Student Club Information Handout

Website:
If you have changes for your club that need to be updated on the website please forward that information to Erin Spear at erinspear@uri.edu.

Flyers/Marketing:
Any flyers that are created should be in a portrait format and should use the COB format (insert link). The flyers should be sent directly to Sue (suemc@uri.edu) as a jpeg file in conjunction with the COB Student Club Event Form. Sue should receive them at least 1 week prior to the event to be approved for advertising. The approved flyers will be then printed and posted around the College of Business. It will also be posted on social media.

Events 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/ Please list the College of Business as a sponsor and it will show up on the College of Business page as well.

Booking Rooms:
To book a reoccurring meeting please contact Sue (suemc@uri.edu) to schedule your rooms. You need to give at least 2 weeks’ notice for scheduling a room. It is much easier if you can schedule all your club meetings at the beginning of the semester. For events please fill out the COB Student Club Event Form.

Ordering of Pizza:
Pizza can be ordered for your club meetings. You must fill out the COB Student Event Request Form prior to your meeting. We typically order sheet pizzas. After the club’s meeting, the receipt and a list of all attendees must be submitted to Sue within 24 hours of the meeting’s completion. If not submitted on time, the 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 fill out the COB Student Club Event Form to request a gift.

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 Marketing Coordinator, Erin Spear (erinspear@uri.edu):
- Name
- Executive Position
- Contact Information (email- can be personal or general club email)

Budget:
The Dean’s Office provides each club with a budget of $200 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 have the Dean’s office order and purchase the item. If you seek additional funding for a specialty event (allowed once an academic year) please refer the sponsorship funding process below. You will need to complete the COB Student Club Event Form.

7/14/2020
Club President Meetings:
The president of each club must be present or send a representative to all of the pre-determined monthly club president’s meetings to report and update the Dean’s Office and the rest of the clubs about past/upcoming events.

Conferences/Field trips Travel Policy:
If your club wants to attend a conference/event you will need to submit a proposal to be approved by the dean’s office. Please submit your proposal to Fran Klensch at franklensch@uri.edu at least 8 weeks prior to the date of your travel. Her desk is located on the third floor (Dean’s Suite) across from room 339. Once travel is approved you will have 10 days to get all necessary paperwork signed. Fran will notify the contact person or individual travelers which expenses will be covered and work with travelers to complete forms needed once travel has been approved. 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.

IMPORTANT: Once travel arrangements are made students will be held liable for expenses if they cancel and do not attend.

Information needed in proposal:
- how this trip will impact your club mission & COB
- cost of travel
- cost of hotel
- cost of registration
- how many members will be attending

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 reimburse students, who did not drive to an instate travel destination, for approved expenses.

Out-of-state travel:
Requires a TA (Travel Authorization) if airfare is involved. You must see Fran to complete form once the Dean has approved travel. If there is no airfare Fran will advise what paperwork/forms are necessary.

You will need to provide information such as your legal name (exactly as shown on ID, Date of Birth, Cell phone number, and email address). URI travel policy dictates an ER (Expense Report) must be completed within 10-days of return from travel. Fran will complete ER’s for students once receipts have been submitted to her.

IMPORTANT: All travel requires paperwork and must be pre-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 professor.

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

Planning a Student Club Event

7/14/2020
1. Fill out a COB student club event form with event details
2. Submit the form to COB Administration: Sue McIntock (suemc@uri.edu)
3. Get approval for funding if needed
4. Send poster to be approved and posted by COB

Options Available
You can request funding for one large specialty event per academic year. If you work with the COB Career Team, they will assist you with obtaining organizations to attend the event.

COB Event Club and Organization Funding Guidelines
Dates for 2020-2021 Academic Year Timeline for Submitting Proposals
- For events that occur between September 1 - December 31, 2020, proposals are due on or before September 24, 2020.
- For events that occur between January 1 - June 30, 2021, proposals are due on or before February 4, 2021.

Eligibility and Criteria
- Funding is limited to clubs and organizations within the College of Business.
- Requests must be approved by your faculty liaison prior to your request.
- Each club or organization may submit one funding request per academic year.

Club and Organization funding supports activities that foster the professional and educational development of undergraduate and graduate students involved in clubs and organizations in the College of Business.

There will be two options for funding an event.

1. A request can be made for COB foundations funds to host an event that promotes participation and there is potential for professional development. These funds will be limited.

2. A request can be made to the COB Career Team to assist with the event. The club and faculty liaison will work with the Employer Relations Director to plan the event and have it funded.
   a. Corporate partners will be invited to attend the event.
   b. Career Team will assist with the event

Procedure to Request Funds
- Student clubs and organizations who wish to be considered for funding, must submit the proper COB Student Club Event Form and complete the request for funds portion by the deadlines listed above.
- When filling out budget information, be realistic in estimating the event expenses. This can be discussed with the Employer Relations Director.

Summary of Events:
A 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 your report to Sue suemc@uri.edu 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.
COB Student Club event Request Form
If you have questions about requesting funds for COB student club activities, contact Jessica Linicus, COB Employer Relations at 401-874-2970 or jlinicus@uri.edu.

If you have any questions regarding:
- logistics of the event please contact Sue Mcintosh suemc@uri.edu
- corporate contacts and special event planning please contact Jessica Linicus jlinicus@uri.edu
- student trips or travel please contact Carmen Rogers at rogersem@uri.edu
I am the representative for the ____________________________________________________________.

I, ____________________________, agree to the conditions and terms stated in the Fall 2020 “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)