Student Club Information Handout

All requests should be emailed to suemc@uri.edu unless otherwise stated.

Website:
If you have changes for your club that need to be updated on the website please forward that information to Sue McLintock suemc@uri.edu. http://web.uri.edu/business/student-resources/

Flyers/Marketing:
Any flyers that are created should be in a portrait format. The flyers should be sent directly to Sue as a .jpeg file. Sue should receive them at least 1 week prior to the event for advertising. The flyers will be then printed and posted around the College of Business, posted on Facebook, Twitter, posted on the TV monitor, and the CBA webpage/calendar. Please specify if you would like anything posted on Instagram.

You should be posting your events on the URI Events Calendar. Here is the link for the URI Events Calendar http://events.uri.edu/

Budget:
The Dean’s Office provides each club with a budget of $250 per semester. This money can be used for refreshments for meetings, towards a trip, or for printing. This is not actual money that you can have to buy something. You need to come to the Dean’s office and have Sue order the item, purchase the items, or be reimbursed for approved purchases with receipts and completed W-9 form.

Conferences/Fieldtrips:
If your club wants to attend a conference/event you will need to submit a proposal to Assistant Dean Boyd mfboyd@uri.edu and provide her with the following information:

• how this trip will impact your club mission & CBA
• cost of travel
• hotel
• registration cost
• how many members will be attending
• you need to get your proposal to Dean Boyd at least 8 weeks prior to the date of your travel.
• once travel is approved you will have 10 days to get all necessary paperwork signed.
• once travel is confirmed student will be held liable for expenses if they cancel and do not attend

Travel Policy: All Travel must be approved by Dean Boyd.

Fran Klensch, Administrative Assistant for CBA, handles all student travel. Her desk is located on the third floor (Dean’s Suite) across from room 339.

Travel should be arranged as much in advance as possible to allow time for forms to be completed and approved as needed.

9/15/2016
When traveling as part of group or student club

A representative of the student club, or professor should bring a travel proposal to Fran. The proposal should include the purpose of trip, destination, dates of travel, names of attendees and cost estimates. Once she receives a travel proposal Fran will present it to Dean Ebrahimpour or Assistant Dean Boyd for review and possible approval of expenses. She will notify the contact person or individual travelers, which expenses will be covered and work with travelers to complete forms needed. If travel is approved and airfare is needed Fran will arrange this as well. The University is contracted with a travel agency that we purchase airline tickets through. She will also work with students regarding reimbursement of travel expenses once they return from travel.

Instate travel:

- Requires a “Trip Information and Release Form”, which Fran will complete. Receipts for meeting registration fees, parking, or tolls should be kept for possible reimbursement. An Instate Mileage Report needs to be completed by anyone who drives to/from the travel destination. This form is used to list mileage as well as other travel expenses being reimbursed and Fran will assist with this. She will also complete an Invoice Voucher, to list travel expenses for students who did not drive to an instate travel destination.

Out-of-state travel:

- Requires a TAR (Travel Authorization Request) if airfare is involved. You must see Fran to complete form once Deans have approved travel. If there is no airfare Fran will advise what paperwork/forms are necessary.

You will need to provide information such as your name, address, student ID# etc. Your original signature is required on both the TAR and TEV (Travel Expense Voucher-used to request reimbursement of travel expenses). URI travel policy dictates a TEV must be completed within 10-days of return from travel. Fran will complete TEV’s for students once receipts have been submitted to her.

IMPORTANT: All travel requires paperwork and must be approved, whether students are being reimbursed or not. This is for insurance purposes. Do NOT make any travel arrangements until notified you may do so by Fran or by your faculty advisor.

Failure to follow the University travel policy can result in non-reimbursement of travel expenses or issuance of a form 1099 when necessary.

Booking Rooms:
Please email Sue to schedule your rooms. You need to give at least 1 weeks’ notice for scheduling a room. It is much easier if you can schedule all your club meetings at the beginning of the semester. You must provide the following information:

- start and end time of meeting
- dates of meetings
- approximate number of attendees
- if you will be ordering food.
Ordering of Pizza:
Pizza can be ordered for your club meetings. You must contact Sue at least 2 days prior to your meeting. You need to provide the following information: We typically order sheet pizzas.

- how many people
- location of meeting
- date/time of meeting
- what you want for soda
- what you want for pizza
- contact person and telephone number
- copy of flier

After the club’s meeting a list of all attendees and the delivery receipt must be submitted to Sue within 24 hours of the meeting’s completion. If not submitted on time, club’s budget will be suspended.

Gifts for Speakers:
If you are having a guest speaker at your club meeting the Dean’s Office has gifts that can be given to the speaker. You need to contact Sue a few days before your meeting and give her the name of the guest speaker as well as their title, company, and if alumni class year so that we can figure out a gift for them.

Summary of Events:
Summary of events is due to the Dean’s office at the end of each semester by the last day of classes. Please make sure that you email that to Sue for our AACSB Accreditation. If no report is received by the end of the semester all funding for club activities will be withheld for the future semester.

Club President Meetings:
The president of each club must be present or send a representative for all of the pre-determined monthly club president’s meetings to report and update Dean Boyd and the rest of the clubs about past/upcoming events.

Business Student Advisory Council Representative:
Each club president is required to elect a club member to the Business Student Advisory Council (BSAC). This person will represent their club at pre-determined monthly BSAC meetings and be an active participant in BSAC activities.

Social Media:
All clubs will be required to submit their clubs social media (Facebook, Twitter, Instagram, etc.) if they have any, and professional headshots with the following information to the Social Media Manager, Maura Quigley (maura_quigley@uri.edu) by October 20, 2016:

- Name
- Executive Position
- Contact Information (email- can be personal or general club email)

If you have any questions please feel free to contact Sue McLintock suemc@uri.edu or Assistant Dean Peg Boyd mfboyd@uri.edu.
I am the representative for the ____________________________________________________________.

I, ______________________________, agree to the conditions and terms stated in the spring 2016 “Student Club Information Handout”. I understand that if I do not abide by the “handout,” my club’s access to the University of Rhode Island’s College of Business Administration funds will be subject to review and may be potentially revoked for the semester.

_________________________________________  ______________________________
(Signature)                                      (Date)