

**STUDENT ORGANIZATION  
AND  
SPORT CLUB  
HANDBOOK**

# Table of Contents

<b>Introduction, Governance and Conduct.....</b>	<b>3</b>
<b>Mission and Values .....</b>	<b>5</b>
<b>Organizational Chart .....</b>	<b>5</b>
<b>Academic Year Activity Calendar .....</b>	<b>6</b>
<b>Recognition .....</b>	<b>7</b>
<b>New Organization .....</b>	<b>8</b>
<b>Sample Constitution .....</b>	<b>9</b>
<b>Advisor Role- Information for Students .....</b>	<b>10</b>
<b>Advisor Role- Information for Advisors .....</b>	<b>11</b>
<b>Student Leader – Advisor Communication Worksheet.....</b>	<b>14</b>
<b>Helpful Online Tools and Resources.....</b>	<b>16</b>
<b>Event/ Activity Planning .....</b>	<b>17</b>
<b>Budgeting &amp; Funding.....</b>	<b>35</b>
<b>Sport Club Information .....</b>	<b>50</b>

## Introduction

Opportunities for leadership and communication have made Student Organizations and Sport Clubs an effective and popular part of student development on campuses for over 100 years. There have been countless achievements by Student Organizations and Sport Clubs teams and individuals, and it is your challenge as officers to continue in this tradition of excellence. By combining the personal development gained as a Student Organization and/or Sport Clubs officer with the knowledge you already acquire as a college student, you will become better prepared for your future.

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. The highest priority for Viterbo University is the safety and security of students and all personnel, and provision of an effective learning environment. Organizations and clubs shall not discriminate against anyone on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation or veteran status.

As an officer, you have newfound responsibilities to your club, in addition to the Student Organizations and/or Sport Clubs Programs, the Office of Campus Activities and Orientation, the Department of Recreational Sports, Viterbo University, and your national governing body. We hope this guidebook will help you navigate responsibilities in an easy and efficient manner.

## Governing Bodies

Many clubs and organizations have national governing bodies. These groups should be members of their own national governing body. Many times, the national governing body will connect a student group with other university and college groups who are actively pursuing similar goals, thus creating a network and support system for the club or organization.

Clubs and organizations are encouraged to become involved with their national governing bodies through membership, event participation, conference attendance, etc.

## Code of Conduct

It is the policy of Viterbo University that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission.

Officers and members are required to comply with Viterbo's Code of Conduct. The entire Code of Conduct can be viewed at the following website:

[http://www.thezonelive.com/zone/02\\_SchoolStructure/WI\\_ViterboUniversity/handbook.pdf](http://www.thezonelive.com/zone/02_SchoolStructure/WI_ViterboUniversity/handbook.pdf).

It is the officers' responsibility to make sure that all members are aware of their responsibility to comply. If there is a lack of compliance with any policy or the University Student Code of Conduct, sanctions may be placed on the club or organization.

## Recreational Sports

The mission of the Department of Recreational Sports is to provide recreational, health and wellness activities for the Viterbo University Community of students, employees, and alumni in a manner that encourages healthy choices, competition, personal satisfaction and enjoyment. Create an attractive and predictable environment for Community members, which promotes an increasing number of participants throughout a broad scope of programming interests.

The department strives to enhance student experiences outside of the classroom, which includes the Sport Clubs program.

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 Amie L. Mathy Center, Room 175

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 Amie L. Mathy Center, Room 127

## Campus Activities

**Viterbo University Student Engagement is part of the Office of Student Life. The Office of Student Life** The Office of Student Life engages our community in intentional living and learning experiences that empower students to *serve faithfully, live responsibly, and lead justly* in the spirit of St. Francis. We work in partnership to accomplish coordination of programs, exploring avenues for growth, and developing co-curricular and extracurricular activities that will foster relationships and professional skills.

Jacob Hart  
 Assistant Director of Student Engagement  
 608-796-3845  
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 104 MHS (Hawk's Nest)

## Viterbo University

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

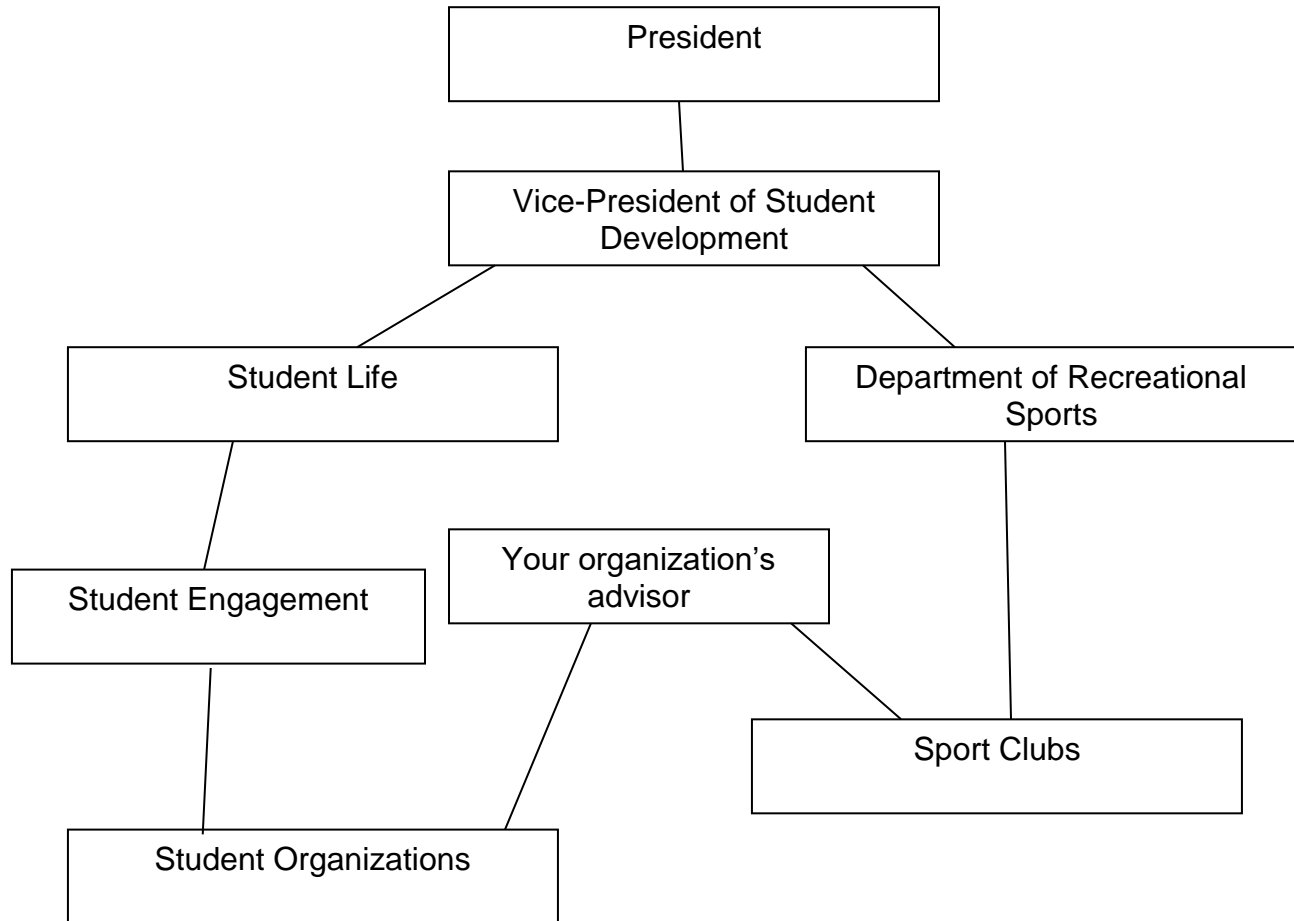
**Mission** The Viterbo University community prepares students for faithful service and ethical leadership.

**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.

# Recognition

Student organizations and sport clubs that have applied for and received approval from the director 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. *All members must be from Viterbo to receive SGA funding.*
- Open membership with no discrimination on the basis of sex, race, gender, ethnic background, creed, disability, or sexual orientation.

## 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!
- 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.

## Student Organizations

Obtain Organization Status by completing the online form, reviewing the policy PowerPoint document and taking the quiz (each club needs to complete this, not each officer), and sending all elected Club Officers to Training [www.viterbo.edu/clubforms](http://www.viterbo.edu/clubforms). Additionally, all advisors must have signed the Advisor Agreement Letter.

## Sport Clubs

In addition to the above requirements, there are additional steps to complete since there is often more liability with sport clubs. See page 49 for more details.

# New Organization

If you are interested in starting a new organization, follow these steps and complete the online form found at [www.viterbo.edu/clubforms](http://www.viterbo.edu/clubforms).

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. All organizations must be started by students.
2. Find at least three 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 Student Organization Application at [www.viterbo.edu/clubforms](http://www.viterbo.edu/clubforms).
  - Create your organization's by-laws (constitution) and mission statement and submit to Jacob Hart (for general student organizations) or Marci Kuhrt (sport clubs) by email. Example found on the next page.
  - Review this handbook. Must do so before you submit your application.
5. Correspond in person or through email with campus activities or recreational sports regarding any additional training that needs to be completed.
6. Once your application has been processed, the Office of the Vice President of Student Development will mail you an official status letter.

New Student Organization  
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608-796-3845  
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New Sport Club  
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# 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](http://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 director of campus activities and orientation or the director of recreational sports of any changes.

See page 13 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 advisors 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 36.)
- 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

**IMPORTANT:** All advisors must sign the advisor agreement letter before serving as the advisor for a student organization. This letter only has to be signed once and will remain on file as the advisor's commitment to serve in this role.

## 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.

# Student Leader – Advisor Communication 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.

# Helpful Online Tools and Resources

Here is information about various resources that may be helpful to your organization. The campus activities office and recreational sports department 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 *desinz logo* added to your item, you can save fifty cents per item.

## **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>

## **VolunteerSpot.com**

Allow people to sign up for events instantly, this is an easy way to recruit volunteers for an event or project. [www.volunteerspot.com](http://www.volunteerspot.com)



# EVENT/ ACTIVITY PLANNING

## Items in this section

Event Planning - Basic Steps .....	18
Event Planning – Step by Step Process.....	19
Basic Event Planning Form.....	22
Advertising and Posting Procedures .....	24
Copyright Laws: Showing Films On Campus .....	28
Fundraising .....	29
Food and Beverage Policy for Events and Fundraisers .....	29
Room Reservations Procedures.....	33
Travel .....	34
Viterbo Web .....	34

# Event Planning – Basic Steps

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 32 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.

**Order catering, food, etc.** See page 28 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 24.

***Review the timeline and on the next pages for a step by step process.***

# Event Planning – Step by Step Process

## FOUR WEEKS or more prior to event

- BRAINSTORM 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?
  - ✓ If this event will be a fundraiser, review the policies on page 29.
  - ✓ Wanting to show a movie? Make sure you review the Copyright Policy on page 28 first.
  - ✓ Consider your budget. If you do not have enough money in your budget for the ideas you are brainstorming. Brainstorm ways to get more money.
    - To receive funding from SGA, a club must request money at least 2 weeks before the event. It is advised that you do this at least 6 weeks before the event.
    - See budgeting information on page 35.
    - Be sure that you have considered all Viterbo policies when coming up with your budget. Plan for unexpected expenses and fees.
  
- BRAINSTORM IDEAL DATES, time, location (pick a date that is at least 3 weeks out to allow for ample planning)
  
- BRAINSTORM WAYS TO COLLABORATE
  - ✓ Collaborating saves money and builds attendance!
  - ✓ Ideas: campus activities, student organizations, residence life, career services, academic resource center, health services, VU After Dark, counseling services, campus safety, recreational sports, global education, the Place of Grace, Boys and Girls Club, campus ministry

## THREE WEEKS prior to event

- DETERMINE THE EVENT
  - ✓ Confirm that this event is okay with your advisor
  - ✓ Establish the date, time, and location – consult the “All Events Calendar” located at [http://www.viterbo.edu/news\\_events.aspx](http://www.viterbo.edu/news_events.aspx) and also found on the MyVU page.
  
- CONSIDER TRAVEL AND CHAPERONE NEEDS
  - ✓ If club members or participants will be traveling to activities, review the travel guide and submit a travel request. [www.viterbo.edu/clubforms](http://www.viterbo.edu/clubforms)
  - ✓ If the event will be held off campus, discuss with your advisor about chaperoning. If the event is held on campus, consider the need for a chaperone.
  
- SPACE RESERVATION
  - ✓ Reserve a room and establish event needs and event times with director of the space. To reserve a room, use the online room reservation form found at <https://www.viterbo.edu/secure.aspx?ekfrm=16180>.

- ✓ Reserve rain location or a rain date, if needed, and establish event needs with the director of the space.
  - ✓ See the room reservation policy and procedure on page 33.
- ADD YOUR EVENT TO THE CALENDAR
- ✓ Once you have your room reserved, be sure to add your event to the “All Events Calendar” so other organizations can plan around your activity. Email [communication@viterbo.edu](mailto:communication@viterbo.edu) the event name, date, location, and who is sponsoring the activity so they can add to the calendar. FYI – they will not add fundraising activities to the event calendar.
- EVENT EQUIPMENT –additional reservations are required if it’s not included in the space reservation process
- ✓ Tables 8ft., Chairs  
extra tables and chairs to add to the space—email Marci Kuhrt [mkkuhrt@viterbo.edu](mailto: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](mailto: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](mailto: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](mailto:djpleasants@viterbo.edu) 796-3913
- CONTRACT
- ✓ Secure any guest speakers
  - ✓ Secure any rented materials (decorations, supplies, etc.)
- DEVELOP ADVERTISEMENT PLAN (*Include on all: Sponsor Name, Date, Time, Location*)
- ✓ Cater your advertisements to reach your target audience; see page 23 for advertising ideas and procedures.
  - ✓ Be sure to use multiple forms of advertisements – do not only create a poster! It is best to do at least 3 different advertising methods.
  - ✓ Remember your event will be only as good as your advertisement plan.

## **TWO WEEKS prior to event**

- BEGIN ADVERTISING
  - ✓ Begin advertising at least 1.5 weeks prior to your event. Do not do all of the advertisements at once, spread the multiple methods out across the two weeks.
- GATHER 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 30.
  - ✓ If you would like to not order food and do it yourself, review the food and beverage policy on page 28 before moving forward.
- BEGIN TO SECURE VOLUNTEERS needed to help with event set up and execution

## **ONE WEEK prior to the event**

- ESTABLISH EVENT TIMELINE
  - ✓ 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 last?

## **DAYS prior to the event**

- CONFIRMATIONS: verbally confirm event details with all volunteers, vendors, speakers, locations, directors
- CREATE EVENT EVALUATIONS
- GATHER TOGETHER ALL OF THE SUPPLIES needed for the event, speakers, etc.
- DETERMINE IF YOU WILL USE RAIN LOCATION
- WORD OF MOUTH advertising and submit something to be put in *VU Today*

## **FOLLOWING the event**

- SEND THANK YOUS
- EVALUATE EVENT




**Event Helpers & Their Responsibility:**

**Event Timeline:**

# Advertising Guide

## **Viterbo Logo**

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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](mailto: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.

## **General Guidelines**

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1. The content of all items must be in good taste.
2. Items must include the name of the event, date, time, location and sponsoring individual or organization.
3. Designated bulletin boards in the Student Union are made available for notices informing others of rental property and items for sale.
4. Commercial and/or for-profit organizations are not permitted to post.
5. Items are not to 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.
6. 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.
7. On-campus advertisements that indicate alcohol as the primary focus of an event are not permitted. Advertising tobacco products is not permitted.
8. Political and campaign items are not to be posted on university bulletin boards.
9. Viterbo University reserves the right to remove, restrict, limit, or deny posting or distribution.

## **Forms of Advertising**

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### **Butcher Block Posters/ Large Banner Posters**

A creative way to get the word out, use your artistic talents to create a paper poster that is large and attractive. Email [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu) or visit the office in the Hawk's Nest to gain access to art supplies and butcher block paper to make such a poster. These posters can be displayed in the Student Union, tacked on the bulletin board rail leading up to the Caf. Only three spots can be used at one time, so make sure you reserve your spot with Campus Activities.

### **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 Calendar**

Have your event added to the "All Events Calendar." Email [communication@viterbo.edu](mailto:communication@viterbo.edu) the following information.

Date  
Start-End Time  
Event Name



Location

Group Sponsors

(Ex. 9-11 p.m. VU After Dark Bingo, Reinhart Center Boardroom)

*FYI –fundraising activities cannot be added to the event calendar.*

If you would like your event also posted on the Campus Activities' website calendar, email the same information to [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu). During the fall 2013 semester, Viterbo's website will be upgraded. Once the upgrade is complete, all calendar information can just be sent to [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu) and all event information will be displayed in all locations electronically.

### **Campus Information Screens**

To place an advertisement on the campus information screens, submit copy to communications and marketing at [communication@viterbo.edu](mailto:communication@viterbo.edu).

### **Connections**

To have information placed in *Connections*, email your copy to [connections@viterbo.edu](mailto:connections@viterbo.edu). Note: *Connections* is published every Monday during the academic year and distributed online. Copy deadline is 4 p.m. on Wednesdays.

### **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](mailto:copycenter@viterbo.edu) and complete the online copy form at [www.viterbo.edu/copycenter](http://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](http://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.

### **Dry Erase Boards/ A-Frames**

The campus activities office possesses 3 dry erase A-frame boards that may be borrowed. Contact the office or email [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu) to reserve one. Two of the boards may be used outside and one may only be used inside.

Organizations may write information on the dry erase board in the student union. The message must be approved first by the campus activities office and then markers can be checked out.

### **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. There are several businesses in the La Crosse area.

### **Lumen (Student Newspaper)**

To place an advertisement in an issue of the Lumen, the student newspaper, email [lumen@viterbo.edu](mailto: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](mailto:pjwilhelmson@viterbo.edu).

**Napkin Flyers**

Paper flyers may be slide into the napkin dispensers in the Caf. To assure that there will be room in the napkin holders for your flyers, call 608-796-3060 or email [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu). Make arrangements with Campus Activities to distribute your napkin flyers by giving to them flyers 48 hours in advance of your reservation.

Quantity: up to 30  
 Size: 4 X 6

**Posters**

All posters must be approved. Approvals are stamped or written by individuals working in these Viterbo offices. Approvals must be displayed on each item.

<b>Posting Location</b>	<b>Authorizing Agent</b>	<b>Instructions</b>
Academic Buildings, Student Development Center, and Student Union	Office of Communications and Marketing, 007 Reinhart Center	Submit 13 flyers no larger than 8.5 x 11 inches
Apartment Buildings and Residence Halls	Office of Residence Life, Marian Hall	Submit 21 flyers.
Hawk's Nest	Office of Campus Activities and Orientation, 115 Marian Hall South (in the Hawk's Nest)	Submit 2 flyers.
Library / Einstein's Bagels Bros. at 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 608-796-3845 or email <a href="mailto:campusactivities@viterbo.edu">campusactivities@viterbo.edu</a> with questions regarding additional flyer posting.
Visit various offices and ask if they would post your poster on their door or in the office.	<i>Suggested Offices:</i> <ul style="list-style-type: none"> <li>• Career Services</li> <li>• Academic Resource Center</li> <li>• Campus Ministry</li> </ul>	

**Social Networking**

If social media and/or blogging, whether it be university sponsored 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](mailto:pjwilhelmson@viterbo.edu).

**Table Tents**

Table tents are a tri-folded piece of paper that stands on the top of a table. Many variations of table tents can be created. If you need to see a template, request one from [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu). There is not a standard approval process for table tents. It is highly advised that approval be made either by space supervisor or club advisor.

It is the responsibility of those who distribute table tents, to later pick them up following the event.

Location of Bulletin Board	Quantity and Instructions
Academic Buildings – i.e. lobbies, lounges, Academic Resource Center, etc.	Use your discretion. Do not put one on every table you see. Ask the space supervisor for approval.
Hawk’s Nest	Up to 4 table tents. Ask the space supervisor for approval.
Library / Franny’s Cyber Café	Use your discretion. Do not put one on every table you see. Ask the Circulation Desk, Library
Student Union	Up to 6 table tents.

**VU Today**

To have information placed in *VU Today*, email your copy to [communication@viterbo.edu](mailto:communication@viterbo.edu). Information must be short and concise, and will only be posted only two times in *VU Today*.

**Window Painting**

Use appropriate window paints to write messages on the windows in The Caf and Hawk’s Nest. You must get permission before painting and you are responsible for cleaning off your design immediately following your event.

The Caf: email [simota-mary@aramark.com](mailto:simota-mary@aramark.com)

Hawk’s Nest: email [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu)

**Advertising Violations**

If an organization is found in violation of these advertising procedures and guidelines, advertisements will be removed and your organization will be contacted. If the behavior continues to happen, campus advertising privileges and organization status could be revoked.

# Copyright Laws - Showing Films or Television Shows on Campus

Does your student organization want to show a movie, documentary, or an episode of a television show on campus? Showing a film (rented, purchased, or borrowed), outside the normally scheduled class time, for public viewing is illegal without having the **Public Performance Rights**. Below are guidelines to help you follow the proper procedures and avoid breaking copyright laws.

## What are Public Performance Rights?

Public Performance Rights (PPR) are the legal rights to show a video recording. The video distributor or producer normally holds these rights. However, the rights-holder can give temporary PPR to others by selling them a Public Performance License. Review the chart on the following page to see if you need to obtain a PPR.

## How to obtain a Public Performance License

The following companies grant PPR for public showings.

- Swank Motion Pictures, Inc. (1-800-876-5577)  
*Viterbo University Office of Campus Activities maintains an account with Swank. If you would like to order films through Swank, work with Campus Activities directly.*
- Criterion Pictures, USA (1-800-890-9494)
- Kino International (1-800-562-3330)
- New Yorker Films (1-800-247-6200)
- Community Cinema (They offer 4-5 documentaries per year for free in addition to others for a price.)

## How Much Does It Cost to Obtain a Public Performance License for a film?

PPR for a film typically runs from \$350-\$700 per showing for popular titles. Independent films could cost less, depending on the distributor of the film. TV episodes usually costs around \$100 per 30-minute episode.

## Consequences of Not Purchasing Public Performance Rights

If you do not purchase the PPR to a film, you are violating copyright laws. Breaking these copyright laws (even if unintentionally) can result in fines from \$750 to \$30,000 per showing.

*This information was taken from the Swank Motion Pictures website. You can find their copyright guidelines at: <http://www.swank.com/college/pdf/SwankCopyright.pdf>*

## What to do next?

- Student Organizations should prepare to follow copyright laws. At anytime, a student organization may be asked to show a public performance license for a film they are advertising to show on campus. Reserving space to show the film may require proof of license in advance.
- Funding arrangements should be made by using substitution methods within your budget. Additionally, a student organization can follow SGA's funding guidelines to consider securing additional funding.
- Viterbo University expects that all student organizations follow all university policies and state and federal laws.

## 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.

## Fundraising

Viterbo does not have a formal fundraising policy. However, it is in good practice to have your fundraiser approved by the Office of Campus Activities. Asking for approval will ensure that your club is meeting all Viterbo policies and are fundraising at a time when not a lot of other clubs are fundraising, especially if you are fundraising on campus.

If doing a fundraiser that involves serving food that you make yourself, make sure to read any other policies that may apply, i.e. the food and beverage policy. Those policies can be found in the Student Organization and Sport Club Handbook found online at [www.viterbo.edu/clubs](http://www.viterbo.edu/clubs).

Ideas for club fundraising can be found online at [www.viterbo.edu/clubsforms](http://www.viterbo.edu/clubsforms).

## Food and Beverage Policy

### *(Including information about alcohol at events)*

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 29 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 directors 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 director'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 director 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 director(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 director(s) to ensure that all areas, tables, equipment, etc. are left in proper order after usage.

# NO FRILLS PICK UP CATERING

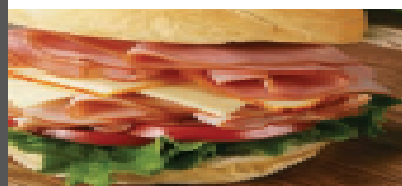
Perfect for cost conscious events where linens and china are not required.



**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)**

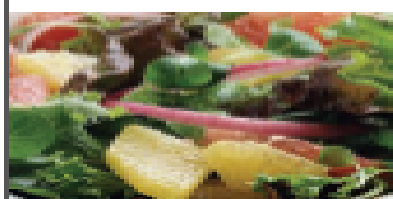
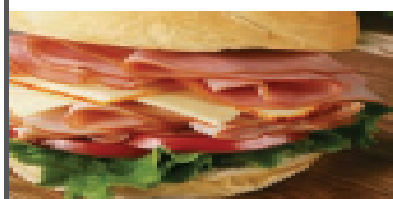
Assorted Cheese and Meat 24

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**



# 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		<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
School of Business (formerly Brophy)	Classrooms/lab space*	Registrar's Office (608) 796-3181
School of Business (formerly Brophy)	Lobby, 123*, 124*	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
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	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
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	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
Library	Robers conference room—Seats 40 135/137 Study Room—Seats 18	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
Marian Hall	Hawk's Nest Rec Area—Seats 30 Hawk's Nest TV Room—Seats 20	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
Mathy Center	129 Conference Room – Seats 20 203 Conference Room—Seats 10	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
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: <a href="http://www.viterbo.edu/secure.aspx?ekfrm=54300">http://www.viterbo.edu/secure.aspx?ekfrm=54300</a>  For other questions: Marci Kuhrt, ext. 3120, <a href="mailto:mkuhrt@viterbo.edu">mkuhrt@viterbo.edu</a>
Murphy Center	Classrooms/lab space*	Registrar's Office (608) 796-3181
Murphy Center	Lobby, 379 Conference Room—Seats 8	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
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	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>
Student Union	Lobby The Caf—seats 224 around tables	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>

San Damiano Chapel		Campus Ministry – ext. 3805
Student Development Center	Conference Room	Student Development Center – Denise Homstad, ext. 3825 <a href="mailto:dlhomstad@viterbo.edu">dlhomstad@viterbo.edu</a>  Has conference table with eight chairs; an additional 20+ chairs can be set up; has windows.
Varsity Athletic Center	Lobby Basketball Court	<a href="http://www.viterbo.edu/centers.aspx?ekfrm=16180">http://www.viterbo.edu/centers.aspx?ekfrm=16180</a>

## Travel

The purpose of the student travel is to provide additional opportunities outside of the classroom. This includes, but not limited to field experiences, internships, volunteering, as well as club and organization activities. The purpose of the travel policy is to provide guidelines to increase the safety and lessen risk for faculty, staff and students who are engaged in official Viterbo University activities that involve travel anywhere off-campus. The highest priority for Viterbo University is the safety and security of students and all personnel, and provision of an effective learning environment.

Therefore, any travel done by a club and organization must be approved by the appropriate office. For more information regarding club travel, please review the Travel Guide found online at [www.viterbo.edu/clubforms](http://www.viterbo.edu/clubforms). A travel request must be submitted two weeks before the intended travel date in order for a club to proceed.

## 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 Viterbo website that is linked to the general page. For training and access to make changes, complete the form at [www.viterbo.edu/sportclubforms](http://www.viterbo.edu/sportclubforms) and send it to the website developer/ programmer in the Office of Communications and Marketing.

If the club or organization would rather have their Facebook page linked to the general page, contact the campus activities office for directions.

*\*There are formatting requirements for sport clubs webpages to maintain uniformity. Contact the director of recreational sports for this information.*

# BUDGETTING & FUNDING

## Items in this section

Club Budgeting General Information .....	35
Examples of Budget Tracking .....	36
Annual Budget Request .....	37
Midyear Budget Request .....	37
Midyear Budget Request Form .....	38
SGA Funding Guidelines & Frequently Asked Questions.....	40
Accounting in the Business Office .....	45
Example Purchase Order Form.....	46
Example Check Request Form .....	47
Tax Exempt Form.....	48
Petty Cash Form .....	48

# Club Budgeting General Information

## Club Funding

Student organizations and sport clubs can obtain funding a variety of ways. A few of these options include: club dues, donations, fundraising, and SGA. Officers are to keep track of their organization's budget.

## 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 49.

## 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. Do not rely on the Business Office to keep track of this information. It is recommended that organizations keep track of their own budgets by maintaining a spreadsheet. The spreadsheet should show all revenue (deposits) and expenditures (withdrawals). Organizations may also choose to create mini-budgets within the greater budget for individual activities and events. **Rule of thumb:** Every time funds are taken out or deposited, RECORD IT! See page 37 for examples of ways to keep track of a budget.

## Fundraising

See the policy on page 29 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.

## Funding from SGA

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.

# Examples of Budget Tracking

## Ledger

Date	Item/Rationale	Expenditure/Withdrawal	Deposit	Net
9/5/2012	Opening Budget		\$100.00	\$100.00
9/21/2012	Club Meeting	-\$30.00		\$70.00
9/24/2012	Club Dues		\$50.00	\$120.00
10/26/2012	Halloween Event	-\$55.00		\$65.00

### 1. Separate income (revenue) & expenses (withdrawal)

FY2008-2009 Men's Rugby Club

\*\*LIST BY FISCAL YEAR (JULY 08 - JUNE 09), NOT BY CALENDAR YEAR. THIS IS HOW THE UNIVERSITY OPERATES.

FALL 2008					SPRING 2009				
Beginning Balance					Beginning Balance				
\$0.00					\$4,375.72				
SEMESTER	DATE	PAYEE	ITEMS	STAFF	SEMESTER	DATE	PAYEE	ITEMS	STAFF
<b>TRAVEL EXPENSES</b>					<b>TRAVEL EXPENSES</b>				
-\$1,088.55		Who did you pay?	GAS						
**Needs to be listed out each time someone is reimbursed with the amount, who, and for what/where									
<b>MEMBERSHIP EXPENSES</b>					<b>MEMBERSHIP EXPENSES</b>				
*List Membership Dues paid									
<b>HOME EVENT EXPENSES</b>					<b>HOME EVENT EXPENSES</b>				
-\$70.00	10.4.08	Who did you pay?	Sir Fee - St. Mary's University						
-\$123.00	10.4.08		Food & Paint - St. Mary's University						
-\$75.00	10.4.08		Athletic Trainer Fee - St. Mary's University						
-\$70.00	11.8.08	Who did you pay?	Sir Fee - St. Thomas University						
<b>EQUIPMENT &amp; MISCELLANEOUS</b>					<b>EQUIPMENT &amp; MISCELLANEOUS</b>				
-\$1,058.33	12.5.08	Who did you pay?	Fall Banquet						
**Where is the Uprights expense									
***Additional Equipment purchased??									
<b>DEPOSITS</b>					<b>DEPOSITS</b>				
\$5,000.00	9.16.08	SGA	Budget Transfer		\$5,000.00	1.16.09	SGA	Budget Transfer	
\$2,058.60	12.1.08	Fundraisers	T-shirt Sales						
*Membership fees collected? (Dues collected does not equal fundraising)									
<b>Semester Totals</b>					<b>Semester Totals</b>				
-\$2,682.88		Total Expenses			\$0.00		Total Expenses		
\$7,058.60		Total Revenue			\$5,000.00		Total Revenue		
\$4,375.72		Net			5,000.00		Net		
-\$1,624.55		Travel Expenses			\$0.00		Travel Expenses		
-\$1,058.33		Equipment & Misc. Expenses			\$0.00		Equipment & Misc. Expenses		
<b>\$4,375.72</b>		Remaining Balance			<b>\$9,375.72</b>		Remaining Balance		

Annual Expense

-\$2,682.88

## Annual Budget Requests

In February, SGA will contact all club officers and ask them to submit budget requests for the next academic year. At that point, the club should plan the potential activities for the next academic 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. This budget will need to be reviewed at the beginning of each academic year and minor changes can be made.

**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.

## Mid-Year Budget Request

Although it is best to complete an annual budget request, SGA will take funding requests during the year. New student organizations and other organizations who would like to request funding mid-year should complete the form found on the following page, page 39.

## STUDENT ACTIVITY FEE ALLOCATION

### FUNDING REQUEST FORM

Completed request forms are due to Shawn Keenan, SGA Business Manager, at least 2 weeks prior to the event. Requests will not be reviewed unless all required information and materials have been submitted.

1. Club/Organization Name:
2. Viterbo Account Number:
3. Attach a copy of your club mission statement and constitution.
4. Attach an accurate and current membership list.
5. Primary Student Contact Person s Name, Role in Organization, Email Address, USPS Street Address and Phone Number:
6. Secondary Student Contact Person s Name, Role in Organization, Email Address, USPS Street Address and Phone Number:
7. Faculty or Staff Advisor s Name, Email Address and Phone Number:

8. Complete this report of your student organization’s activities for the current year. Include all requested information. Please be as specific as possible.

<b>Activity Name and Date</b>	<b>Brief Evaluation – Successes and Improvements Needed</b>	<b>Attendance/ Estimated Attendance</b>	<b>Itemized List Of Expenditures Such As Speaker Or Entertainer, Fees, Lodging, Travel, Food/Refreshments, Decorations, Printing, Publicity, Etc.-</b>	<b>Total Cost</b>	<b>SGA Allocation for this Activity</b>

Comments:

Primary Contact Person s Printed Name, Signature and Date:

Faculty or Staff Advisor s Printed Name, Signature and Date:



# SGA Funding Guidelines & Frequently Asked Questions

## 1. How does a club request funds from SGA? Fill out the form below. If not, the following information needs to be included in your request.

These guidelines for club funding requests are included in the SGA by-laws:

1. "The SGA Finance Committee will review and make recommendations to SGA on annual club allocations no later than March 31<sup>st</sup> for the following year.
2. The SGA Finance Committee will review and make recommendations to SGA on incidental funding requests throughout the academic year.
3. Budget requests must be submitted to the SGA Business Manager in the Student Development Center no less than two (2) weeks prior to an event or program. Requests may be submitted up to one year in advance of an event or program.
4. Funding requests shall include:
  - A. These items must be included with the student organization's budget request:
    1. Organization's name and account number (s).
    2. Contact Person's name, e-mail address, USPS address, and phone number
    3. Student Organization Mission Statement
    4. A copy of an accurate and current membership list
    5. Reports on the activities sponsored by the organizations during the previous year
    6. Name of activity or activities
    7. Purpose of activity or activities
    8. Date (s), time(s) and location(s) of activity or activities
    9. An itemized list of estimated expenditures for the activity or activities. Expenditure budget may include fees, speaker or entertainer fees, food/refreshments, advertising/promotion, decorations, tickets, security, transportation, lighting, sound, etc.
    10. An itemized list of estimated income or revenues from donations, tickets, fundraising, etc."

## 2. When are budget requests due?

Annual budget requests are due in the spring semester for the following year. Dates are announced in the budget request packet that is sent to the presiding club officer by the SGA Business Manager.

## 3. Is it better to complete a budget form for the next year or just before the event occurs? Completing a budget request with all activities planned for the next year is preferred. This helps your organization and SGA with planning. Funding is limited because the student activity fee subsidizes many services, activities and programs. Your organization has a better chance of being funded if it requests funding for the entire next year rather than an event at a time.

## 4. What type of activities, programs and services are funded?

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 the entire University community.
- F. Events, services and programs held on campus, open to all students and free-of-charge.
- G. Activities that are in agreement with the Viterbo mission and university policy.

**5. How much detail is needed on the budget request form?**

The SGA Finance Committee prefers as much detail as possible as it demonstrates good planning and commitment to the activity.

**6. How does a Viterbo student apply for travel funds?** Viterbo students may apply for travel funds by submitting a request to the SGA Business Manager. The request must include these items:

- A. Viterbo Student's Full Name
- B. Viterbo Student's Contact Information including USPS Address, Phone Number and Viterbo e-mail address
- C. Name of Conference or Event and Location
- D. Brief Description of the Purpose of Travel
- E. Total Cost of Travel
- F. Contributions from Other Organizations
- G. Amount Requested from SGA

**7. How are decisions on travel made?** The SGA Finance Committee uses the guidelines shown below from the *SGA By-Laws* when making decisions on funding student travel. The SGA Finance Committee also considers cost effectiveness and monies available when making funding decisions.

- A. SGA supports travel and conference learning experiences. Priority will be given to travel that provides an opportunity to increase the organization's growth, effectiveness, and its contributions to the greater Viterbo community.
- B. Travel funded by SGA should be club related.
- C. Requests for travel must be made at least four weeks in advance of departure.
- D. Students are eligible for one fifty dollar (\$50) scholarship each spring and fall semester for a total of one hundred dollars (\$100) each academic year.
- E. 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 and entertainment charges will not be funded. SGA

*By-Laws / Funding Guidelines*

**8. Can clubs put social activities in their yearly budget request?**

Yes, they may be included in a budget request and they may be funded. However, priority is given to events open to all Viterbo students.

**9. Can clubs put expenses for a yearly conference their members attend in their yearly budget request?**

Yes, this is preferred. It is very helpful when clubs plan ahead for such events.

**10. What events and services are funded by the student activity fee? The Student Activities fee currently funds these activities, services and projects in part or in full.** All activities coordinated by Campus Activities and the Student Activities Board including:

- ❖ VU After Dark Weekend Late Night programs
- ❖ Courtyard Carni
- ❖ Homecoming Week Activities
- ❖ Trips to Mall of America, Wisconsin Dells, etc.
- ❖ Free Bowling Nights
- ❖ World View Week
- ❖ Free Movie Nights
- ❖ National Society for Leadership and Success
- ❖ Student Leadership Activities
- ❖ Student Leadership Recognition Banquet

- ❖ Family Day
- ❖ Lip Dub Free La Crosse Bus Transportation to all Viterbo University students.
- ❖ Courtyard Carni Tee-Shirts
- ❖ Mental Health/First Aid Instructor Training
- ❖ Flu Shots for Viterbo Students
- ❖ Recreational Sports and Mathy Center programs including intramural competition, fitness training, exercise classes, club sports, etc.
- ❖ A minimum 50% discount to students attending Bright Star, NEX Star and Black Box performances in the Fine Arts Center. 75% discount is given for those seated in the second balcony
- ❖ Ice Rink, Set Up, Lighting and Broomball Supplies
- ❖ Campus Ministry Spring Break Service Trips to Louisiana, Pittsburgh and other locales
- ❖ Remodeling Student Union Lounges, Security Desk and Security Outpost for student comfort and convenience.
- ❖ Upcoming renovation of the Reinhart Center Commons Area to provide improved lounge and study space for commuting students.
- ❖ Free Bird Herd Tee-Shirts for interested students
- ❖ Travel Scholarships for student travel to conferences
- ❖ Vic the V-Hawk Costume
- ❖ LED Christmas Tree and Ornaments for Cafeteria
- ❖ Non-traditional Student Luncheons
- ❖ Commuter Student Luncheons
- ❖ Safe Ride bus transportation on weekends.
- ❖ Funding for Activities and Services coordinated by registered Viterbo student organizations (i.e. Safe Trick or Treat, Christmas with the V-Hawks, etc.)
- ❖ *USA Today* and *La Crosse Tribune* copies available weekdays in the library and in the Student Union.
- ❖ Annual publication of the *Student Handbook and Planner*.
- ❖ Biweekly publication of the *Lumen*.
- ❖ *Student Health 101* monthly e-newsletter.
- ❖ Lunch N Learn Programs.
- ❖ Safe Viterbo Programs
- ❖ Volunteer Services Fair
- ❖ St. Francis Day lunches for students
- ❖ *Student and Staff Directory* for commuter students
- ❖ Travel to Athletic Teams Post-Season Championships and related tournament events.
- ❖ Assistance with Community Health Fair and Career Services Milwaukee Job Fair expenditures
- ❖ ASGA Membership and Conference
- ❖ And more...

## 11. Where can I get a complete copy of the student activity fee funding guidelines?

The Viterbo University Student Government Association By-Laws include the guidelines which are shown here:

### Article I: Funding Guidelines

#### A. Source of Funds

1. The source of funds is the student activity fee paid by each student.
2. Student organizations may receive additional funding through fundraising or dues.
3. The purpose of the student activity fee is to fund activities, clubs, and organizations that are of interest to the student body, have an impact on-campus, and are directly related to the purpose of the sponsoring organizations.

#### B. 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:
  - i. Activities and programs that enhance campus life and the out-of-class experience or improve the educational climate of the University.
  - ii. Individual events, trips, services, and programs that will most directly benefit current Viterbo students.
  - iii. Programs held on the Viterbo University campus.
  - iv. Programs that relate to the mission of the student organization requesting the funds.
  - v. Programs designed for and open to all students and the entire University community.
  - vi. Events, services and programs that are free-of-charge.
  - vii. 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.

#### C. Funding Requests for Student Organizations

1. The SGA Finance Committee will review and make recommendations to SGA on annual club allocations no later than March 31<sup>st</sup> for the following year.
2. The SGA Finance Committee will review and make recommendations to SGA on incidental funding requests throughout the academic year.
3. Budget requests must be submitted to the SGA Business Manager in the Student Development Center no less than two (2) weeks prior to an event or program. Requests may be submitted up to one year in advance of an event or program.
4. Funding requests shall include:
  - i. These items must be included with the student organization's budget request:
    - 1) Organization's name and account number (s).
    - 2) Contact Person's name, e-mail address, USPS address, and phone number
    - 3) Student Organization Mission Statement
    - 4) A copy of an accurate and current membership list
    - 5) Reports on the activities sponsored by the organizations during the previous year
    - 6) Name of activity or activities
    - 7) Purpose of activity or activities
    - 8) Date (s), time(s) and location(s) of activity or activities

- 9) An itemized list of estimated expenditures for the activity or activities. Expenditure budget may include fees, speaker or entertainer fees, food/refreshments, advertising/promotion, decorations, tickets, security, transportation, lighting, sound, etc.
- 10) An itemized list of estimated income or revenues from donations, tickets, fundraising, etc.

5. Funding for Student Organization Travel and Conference Participation

- i. 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.
- ii. Travel funded by SGA should be student organization related.
- iii. Requests for travel must be made at least four weeks in advance of departure. Exceptions will be made on a case-by-case basis.
- iv. 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.
- v. 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.
- vi. 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.

D. Accountability and Bookkeeping

1. Viterbo student organizations must maintain a Viterbo University agency account with the University Business Office. Allocations will be deposited in the agency account.
2. The SGA Business Manager will serve as the contact person for business transactions. Student organizations must use funds in the manner in which they were allocated.
3. All organizations must submit reports on the activities coordinated by the organization during the previous year as a part of their funding requests.
4. All capital equipment allotted to an activity must be stored in a University facility.
5. SGA may monitor student organization accounts and may require student organizations to submit documentation detailing their account transactions.
6. Unused SGA funds will be returned to SGA at the end of each fiscal year.
7. No organization will enter into a written contract without the written consent of the Vice President for Student Development.

E. Violations of Funding Guidelines

1. Violations of this policy shall be determined by SGA, in consultation with the SGA Administrative Advisor.
2. If it is determined that a violation of the SGA Funding Guidelines has occurred, the violator shall be informed of this by the SGA Business Manager.
3. SGA may place restrictions on current and/or future allocations.
4. A student organization may appeal the SGA's funding decision to the Vice President for Student Development.

F. Special Subsidies

1. Discounts for Viterbo University Fine Arts Center Events
  - i. Typically, SGA funds discounts for Bright Star Season events at fifty percent (50%) of the ticket cost for main floor or first balcony seats. Second balcony seats are typically funded at seventy-five percent (75%) of the ticket cost.
  - ii. Typically, SGA funds discount for Black Box productions at fifty percent (50%)
  - iii. The discount for other events is approved on an individual basis by SGA.
  - iv. SGA approves the discount given each year for the next season.

# Accounting through 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. Most of these forms can be found online at [www.viterbo.edu/business](http://www.viterbo.edu/business).

## Deposits

When depositing money into your student organization account, you'll need your student organization's account number followed by the number XX-XXXX- 4809. The deposit can be in the form of checks made out to Viterbo University or cash. When a deposit is being made, be sure to include the amount of money that is being deposited.

## 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 take it to the business office window where they will pay you back in cash. Petty cash forms are available at the business office, on-line, and on page 49. 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 47) 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. **FYI:** Students need to follow up with their advisors to ensure receipt of the P.O. to place the order or provide the vendor with the P.O. number.

**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 48 for an example. **Important:** Complete check requests received by noon on Monday will be processed Wednesday morning. Check requests received after noon on Monday will be processed the following Wednesday.

**Have questions about your student organization's account?** Contact or visit the Business Office. The individuals in the office will be able to answer your questions or provide you with the necessary assistance.

**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  
 800 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.	DESCRIPTION	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

**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.

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

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

**VENDOR** Who the check should be made out to. If it's a business, include their address. If it's a performer that the Business Office does not have on-file, include their social security number or tax ID number for tax reporting purposes.

REF. NO.	QUANTITY	CATALOG NO.	FOLD HERE	DESCRIPTION	FOLD HERE	UNIT COST	TOTAL
				Description of purchased services/items. Attach receipts, bills, or contracts.			\$\$\$\$
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	
	<b>Totals in red should match</b>	\$\$\$\$

**Special Instructions For Business Office**

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





Viterbo  
University  
**Petty Cash Voucher**  
Business Office

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

Explanation:

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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

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┌ Viterbo College  
815 South Ninth  
LaCrosse, WI 54601

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ES 2437
DATE
April 5, 1962

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

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S-204 (R. 5-81)

# SPORT CLUB INFORMATION

## Items in this section

Sport Club Definition ...	51
Status, Recognition, and Renewal Processes.....	51
Explanation of Sport Club Forms.....	56
Risk Management.....	60
Related Policies.....	61

## Definition

A sport club is a recognized, student led organization, comprised of individuals sharing a common interest in competitive, recreational, and/or instructional sport activity. Sport Clubs allow students to participate and compete in a variety of sport activities at the intercollegiate club level.

## Conduct Policy

Anyone affiliated with the Viterbo University Sport Clubs program is a representative of him/herself as an individual, Recreational Sports and Viterbo University. Participation with a sport club is a privilege which carries with it a great deal of personal responsibility. This includes but is not limited to minimizing risk, monitoring participant safety, and maintaining quality facilities and equipment. As a representative of Viterbo, sport club members are expected to conduct themselves in the most positive way possible at all times.

Recreational Sports reserves the right to issue sanctions, including but not limited to denying or revoking memberships to individuals in violation of university policies. In addition, violation of university policies may require referral to the Vice President for Student Development for judicial review.

## Eligibility

Clubs are open to all current Viterbo undergraduate and graduate students, staff and faculty although some clubs may be limited to only full-time undergraduate students as determined by its governing body. Club members must adhere to the following guidelines to be considered “eligible” for participation:

- Must be in good standing with the university and maintain a minimum cumulative GPA of 2.5.
- All members **MUST** agree to and sign **Assumption of Risk** and complete the **Emergency Contact** form prior to participation in sport club activities.
  - Members are not permitted to practice, compete or participate in any other club activities within a club until he/she has completed these forms.
- Provide copy of insurance information that will be kept on file.
  - Individuals must have insurance to participate.
- Be knowledgeable and abide by all policies and guidelines set forth by the Sports Clubs program, Department of Recreational Sports and Viterbo University.
- If a club is competitive or semi-competitive, all members must be listed on the club membership roster.
- Faculty and staff are considered an associate member which allows them to participate in the non-competitive activities of a sport club; however they do not retain the right to vote on sport club business, nor are they eligible to hold a leadership role as a club member. Faculty and staff may be charged an “affiliate fee” (and any membership dues) in order to participate in non-competitive activities.
- Alumni are not eligible to participate in the Sports Club program. Alumni may assist with the club’s general operations.
  - Contact the Department of Recreational Sports with any questions.
- Individuals that are not affiliated with the university (WTC students, students attending other colleges and universities, etc.) are not eligible to join a sport club.

Individual club members may participate in more than one club, provided they comply with each

club's regulations and adhere to all policies and procedures set forth by Viterbo University including Student Organizations and Sport Clubs program.

### **Club Classifications**

Sport Clubs are placed into one of three categories based upon the most consistent activities performed by a club. Clubs will be classified at the beginning of each academic year, based on previous year's activities and new year's projected activities.

#### **1. Competitive**

Primary participation in team or individual sports competitions at the intercollegiate level. Competitive clubs typically required a greater amount of commitment, responsibility and resources to operate, than clubs in the other two categories. Clubs classified in this category will meet these minimum conditions:

- Have and maintain at least **one** coach (paid or volunteer) by the time competitive activities begin.
- Associated with a conference or league
- Hold regular practices and a competitive schedule (games, tournaments, etc.)
- Require annual membership dues for all participants

#### **2. Semi-Competitive**

Clubs which participate in team or individual sports and may engage in outside competition at an informal level (i.e. exhibition games). Semi-competitive clubs may have previously participated in intercollegiate competition or they are newly created clubs that plan to do so in the future as their membership develops. Clubs classified in this category must meet these minimum conditions:

- May be associated with a regional/national conference or league, but are not required to
- May have a coach/instructor, but are not required to
- Annual membership dues for all participants are not required, but strongly encouraged

#### **3. Recreational/Social**

Share a common interest in team or individual sport/activities, without participating in outside competition (i.e. outdoor trips). Recreational clubs tend to be more flexible and open than the other two categories because the focus is on activities that are social and/or instructional in nature rather than competitive. Clubs in this category may still travel and charge annual membership dues for their participants.

### **Club Coaches and Instructors**

With more and more clubs maintaining high levels of competition and programming, coaches and instructors can provide many benefits that further enhance the overall experience of sport club participants. If a sport club is interested, or in some cases required, to hire a coach or instructor, it is important to understand the following guidelines:

- Undergraduate students can serve many roles within the club, but are prohibited from engaging in club activities as a coach or instructor while enrolled at Viterbo.
- Coaches and instructors must have prior experience and knowledge of the clubs' activities.

- Coaches and instructors must follow all university policies, Recreational Sports policies, sport clubs guidelines and sign an agreement with Recreational Sports prior to engaging in any club activities.
- Students are responsible for finding prospective coaches and instructors, but **ALL** are approved, hired, supervised and evaluated by the Director and/or the Assistant Director of Recreational Sports
- The Department of Recreational Sports professional staff reserves the right to terminate any agreements with club coaches and instructors.

## Club Recognition & Renewal Processes

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.

### New Club Recognition Process

1. Meet with the Director of Recreational Sports.  
Schedule a consultation meeting with the Director of Recreational Sports to discuss interest and plans for our proposed club and to receive the necessary paperwork to become a registered student organization.
2. Sport Clubs Program Application & Approval Process
  - a. Complete the **Application for Student Organization Status** form online.
  - b. Provide draft of **Club Constitution**.
  - c. Provide a **team roster** of eligible participants (see Eligibility section above) in the formation of the club. Must initiate enough interest to meet and sustain a minimum of 10 active club members.
  - d. Provide detailed information of the club's intent and identify if the club is competitive, semi-competitive or recreational/social.
  - e. Provide a brief history / background of the sport/activity
  - f. Submit information regarding any *proposed club coach/instructor*, if applicable (See coach/instructor hiring guidelines/procedures).
  - g. Submit **Facility/Space needs** (on or off-campus) for the club to operate the majority of the time.
  - h. Provide information on **funding requirements** – projected itemized budget, dues, fundraising, etc.
  - i. Provide the name and information of the sport's governing body, association, or league Include: potential opponents & competitive events (home and away).
  - j. Date/Length of club's competitive season.
  - k. Any additional supporting documents to build a case of the proposed club.
3. The advisor needs to complete and submit the **Sport Club Advisor Agreement**.
4. Applications will be reviewed by the Department of Recreational Sports professional staff. Approval for the proposed club will be determined based on the information provided, viability

of the club, and availability of resources.

5. Once approved, new Sport Clubs will be granted **conditional** approval. Conditional approval is official recognition as a student organization/sport club, but serves as a one year trial period which will determine the viability of a new club. During this first year, there will be limited funding, resources, and facility space available to the club.
6. Club Officers and/or designees must attend the Club Officer Training held at the beginning of the academic year. Sport Clubs must meet the specified requirements, including mandatory attendance by the club officers to the Policies, Procedures & Travel presentation.

**Note:** The timeline for the application process varies depending on the prospective club seeking admittance into the program. Generally speaking, competitive sport clubs will require a longer approval period than recreational clubs.

*\*\*All forms may be found on the Rec Sports Sport Club page or please contact the Rec Sports professional staff for them.*

## Club Renewal Process

The club renewal process begins July 1<sup>st</sup> and is to be completed by the third Friday in September of each year.

1. Complete the **Club Status Renewal** form online.
2. Provide updates of **Club Constitution** (if applicable).
3. Provide a **team roster** of eligible participants (see Eligibility section above) for the club. The club must sustain a minimum of 10 active members.
4. The advisor needs to complete and submit the **Sport Club Advisor Agreement** annually.
5. Submit information regarding any *proposed club coach/instructor* if applicable (See coach/instructor hiring guidelines/procedures). All coaches and instructors need to re-apply annually.
6. Submit **Facility/Space needs** (on or off-campus) for the club to operate the majority of the time.
7. Provide information of the club's competitive season include: dates/length of competitive season, potential opponents & competitive events (home and away).
8. Ensure all previous academic year's annual reporting has been completed and submitted.
9. Club Officers and/or designees must attend the Club Officer Training held at the beginning of the academic year. Sport Clubs must meet the specified requirements, including mandatory attendance by the club officers to the Policies, Procedures & Travel presentation.

- a. All new officers must meet with the Director of Recreational Sports at the start of their appointment.

**Note:** Individuals cannot participate in club activities if they have not completed the appropriate **eligibility requirements**. SGA approved club funding will be held until all club renewal requirements have been met.

*\*\*All forms may be found on the Rec Sports Sport Club page or please contact the Rec Sports professional staff for them.*

## Club Status

### Active Status

Sport Clubs that have prior recognition in the program and have completed all requirements of the annual Club Renewal Process will be considered **active**. Clubs that are considered active are eligible to receive any and all benefits within the program such as funding as established by the annual budget process, on-campus marketing, reserve spaces on campus, access to available resources, etc. Clubs ultimately should work to obtain or maintain active status.

### Conditional Status

Returning and new sport clubs can be designated **conditional status**. Conditional clubs will be given the lowest priority for resources such as facility space and may receive limited, if any, funding. All newly approved clubs will automatically receive conditional status for their first year of existence to demonstrate viability.

Returning clubs may be demoted to conditional status if they do not fulfill the requirements for annual reporting or do not complete the annual registration process. Any funds that were allocated for a returning club will be frozen until requirements are met. Depending on timeline, allocated funds may be reduced. In order to return to active status, all unfulfilled requirements must be met and a request for a change of status must be granted by the Director or Assistant Director of Recreational Sports.

### Inactive Status

Sport clubs that have had prior recognition in the program, but have not completed the annual Club Renewal Process will be considered **inactive**. Clubs will remain inactive until a portion of the renewal requirements are completed to receive conditional status. Sport clubs can only obtain active status when all requirements of the annual Club Renewal Process is completed, including previous academic year annual reports.

Any funds that were allocated for a returning club will be frozen until all requirements are met. Depending on timeline, allocated funds may be reduced. In order to return to active status, all unfulfilled requirements must be met and a request for a change of status must be granted by the Director or Assistant Director of Recreational Sports.

### Probation Status

Clubs that violate program and/or university rules and regulations, persistent failure in completing required administrative tasks, absence at required meetings/trainings/events, may be placed on

**probation.** When placed on probation, a club may be forced to cease activities and lose use of any and all resources previously granted by the program including funding, ability to travel, facility space, etc.

Depending on factors which led a club to probation, a procedure will be determined by the Director of Recreational Sports and/or Vice President for Student Development. This could range from a simple meeting with the Director of Recreational Sports, completion of a series of requirements, or a judicial hearing.

### **Terminated Clubs**

Clubs with significant infractions or have been inactive for an extended period of time may be removed from the program completely. Any club that is dropped from the program due to significant infractions and would like to be re-admitted will spend a minimum of one year on probation, if accepted. Any club that has been removed due to inactivity for an extended period of time and would like to be re-admitted, if accepted, will spend a minimum of one year on conditional status.

## **Scheduling**

### **Season Schedule**

A season schedule must be turned in prior to any club activity; this includes practice, competitions, tryouts, etc. The absolute deadline is two weeks before the first schedule event. The schedule is to include dates, times, and locations of all practices, contests, games and tournaments. Contact the Recreational Sports professional staff immediately after any schedule change occurs.

### **Home Events (Tournaments, Competitions, Performances, etc)**

Before hosting a home tournament, it is strongly recommended that a club check with the Department of Recreational Sports, La Crosse and/or Onalaska Chamber of Commerce, and local hotels to ensure the availability of facility and/or field space and hotel rooms for the event.

### **Contracts**

It is strongly recommended that a contract be written for all home contests. Contact the Recreational Sports professional staff for assistance in creating a contract, if necessary.

## **Explanation of Sport Club Documents**

### **Forms Listing**

Accident Report Form .....	<a href="http://www.viterbo.edu/sportclubsforms">www.viterbo.edu/sportclubsforms</a>
Application for Organization Status..	<a href="http://www.viterbo.edu/secure.aspx?ekfrm=62828">www.viterbo.edu/secure.aspx?ekfrm=62828</a>
Assumption of Risk .....	<a href="http://www.viterbo.edu/sportclubsforms">http://www.viterbo.edu/sportclubsforms</a>
Emergency Card .....	<a href="http://www.viterbo.edu/sportclubsforms">http://www.viterbo.edu/sportclubsforms</a>
Home Event Request Form.....	<a href="http://www.viterbo.edu/sportclubsforms">http://www.viterbo.edu/sportclubsforms</a>



Sport Club Mid-Year & End of Year Reports <http://www.viterbo.edu/sportclubsforms>

Sport Club Member roster..... <http://www.viterbo.edu/sportclubsforms>

Sport Club Travel Roster ..... <http://www.viterbo.edu/sportclubsforms>

Visiting Team Assumption of Risk & Roster <http://www.viterbo.edu/sportclubsforms>

### ***Assumption of Risk & Emergency Contact Cards***

1. Each club member will submit Assumption of Risk & Emergency Contact Cards prior to the beginning of club activities.
  - a. Each individual needs to have current health insurance and is required to provide a copy of the insurance information to be kept on file.
2. Tryouts, practice, conditioning, and competition can all constitute the beginning of a club's activities. Assumption of Risk forms & Emergency Contact Cards (including copy of insurance information) for every member needs to be completed prior to the beginning of any club activities. A temporary participation waiver is available for clubs offering tryouts.
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. New members must complete the forms prior to participation in any club activities.
4. Failure to submit and/or maintain updated Assumption of Risk & Emergency Contact Cards will result in disciplinary action.

### ***Club Status & Club Status Renewal Forms***

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 a club receiving **inactive** status, SGA funding being withheld and suspension of club activities until the form is received and approved.

### ***Mid-Year & End of the Year Reports***

1. Each club will submit a mid-year 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.

### ***Home Event Request Form***

1. A *Home Event Request* form must be submitted any time the club or a member of the club is planning a club related activity locally.
2. Every club must submit a *Home Event Request* form no later than two weeks prior to the planned activity, competition, or event. However, it is recommended that the document

submission and planning occur a month in advance.

3. The document needs to be completed in its entirety. If necessary, seek out the appropriate personnel to obtain specific location event requirements.
4. Failure to submit a *Home Event Request* form two weeks prior to departure will result in disciplinary action, which may include the inability to host the event.
5. Expenses incurred by the club due to cancellation will not be reimbursed, nor will the university be held liable.
6. Attached documentation must be included at the time of request form submission. However, materials may be updated and re-submitted 48 hours prior to the event.

### ***Member Roster***

1. Each club will submit a Member Roster two weeks prior to the start of activities.
2. Tryouts, practice, conditioning, and competition can all constitute the beginning of a club's activities. For tryouts, a member roster of those participating is due within 24 hours of the first activity.
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 and submit an updated roster to the Department of Recreational Sports.
4. Failure to submit and/or maintain updated Membership Rosters will result in disciplinary action.

### ***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 (i.e. practice).
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 being cancelled or the disallowance of participation.
  - 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 Department of Recreational Sports as soon as possible.
4. Expenses incurred by the club due to a travel cancellation will not be reimbursed, nor will the university be held liable.

### ***Travel Request Form***

1. Every club must submit a Travel Request form no later than two weeks prior to the planned activity, competition, or event.
  - a. A travel request form must be submitted any time the club or a member of the club is traveling to or from a Club related activity.

2. Failure to submit a travel request form two weeks prior to departure will result in disciplinary action, which may include the club or member being unable to travel.
3. Expenses incurred by the club due to cancellation will not be reimbursed, nor will the university be held liable.

### ***Travel/Competition Roster***

1. When completing a travel request, each club will submit a Competitive/Travel Roster at the same time at [www.viterbo.edu/sportclubsforms](http://www.viterbo.edu/sportclubsforms). Updates can be made to the travel roster up to 48 hours before departure of the club or member.
2. Failure to submit a Competitive/Travel Roster by the established deadline will result in forfeiture of university funds and/or the cancellation of the event in question.
3. Expenses incurred by the club due to cancellation will not be reimbursed, nor will the university be held liable.
4. 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 nor provided copy of insurance information and is on the roster, will be ineligible to compete.

### ***Travel Itinerary***

1. A Travel Itinerary must be submitted to the Department of Recreational Sports for approval **no later than two weeks prior** to an away contest or event.
2. The Travel Itinerary is to include:
  - a. Copy of event/competition information
  - b. Schedule of the trip including time of departure, estimated destination arrival time, any anticipated stops (including duration), timeline for daily activities, estimation destination departure time, and time of return to campus. The schedule is to also include schedule activities (i.e. competitions).
3. Failure to submit a Travel Itinerary by the established deadline may result in a travel suspension, forfeiture of reimbursement privileges for the trip and/or the cancellation of the event in question.
4. Expenses incurred by the club due to cancellation will not be reimbursed, nor will the university be held liable.

### ***Visiting Team Assumption of Risk & Roster***

1. *Visiting Team Assumption of Risk & Roster* must be completed by any visiting team/club/organization and submitted for verification prior to the start of the scheduled event.
2. Failure of document completion will result in the immediate cancellation of the event.

# 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. *Upon request, first aid kits may be obtained from Health Services.*
- All accidents/incidents must be reported to the Director of Rec Sports, within 24 hours of the accident/incident. Clubs will use the Sport Clubs Accident Report Form; see page 35 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 their 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**

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. If the Athletics Department, Department of Recreational Sports or certified athletic trainers move indoors or cancel events, clubs must do so as well.

## **Inclement Weather**

Inclement weather can be defined as unpleasant weather, which is stormy, rainy, or snowy and may include extreme heat or cold situations. If the Athletics Department, Department of Recreational Sports, or certified athletic trainer 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 another club representative if the president is not present. Once notified, cease-all activities, vacate fields, and seek shelter immediately.

If there is a question of impending weather, it is best to air on the side of caution. Travel arrangements may be adjusted or cancelled as well as scheduled events may be cancelled. If necessary, consult the Director or Assistant Director of Recreational Sports for best course of action.

*\*\*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

### **Club Equipment**

Club equipment is defined as any items owned by a club with the intent to be utilized during club practice, competition, or events. This includes balls, protective gear, jerseys, etc. In addition, clubs may choose to have members purchase equipment at their own expense.

Club officers are responsible for equipment purchasing decisions, for arranging purchases and maintenance, and for managing how the equipment is used. The minimum standard of equipment established by the individual activity or its governing body must be used. Equipment must be appropriately used and adequately maintained. This is imperative with regards to protective equipment and should not be taken lightly! In addition, each club will submit an inventory report to the director of recreational sports at the beginning of each semester.

All equipment must be stored on campus either in the Amie L. Mathy Center or other designated location on campus. Only the president, advisor, or a designated club member may take equipment out of storage and off campus. No equipment may be stored in a private residence. Contact the Director or Assistant Director of Recreational Sports to arrange for storage and access of equipment.

All club equipment is considered property of Viterbo University and the Department of Recreational Sports, unless purchased with individual private funds. *Equipment purchased using fundraising or sponsorship revenue is still the property of Viterbo University.* If a club dissolves, its equipment becomes property of the University, not of the individual club members or advisor. The sale or disposal of any equipment must be approved by the director of recreational sports.

### **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

Travel purpose of student travel is to provide additional opportunities outside of the classroom. Any travel done by a sport club, as a group or individually, must be approved by the Department of Recreational Sports. For more information regarding club travel, please review the Travel Guide found online at [www.viterbo.edu/sportclubsforms](http://www.viterbo.edu/sportclubsforms). A travel request must be submitted two weeks before the intended travel date in order for a club to proceed. An explanation of the travel documents may be found on pages 37-38.

### **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.

## Hazing

A sport club or its member should not conspire to engage in hazing or commit any act that injures, degrades, disgraces, or tends to inure, degrade, or disgrace any fellow student and/or person attending the university. The act of hazing will not be tolerated and should be reported to the appropriate university officials.

If an incident of hazing is brought to the attention of any member of a club/organization, the Assistant Director of Recreational Sports, or the Director of Recreational Sports there will be a thorough investigation into the matter. Once notified of a possible hazing violation, within 48 hours appropriate parties will be contacted to arrange a meeting to discuss the situation. Attendees of the meeting will include the Director of Recreational Sports and those involved in the alleged hazing; additionally may include the Assistant Director of Recreational Sports, Vice President for Student Development and the Director of Campus Safety.

If a club is found to have engaged in hazing, the club will be immediately suspended for the remainder of the academic year. The suspensions will include forfeiture of all remaining funding, revocation of facility reservations and use of university fields for activity. The club will also be placed on probation for the following year and if another violation occurs the club may be permanently dismissed as a student organization.

## 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 out line 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).

### Examples of violations

1. **Behavior** – Disregarding policies on drugs, alcohol and behavior
  - Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc.)
  - Strike, or attempt to strike, an opposing player beyond the realm of the sport.
  - Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior – verbal or physical.
  - Use obscene gestures, profanity, or disrespectful language.
  - Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, Department of Recreational Sports, Sport Clubs program or the individual club.
2. **Staff/Participant Safety** – Jeopardizing the health and well-being of staff and other participants.
  - Vulgar, obscene, derogatory, or demeaning comments or gestures
  - Threats, intimidation, or verbal aggression
  - Initiating acts of physical aggression
  - Fighting ( i.e. punches thrown)
  - Failure to complete incident or accident report form
  - Failure to comply with requests from Recreational Sports Staff
  - Being under the influence of alcohol/illegal substances
3. **Facilities Policies** – Intentionally disregarding existing facilities policies.
  - Willful or repeated disregard of Facilities Policies.
  - Failure to comply with requests from Recreational Sports Staff
  - Being under the influence of alcohol/illegal substances
  - Using facility space for club purposes when unauthorized or not scheduled
4. **Access Infraction** – Engaging in unauthorized entry and exit from University Facilities.
  - Allowing unauthorized users to enter the facility
  - Entering the facility through any door other than the main entrance
  - Entering the facility without the proper safety and/or authorized personnel in attendance
  - Unable to produce a valid picture ID when requested
  - Exiting door marked as emergency exists only
  - Using the facilities as an affiliated member or coach during time and in spaces other than club practice times and space
  - Unauthorized use of any facility on campus while serving as a representative
5. **Facility/Equipment Issues** – Disregarding equipment or facility policies.
  - Failure to return checkout equipment in prescribed time
  - Destroying or defacing any property

- Failure to properly maintain any University equipment or green space
  - Failure to cancel practice or competition due to ground saturation, weather conditions, or other field conditions
6. **Financial Infraction** – Inappropriate using or managing club money.
- Unauthorized expenditures
  - Unauthorized accounts
  - Negative account balances
7. **Travel** – inappropriate behavior while on club/University business.
- Inappropriate use of rental vehicles
  - Inappropriate use of hotel/motel rooms
  - Inadequate notification of travel plans
  - Falsifying information on travel documents
  - Consume or in possession of alcohol or illegal drugs while traveling for club/University business.

### **Additional Sanctions**

The following sanctions may occur as a result of participant or club misconduct:

- Suspension of privileges for one day, one semester, the academic year, or indefinitely.
- Suspension of specific program privileges for a period of time as outlined above.
- Responsible for paying for repair or replacement of lost or damaged equipment or property.
- Notification and referral of case to Campus Safety and/or the Vice President for Student Development.
- Hold on all financial accounts.
- Community service by individuals or the entire club.
- Suspension of all facilities and/or equipment.
- Removal of club.

Should any participant and/or club misconduct occur, these steps will be followed:

- **Conflict Resolution**  
The person or officer in charge of the area responds to the incident. Individuals and/or club may be asked to leave the facility or premises.
- **Report Filed**  
Responding person or officer submits a report of the incident to the Director of Recreational Sports. The director evaluates the situation and meets with club members involved to discuss the incident. The director makes a recommendation to the Vice President for Student Development regarding the appropriate sanction.
- **Decision**  
The director of recreational sports and/or the vice president for student development makes a decision after discussing the incident and then informs the participant and/or club of the decision.
- **Appeals Process**  
Clubs have the right to appeal actions taken and will need to complete the following steps:



1. A club representative needs to type an appeal which includes an explanation for the appeal, a contact for the club and the schedule of those involved in the appeal for the next two days. Appeals must be submitted in writing to the Director of Recreational Sports within seven days of the incident. OR 48 hours of the decision.
2. A time will be arranged for the club involved to meet within 48 hours of receiving the appeal.
3. After the appeal meeting, the Director of Recreational Sports (DRS) will contact the club with the final outcome.

**Final Decision**

Once an appeal has been heard and the appeal meeting has occurred, the decision is final and cannot be appealed again. The final decision may include reduced, modified, and in some cases, increased sanctions.