

2009-2010
Student Club Resource Handbook

**Produced by Club Council
in collaboration with the
Student Clubs and Greek Life Office**

Student Clubs and Greek Life Office

Experience. Participate. Lead.

The Office of Student Clubs and Greek Life enriches the University of Alaska Anchorage campus community by providing excellent resources and services for all students who are, or want to become, involved. We are dedicated to developing equal and diverse communities, interactive networks, collaboration, leadership skills, and personal, social, and intellectual experiences. We believe that these opportunities help students to experience a seamless learning environment and obtain valuable lifelong skills.

How We Serve You

Registration: Student Clubs register through with the Office of Student Clubs and Greek Life and are recognized by Club Council in order to receive University benefits.

Starting a New Student Organization: Any UAA student is welcome to request to start a new organization through Club Council. Our office provides the resources and services necessary for the group's development.

Bookkeeping: The office maintains over 100 financial accounts. We also provide online financial ledgers, facilitate expenditure requests, coordinate deposits, and provide financial and budgeting training.

Travel: Registered student clubs and organizations can access funds for student travel from their club's financial account. The office helps process travel documents and works with the organization to plan trips.

Programs We Offer

Student Involvement Fairs: Each semester the Office of Student Clubs and Greek Life works with Student Life and Leadership to coordinate this great opportunity. Registered UAA student clubs, organizations and departments help students learn about the many diverse involvement and leadership opportunities within our campus community.

Officer and Treasurer Trainings: Offered several times throughout the year, these trainings are a requirement for the treasurer and either your organization's president or vice president. We provide lots of important and beneficial information to help your organization achieve its goals.

Leadership Workshop Series: Each semester Student Life and Leadership offers an array of presentations that can help you and your organization enhance skills, experiences, and goal attainment!

Resources for You

Fundraising: We can provide you with great ideas and resources as well as help find locations for your fundraiser. We also have information on receiving funding from organizations within UAA to help with your event.

Leadership Development: The Office of Student Clubs and Greek Life is stocked with books, quick-tip handouts, and other resources that offer guidance for improving and maintaining your organization. Your organization can also benefit from the services offered by the office staff and special leadership development programs created by Student Life and Leadership.

Programming: We can help plan and develop events as well as brainstorm programming ideas. Our staff is always ready to help your organization find ways to partner with other UAA student organizations and departments to make your event a success!

University Policies: We can provide you with publications that outline your responsibilities (i.e. advertising and spending funds) and a list of policies the University requires of an organization.

Our Office

Student Union 210

Open Monday to Friday from 8 a.m. until 5 p.m.

Phone: 786-1385

Email: aygetinvolved@uaa.alaska.edu

Student Clubs Website: www.uaa.alaska.edu/clubs

Greek Website: www.uaa.alaska.edu/greeklife

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Student Clubs

Student Clubs are those formed for specific educational, professional, social, recreational or other purposes which derive the majority of their membership and all of their leadership from the student body. The University registers student clubs in order to provide services, resources, and facilities; to effectively and equitably allocate University resources; and to assist in the coordination of activities. Clubs not registered and recognized each year by Club Council are limited in their access to the services and resources of the University.

Categories of Student Clubs

Student clubs place themselves into one of nine categories based upon their interests and goals. This is done to foster communication between clubs that may share similar philosophical foundations and to assist interested students in locating and finding a suitable organization for their needs. The categories available to select from are:

Academic/Pre-Professional

Provide opportunities for members to discuss and share information on academic disciplines and careers and to network with professionals in the field (ex. Student Nurses Association).

Honorary

Require a minimum grade point average 3.0 or higher for membership and may be related to a specific academic discipline. Members are usually accepted through invitation only and service may be a requirement for continued membership (ex. Kappa Delta Pi).

Governing Body

Elected to represent a number of organizations in the same category (ex. RHA, Panhellenic Association)

International/Cultural

Seeks to enlighten and enrich individuals with certain aspects of their individual or collective cultures by promoting a sense of community, solidarity, and support for students through various means (ex. Deutcher Kulture Club).

Special Interest/Service

Provide opportunities for members to meet, educate and share in a common interest. Organizations may also provide service to the University or a greater community (ex. Habitat for Humanity).

Religious

Provide instruction and/or spiritual guidance for members. They encourage expression and fellowship and need not to be affiliated with an established denomination (ex. Campus Crusade for Christ).

Political

May support a specific party or inform the student population of political or current events (ex. College Republicans).

Recreational Activity/Sports

Promote and develop interest in a particular sport or physical activity. These clubs may be recreational, instructional, competitive, or may be involved in any combination of these elements (ex. Bike Club).

Student Club Registration

Any student at the University of Alaska Anchorage may request to start a student club from Club Council! If you are interested in starting a new club, or have just taken a new leadership role with your club, this guide will provide you with all of the information you need to know about developing and maintaining your club.

Registration Agreement

Registration of a club extends to them the privilege of identification with the University and the use of institutional facilities. The club agrees to accept those regulations and policies necessary for the protection of the University's essential functions, for sharing of time and space, and to assure the reasonable health and safety of the community. It is the policy of the University of Alaska Board of Regents that: *registration of an organization does not imply endorsement by the university of the organization or its views, goals, or objectives, but rather reflects the university's commitment, expressed in P09.01.016, to a campus environment supportive of free expression through reasoned discourse (P09.07.010-C).*

Responsibility for any actions which violate the University of Alaska Anchorage Student Code of Conduct or federal, state or local laws must be assumed by the club itself.

Registering a New Student Club

1. Complete the Intent to Organize Form at the initial meeting and submit it to the Office of Student Clubs and Greek Life. Once this form is submitted the club's representative will be given a Temporary Organization Privileges Card that grants access to facilities and promotional services for 60 days or until the club is officially registered with Club Council.
2. Complete the New Student Club Registration Packet. This packet includes the following important documents that must be completed and approved:
 - a. Student Club Registration Form
 - b. Advisor Agreement
 - c. Statement of Compliance
 - d. The Student Club's Constitution and Bylaws

Completed New Student Club Registration Packets are submitted to the Office of Student Clubs and Greek Life. Office staff members will contact the club with any questions or for more information. Once the New Student Club Registration Packet has been reviewed by the Office of Student Clubs and Greek Life your club will be given the a copy of the official Recommendation for Approval Form and contacted to proceed to step three. *Clubs may opt to submit their registration materials directly to Club Council without first obtaining approval from the Student Clubs and Greek Life Office. Clubs seeking registration through this manner should understand that their registration and recognition may take longer and that their registration packet will not receive the additional recommendation for approval from the Student Clubs and Greek Life office when Club Council hears the club's registration presentation.*

3. Contact Club Council to schedule a Registration Presentation. Club Council will provide final and full operating recognition for your organization and authorize the creation of a Student Organization Financial Account. *The Club Council Recognition Presentation will take place during a Club Council general meeting. New student clubs will be asked to speak for roughly five minutes to provide Club Council with information about the group, their plans for the upcoming academic year, and any additional information such as affiliations with national or regional organizations. This presentation will be followed by a short question and answer period. At the conclusion of the Recognition Presentation Club Council will vote on recognizing the new club. To become recognized by Club Council a simple majority (50% plus 1) is needed.*

Maintaining Official and Active Registration Status for Student Clubs

The privileges of Official and Active Recognition status will be considered when clubs fulfill all of the following conditions:

1. Completes the Student Club Update, Officer Compliance, and Advisor Agreement forms within the first four weeks of each academic semester and within 10 days of any general club election
2. The club's current Treasurer and President or Vice President has completed the respective Treasurer or Officer Training
3. Maintains a positive balance in the club's financial account
4. Maintains at least six student members, three of which must be officers. All students serving in leadership or officer positions must be enrolled in at least 3 credits and maintain a cumulative grade point average of 2.0/4.0. All other students participating as members of the club must be enrolled in at least 1 credit.
5. Abides by the club's constitution and stated purposes
6. When requested to do so by Club Council, the club must amend its constitution to reflect current University policies and local, state, and/or federal laws.
7. Selects and maintain a faculty/staff advisor
8. Abides by University of Alaska Anchorage and Board of Regents policies, the University of Alaska Anchorage Student Code of Conduct, and local, state, and federal laws
9. Completes and submits an Annual Report to Club Council at the end of the academic year, no later than April 15

Clubs may download all registration forms by visiting www.uaa.alaska.edu/clubs.

Withdrawal of Registration

The process of withdrawing an organization's official registration begins when the club has been in inactive status for three consecutive academic semesters (summer terms not included). A club will be considered inactive if members fail to complete and submit the Officer and Club Update, Officer Compliance, or Advisor Agreement forms. Inactive clubs have a freeze placed on their Student Club Financial Account and cannot request funding or receive any other benefits of being a registered student club. Inactive clubs are also excluded from Club Council quorum.

Club Council facilitates the process of withdrawing registration from any student club. Outlines and explanation of these processes can be found in the Club Council bylaws.

Clubs that lose their registration may appeal the decision to Club Council within thirty days after deregistration. Funds from the Club Council are derived from student fees. All funds from the deregistered club will be reverted to the Club Council Transfer Account.

Benefits of Registering Your Club

There are numerous privileges granted to those groups that maintain active registration status with Club Council. Some of these are:

- *Use of Student Union meeting and conference rooms, academic space, and ability to reserve (for a small fee) public space throughout campus when available
- *Opportunity to participate in Student Life and Leadership sponsored workshops, events, and programs
- *Assistance with fundraising activities
- *The ability to sponsor speakers and events on campus
- *Use of the Office of Student Clubs and Greek Life sandwich boards to display announcements
- *Opportunities to request funding from Club Council as well as other campus resources to help finance on-campus organizations activities
- *Use of UAA mail and printing services
- *Sales tax exemption for organizational purchases
- *Cash boxes
- *Ability to post events on the master calendar with the Office of Student Clubs and Greek Life
- *Messages on the UAA Faculty/Staff Listserv

Student Club Financial Accounts

Officially Registered Student Clubs have a university Student Club Financial Account. No University of Alaska Anchorage student club may open or operate an off-campus bank account. The Administrative Assistant for Student Clubs and Greek Life coordinates the process of establishing and maintaining accounts for all student clubs. Although the account will be established once Club Council has approved the club, full funds may not be available for up to four weeks. New student clubs can request \$100.00 in seed money from Club Council upon receiving approval of registration and recognition. This seed money will be immediately available to the new club upon receiving approval of registration from Club Council. Any funds remaining in a club's account at the end of the fiscal year (late June) will roll over to the next year, providing that the organization maintains their active registration status.

Student Clubs can access their account and request expenditures after the club's Treasurer has attended Treasurer Training and the club's President or Vice President has attended Officer Training. If the club's President or Vice President fails to attend Officer Training, or if the club's Treasurer fails to attend the Treasurer Training, the club must obtain the permission of Club Council to access its financial account on a per expenditure basis.

More information about budgeting and Student Club Financial Accounts can be found in the University of Alaska Anchorage Student Club Financial Management Handbook.

Student Club Officers

All student clubs must identify four officers for their organization. These leadership roles may be titled President, Vice President, Treasurer, Recording Secretary or other similar reference names. As leaders of student clubs these students assume a higher level of responsibility. To support these student leaders the Student Clubs and Greek Life Office offers trainings, workshops, and many resources to develop leadership skills and assist in the club's development.

Students serving in leadership roles or as officers within their student club must meet the following criteria:

1. Be a fee-paying student enrolled in at least 3 credits by the tenth day of the current semester
2. Maintain a cumulative grade point average of 2.0/4.0 or higher
3. Be in good standing with the University

Student clubs must list each officer on the club's registration form with complete and updated contact information. Officers will be contacted if the Student Club and Greek Life Office or Club Council has questions for the club. Treasurers, Presidents or Vice Presidents must also attend a specific training in order for student clubs to access and utilize their Student Club Financial Account.

Developing a Constitution

The Student Club Constitution and Bylaws is an important part of a club's registration and continued operation. These documents will help the club better create a sense of purpose and define its goals. All Registered Student Clubs must keep a copy of their Constitution and Bylaws on file with the Office Student Clubs and Greek Life.

The Office of Student Clubs and Greek Life will review a new student club's constitution and bylaws during the registration process to help the club find any questions or concerns that Club Council might express.

An example Constitution and Bylaws document is included with this packet and can also be downloaded from the Student Clubs and Greek Life Office at www.uaa.alaska.edu/clubs.

Advisors

All University of Alaska Anchorage Student Club Advisors must meet the following minimum criteria:

1. Full-time or part-time Faculty, Administrative Professional or State Classified Employee. If the act of advising a student club falls outside of the scope of employment, written permission from the employee's supervisor must accompany this agreement.
2. Not currently or while on sabbatical leave.
3. Should work with club members to establish expectations and a working relationship that addresses level of involvement, attendance at general meetings and club events, communication, and other details.

When selecting an advisor, consider the amount of time needed from the advisor, the personality and technical knowledge of the advisor and the Advisor's expectations of the club and their ability to communicate those expectations to club members. The Office of Student Club and Greek Life has many resources available to help a club establish a good relationship with their advisor. In addition, the office also has many helpful resources and services available for advisors including the Student Club Advisor Handbook, monthly newsletters, and Advisor Roundtables. If your club advisor has questions he or she may contact the office for further information.

If you are having trouble finding an advisor contact the Office of Student Clubs and Greek Life. They can send out a university-wide e-mail asking for volunteers who might be interested in serving as an advisor for your club.

Travel

The University's procedures for travel require considerable advance planning. Organizations wishing to travel must submit completed the attached Student Travel Forms at least **four (4) weeks prior for domestic travel and nine (9) weeks for international travel**. Travel requests lacking any required documentation will not be processed until the packet is completed. No travel related purchases will be processed or reimbursed without a completed travel packet and finalized Travel Authorization Form.

Clubs and organizations may provide funding for registration fees, transportation, lodging, meals (excluding the number of meals included as part of the registration fees), taxi, and reasonable miscellaneous expenses deemed necessary by the student organization and in accordance with University purchasing procedures. Organizations must have funding available and reflected in their account for all requested expenses prior to submitting travel forms.

Travel Procedures

1. Complete all Student Travel Forms

All travel information and expenses must be listed and attached to the forms. Be sure to obtain the appropriate signatures prior to submitting the forms. The following forms are considered part of the packet and must be submitted together:

1. Student Travel Request and Emergency Contact Form : *Each student traveling must provide their name, contact information, ect. A main contact person (student) responsible for collecting all receipts and disseminating information must be designated for your trip.*
2. Hold Harmless Agreement : *All students traveling with the group must sign the Insurance and Liability wavier and provide emergency contact information – no travel will be processed unless these are completed.*
3. Travel Itinerary: *Attach all requested information, including airfare itinerary, accommodations, and a conference brochure (if applicable), to this form. Information can be electronically entered into the electronic PDF form then printed out so that signatures can be obtained*
4. Additional Sources of Funding Form: *Indicate if supporting funds from a department, organization, ect. will be used for this trip.*
5. (When Applicable) Student Accident Insurance: *This is required if a UAA staff or faculty member will be traveling with you. Rates are listed on the insurance application form*

Completed Student Travel Forms must be submitted to the Student Clubs and Greek Life Office in accordance with the deadlines listed above.

2. Attend the Mandatory Pre-Travel Meeting

All members of the traveling group are required to attend a Pre-Travel Meeting with the Leadership Coordinator for Student Clubs and Greek Life. This meeting will be scheduled by the Leadership Coordinator at least two weeks prior to the departure date. Final details of the travel will be covered during this meeting and helpful information about the destination city, airports, and other travel tips will be provided.

3. Retain all Receipts from Travel

Return receipts to the Student Clubs and Greek Life Office within 10 days of your return. A Travel Expense Form will be prepared for your signature. If you incurred additional pre-approved expenses beyond the travel advance, you can expect to receive reimbursement by mail approximately three weeks after submitting the Travel Expense Form. Expenses not pre-approved are the traveler's responsibility and will only be reimbursed upon permission of the entire organization.

Students and student organizations are responsible for ensuring that they and their guests comply with the Student Code of Conduct while on property owned or controlled by the University, or while at activities authorized by the University. Violations of the Student Code of Conduct are subject to University student judicial review process and disciplinary action by the University. While on travel status, students are prohibited from consuming, possessing, or being under the influence of alcohol or other illegal substances unless the individual has applied for and received a request for serving beer and wine from the Vice Chancellor for Student Affairs. For the purpose of this policy, travel status starts when students begin transporting themselves to the event and when they return to their original starting location.

Frequently Asked Questions

How far in advance do I need to turn in my travel packet?

If you are traveling within the 50 United States, all paperwork must be submitted **four (4)** weeks before your departure. If you are traveling internationally (including Canada, the Virgin Islands, Puerto Rico, and Guam), all paperwork must be submitted **nine (9)** weeks before your departure. Additionally, requests for international travel must be accompanied by a letter of support from a staff or faculty member at UAA. For academically related travel, the letter should come from the Chair of the department or faculty member facilitating/supporting the trip.

How long does it take for travel to be authorized?

Student Travel Packets that are submitted within the necessary timeframe and include all required documentation will be processed within 2 business days. Final authorization for travel can take up to 2 weeks. Once authorization has been given your primary contact will be notified.

What if we have non-UAA travelers in our group?

If the non-UAA travelers are receiving funding from a recognized UAA organization, department, grant, or other source they must complete all portions of the Student Travel Packet. Non-UAA travelers receiving funds from a University source are accountable to all UAA travel policies and regulations. Recognized UAA sources providing funding to non-UAA travelers are responsible for the actions of the non-UAA traveler during the authorized travel.

How do I buy an airline ticket, book a hotel, or pay for my event registration?

Once the completed Student Travel Forms are submitted and approved, the Student Clubs and Greek Life Office can help you purchase these items. Any travel-related purchases made before your trip has been approved will not be reimbursed by the club or organization. Purchasing airline or other transportation tickets before gaining travel authorization is at your own risk. Many travel expenses must be facilitated by the Student Clubs and Greek Life Office in order to ensure payment and reimbursement. There are several options that will make your travel plans go smoothly.

How do I pay for meals, transportation between the airport, hotel, ect.?

A Travel Advance can be requested (minimum \$100). If approved, the advance will be available approximately three days before the start of your travel and can be picked up at the University Center Cashiering Window (be sure to have a picture ID with you). If a group Travel Authorization Form has been submitted, the traveler will sign and receive their advance from the organization's designated representative. Reimbursements may also be provided for these costs after the group has returned.

Are there any additional requirements for international travel?

Requests for international travel must be accompanied by a letter of support from a staff or faculty member at UAA. For academically related travel, the letter should come from the Chair of the department or faculty member facilitating/supporting the trip. Proof of international student insurance is required for international travel. Many options are available through <http://www.internationalstudentinsurance.com>. Students are responsible for purchasing their own insurance. These costs cannot be paid by the university or organization.

Program Planning

Building a successful event requires advanced planning, advertising, recruiting volunteers, and sometimes fundraising. An understanding of University policies and procedures is also necessary. The following are some helpful tips for planning a successful event.

Timeline

Creating a timeline will help keep your on track while planning your event. It will also help you project items that need to be completed. Consider the following:

What needs to be accomplished three weeks in advance?

Two weeks in advance?

One week in advance?

Budget

One of the components to a successful event is making sure your organization has enough money to cover costs. Start early by making an itemized list of expenses, including but not limited to the following:

Facility rental

Cost of food

Cost of security

Advertising

Entertainment

Ticket sales

Monetary support from other organizations

Damages (is there enough money to cover the cost of repairs)

Facility Rental and Set-Up

Depending on the type of event your group is planning facility rental and set-up can be quite a large portion of your

planning process. There are classrooms, lecture halls, and large areas available in several locations on campus. All spaces must be reserved at least ten days in advance (there may be a cost, depending on the location).

Consider these questions when making a decision about the facilities:

Will your event be on or off-campus?

Is the location available? If not, are there other options?

Will the location accommodate the projected attendance?

Is there enough parking at the location? Will participants need to pay for parking?

Will you need tables, chairs, or access to electric outlets or technology?

Does your event require security?

There are two types of *Facility Request Forms* to reserve on-campus locations. Request forms for the Student Union and Academic Facilities are included in the appendix – please read carefully and make sure that you are filling out the appropriate form for the area you would like.

Catering

Due to recent changes in catering regulations, please contact the Office of Student Clubs and Greek Life at 786-1385 or stop by Student Union 218 before contracting with a caterer or purchasing food. Let us help you through this process.

NANA/University Catering: Contact University Dining at 751-7492. Requests must be placed at least two weeks prior to your event. University Dining is located in The Commons on the residential side of campus.

Beer and wine (permit only): Applications must be filed three to four weeks prior to your event with the Office of Student Clubs and Greek Life in Student Union 218.

Advisors and Security

Events must have a sufficient amount of supervision. As you plan your event, make sure your organization's advisor is aware of the event and actively involved in all stages of planning.

Consider the following:

What will the advisor's role be at the event?

Is University Police needed at the event? The average charge for one UPD officer is \$45.00 per hour.

Contracts

Members of UAA clubs or organizations are not permitted to sign contracts. Anytime you contract with a band, DJ, speaker, person or place providing you a service (paid or un-paid), a short-form contract and W-9 form needs to be completed and turned in to the Office of Clubs and Greek Life at least two weeks before the date of service.

Payment

Payment and purchasing policies and guidelines for all types of program costs are covered in the Student Club Financial Management Handbook, please refer to this for more specific payment procedures.

When filling out a short-form contract, indicate whether payment will be made on the day of the event, 10 days after the event, or 30 days after the event. In order to process a payment, an Account Expenditure Request Form must be signed by the President, Treasurer and the faculty or staff advisor of the club or organization. Once this form has been submitted and approved, it will be processed. Please keep in mind that it can take up to three weeks for a check to be cut, so plan accordingly.

Publicity

There are several ways of publicizing your event, both on and off campus. No matter what type of publicity you use, be sure it is clear and informative. List your club or organization name on all advertisements. If your event is being co-sponsored, make sure that club or organization is also mentioned.

If you chose to use any UAA logos or graphics, approved images may only be downloaded from <http://www.uaa.alaska.edu/marketing/image.cfm>. All clubs and organizations must adhere to the standards set forth by Advancement. Advertisements may not contain direct or indirect references to alcoholic beverages or drugs, or convey subliminal, inappropriate, or graphic messages.

When creating a publicity plan consider advertising with the following media outlets:

- The Northern Light – Place an advertisement in the student newspaper (see their rate sheet for costs). You can also have your event placed in the calendar of events for free or submit an article about your event (no guarantee it will be published). The deadline for submissions is Friday by Noon. The paper is distributed the following Tuesday. Stop by The Northern Light Office on the bottom floor of the Student Union, next to Subways, for more information.
- KRUA 88.5 FM radio station – Your event could be a Public Service Announcement on the student radio station. Submit a short summary containing all of the pertinent information (what, when, where, and how) to <http://krua.uaa.alaska.edu>.
- Press/News Release - The University Advancement Office is responsible for sending news releases to the local media. To use these services, prepare a short summary of your event (similar to a Public Service Announcement) and submit it to University Advancement in Administration/Humanities 236. Press releases must be submitted at least two weeks in advance.
- Green and Gold Daily – UAA staff, faculty, and students receive a daily news bulletin via e-mail. Send a summary of your event to news@uaa.alaska.edu.
- Chalking is a create way to get your message across. Chalking may only occur on main common cement (not asphalt) flat walkways. Chalking may not occur on any vertical surface, steps, asphalt, windows, inside buildings, under overhangs, or at immediate entryways to buildings, etc. Before you assume that chalking is permitted in a particular location, ask yourself the question, "is it likely that rain and will foot traffic wash it away?" If the answer is yes, you will need to look for an alternate location.
- Class announcements – Ask your instructor if you can make a brief announcement about your event or pass around flyers.
- Word-of-Mouth – Telling people about your event is one of the most effective means of publicity. Enthusiasm is contagious!
- Banners - Exterior posting on campus grounds are permitted only on special occasions and when such actions contribute to the purposes of a sponsored or sanctioned event. Prior approval from Facilities and Campus Services and the respective Building Manager is required.
- Posters/Flyers - Posters and flyers can be an effective means of publicity if the following points are considered:
 - If creating oversized posters, use sandwich boards to display them. Boards can be signed out for a maximum of 7 days from Student Union 218C. They are available on a first-come, first-served basis. Oversized posters hung in non-designated areas may be removed.
 - Flyers are usually 8.5" x 11". If used in conjunction with posters, the ideal distribution is 3 to 5 days before an event.
 - Table Tents, Bookmarks, etc. - Table tents and bookmarks can be placed in cafeterias, lounge areas, the library, classrooms, etc. For best results, distribute 3 to 5 days before an event.
 - For a fee, assistance with poster design and printing is available through the Graphic Design team at General Support Services (GSS), located in the basement of the Bookstore.
 - When posting flyers/banners, observe the following "off-limit" areas:
 - Glass or windows
 - Over other signs
 - Floors or ceilings
 - Bathrooms, or in areas that obstruct student learning

If you wish to post your advertisements in the residence halls, Main Apartment Complex, or Templewood Apartment Complex, permission must be requested from University Housing, Dining and Conference Services in The Commons or a Residence Coordinator in that area.

If you wish to post your advertisement off-campus, permission must be granted to post on private property (i.e.: grocery stores, department stores, etc.)

It is not appropriate to distribute advertisements to elementary, junior high, and high schools. If your event is specifically geared towards this audience, please contact the Office of Student Clubs and Greek Life.

Program and Event Funding Sources

Outside of using your student club or organization's funds financial support for events can be found in many places throughout the University!

Club Council Event Funding Requests

In order to assist UAA registered Student Clubs plan events, Club Council has set aside monies within their budget as allocated by USUAA to be used through a designated funding process. Events must offer a direct benefit to all UAA students. The preference is for events that are conducted on-campus but events within the Anchorage community that benefit all UAA students will also be considered.

How Does the Funding Process Work?

Each registered Student Club must complete the attached application. Funding request applications must be submitted to the Club Council Chair by noon on the Friday before Club Council meetings. Council will consider completed funding requests at during their regular meetings. A representative from the requesting club will make an oral presentation to the Council expressing why the club is seeking the funding and how their event will benefit all UAA students. Presentations are limited to five minutes followed by a three minute question and answer period.

Commonly Asked Questions

When should a club apply for Club Council Funding?

Clubs are encouraged to apply for funding at least four weeks before the funds will be needed for the event. Clubs must submit funding request applications to the Club Council chair by noon on the Friday before Club Council meetings. Club Council will not consider applications that are not completed, submitted late, or include reimbursement for past payments or purchases.

What is the maximum amount of funding my club can be awarded for an event?

The maximum amount of funding cannot exceed 50% of the total event budget (i.e.: the event costs \$200 – request cannot exceed \$100) or more than \$2000. The Council reserves the right to ask the club to adjust their request and may subsequently award less than 50% of the total event budget or original request.

How often can clubs be awarded Club Council Event Funding?

Clubs can only be awarded a total of \$2000 each year. Clubs may apply for funding multiple times throughout the year but will not be granted additional funding after reaching the \$2000 maximum.

If my club is granted funding, how do we access the money?

Club Council Event Funding is awarded through a reimbursement process. University and Office of Student Clubs and Greek Life purchasing policies outlined in the Student Club Financial Handbook must be followed. The attached expense report and copies of receipts must be submitted within 10 days of the completion of your organization's event. Upon approval of the report, the Club Council Business Manager will initiate a Journal Voucher (JV) payment to your organization's account.

Club Council reserves the right to deny reimbursement to an organization if event funding is not used as outlined on the Event Budget and Request Worksheet (see attached). Expenses not outlined will not be reimbursed. Furthermore, the Council will deny reimbursement if funds are used for unapproved events, or if the club did not honor their original event plan (i.e. lack of or no advertising, etc.).

Please refer to the Club Council Event Funding Application for further details regarding the awarding process and regulations for funding. Applications can be found at www.uaa.alaska.edu/clubs

Special Projects Fund

This fund provides "in-kind" funding bi-annually for unique student related projects and programs. Funding for this program comes directly from "non-student" event revenue generated by Concert Board events. Applications and deadlines are available at the Concert Board Office, Student Union 218D.

Fundraisers and Raffles

If your group is considering holding a fundraiser but isn't sure where to start contact the Office of Student Clubs and Greek Life – the Office can help any group brainstorm ideas, provide information for possible co-sponsorships and help in many other ways!

Remember, your group can apply for funding to help financially support the fundraiser leaving you with greater profits! It's also important to think outside the box when putting together a fundraiser. Get creative and consider your target audience – what services, activities, or events might that audience might be super attracted to? Also think about how much people within your target audience might be able to contribute or pay for that service, activity, or event.

In order to hold a raffle or games of chance event any UAA student club or Greek organization must obtain a permit. To secure a permit and make sure that your group's intended activity is approved by the University please contact the Office of Student Clubs and Greek Life. The process of obtaining a permit also requires financial authorization and training so we recommend any group contact the Office at least three weeks prior to the start date of the activity.

For additional information on fundraising please visit our website or contact our staff!