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 Michaela Mooney Michaela@uri.edu.

Flyers/Marketing:
Any flyers that are created should be in a portrait format. 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.

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, 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 either order the item, purchase the items, or be reimbursed for approved purchases with receipts and completed W-9 form.

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

- 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.

Travel Policy:

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.

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, names of attendees and cost estimates. Once she receives a travel proposal Fran will present it to Dean Higgins or 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”. Receipts for meeting registration fees, parking, or tolls should be kept for possible reimbursement. An Instate Mileage Report needs to be completed upon return from trip. This form will list all expenses to be reimbursed and Fran will assist with this.

**Out-of-state travel:**

- Requires a TAR (Travel Authorization Request).

- Once the trip ends URI travel policy dictates a TEV (Travel Expense Voucher) must be completed. Fran will complete TEV’s for students once receipts have been submitted to her.

For either form, needed before travel, you will be asked to provide information such as your name, address, student ID# etc. Your original signature is also required (on both Tar and TEV)

**IMPORTANT:** All travel requires paperwork and must be approved, weather 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 professor.

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:

- begin and end time of meeting
- dates of meetings
- approximate number of attendees
- are you going to 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
- time of meeting
- if you want soda
- what you want for pizza
**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 so that we can figure out a gift for the speaker.

**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 you have any questions please feel free to contact Sue McLintock suemc@uri.edu or Assistant Dean Peg Boyd pfergus@uri.edu.