wish to show a movie on campus, your club/organization may be responsible for licensing fees. Please contact **USA or OSA in Oregon** to find out more information.*
- Auction - *Consult the fundraising checklist when soliciting donations.*
- Partner with Outtakes (Pomona) - *Book early, they fill up quickly!*

### Not Recommended:

- Casino Events - *Requires a permit from the state.*
- 5K/Races on and around campus - *The Pomona campus is not conducive for races, and they are very expensive to organize.*
- Cooking on campus – *Restrictions apply to cooking on campus, plus you usually only have the lunch hour.*





## 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!**

- 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



### *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](mailto: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 **USA or OSA in Oregon**. 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.

### *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 **USA or OSA in Oregon**. 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 **USA or OSA in Oregon** 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

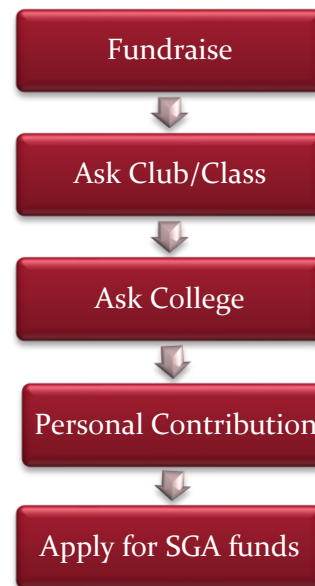
SGA Funding: If you have exhausted all other potential funding options for your event, up to \$600 may be requested from the SGA, or no more than \$200 per individual for travel. For example, five students from your club are traveling to a professional conference so each would receive \$90 from SGA – 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 1<sup>st</sup> and 3<sup>rd</sup> 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 **USA or OSA in Oregon** 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.



[Request Funding - SGA](#)  
*Restrictions apply*



## 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 the 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



[Request Funding - Alumni Affairs](#)  
*Restrictions apply*

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.



## *Service Allotment Opportunity*

### **COVID-19**

During the pandemic, the Service Allotment criteria changed to:

- Coordinate (4) internal club events **OR**
- Coordinate (1) one Community Service Event\* and (2) internal club events **OR**
- Coordinate (2) WesternU events and (2) internal club events

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.

(Pre-COVID-19) 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 150+ 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*

### **COVID-19**

The activities requirement has been reduced during the pandemic: COVID-19 Operating Criteria:

- Host (2) general meetings per President's term
- Host (2) activities (community\*/WesternU/other) **OR** Participate in the Spring and Fall Club Week events by creating content on the Teams page and offering live tabling.

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](mailto: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 **USA or OSA in Oregon** 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.



## Club Name Change

If you wish to change the name of your club, you must email [SGA-VicePresident@westernu.edu](mailto:SGA-VicePresident@westernu.edu) 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***

Club Presidents will serve from February 1, 2021 through February 28, 2022. All other officers (including council Chairs) will serve from February 1, 2021, through January 31, 2022. 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 1st. 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. If your Outgoing Club President will not be on campus during the month of February you must arrange to elect officers and provide a one-month overlap in December or January (primarily PharmD, MSN-E & DPT leaders).



**Pro-tip: Hold elections prior to Jan. 15th and report new officers on annual report. Submit ALL paperwork on-time or risk dissolution.**

## ***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 your elections are grade-dependent then submit ALL paperwork by the deadline and enter the new transition date in lieu of the incoming President/Treasurer. If this is the case for your club, contact Christy Ho to discuss the situation before the deadline to be granted an exception to the election's deadline. In either case, provide University Student Affairs a copy of your by-laws.

## ***New Club Applications***

The next time the Student Organization Committee will consider new club applications is after the deadline of **December 14, 2021**. Applications will be reviewed in early February and you can expect to hear the committee's decision by mid-February. To be considered, complete the [new club application](#) by the deadline.



**Pro-tip: NEW club applications are reviewed once a year!**

## ***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](http://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 would like to use your club's copy code rather than your personal one to make copies, you can simply go to the library circulation counter, give them \$10-\$20 (out of pocket) and ask them to put it on your club's account. Make sure to get a receipt, then attach that receipt to the student reimbursement form along with appropriate signatures and bring it to the Office of **USA or OSA in Oregon**. Do not use the machines; they don't give receipts. Additionally, printing off-campus is available at OfficeMax/Office Depot [using this print card](#).

## *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 your college-specific Student Affairs Professional or the SGA Executive Team you may instead contact [Christy Ho](#), Director for University Student Affairs, or [Dr. Beverly Guidry](#), Senior Vice President for University Student Affairs. University Student Affairs.

## *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 [Christy Ho](#) for approval. She 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. **Approval is required for ALL designs, whether or not they use the WesternU name or logo.**

## *Things to Remember:*

- Please review the [University Branding webpage](#) and review the [Graphic Standards Manual](#) prior to designing a club logo. Final logo approval is only granted by USA. The Graphics and Branding Department on campus can also help with your logo design free of charge. Their office can be reached at [PUB@westernu.edu](mailto: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 may use the seal (the circle or "meatball") alone.
- 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.





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



***Class Vote Required (when spending class funds over \$250)***

If your class decides to spend \$250 or more, you must show proof of a class vote. If under \$250 then the SGA board for the class needs to vote. Please include the voting results with any reimbursements. Refer to Bylaws 3.11. Email University Student Affairs ([studentaffairs@westernu.edu](mailto: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](#)) & [Club Bylaws](#)
- Check with club leaders on whether club follows national bylaws
- 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 contracts/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
- Fall 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 January 22<sup>nd</sup>.
- 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

### *March:*

- Spring Club Day occurs every year in March (encourage your club to participate)

### *June:*

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

