

2011-2012

**STUDENT ORGANIZATION
AND
SPORT CLUB
HANDBOOK**

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Meet the Staff

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115 MHS

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Mission and Values

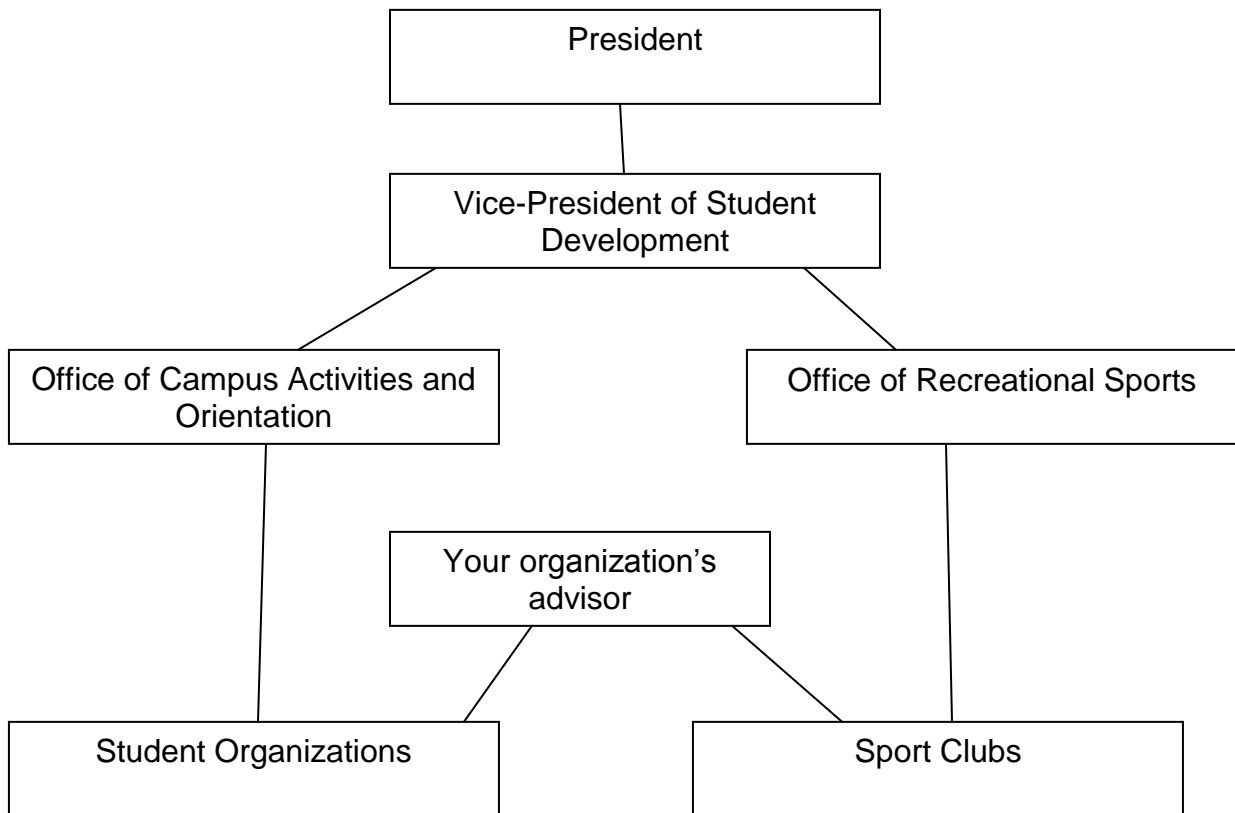
Identity Statement Founded and sponsored by the Franciscan Sisters of Perpetual Adoration, Viterbo is a Catholic, Franciscan University in the liberal arts tradition.

Mission The Viterbo University community prepares students for faithful service and ethical leadership.

Core Values In keeping with the tradition of our Franciscan founders, we hold the following core values:

- **Contemplation**, reflecting upon the presence of God in our lives and work
- **Hospitality**, welcoming everyone we encounter as an honored guest
- **Integrity**, striving for honesty in everything we say and do
- **Stewardship**, practicing responsible use of all resources in our trust
- **Service**, working for the common good in the spirit of humility and joy

Organizational Chart



As a recognized organization, you are representing Viterbo University. Therefore, it is a privilege to hold your organization's status. Status can be revoked by the University if violations to policy or behavior are at question. Although your organization is a function of campus activities and orientation or recreational sports, your organization is also independent in terms of decision making. Each organization is encouraged to make responsible decisions, manage effectively, and represent Viterbo University appropriately.

Activity Calendar 2011-2012

Student Organizations & Sport Clubs

Viterbo University student organizations and sport clubs serve as an added educational resource to students, giving them experiences related to their classes and study and provide a variety of activities to supplement and balance their lives. Involvement in a group that helps to explore interests can be a source of developing skills, learning more about the many facets of a particular area, experiencing the interplay of working with others, and assuming leadership roles.

Welcome Back Bash (Fall Club Fair): Thursday, September 1, 2-4 p.m. Mathy Center Sponsored by Campus Activities and SGA Prepare information and a display to promote your organization: sign-up sheets, give-aways, candy, pictures of past events, etc. Make your display stand out! More information will be sent in the summer.

Sport Clubs Officer Informational Meeting: Thursday, September 15, 7:00-8:00pm

Meet in Mathy 129 (first floor conference room) for information regarding being a current sport club regardless if the club is recreational, competitive, or informational. Meeting attendance is mandatory for status approval or renewal.

Organization Status Renewal Forms: Due by Friday, September 16

For all organizations that did not complete their form in May, the Organization Status Renewal Form is necessary to keep your organization's information current in the Office of Campus Activities & Orientation and on the website, brochure, and email list. The form can be found on page 35 and on the Student Organization's Website. Completed forms can be sent to CampusActivities@viterbo.edu or dropped off at in the Hawk's Nest, Marian Hall. If you are a sport club, Organization Status Renewal Forms can be sent to Marci Kuhrt at mkkuhrt@viterbo.edu or dropped off at the Amie L. Mathy Center front desk.

Sport Clubs Status Renewal Forms (see page 35), **Assumption of Risk & Emergency Cards: Due by Friday, September 16.** All forms must be turned into Marci Kuhrt for status approval or renewal. See pages 43-47.

Club Officer Roundtables:

Fall Semester: September 14, October 12, November 16 @ noon

Spring Semester: February 1, March 14, April 18 @ noon

- Meetings are in Robers Conference Room, at the end of the main hallway in the Library. Roundtables are important for organizations to learn about upcoming opportunities.
- If your organization has an announcement or agenda item for an upcoming roundtable, contact Kari Reyburn.
- All officers are invited; it is important that at least one representative is present from your organization.

Officer Training: Sunday, September 18, 6-8 p.m. Reinhart Center

Mandatory training for all officers; attendance is required. Training will build leadership skills and skills specifically for the position you hold within your organization.

Spring Club Fair

Spring Club Fair will be decided upon during Club Officer Roundtables.

Special Events/Weeks: Your organization may want to coordinate an event during one or more of the many themed weeks or special events during the year.

- **Welcome Week:** August 29-September 3, Contact: Kari Reyburn
- **Healthy Living Week:** September 19-September 23, Contact: Marci Kuhrt
- **Homecoming Week:** February 13-18, Contact: Kari Reyburn or Student Activities Board
- **Health Fair:** April 3, Contact: Sue Danielson
- **With Out Worries Week Leading Up to Courtyard Carni:** April 30- May 5, Contact: Kari Reyburn or Student Activities Board

Recognition

Student organizations and sport clubs that have applied for and received approval from the coordinator of campus activities and orientation or from the director of recreational sports are granted recognition. Approval is based on the following criteria listed.

Criteria for Recognized Organizations:

- A defined and written constitution (by-laws) for the organization that are in line with the mission of Viterbo.
- An advisor who is a Viterbo faculty or staff member.
- A majority of members who are enrolled at Viterbo.
- Open membership with no discrimination on the basis of sex, race, gender, ethnic background, creed, disability, or sexual orientation.
- A completed organization status form each year. This form can be found on page 35.
- Complete any other required documents requested by the Office of Campus Activities or Recreational Sports.

Benefits for Recognized Organizations:

- An account with the Viterbo University business office. This also allows your organization to use the Viterbo tax exempt status on purchases – saving your group money!
- \$100 in start-up funds for all new organizations from SGA.
- Ability to request funds from SGA to support activities.
- Ability to reserve and use Viterbo University facilities for meetings and events.
- Ability to promote meetings and activities through Viterbo communications and posting on campus.
- Option to promote your organization through the “Student Organizations” or “Recreational Sports” website and Facebook pages.
- Option to maintain an official Viterbo website for your organization.
- Receive invitations to monthly roundtables, club fairs, and other leadership opportunities.

Sport Clubs

In addition to the above requirements, there is a second process to complete since there is often more liability with sport clubs. See page 32 for more details.

New Organization

If you are interested in starting a new organization, follow these steps and complete the Application for Student Organization Status found on page 36.

1. Come up with an idea, or maybe you already have one; organizations are started for social, recreational, academic, current issue/hot topic, etc. purposes.
2. Find three to four friends who are also interested in your organization (must be currently enrolled students at Viterbo). *Membership must also be open to any Viterbo student.*
3. Find an advisor who supports your idea and is a Viterbo faculty or staff member.
4. Complete the [Application for Student Organizations](#).
5. Create your organization's by-laws and mission statement. See the [Student Organization and Sport Club Handbook](#) for an example.
6. Schedule a meeting/training to present your idea with [Kari Reyburn](#) if you are a new student organization or [Marci Kuhrt](#) if you are a new sport club.
7. Once you complete your meeting with campus activities or recreational sports, your application will be sent to the Office of the Vice President of Student Development. Approval will be granted to organizations through an official status letter.
8. Upon receiving the approval of status letter, organizations may be given \$100 in start up funds from the Student Government Association as well as allowed to operate as a university recognized organization.

New Student Organization
Kari Reyburn, 608-796-3807
klreyburn@viterbo.edu

New Sport Club
Marci Kuhrt, 608-796-3120
mkkuhrt@viterbo.edu

Sample By-Laws/ Constitution

The following is a sample only. Your organization may deviate from this sample, provided that Article III, item 1 are included. Each year, student organizations must include an electronic copy during annual registration as a condition of recognition, even if the constitution and by-laws have remained unchanged.

Article 1. Name

The name of the organization shall be _____.

Article II. Purpose

Your purpose will be posted on the Viterbo website. Make sure the purpose is clear and direct regarding what the organization is striving to do. Go to www.viterbo.edu/clubs to see what other organizations state as their purpose.

The _____ is concerned with the political, social, and cultural issues regarding _____. The group will seek to promote greater awareness and understanding of these issues in the Viterbo community by appropriate means such as publications, meetings, seminars, and other educational activities.

Article III. Membership

1. Membership in this organization shall be open to all students in good standing currently enrolled in Viterbo University, regardless of sex, race, gender, ethnic background, creed, disability, or sexual orientation.
2. *List any other requirements for members...do they need to pay dues, attend a certain number of meetings, participate in a yearly event, etc.*

Article IV. Officers

List how your officers, executive board, executives, positions will be divided. Again, make sure this information includes a job description for each position so there are not any questions regarding responsibilities.

1. The officers of the group shall consist of a President, Vice-President, Treasurer, and Secretary, and other officers as may be designated by the group.
2. All officers shall be registered undergraduates at Viterbo University.
3. The President shall be the chief executive officer of the group and shall have general supervision and control of its activities and programs. The President is responsible for:
 - a. List responsibilities
4. The Vice-President shall assist the President and assume his or her duties when the President is unable to serve. In addition, the Vice-President is responsible for:
 - a. List responsibilities
5. The Treasurer shall have general charge of the financial affairs of the group. He or she shall keep accurate records of these affairs.
6. The Secretary shall keep a record of all meetings of the group and of all activities and programs. He or she will handle all formal correspondence between members and officers of the group.

Article V. Elections

1. Officers shall be elected annually by the members of the group. Elections shall be held during the month of April.
2. Any undergraduate member of the group may be nominated for election. Nominations shall be filed in writing with the Secretary at least two weeks before the date appointed for elections. All members shall have one vote by secretary ballot. Members may vote by written proxy if necessary. The Secretary shall be responsible for informing all members of the election date and candidates.

Article IV. Meetings

1. Meetings of the group shall be held on a regular basis for the purpose of determining policy, activities, programs, and other business. Special meetings of the group may be called by the President, the Secretary, or any five members of the group.
2. A simple majority of the group shall constitute a quorum.
3. The President shall chair all meetings. In the President's absence, the Secretary shall chair and another member shall be appointed Secretary for the duration of the meeting.
4. Notice of regular and special meetings shall be communicated to all members of the group by the Secretary.
5. All members shall have one vote with respect to any resolutions put forward during the meeting. Members may vote by proxy if necessary.

Article VII. Amendments

1. This constitution may be amended by a two-thirds majority vote of the group.
2. Any three members of the group may propose an amendment. Proposals shall be filed in writing with the Secretary prior to a meeting to allow for debate. Amendments may be voted on at regular or special meetings.

Advisor Role – Information for Students

It is important for organizations to select advisors who will help the group meet its goals and provide guidance along the way. Student organizations and sport clubs should determine what role they might want their advisors to assume and have a conversation with their advisors about these expectations. Similarly, each advisor may have their own expectations for the group or for the role they are willing to play. It is a two-way street and both advisors and student organizations should ensure that they are well matched for one another. *Your group may select a new advisor(s) at any time.* Notify the coordinator of campus activities and orientation or the director of recreational sports of any changes.

See page 39 for a worksheet on outlining student-advisor expectations.

Questions to consider when selecting an advisor:

1. How much involvement is expected or needed?
2. How often does the group meet and do you expect your advisor to be present for these meetings?
3. How many major activities does your organization coordinate each year?
4. How experienced are the officers of the organization?
5. What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?
6. What skills would your proposed advisor bring the organization? How do these skills match those of your organization?
7. Are there areas in which you need specific assistance from your advisor?

What to provide to and expect of your advisor:

Organizations should be sensitive and limit expectations placed on advisors; however, at the same time, it is perfectly acceptable (and encouraged) that you involve your advisor in your activities. An advisor may be a hands-on director or simply an overseer, but the best balance lies somewhere between. Here are some possible expectations your advisors might have about working with your organization:

- **Receive notices of meetings.** You should always give notices of meetings to your advisers and try to include and invite their participation on a mutually agreed upon level of involvement.
- **Develop relationship with officers.** This will help communication flow easily and establish a base from which to work together.
- **Receive invitations to events.** Events are a great way to keep advisors informed. Try to give enough advance notice to allow advisors to plan to attend.
- **Consult on problems.** Advisors should be notified of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.
- **Provide copies of minutes.** Advisors should regularly receive any document produced by your organization (e.g. minutes, agendas, etc.).

Advisor Role – Information for Advisors

Tips for Effective Advising: The Be's, Know's and Do's

Be:

- Sincerely committed to the organization.
- Available and approachable to the members.
- Open to learning yourself.
- Available for emergency situations.
- Respectful and genuine to the organization's members.

Know:

- The goals, purpose, and by-laws of the organization.
- The members of the organization and their cognitive developmental needs.
- Resources available at Viterbo and in the local communities.
- Policies, procedures, and rules of Viterbo, and applicable laws of Wisconsin.

Do:

- Empower students to succeed.
- Represent the group and its interests in staff and faculty meetings.
- Establish a good working relationship with the group.
- Maintain a complete officer and membership list with addresses and phone numbers.
- Develop clear expectations between you and the group's student leaders. (See page 39.)
- Help students find a balance between activities and their academic responsibilities.
- Carefully review monthly financial reports from the organization's treasurer.
- Ask the Campus Activities Office if you need assistance.

AND don't forget:

- You are an advisor, not an officer of the organization. Appropriate intervention, sound guidance, and an objective perspective are all necessary for good advising.
- To have fun!

Benefits to Being an Advisor

There are many personal benefits associated with becoming an advisor to a student organization.

- Satisfaction of helping and seeing students learn and develop new skills.
- Watching a group come together to work towards common goals.
- Developing a personal relationship with students.
- Watching students move from membership to leadership roles, or from being reserved to fully participating members.
- Serving as a mentor and educator for students.
- Networking with colleagues involved as advisors of other student organizations.

Advisor Role – Information for Advisors

Advising Styles

An advisor can use many different advising styles depending on the student organization's expectations, needs, and the students' development levels. An advisor may vary his/her style throughout the year or even use different styles with certain student leaders and members at the same time. Flexibility is a key when using different styles. It is helpful to be able to move from one style to another in order to meet the needs of the different students and multiple circumstances you will encounter.

The following are different advising styles you may assume throughout the year.

Conflict Mediator: Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function. Also, different personalities and perspectives can sometimes cause conflict. You may have to help the students work through their disagreements occurring during meetings or conflicts occurring between members. For the latter, be sure to consider the appropriate avenues and environment for helping the students and consult with the campus activities office if you don't know how to proceed.

Consultant: As an advisor, you have knowledge and perspectives you have obtained through your job, education, and other experiences. This knowledge can help the organization members you advise succeed with their projects and events. Through open interaction with the students, you serve as a resource person and offer new perspectives to help guide the group toward activities and individual performance worthy of Viterbo standards. However, this style has to be used in moderation to allow for the best student development and growth to occur.

Leadership Developer: An advisor can play a significant role in furthering leadership development and personal growth of members, as well as identifying new leaders for the organization. Leader development includes enhancing students' interpersonal communication, planning, time management, and organizational skills – just to name a few. You view the organization and its members through a different lens than the student, hence can identify areas with room to grow.

Mentor: Students will look to you for guidance not just with the student organization, but also for other areas of their life. You may get questions about community resources, be approached to review resumes, or to be a sounding board for their ideas. Students may also confide in you about challenges in their life, such as deciding on a career or family or relationship issues.

Motivator: As an advisor, you may have to motivate students to excel, to carry out their plans, reach their full potential, and achieve their goals. Some students are easily discouraged at the first sign of difficulty. You will need to be their "cheerleader" to keep them focused on the goals of the organizations or their personal goals. This style is especially important to the "seasonal lows" of the academic year, usually November and late February/early March.

Policy Interpreter: Student organizations operate under policies, procedures, and rules of Viterbo and the laws of Wisconsin. Student organizations also have their own set of by-laws to follow. At times, students may not be aware of these policies and may be approaching programs, situations, problems in the wrong manner. The more you know about these policies the better advising you can give to the students on their plans. Also, remember when in doubt, ask the campus activities office.

Reflective Agent: Reflection is one of the greatest tools and one of the most essential components to learning out of the classroom. Advisors play a key role in helping students reflect, as it is often overlooked by students. Encourage and challenge students to reflect on how and what they are doing in their roles within the organization. Give them the opportunity to discuss their thoughts on their performance, ask them what went well, and how they can improve in other areas.

Team Builder: When new officers are elected or new members join the organization, you may need to take on this role. Work with the student officers to develop a teambuilding plan or you may have to take the initiative yourself. Use your knowledge and experience to achieve this goal or ask the campus activities office for ideas. Team building is important because it enhances the relationships of the students between one another and the advisor.

What style do you ALWAYS Use?

As an advisor, you are always an **educator**. This style is executed as you role model behavior, guide the students in reflection, and answer their questions. Although students are adults, they are still in need of people who can teach them about leadership and how to correctly overcome challenges. However, as an educator sometimes the best action to take is no action at all. Students learn through both success and failure.

Online Tools and Resources

Here is information about various resources that may be helpful to your organization. The campus activities office is happy to be a resource at anytime to help guide you with your event planning or organization in general.

4imprint <http://www.4imprint.com/>

Personalized promotional products and giveaways

Desinz Inc <http://www.tcsp.org/index.php?pr=About>

T-shirts, sweatshirts, sweatpants, sport shirts, jackets, banners, signs, etc. screen printing. If you have the *designz logo* added to your item, you can save fifty cents per item.

Diversity Council in La Crosse <http://www.glaxdiversitycouncil.com/index.html>

Great connection for collaboration.

Doodle Scheduler <http://www.doodle.com/>

Meeting scheduler and voting website

Google Documents

Share spreadsheets, word documents, and more by using Google documents. This beats sending attachments back and forth.

Pepsi Co. 784-1112

Will make free banners, just have to follow their instructions and put your wording on the side with the Pepsi logo.

Volunteer Opportunities and Contact Information

<http://www.viterbo.edu/ministry.aspx?id=1184>

Policies and Procedures

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Advertising and Posting Procedures

Using the Viterbo Logo

Permission for use of trademarked symbols used in identifying Viterbo University should be directed to the Office of Communications and Marketing (007 Reinhart Center). Unauthorized use or misuse of any of the Viterbo University logos or graphics should be reported to the director of publications and web design at 608-796-3048 or dakappmeyer@viterbo.edu. All approved logos are available on the Viterbo University Web site at <http://www.viterbo.edu/comm.aspx?id=5432>.

Prior to placing an order for apparel or other promotional items, contact the Office of Communications and Marketing (007 Reinhart Center) for specific approval and usage guidelines.

Posting and Distributing Information

1. All items for posting or distribution must be approved. Approvals are stamped or written by individuals working in these Viterbo offices. Approvals must be displayed on each item.

Location of Bulletin Board	Where to Go for Approval	Special Instructions
Academic Buildings, Student Development Center, and Student Union	Communications and Marketing's Administrative Assistant, 007 Reinhart Center	Submit 12 flyers no larger than 8.5 x 11 inches
Apartments and Residence Halls	Office of Residence Life, 2 Marian Hall (in the Hawk's Nest)	Submit 19 flyers
Cafeteria (The Caf)	Office of Campus Activities and Orientation, 115 Marian Hall (in the Hawk's Nest)	Call 608-796-3807 with questions. Table tents are not allowed in The Caf, however 30-60, 4 X 5 or 4 X 6 cards can be made and placed in the napkin holders on the tables.
Hawk's Nest	Office of Campus Activities and Orientation, 115 Marian Hall (in the Hawk's Nest)	Submit 2 flyers or 4 table tents. Call 608-796-3060 with questions.
Library / Franny's Cyber Café	Circulation Desk, Library	Call 608-796-3272 with questions

Mathy Center	Department of Recreational Sports, Mathy Center	Submit up to 8 items
Student Union	Office of Campus Activities and Orientation, 115 Marian Hall (in the Hawk's Nest)	Call 608-796-3807 with questions regarding additional flyer posting. Submit 6 table tents for distribution on table tops.

2. The content of all items must be in good taste.
3. Items must include the name of the sponsoring individual or organization.
4. Designated bulletin boards in the Student Union are made available for notices informing others of rental property and items for sale.
5. Commercial and/or for-profit organizations are not permitted to post.
6. Items are not be taped to walls, doors, or windows. The use of tape, paste, tacks on woodwork, walls or ceilings is not permitted. Items may not be pinned to or hung from ceiling tiles.
7. Any damages to walls, windows, doors, and the like that result from unauthorized posting or distribution will be charged to the group or individual who posted the information.
8. On-campus advertisements that indicate alcohol as the primary focus of an event are not permitted. Advertising tobacco products is not permitted.
9. Political and campaign items are not to be posted on university bulletin boards.
10. Viterbo University reserves the right to remove, restrict, limit, or deny posting or distribution.

Additional Forms of Advertising

Chalking

Chalking is allowed on all sidewalks throughout campus. Chalking on buildings and/or walls is strictly prohibited. Chalking messages must comply with the guidelines outlined in the Posting and Distributing Information section above.

Campus Information Screens

To place an advertisement on the campus information screens, submit copy to communications and marketing at communication@viterbo.edu.

Connections

To have information placed in *Connections*, email your copy to connections@viterbo.edu. Note: *Connections* is published every Monday of each academic year and distributed to faculty and staff. Copy deadline is 4 p.m., Wednesday.

Copy, Mail, Media Center

Copy, Mail, and Media Center (CMMC) provides copying services for advertisements. Copies can be made in two ways: 1) email copycenter@viterbo.edu and complete the online copy form at www.viterbo.edu/copycenter or 2) bring the document to the CMMC (022 Reinhart Center), complete a copy form, and pick up the copies when ready.

- CMMC also makes large format posters. To request a large format poster, use the online plotter form at www.viterbo.edu/copycenter and follow the instructions.
- Cardstock paper options, folding, stapling, and cutting services are also provided for copies processed through CMMC. To utilize these options, indicate the service appropriately on the copy form.

Handouts/Giveaways/T-Shirts

Any university-sponsored organization or department that intends to provide handouts or giveaways (i.e., T-shirts) to students, faculty, or staff or the general public that possess a Viterbo University trademark/image should receive approval from communications and marketing.

Lumen (Student Newspaper)

To place an advertisement in an issue of the Lumen, the student newspaper, email lumen@viterbo.edu. Note: Lumen is published six times per semester on a bi-weekly basis. Deadline for copy is Thursday at 3 p.m.

Media

Any requests for advertisement in an outside media source (i.e., newspaper, TV station, radio) must be directed to communications and marketing at least three weeks prior to the run date. To inquire about services or approval process for outside media advertisement, contact Paul Wilhelmson, director of marketing, at 608-796-3040 or email pjwilhelmson@viterbo.edu.

Posters

See the Posting and Distributing Information section above.

Social Networking

If social media and/or blogging, whether it be university sponsored use or personal use on behalf of an organization or department, is interpreted to be detrimental or damaging to the university, its reputation, or the community, disciplinary action, up to and including expulsion may be enforced. For any questions about these guidelines or any matter related to the university's policy on social media, personal web sites, web logos, and other user-generated web content, contact Paul Wilhelmson at 608-796-3040 or email pjwilhelmson@viterbo.edu.

Table Tents

Table tents need to be approved prior to distribution. Refer to the posting and distributing information section above.

VU Today

To have information placed in *VU Today*, email your copy to communication@viterbo.edu. Information must be short and concise, and will only be posted twice in *VU Today*.

Advertising Violations

If an organization is found in violation of these advertising procedures and guidelines, the following will occur:

1st violation- advertisement will be removed and your organization will be reported to the Office of Campus Activities and Orientation. The organization will be contacted regarding the violation with a copy of the appropriate procedures and guidelines.

2nd violation-will result in written notification to the organization's advisor, noting that advertising privileges are probationary and will be suspended if a third infraction occurs.

3rd violation-The organization will be suspended from campus advertising privileges for the remainder of the semester in which the infractions occurred.

Fundraising/ Donation Request

If you wish to request donations from off-campus businesses or groups, contact Institutional Advancement in 226 Murphy Center, 796-3076. Institutional Advancement keeps track of donations campus-wide and makes sure businesses or groups are not flooded with requests. Include the following information: Organization name, purpose of event and/or donations, and name and address of businesses from which you wish to request donations.

If doing a fundraiser that involves food, make sure to read any other policies that may apply, i.e. the food and beverage policy.

Food and Beverage Policy

The purpose of this policy is to offer safe and healthy practices related to food and beverage and to be in compliance with health regulations, contractual agreements, university policy and the university liquor license. Viterbo University holds exclusive contractual agreements with food and beverage contractors. The campus dining contractor, Aramark, provides food service and catering for Viterbo. See page 48 for a “No Frills” Catering Guide. Pepsi provides beverages in vending machines, beverage dispensers and at soda fountain sales. Stansfield Vending, Inc. fills vending machines on-campus including packaged food. Dominoes Pizza provides pizza for intercollegiate athletics concessions. Non-adherence to any of the following stipulations, damage to facilities and/or facilities left unkempt may result in loss of the privilege to use campus facilities.

Food Stipulations

1. At on-campus events (i.e. banquets, conferences, receptions, socials, etc.) that are open to the public, food and beverage must be catered through the campus dining contractor, Aramark.
2. Catering for on-campus events (i.e. banquets, conferences, receptions, socials, etc.) must be provided by Aramark, the only catering service or vendor authorized to provide food at such events.
3. The kitchen adjacent to the board room is to be used only for events occurring in the board room and/or president’s office.
 - A. Scheduling the board room and adjacent kitchen is available via the Fine Arts Center. Event coordinators must let the Fine Arts Center staff know when to unlock and lock the board room and adjacent kitchen.
 - B. If a function planned for the Board room is not catered by Aramark, it is the event coordinator’s responsibility to provide all necessary supplies, to remove food items, to clean and leave kitchen in proper order immediately after the event. (Items stored in the kitchen adjacent to the board room are not to be used for functions that are not associated with Aramark or the president’s office.)
 - C. It is the responsibility of the event sponsor to clean the board room and/or adjacent kitchen after usage. Persons using the dishwasher must empty it and put items away after usage.
4. When preparing potentially unsafe foods, follow these guidelines. (Potentially unsafe foods include meat, poultry, fish, uncooked or partially cooked eggs, and foods that must be heated or refrigerated. It is advised that Aramark is used to prepare potentially unsafe food.)
 - A. Keep hamburger, chicken and other perishable food on ice until ready to cook.
 - B. Cook hamburgers to 155F/68C. To check the temperature, insert the thermometer probe for 15 seconds in the center of the burger at a 45 degree angle.

- C. Cook poultry to 165F/74C. Place the thermometer in the thickest part of the meat for 15 seconds.
- 5. These stipulations apply to food sold at campus fundraisers. The coordinator of campus activities and orientation must approve any exceptions.
 - A. Potentially unsafe foods are not to be sold at fundraisers.
 - B. Fundraisers are permitted only when the proceeds support charities, student organizations or sport clubs.
 - C. No student or employee may schedule a fundraiser on campus for personal profit.
 - D. All food items sold at bake sales must be wrapped or pre-packaged.
 - E. A list of ingredients for all items sold must be made available if requested.
- 6. It is the responsibility of the event coordinator(s) to ensure that all areas, tables, equipment, etc. are left in proper order after usage.

Beverage Stipulations

- 1. All events, activities, meetings and fundraisers must be in compliance with these stipulations from university policy on alcohol.
 - A. Use of alcoholic beverages is prohibited except at university-sponsored events approved by the president.
 - B. The service and/or sale of alcoholic beverages are not permitted on University premises or at University-sponsored functions during the working day from 8 am to 5 pm unless approved by the president.
 - C. Alcoholic beverages are not permitted at student, club, or team events on or off campus unless approved by the vice president for student development.
 - 1) Recognized student organizations, teams, etc. must apply to the vice president for student development for service of alcoholic beverages.
 - 2) The service of alcoholic beverages may be approved by the vice president for student development when it can be shown in advance that the majority of students in attendance will be 21 years of age or older.
 - D. Alcohol is permitted only in apartments when all room occupants and all individuals present in the unit are 21 years of age or older.
- 2. The university's liquor license permits the selling and serving of alcohol beverages for public and private events (i.e. banquets, conferences, receptions, socials, etc.) in these venues only: Fine Arts Center lobby and hospitality suite on first floor; the Reinhart Center board room, first floor lobby and garden level commons; and the Marian Hall Dining Room.
- 3. It is the responsibility of the event coordinator(s) to ensure that all areas, tables, equipment, etc. are left in proper order after usage.

Room Reservation Procedures

The Viterbo campus facilities listed below are available for reservation at this link:

<http://www.viterbo.edu/centers.aspx?ekfrm=16180>. All reservation requests should be submitted to the scheduling office at least 10 days prior to the event. An email will be sent when a request is confirmed.

*Classrooms/lab space are not scheduled for non-class activities until April 1 for the fall semester, November 1 for the spring semester, and February 1 for the summer term.

Building	Room	Reservation Process
Courtyards		http://www.viterbo.edu/centers.aspx?ekfrm=16180
School of Business (formerly Brophy)	Classrooms/lab space*	Registrar's Office (608) 796-3181
School of Business (formerly Brophy)	Lobby, 123*, 124*	http://www.viterbo.edu/centers.aspx?ekfrm=16180
Fine Arts Center	Classrooms/lab space*	Registrar's Office (608) 796-3181
Fine Arts Center	102 conference room—Seats 12 Dance studio (B13, 122)* Hospitality Suite—Seats 40 Main Theatre Lobby—Seats 200 theatre style, 160 around tables Recital Hall/Lobby—Seats 170	http://www.viterbo.edu/centers.aspx?ekfrm=16180
Nursing Center	Classrooms/lab space*	Registrar's Office (608) 796-3181
Nursing Center	Foyers, second floor terrace, 101*, 103, 195*, 196*, 283*, 284*, 402*, 443*, 501*, 502*, 543	http://www.viterbo.edu/centers.aspx?ekfrm=16180
Library	Robers conference room—Seats 40 135/137 Study Room—Seats 18	http://www.viterbo.edu/centers.aspx?ekfrm=16180
Marian Hall	Hawk's Nest Rec Area—Seats 30 Hawk's Nest TV Room—Seats 20	http://www.viterbo.edu/centers.aspx?ekfrm=16180
Mathy Center	129 Conference Room 203 Conference Room—Seats 10	http://www.viterbo.edu/centers.aspx?ekfrm=16180
Mathy Center	Three Courts	Must reserve two weeks in advance. Include pertinent info (day/time/purpose, etc.). Can only be used for special events and event needs and descriptions would need to be approved at time of reservation. Complete the form at: http://www.viterbo.edu/mathycenter.aspx?id=14714 For other questions: Marci Kuhrt, ext. 3120, mkuhrt@viterbo.edu
Murphy Center	Classrooms/lab space*	Registrar's Office (608) 796-3181
Murphy Center	Lobby, 379 Conference Room—Seats 8	http://www.viterbo.edu/centers.aspx?ekfrm=16180
Reinhart Center	Classrooms/lab space*	Registrar's Office (608) 796-3181
Reinhart Center	Lobby Boardroom—Seats 102 Commons—Seats 40 127 Large Distance Ed Room*--Seats 122 130 Medium Distance Ed Room*--Seats 30 137 Seminar*--Seats 12 138 Seminar*--Seats 8 141 Seminar*--Seats 12 Outdoor Terrace—Seats 20 around existing tables	http://www.viterbo.edu/centers.aspx?ekfrm=16180

Student Union	Lobby The Caf—seats 224 around tables	http://www.viterbo.edu/centers.aspx?ekfrm=16180
San Damiano Chapel		Campus Ministry – Patrick Andera, ext. 3805 pbandera@viterbo.edu
Student Development Center	Conference Room	Student Development Center – Denise Homstad, ext. 3825 dlhomstad@viterbo.edu Has conference table with eight chairs; an additional 20+ chairs can be set up; has windows.
Varsity Athletic Center	Lobby Basketball Court	http://www.viterbo.edu/centers.aspx?ekfrm=16180

Viterbo Website

All registered student organizations and sport clubs are represented on the website: <http://www.viterbo.edu/clubs>. Each has a description, contact information for the advisor and student leader(s), and a link to the organization's website (if available).

All sport clubs are also represented on the sport clubs page of the recreational sports website as well: <http://www.viterbo.edu/recsports.aspx?id=15618>. Club information, sport club forms, and other recreational sports information as well as a link to each club's website (if available) can be found here.

Organization's Website

Each has or can have an official website that is linked to the general page. For training and access to make changes, complete the form page 41 and send it to the website developer/programmer in the Office of Communications and Marketing. ** There are some formatting requirements for sport clubs to keep pages uniform. Contact the director of recreational sports for this information.*

Planning Events

The success of your organization's events will rely on how prepared you are. You should recognize the scope of your event and plan accordingly. Avoid last minute stress, anxiety, or even the need to cancel your event by adhering to the following steps. We have abbreviated the steps here.

Brainstorm ideas. Keep in mind why are you having the event, the mission of your organization, what your organization can provide to the campus community, and how you can collaborate with other student organizations to plan an event.

Choose an idea and make sure that all members of the organization are committed to the idea. You will need the help of your membership to plan this event. If applicable, work with other student organizations to choose an idea.

Establish a budget and determine if your organization has enough money to cover the expenses of the program. If not, apply for funding through SGA, ask other organizations to help sponsor the event, or develop fundraising plans.

Develop program goals, timelines, a master task list, and how you expect to delegate responsibilities. Communicate often with one another and ensure that everyone is aware of their particular responsibilities.

Reserve a room location or site. If the event is to be held off-campus, make sure your advisor or another staff or faculty member can attend. See page 19 for room reservation contacts.

Make necessary equipment arrangements including audio-visual, sound, light, staging, maintenance, etc. If you require a contract with a DJ, performer, or venue, **be sure to follow the contract guidelines and have the contract reviewed by your advisor.** If liability may be a factor, the VP of Finance, VP of Student Development, and/or Physical Plant may need to be contacted. See page 23.

Order catering, food, etc. See page 17 for catering contact information.

Develop publicity materials, t-shirts or other promotional materials. Advertise on bulletin boards, VU Today, Residence Halls, Facebook, Dry Erase boards, etc. See the posting policy page 14.

Visit the Student Development Center or the Office of Campus Activities and Orientation for an event planning form. This form should be completed for any major event!

Event Planning Timeline & Procedures

FIVE WEEKS or more prior to event

- Begin brainstorming ideas for your potential program
 - ✓ Who is your target audience? Do your ideas fit the needs of the target audience? What need are you meeting?
 - ✓ Review policies in the handbook if you are planning fundraising, advertising, and/or providing food; page 14.
- Brainstorm ideal dates, times, locations (pick a date that is at least 4-5 weeks out to allow for ample planning)
- Brainstorm collaboration ideas

Ideas: campus activities, student organizations, residence life, career services, academic resource center, health services, counseling services, campus safety, recreational sports, global education, the Place of Grace, Boys and Girls Club, campus ministry

FOUR WEEKS prior to event

- PICK YOUR EVENT
 - ✓ Confirm that this event is okay with your advisor (if necessary)
 - ✓ Establish a date, time, and location
- SPACE RESERVATION
 - ✓ Reserve space and establish event needs and event times with coordinator of the space
 - ✓ Reserve rain location or rain date if needed and establish event needs with the coordinator of the space; see page 19.
- EVENT SET UP & AUDIOVISUAL EQUIPMENT –additional reservations are required if it’s not included in the space reservation process
 - ✓ Tables (8ft., 6ft., rounds) , Chairs
extra tables and chairs to add to the space—email Marci Kuhrt mkkuhrt@viterbo.edu to reserve the tables, contact Physical Plant for delivery, 796-3920
 - ✓ Audiovisual
sound system, VCR/DVD player, screen— campus activities CampusActivities@viterbo.edu 796-3060
Laptop, projector, video camera, CD, VHS/DVDs—Library main desk with a VU ID
media requests & software conversions: media center, 796-3162
<http://www.viterbo.edu/cmmc.aspx?id=3266>
 - ✓ Additional
trash cans, tarps, power needs, questions—Physical Plant, 796-3920
stage, generator, chocolate fountain, etc. — campus activities CampusActivities@viterbo.edu 796-3060

- ❑ SECURITY - campus safety will determine if security is required for your event. Sponsoring groups are responsible for payment. Check with campus safety to determine security needs. Dave Pleasants djpleasants@viterbo.edu 796-3913
- ❑ CONTRACT HELP
 - ✓ Secure any guest speakers
 - ✓ Secure any rented materials (decorations, supplies, etc.)

THREE WEEKS prior to event

- ❑ DEVELOP PUBLICITY (*Include on all publicity: Sponsor Name, Date, Time, Location*)
 - ✓ Cater your advertisements to reach your target audience; see page 14.
- ❑ FOOD & SUPPLIES
 - ✓ Purchase or create decorations; purchase supplies and/or prizes (remember to use tax exempt form & save your receipts for reimbursement)
 - ✓ Borrow supplies from various offices to save on cost
 - ✓ Order food

Aramark Catering must be the catering for any on campus event (does not include residence halls)—Carma Burfield, Catering Director, 796-3831
See the “No Frills” catering guide on page 48.
- ❑ SECURE VOLUNTEERS needed to help with event set up and execution

TWO WEEKS prior to event

- ❑ POST PUBLICITY
- ❑ ESTABLISH EVENT EXECUTION PLAN
 - ✓ What time should set up start? (Should always start set-up at least 1 hour in advance!)
 - ✓ What time will food, volunteers, presenter, guests arrive? Participant traffic flow.
 - ✓ What order will the event “program” occur in? How are prizes distributed?
 - ✓ How long will tear down occur?
- ❑ CONFIRMATIONS: verbally confirm event details with all volunteers, vendors, speakers, locations, coordinators
- ❑ CREATE EVENT EVALUATIONS

WEEK of the event

- ❑ GATHER SUPPLIES needed for the event, speakers, etc.
- ❑ DETERMINE IF YOU WILL USE RAIN LOCATION
- ❑ WOD OF MOUTH advertising and submit something to be put in *VU Today*

FOLLOWING the event

- ❑ SEND THANK YOUS
- ❑ EVALUATE EVENT

Budgeting

At the beginning of each fiscal year, the officers should plan the potential activities of the year and create a budget for each of these activities. This budget will then provide a general basis to determine how all funds of the organization will be used in the coming year.

The document should include:

- Last year's actual expenses and income.
- The present year's budget (projected expenses and expected income).
- The present year's actual year-to-date-total expenses and income.
- The variance between budgeted and actual expenses and income.

Periodic Reporting

Officers should and must know the financial standing of the organization (income, expenses, encumbrances, etc.) at all times throughout the year in order for the organization to make accurate decisions about future events and expenses.

Fundraising

See the policy on page 17 if you are requesting donations from off-campus businesses or organizations.

Tips for Treasurers

- Keep organization funds separate from your personal funds.
- Deposit all organization money promptly in the appropriate account.
- Always be able to show the balance of funds on hand.
- Pay only properly authorized bills.
- Keep a copy of all receipts.
- Audit the account at the end of each school year.
- If your records do not agree with the business office or bank statement, check immediately so that any errors can be corrected.
- Conduct the organization's business under the guidance of your advisor.

SGA FUNDING

At the beginning of each fiscal year, the officers should plan the potential activities of the year and create a budget for each of these activities. This budget will then provide a general basis to determine how all funds of the organization will be used in the coming year.

The document will be provided by SGA and should include:

- Last year's actual expenses and income.
- The present year's budget (projected expenses and expected income).
- The present year's actual year-to-date-total expenses and income.
- The variance between budgeted and actual expenses and income.

Periodic Reporting

Officers should and must know the financial standing of the organization (income, expenses, encumbrances, etc.) at all times throughout the year in order for the organization to make accurate decisions about future events and expenses.

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- Keep a copy of all receipts.
- Audit the account at the end of each school year.
- If your records do not agree with the business office or bank statement, check immediately so that any errors can be corrected.
- Conduct the organization's business under the guidance of your advisor.

SGA Funding

SGA receives its funding from the student activity fee that each undergraduate student pays (currently \$95/ semester). The purpose of the student activity fee is to fund activities and student organizations that are of interest to the student body, have an impact on-campus, and are directly related to the purpose of the sponsoring organization. Student organizations may receive additional funding through fundraising.

Annual Funding Requests

SGA accepts funding requests from clubs and offices for the following year in February. Student organizations will be notified of the process through email and at the Club Roundtable in January/ February.

Funding Guidelines for Student Organizations

1. Student groups applying for funding must be recognized by SGA and the Vice President for Student Development. Funding requests must be submitted by student organization officers.
2. SGA allocates funding to recognized student organizations provided that at least seventy-five percent (75%) of the organization's membership has Viterbo student status.
3. Priority in SGA funding is given for:
 - a. Activities and programs that enhance campus life and the out-of-class experience or improve the educational climate of the University.

- b. Individual events, trips, services, and programs that will most directly benefit current Viterbo students.
 - c. Programs held on the Viterbo University campus.
 - d. Programs that relate to the mission of the student organization requesting the funds.
 - e. Programs designed for and open to all students and the entire University community.
 - f. Events, services and programs that are free-of-charge.
 - g. Activities that are in agreement with the Viterbo mission and University policy.
4. Activities that support or oppose a particular political party or candidate will not be funded.
 5. The SGA Finance Committee considers these and other factors when reviewing budget requests: adherence to funding guidelines, necessity of expenditures and availability of funds.
 6. Only in special circumstances, which may include an event where student organizations cannot realistically provide a valuable service to students without charging a fee, will the SGA consider allowing admission charge. The Finance Committee must approve any admission charges prior to the event.
 7. The Vice President for Student Development must approve all funding decisions made by SGA.

Funding for Student Organization Travel and Conference Participation

- SGA supports club-related travel and conference learning experiences. Priority will be given to travel that provides an opportunity to increase the student organization's growth, effectiveness and its contributions to the greater Viterbo community.
- Travel funded by SGA should be student organization related.
- Requests for travel must be made at least four weeks in advance of departure. Exceptions will be made on a case-by-case basis.
- Student organization members are eligible for one fifty dollar (\$50) club-related travel scholarship each spring and fall semester for a total of one hundred dollars (\$100) during each academic year.
- Travel and conference funding must be used for registration fees, public transportation, fuel and/or lodging. Meals and rental cars are typically not funded. Personal expenditures such as phone, internet and entertainment charges will not be funded.
- Each student traveling must complete and submit a VU Off-Campus Activity Waiver and Release of Liability Form and a Medical Information for Off-Campus Activities form prior to travel.
- Travel scholarships must be approved in advance of the trip.
- Payment will be made by the Business Manager to the trip sponsor.
- Payment for class-related travel will be made to the sponsoring academic department.
- Payment for club-related travel will be made to the travel organizer.
- In addition to the list of all fees and funds requested for the travel scholarship, each individual who will be going on the trip must submit a one-page essay to SGA explaining how the trip will benefit him/her, Viterbo University, and the community.
- Upon return from the trip, the person attending must, as part of a group or individually, submit to the *Lumen*, lead a presentation, or perform some other SGA-approved function to disseminate information learned from the trip.

To find get more information and forms, visit SGA's website:

<http://www.viterbo.edu/sqa.aspx?id=1482>

Accounts in the Business Office

Contact the business office to establish an account for your student organization or if you have questions about your student organization's existing account. They are located in 214 Murphy Center or call 796-3850.

Tax Exemption

Recognized student organizations qualify for tax exemption and you can obtain a copy of the tax exempt certificate from your advisor or the business office. In most situations, sales tax will not be reimbursed by the business office. A tax exemption form can be found on page 42.

Deposits

When depositing money into your student organization account, you'll need your student organization's account number followed by the number 4809. The deposit can be in the form of checks made out to Viterbo University or cash.

Student Organization Expenditures

All club expenditures need to be signed off by your advisor. When getting reimbursed for student organization purchases, use your student organization's account number followed by 7809. See the below methods of payment.

*If it's not possible or optimal for officers to pay for student organization items with their own money and a Purchase Order will not be accepted, discuss this with your advisor. In some situations, the business office will process Petty Cash or Check Requests with the promise that receipts and any unused funds will be presented after the purchase. Be sure to plan ahead if you need to use this method!

Petty Cash – If you spend \$25 or less on a student organization purchase, and need reimbursement from your student organization's account, fill out a —Petty Cash form and the business office will pay you back in cash. Petty cash forms are available at the business office, on-line, and on page 42. Attach the receipt and fill in the necessary information: explanation, account number, and date. Your advisor will also need to sign the form.

Purchase Orders –P.O.s allow you to purchase items or services without using your own money upfront. You simply need to know the vendor's name and address and approximately how much the items/services will cost (it's better to overestimate than underestimate). Make sure the vendor will accept this type of payment method. Blank purchase order forms can be picked up at the business office. After completing the necessary information (see the example on page 28) and turning it into the business office, it will be assigned a P.O. number. This number can be given to the vendor to show proof that the bill will be paid. The final step is for the vendor to send a bill and then the business office will process the payment.

Check Requests – If you need reimbursement for a student organization purchase greater than \$25 or a vendor will not accept a purchase order, fill out a check request (the same form as a purchase order but mark the check request box). Attach your receipt(s), vendor contract, or other supporting documentation and fill out the necessary information. See page 29 for an example.

Important: Complete check requests received by noon on Tuesday will be processed Wednesday morning. Check requests received after noon on Tuesday will be processed the following Wednesday (a week later).

PURCHASE ORDER

CHECK REQUEST



900 VITERBO DRIVE
LA CROSSE, WISCONSIN 54601
PHONE 608-796-3000
FAX 608-796-3050

P.O. No. _____

THIS NUMBER MUST APPEAR ON ALL INVOICES

DATE: **Today's Date**

SEND INVOICE TO:
ATTN: ACCOUNTS PAYABLE
900 VITERBO DRIVE
LA CROSSE, WI 54601

WISCONSIN TAX EXEMPT NO. 2437

REQUISITION BY: Your Name

DEPARTMENT: Your Club

PURCHASE ORDER APPROVED BY _____

EXECUTIVE OFFICER: X Check with your advisor for this signature

BUSINESS OFFICER: X

V
E
N
D
O
R

Business name and address

REF. NO.	QUANTITY	CATALOG NO.	FOLD HERE	DESCRIPTION	FOLD HERE	UNIT COST	TOTAL
				Description of services/items to be purchased			\$\$\$\$
PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES							\$\$\$\$

VENDOR NO.	P.O. NUMBER	PURCHASE ORDER DATE
------------	-------------	---------------------

REF. NO.	FUND NO. - DEPARTMENT - OBJECT	P.O. AMOUNT
	Your Club's Account #	\$\$\$\$
	*Co-sponsoring group/office account #	\$\$\$\$
	*if applicable	
	Total in red should match	\$\$\$\$

Special Instructions For Business Office

If no instructions are given, the white copy will be sent directly to the person or business listed in the "vendor" area. Note exceptions here.

Sport Club Recognition

Additional Requirements to Become a Recognized Sport Club:

For liability purposes, all sport clubs need to provide the following information prior to being granted approval for official club status and club status renewal.

1. Each member, including the advisor and coaches/instructors, needs to complete the following forms:
 1. Assumption of Risk
 2. Emergency Contact Card
2. All members, including the advisor and coaches/instructors, need to provide proof of insurance. (*Individuals cannot participate without insurance.*)
3. The advisor needs to complete the Sport Club Advisor Agreement.
4. All coaches and instructors need to complete and provide the following:
 1. Coach/Instructor Application
 2. Coach/Instructor Agreement
 3. If applicable, provide a copy of current certifications.
5. Provide current officer information and updates to Rec Sports Dept as applicable.
6. Provide a brief history / background of the sport.
7. Provide the name and information of the sport's governing body or association, if applicable.
8. Provide detailed information of the club's intent (competitive, recreational, or instructional), any planned activities, and goals for the year.
9. Club Student Representatives must attend the Sport Clubs Informational Meeting held at the beginning of the academic year.
**WTC students are allowed to sign up and participate in Sport Clubs after they complete the necessary forms and Rec Sports has confirmed their status at Western Technical College.*
***All forms may be found on the Rec Sports Sport Club page or please contact the Director of Rec Sports for them.*

Explanation of Sport Club Forms

Club Status & Club Status Renewal Forms, page 35

1. Each club will submit a club status renewal form to the Department of Recreational Sports by the indicated deadline or by previous arrangements made with the Director of Recreational Sports.
2. Failure to submit a Club Status or Club Status Renewal form will result in withholding of SGA funding and suspension of club activities until the form is received and approved.

Member Roster, page 47

1. Each club will submit a Member Roster within the first two weeks of the beginning of a club's activities.
2. Tryouts, practice, conditioning, and competition can all constitute the beginning of a club's activities. A member roster is due within the two weeks of the first activity of the school year.
3. If a new member is added throughout the year, it is the responsibility of the Club President to add the member to the Member Roster.
4. Failure to maintain updated Membership Rosters will result in disciplinary action.

Assumption of Risk & Emergency Contact Cards, page 43

1. Each club will submit Assumption of Risk & Emergency Contact Cards prior to the beginning of a club's activities.
2. Tryouts, practice, conditioning, and competition can all constitute the beginning of a club's activities. Assumption of Risk forms & Emergency Contact Cards for every member needs to be completed prior to the beginning of any club activities.
3. If a new member is added throughout the year, it is the responsibility of the Club President to have the member complete the forms and submit them to the Department of Recreational Sports.
4. Failure to maintain updated Assumption of Risk & Emergency Contact Cards will result in disciplinary action.

Competitive/Travel Roster, page 46-47

1. Each club will submit a Competitive/Travel Roster 48 hours before every team or individual competition.
2. Failure to submit a Competitive/Travel Roster by the established deadline will result in the cancellation of the event in question.
3. Before every event, the Competitive/Travel Roster will be compared against received Assumption of Risk and Emergency Contact Cards. Any club member who has not completed the forms, and is on the roster, will be ineligible to compete.

Schedules

1. Each club will submit their practice, events, and competition schedules at the beginning of every semester, but no later than two weeks prior to their first event.
2. Events can be added to the Schedule with two weeks' notice.
 - a. Failure to adhere to the two-week notification deadline will result in the event begin cancelled or not allowed to participate.
 - b. Continued failure (more than once) to adhere to the two-week notification deadline will result in disciplinary action toward the club.
3. If an event needs to be deleted from the Schedule, the club is to notify the director as soon as possible.
4. Expenses occurred by the club due to a travel cancellation will not be reimbursed, nor will the university be held liable.

End of the Semester & End of the Year Reports

1. Each club will submit an end of the semester or an end of the year report by **4:00pm** on the last day of regular classes at the end of the semester or the academic year.
2. Failure to submit an end of the semester report or the end of the year report will result in disciplinary action.

Travel Itinerary Forms, page 48

1. Every club must submit a Travel Itinerary form no later than 48 hours prior to departure.
2. Travel Itinerary forms must be submitted any time the club or a member of the club is traveling to or from a Club related activity.
3. Failure to submit a Travel Itinerary form 48 hours prior to departure will result in the club or member being unable to travel.
4. Expense occurred by the club due to cancellation will not be reimbursed, nor will the university be held liable.

Risk Management

Safety

The following precautions should be taken to ensure the safety of all sport club members:

- It is strongly recommended that each club have at least one member certified in First Aid/CPR and AED, as well as attend all practices and competitions. *Rec sports will be offering training sessions throughout the year. Please check with the department for the schedule.*
- It is strongly recommended that each club have a first aid kit readily available at all practices and contests.
- All accidents must be reported to the Director of Rec Sports and the Coordinator of Health Services, within 48 hours of the incident. Clubs will use the Sport Clubs Accident Report Form; see page 46 for the form.
- In case of emergency, it is strongly recommended to have a telephone easily accessible to the club during practices and home contests. Local emergency numbers should be written down and placed near the emergency telephone.
- In the event of a major accident or death, regardless if you are competing at home or away, the Director of Recreational Sports must be contacted immediately and follow the University Emergency Action Plan.

Liability

It is highly recommended that all clubs purchase liability insurance through a league or association, if the possibility exists. Clubs may be reviewed and required to purchase liability insurance or additional liability insurance by the vice president of finance and business office. Clubs will be given sufficient time to obtain this insurance if required to do so.

Lightning/Inclement Weather

If lightning is seen, all club members must cease all activities, vacate the fields, and seek shelter immediately. The practice or game may not continue until 30 minutes after the last visible flash of lightning. Additionally, if the athletics department, certified athletic trainer, or Department of Recreational Sports decides to cancel games or practices for any type of inclement weather, clubs must also cancel games or practices for that day. If a game or practice is in progress when the decision to cancel is made, a staff member (professional or student) from recreational sports will call or notify the club president or other club representative if the president is not pre-sent. Once notified, you are to cease all activities, vacate the fields, and seek shelter immediately. ***If a club is found in violation of this policy, the recreational sports department or the athletics department has the right to revoke rights to practice on University facilities until further notice.*

Equipment

Purchased Equipment

All equipment purchased by a club using approved university-allocated funds is property of the recreational sports department and must be stored in the Amie L. Mathy Center or other designated location on campus. Only the president, advisor, or other designated club member may take equipment out of storage. No equipment may be stored in a private residence. Contact the director of recreational sports to arrange for storage of equipment. In addition, each club will submit an inventory report to the director of recreational sports at the beginning of each semester.

Equipment for Check Out

Equipment available for usage may be checked out at the Amie L. Mathy Center. A valid Viterbo University identification card must be presented at the time of check out. Lost or damaged equipment is the responsibility of the individual checking out the equipment.

Travel

Roster and Itinerary

A Competitive/Travel Roster and Travel Itinerary (see page 48) form must be turned into the Department of Recreational Sports for approval **no later than 48 hours prior** to an away contest or event. Failure to do so will result in disciplinary actions that may include a travel suspension and forfeiture of reimbursement privileges for the trip.

Class Absence

The recreational sports department does not have the authority to excuse students from class for club activities. Only the individual instructor can officially excuse a student from class, and club athletes are responsible for any lectures, assignments, or exams missed. At this time, recreational sports does not provide written verification of class absence without being directly asked by the instructor. Verification can only be given after a travel roster and itinerary has been turned into the recreational sports department.

Intramural Participation

Individuals who participate on sport club teams are eligible to participate in corresponding intramural sports. A sport club member is defined as an individual who is listed on an official club sport roster. Currently there are no restrictions to this policy.

Sportsmanship

As a matter of pride for Viterbo University and recreational sports department, all members of sport clubs are expected to maintain the highest standards of sportsmanship, both on and off the playing surface. You must:

- Let officials officiate the game without interference or harassment.
- Abide by the decisions the officials make.
- Be gracious in defeat and humble in victory.
- If you have a legitimate grievance, voice it at the appropriate time and to the appropriate people. If necessary and appropriate, the director of recreational sports can represent you in grievances to your league or national governing body.
- Above all, be proud and be honorable in representing Viterbo University.

Discipline

Each club within the Viterbo University Department of Recreational Sports Sport Club Program is student run, but under the administration and guidance of the department and division student development. Each club member is responsible for the knowledge of and adherence to the policies set forth in this manual and the policies outlined in the student handbook. Failure to do so may result in the following disciplinary measures not limited to: verbal warnings, written warnings, loss of travel privileges, forfeiture of travel reimbursement privileges, fines, loss of field and facility usage, loss of good standing status, probation, suspension, or revocation of university recognition, as determined by the appropriate administrator(s).

Student Organization Status Renewal

The following form must be filled out annually and returned to the (student organizations) Coordinator of Campus Activities and Orientation Kari Reyburn, in the Hawk’s Nest-Marian Hall South, email klreyburn@viterbo.edu, or (sport clubs) Director of Recreational Sports Marci Kuhrt at the Amie L. Mathy Center, email to mkkuhrt@viterbo.edu.

This information keeps the website, brochure, and email list current. Also, registered organizations are eligible for funding from SGA and can reserve Viterbo facilities at no charge.

Name of Club/Organization:

Stated Purpose of Club/Organization (note below what you want different from what appears online at www.viterbo.edu/clubs):

Officer’s Name	Position	Email Address

Number of other members:

Name of Faculty/Staff Advisor:

Email:

Office Phone Number:

Name of Secondary Student Representative for the Website:

(Club President is first student representative)

Position:

Email:

If Applicable, Is your organization’s Viterbo web page up-to-date with current information?

If Applicable, Does your organization use any Facebook groups or pages?

If so, what is the name?

Please attach an updated copy of your organization’s constitution.

Student Organization Application

The following form must be filled out annually and returned to the (student organizations) Coordinator of Campus Activities and Orientation Kari Reyburn, in the Hawk’s Nest-Marian Hall South, email klreyburn@viterbo.edu, or (sport clubs) Director of Recreational Sports Marci Kuhrt at the Amie L. Mathy Center, email to mkkuhrt@viterbo.edu.

Organization status enables that your group can reserve on-campus facilities/rooms, use resources at Viterbo and receive guidance from the office affiliated with your organization, and receive funding from the Student Government Association. A complete list of registered organizations will be kept at www.viterbo.edu/clubs or www.viterbo.edu/recsports.aspx?id=15618.

Date of Application:

Application Completed by:

Name of Proposed Club/Organization:

Stated Purpose of Club/Organization:

List of All Officers (Names and Positions):

Officer’s Name	Position	Email Address

Number of other potential members:

Name of Faculty/Staff Advisor:

Email:

Office Phone Number:

Name of Secondary Student Representative for the website:

(President is first student representative)

Position:

Email:

1. Has the potential organization reviewed the Student Organization & Sport Club Handbook?
2. Will the potential organization want to request funding and utilize an account through the business office?
3. Will the potential organization want to have a website through Viterbo University?
4. Will the potential organization be using utilizing a Facebook group or fanpage?
5. Does the potential organization need any more information regarding organizational practices, university status, or help becoming a club? Please list areas of need of help and/or questions.

Please turn this application in with a copy of the organization’s by-laws/constitution.

Requirements for Recognized Organizations:

- A defined and written constitution (by-laws) for the organization that are in line with the mission of Viterbo University.
- An advisor who is a Viterbo faculty or staff member.
- A majority of members who are enrolled or employed at Viterbo.
- Open membership with no discrimination on the basis of sex, race, gender, ethnic background, creed, disability, or sexual orientation.
- A completed organization status form each year.
- Complete any other required documents requested by the Office of Campus Activities or Department of Recreational Sports.

Benefits for Recognized Organizations:

- An account with the Viterbo University business office. This allows your organization to use the Viterbo tax exempt status on purchases – saving your group money!
- \$100 in start-up funds for all new organizations from Student Government Association.
- Ability to request funds from SGA.
- Ability to reserve and use Viterbo University facilities for meetings and events.
- Ability to promote meetings and activities through Viterbo communications and posting on campus.
- Option to promote your organization through the “Student Organizations” or “Recreational Sports Sport Clubs” website and Facebook pages.
- Option to maintain an official Viterbo website for your organization.
- Receive invitations to monthly roundtables, club fairs, and other leadership opportunities.

FOR OFFICE USE: Meeting Date _____ and notes.

OFF-CAMPUS ACTIVITY WAIVER AND RELEASE OF LIABILITY FORM

Instructions for Faculty and Staff /Advisors:

Please complete the blank sections of this form before giving a copy to each student participating in the off-campus trip or activity.

One copy of the completed form must be kept with the faculty or staff advisor leading the trip. Another completed copy must be left with the administrative assistant in the Student Development Center. With this procedure, both the trip coordinator and the university know who is on the trip and are able to respond in the event of an emergency.

Instructions for Students: This form is to be completed and returned to your faculty or staff advisor or trip leader prior to off-campus trips and activities.

VITERBO UNIVERSITY OFF-CAMPUS ACTIVITY WAIVER AND RELEASE OF LIABILITY FORM

I, (*Name*) _____, and my heirs, in consideration of my participation in the activity of (*Name of Trip*) _____ from (*Start Date and Time to End Date and Time*) _____ hereby release the Board of Trustees of Viterbo University, its officers, employees and agents, from any liability for damage to, or loss of personal property, sickness and injury from whatever source, legal entanglements, imprisonment, death, loss of money, etc., which might occur while participating in any service trip activities.

I understand the risk of participation in this activity, which is coordinated by (*Name of Hosting Organization, Class, etc.*) _____ which include motor vehicle accidents, injury resulting from the use of tools and equipment, and illness and injury resulting from weather conditions to name but a few.

I agree to abide by posted safety rules, adhere to the wearing of appropriate clothing and safety equipment and to conduct myself in a safe and responsible manner. I attest and verify that I am physically fit to participate in these activities.

I further understand that the University provides no medical coverage for these activities. Should I incur medical expense, I understand that I am solely responsible for such costs. I understand that participation is voluntary and I freely choose to participate.

I have read the above information thoroughly and voluntarily agree to the terms and conditions.

Name (Please Print) _____

Signature _____ Date _____

Signature of Parent/Legal Guardian, if participant is under 18 years of age

_____ Date _____

Student Leader – Advisor

Expectation & Responsibility Worksheet

Directions: The advisor and the organization leaders should respond to the following items and meet to compare answers and discuss any differences.

For each of the following statements, respond on a scale of 1 – 5 how important this function is:

- 1 – Essential for the advisor to do
- 2 – Helpful for the advisor to do
- 3 – Nice, but not necessary for the advisor to do
- 4 – Would prefer he/she not do
- 5 – Absolutely not an advisor's role

1. ___ Attend all general meetings
2. ___ Attend all additional meetings, i.e. eboard meetings, committee meetings, promotional meetings, etc.
3. ___ Call meetings for the leaders and/or members when he/she believes it is necessary.
4. ___ Explain the university policies when relevant to the discussion.
5. ___ Meet with the organization's leader/president before each meeting or on a regular basis (weekly, bi-weekly, etc.)
6. ___ Help the organization's leader/president to prepare the agenda before each meeting.
7. ___ Speak up during discussion when he/she has relevant information.
8. ___ Speak up during discussion when he/she believes the group is likely to make a poor decision.
9. ___ Be quiet during general meetings unless called upon.
10. ___ Exert his/her influence with officers between meetings.
11. ___ Take an active part in formulating the goals of the group.
12. ___ Initiate ideas for discussion when he/she believes they will help the group.
13. ___ Attend all group activities, events, socials, etc.
14. ___ Clear all expenditures with him/her before financial commitments are made. (All reimbursements, check requests, purchase orders do have to be signed by the advisor.)
15. ___ Request to see the budget at the end of each semester.
16. ___ Assist in the creation of a budget.

17. ___ Receive a carbon copy of all official correspondence.
18. ___ Proofread all official correspondence before it is sent.
19. ___ Hold all group records, paraphernalia, etc. during the summer and between change-over of officers.
20. ___ Keep the official files in his/her office.
21. ___ Keep the group aware of its stated objectives when planning events.
22. ___ Veto a decision when it violates a stated objective, standing rules, or university policy.
23. ___ Mediate interpersonal conflicts that arise.
25. ___ State what his/her advisor responsibilities are, or as he/she sees them, at the first of each semester.
26. ___ Let the group work out its problems, including making mistakes and “doing it the hard way.”
27. ___ Recommend programs, speakers, activities, etc.
28. ___ Be familiar with university facilities, services, policies, and procedures.
29. ___ Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that officers are maintaining the required grade point average.
30. ___ Cancel any activities when he/she believes they have been inadequately planned.
31. ___ Attend advisor roundtables and/or club officer roundtables sponsored by the campus activities office.
32. ___ Be one of the group except for voting and holding office.
33. ___ Proofread the secretary’s minutes before they are distributed.
34. ___ Encourage evaluation of each activity by those students responsible for planning it.
35. ___ Assist in planning organization retreats and/or membership training.

Viterbo Web Training

Date: _____ Student Organization/ Sport Club: _____

Contact Person: _____ Phone: _____ Email: _____

Job Type: Web Access Web Form Designed Web Training Troubleshooting

Detailed Description:

Requested Completion Date: _____

If it isn't possible to meet this date, you will be contacted to negotiate a new date.

Send this completed form to Koshia Campbell, Communications & Marketing

OFFICE USE ONLY
RC 007 • 796-3045
klcampbell@viterbo.edu

Job # _____
Date Completed _____



Viterbo University
Petty Cash Voucher
Business Office

For reimbursement of expenses for Viterbo University of \$25 or less.
Itemize expenses and attach receipts.

Explanation:

Budget Number: _____ Amount: _____

Signature: _____ Date: _____

CERTIFICATE OF EXEMPT STATUS
(Religious, Charitable, Scientific or Educational Organization)

Wisconsin Department of Revenue
Income, Sales, Inheritance & Excise Tax Division

Sales to the below named organization are exempt from taxation under the Wisconsin Sales and Use Tax Law pursuant to Section 77.54(9a) of the Wisconsin Statutes.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

┌ Viterbo College
815 South Ninth
LaCrosse, WI 54601

L

EXEMPTION CERTIFICATE NUMBER
ES 2437
DATE
April 5, 1962

IMPORTANT:

Sales to your organization are taxable unless you furnish your supplier with the certificate number shown above.

Sales by your organization may be subject to tax.

Viterbo University Sport Clubs
Department of Recreational Sports

ASSUMPTION OF RISK

SPORT CLUB _____ DATE _____

The undersigned desires to participate in the following Viterbo University Sport Club _____ . I am aware and have been informed that these activities involve physical and emotional risks, such as physical person-to-person contact, exertion, use of equipment and the use of indoor and outdoor facilities.

I hereby affirm that in consideration of Viterbo University’s providing support for this program and allowing me to participate, I am voluntarily participating in any or all of the activities of the Recreational Sports Clubs programs with full knowledge of the potential danger which they present, including bodily injury, property damage, and death. I hereby agree to accept any and all risks such as bodily injury, property damage and death.

I agree to release and hold harmless Viterbo University and The Boys and Girls Clubs of Greater La Crosse and any and all of its trustees, directors, officers, employees and agents from any and all claims of liability or demands for compensation that I may acquire against the University and Clubs as a result of injuries I may suffer or damages or losses I may incur as a result of my participation in any of the activities offered through the Sports Clubs programs. I give this release and indemnification in exchange for the opportunity for me to participate in the Sports Clubs program.

Please check appropriate classification:

_____ Viterbo University Student _____
Signature of Participant Date

_____ Viterbo University Employee _____
Signature of Witness / Advisor Date

Viterbo University Sport Clubs
 Department of Recreational Sports
EMERGENCY CARD
MEMBER INFORMATION

SPORT CLUB _____ DATE _____

LAST NAME _____ FIRST NAME _____ I.D. # _____ D.O.B. ____ / ____ / ____

Circle One: Freshman Sophomore Junior Senior

LOCAL ADDRESS _____

LOCAL PHONE _____ CELL PHONE _____

EMAIL _____

HOME

ADDRESS _____

HOME PHONE _____ PARENT/GUARDIAN NAME _____

EMERGENCY CONTACT INFORMATION

Who to notify in case of an emergency?

NAME _____ RELATIONSHIP _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

INSURANCE VERIFICATION

INSURANCE COMPANY NAME _____ POLICY # _____

COMPANY PHONE _____

HEALTH HISTORY SUMMARY

Circle or explain:

Y N 1. Do you wear contacts?

Y N 2. Do you wear during competition?

Y N 3. Do you have allergies? Please list:

Y N 4. Have you ever suffered a head injury?

Y N 5. Do you take medications regularly?
 Please list: _____

Y N 6. Do you have respiratory problems?
 Please explain: _____

Y N 7. Any other significant conditions? Did
 you see a doctor? Y N

Accident Report Form



Viterbo University Sport Clubs Injury Report



Name _____ Date _____ Time _____ Club Team/Name _____
 Student ID # _____ Student _____ Staff _____ Other _____ Sex: M ___ F ___ D.O.B. ___/___/___
 Address _____ Phone _____

Location

Mathy Center: Gyms Outdoor Athletic Complex
 Multipurpose Room
 Fitness Center
 Other _____

Area of Participation

Game
 Practice
 Spectating
 Other

Part of Body Injured: Right Left

<input type="checkbox"/> Generalized	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Skull/Scalp	<input type="checkbox"/> Upper Arm
<input type="checkbox"/> Eye	<input type="checkbox"/> Elbow
<input type="checkbox"/> Ear	<input type="checkbox"/> Forearm
<input type="checkbox"/> Nose	<input type="checkbox"/> Wrist
<input type="checkbox"/> Mouth	<input type="checkbox"/> Hand
<input type="checkbox"/> Tooth	<input type="checkbox"/> Finger
<input type="checkbox"/> Jaw	<input type="checkbox"/> Hip
<input type="checkbox"/> Neck	<input type="checkbox"/> Thigh
<input type="checkbox"/> Spine	<input type="checkbox"/> Knee
<input type="checkbox"/> Chest	<input type="checkbox"/> Lower Leg
<input type="checkbox"/> Lungs	<input type="checkbox"/> Ankle
<input type="checkbox"/> Abdomen	<input type="checkbox"/> Foot
<input type="checkbox"/> Back	<input type="checkbox"/> Toe
<input type="checkbox"/> Pelvis	

Type of Injury:

<input type="checkbox"/> Abrasion	<input type="checkbox"/> Heart
<input type="checkbox"/> Amputation	<input type="checkbox"/> Heat Exhaustion/Stroke
<input type="checkbox"/> Bleeding	<input type="checkbox"/> Inhalation/Fumes/Gases
<input type="checkbox"/> Bruise/Contusion	<input type="checkbox"/> Internal Injury
<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Laceration
<input type="checkbox"/> Concussion	<input type="checkbox"/> Poisoning
<input type="checkbox"/> Cramps	<input type="checkbox"/> Scratches
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Shock
<input type="checkbox"/> Fainting	<input type="checkbox"/> Sprain
<input type="checkbox"/> Foreign Body	<input type="checkbox"/> Strain
<input type="checkbox"/> Fracture	<input type="checkbox"/> Suffocation
<input type="checkbox"/> Frostbite	
<input type="checkbox"/> Other _____	

Details of Accident _____

Immediate Action Taken _____

Witness	Student Identification Number
1. _____	_____
2. _____	_____

Name of Individual Filling Out Report: _____ Date _____

*****This form needs to be returned to the Amie L. Mathy Center within 48 hours of the injury*****

Competitive/Travel Roster and Travel Itinerary

Viterbo University
Department of Recreational Sports
TRAVEL ITINERARY
(In-State & Out-of-State)

This Travel Itinerary Form must be submitted at least 48 hours in advance of the proposed date(s) of club travel (for tournaments, events, meetings, conferences, etc.) by the club to the director of Recreational Sports.

Please review the travel guidelines.

Club: _____ Department: Recreational Sports

Purpose of/Rationale for Travel: _____

Name of Event: _____ Hosting Institution/Organization: _____

City/State of Travel: _____ Date(s) of Travel: _____

In the event of an emergency, how may the club be contacted during the trip (Club Contact –Name and Phone)? _____

Source of Funds:

University _____ Estimated Amount \$ _____ Account Number: _____

Other: _____ Explanation _____ Account Number: _____

Registration Fee? Yes No Amount \$ _____

Total Anticipated Budget (estimate all expenses): \$ _____

Transportation:

Train/Plane Auto: Private University Rental -

License No. _____ License No. _____

License No. _____ License No. _____

License No. _____ License No. _____

Lodging Accommodations:

Name _____ Phone Number _____

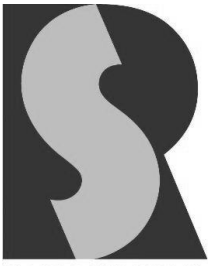
Address _____

Club Member's Signature: _____ **Date:** _____

Club Advisor's Signature: _____ **Date:** _____

Director of Rec Sports Signature: _____ **Date:** _____

**Attach a copy of the event information/agenda/schedule, as well as a complete Competition/Travel roster (identify students and staff) to this request form.*



VITERBO UNIVERSITY
DEPARTMENT OF
RECREATIONAL SPORTS

Viterbo University Sport Clubs

Department of Recreational Sports

TRAVEL ROSTER

Sport Club: _____

Date: _____

Opponent: _____

Location: _____

Date of Contests: _____

ROSTER NAME

NAME

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____

Club President's Signature: _____

Date: _____

Club Advisor's Signature: _____

Date: _____

Club Sports Staff Approval: _____

Date: _____

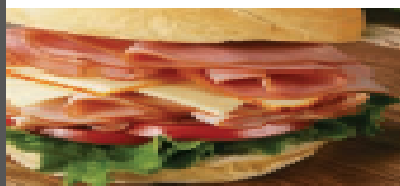
Travel is not approved until signed off by the Department of Recreational Sports.

NO FRILLS PICK UP CATERING

Perfect for cost conscious events where
linens and china are not required.

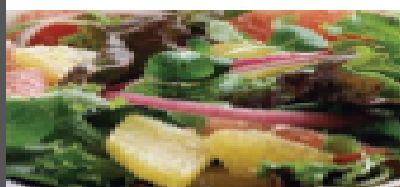


Box Salads with Breadstick
Chicken Caesar, Chef or Cobb 7



**Box Lunches with Chips
& Cookie**

Turkey, Ham, Roast Beef and Cheese,
or Vegetarian 6



Homemade Pizzas

your choice of 3 toppings

16 inch pizza 11

Breakfast items (per dozen)

Scones 7

Bagels and Cream Cheese 7

Muffins 6

Cake Donuts 7

Yogurt Cups 7

Fresh Whole Fruit 5

Raised Sweet Rolls 7

Fruit Bread (each) 7



Break Items

Assorted Cookies 4/dozen

Frosted Brownies 5/dozen

Message Chocolate Chip Cookie 8

3 gallon Vanilla Ice Cream and 3 toppings 35

Frosted Sheet Cake (serves 80) 38

Fruit Punch 6/gallon

Coffee 6 /gallon

Bottled Fruit Juices 12/dozen

Bottled Water 6/dozen

Canned Pepsi Products 6/dozen



Party Trays (for 25 persons)

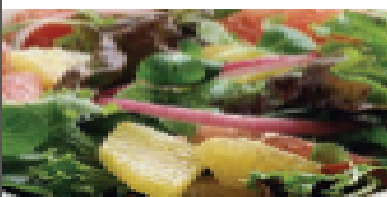
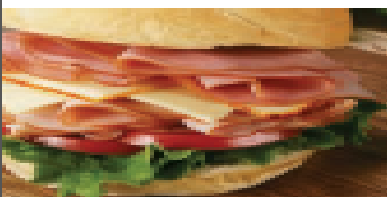
Assorted Cheese and Meat 24

Fresh Vegetable with Dip 27

Seasonal Fruit with Yogurt Dip 28



Customer picks up food in Marion Hall on 2nd
floor of the student union between 7:30 AM
and 6:30 PM Monday thru Friday.



- When calling in your order have the following information ready: day of event, contact name, phone number, name of event, budget number, number of guests and pick-up time.
- No paper or plastic items (plates, napkins or glasses) are included unless requested. If needed, they can be provided at a nominal cost.
- ARAMARK will provide linen tablecloths at a cost of \$3.00 each. The client is responsible for the return of all linen on the next business day.
- The client and Director of Catering will determine suitable times for pick up and return of the no frills items.
- The client is responsible for the pick-up and return of all trays, utensils, serving items, etc. A replacement fee will be assessed for items not returned.
- The Client is responsible for all room bookings, set-up and clean-up of the event room.

**Contact Carma Burfield
Catering Director
608-796-3831 or
burfield-carma@aramark.com**