Greetings,
You are receiving this document because you are a Judson University club seeking JSO approval, funding, or advertising.

This manual is intended to be a helpful guide for how your organization can do the following things

1. Apply to be an officially sponsored club
2. Submit the initial request for a budget
3. Request money from your approved budget
4. Get an event on the campus calendar and into emails
5. Get an event advertised on the TV at the entrance to the Dinning Center

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INITIAL CLUB APPLICATION

Initial Club Application

1. Fill out a club application request form in its entirety and as detailed as possible about the details and purpose of your club. This is sent to the executive assistant of JSO.
   a. Go to Judsonu.edu/campuslife
   b. Click on Clubs and Organizations
   c. Click on Other Clubs
   d. Go to the very bottom of the page and click on the link that says
      
      *Fill out Judson University Club Form to propose a new club!*
INITIAL BUDGET APPLICATION

Initial Budget Application

1. Fill out a club budget request form in its entirety and as detailed as possible about how much you need and what exactly you plan on using it for. This is sent to the treasurer.
   a. Go to Judsonu.edu/campuslife
   b. Click on Clubs and Organizations
   c. Click on Other Clubs
   d. Go to the very bottom of the page and click on Club Budget Form

2. Fill out the form with a detailed list of what you will be spending money on and how much you need for each of the activities or items planned.

3. The executive committee looks over the form and agrees on whether or not to fund the club and how much. Club members/leaders may be asked to come in and speak to the executive committee if there are questions or concerns about the request.

4. Once the budget is decided on, the club will be informed on whether or not they will be funded and how much they will be given.

5. The requested budget is per semester and no additional funding will be granted for a semester. JSO automatically assumes you want the same amount of money for Spring semester. If you want a different amount, please resubmit a new budget form by the first week of classes of Spring semester.

6. Approved clubs must submit a budget each Fall semester in order to request money. Even if you’ve submitted a budget in the past and it stayed the same, the request must be resubmitted each Fall before funding will be distributed.
REQUESTING MONEY

1. To request money from your budget for an event/expense, one of the club members will fill out a Cash Advance Form in its entirety and in detail.
   a. Go to Judsonu.edu/jso
   b. Click on Request Forms
   c. Click on Cash Advance Form

2. If a member of the club bought something for an event/expense and wants to be reimbursed, they will fill out a Reimbursement Form in its entirety and in detail. This will come out of the given budget.
   a. Go to Judsonu.edu/jso
   b. Click on Request Forms
   c. Click on Reimbursement Form

3. Rules for Use of Money
   a. Club must keep track of how much of their budget has been spent and how much is left.
   b. All cash advance forms should be filled out at least a week (preferably two) before the money is needed. (So if the event is Thursday but you have to buy things on Tuesday, the request should have been in before the previous Tuesday)
   c. No reimbursement check will be written until a receipt for the expense has been given to the treasurer.
   d. Tax exempt forms must always be used. Any expense that arises from tax will be paid by the club members.
   e. Receipts and checks can go through CPO but money cannot! There is no way to track money if it gets lost through CPO.
   f. Make sure it is indicated what the receipts were for, when they were for, and what club they were for.
HOW TO GET YOUR CLUB’S EVENT ON THE CALENDAR

Step 1: Go to www.judsonu.edu/JSO
Step 2: Click on the Request Forms tab on the left hand side of the page
Step 3: Click on the Event Forms link
Step 4: Fill out the form with as much information as possible. In the ‘Position’ field, please put the name of your club.

After this is done, the JSO Executive Assistant will be sent an email with your event information and they will be able to put it on the calendar.

Please be aware that the Executive Assistant creates a major calendar for every month by the 1st of the month. If you want your event on the calendar for the month, you must submit your form by the last week of the month prior to the month your event will take place! (ie: you have an October event so your form must be filled out by the last week of September). The absolute latest JSO will accept an Event Form is within the last 2 days of the month.

Also – if you create a last minute event, please email the Executive Assistant about it so that it can be include it in the emails sent out with the upcoming week’s events and/or the Weekend Events board in Upper Commons (where you are free to put posters if you have them for Weekend Events only!).
HOW TO GET YOUR CLUB’S EVENT ON THE TV

If you already have a graphic or advertisement created that you would like to put on the TV, please send the file to Kevin Bieschke (1kbieschke@student.judsonu.edu)

Otherwise please just send an email and include the following information:

1. Event Title:
2. Event Date:
3. Event Time:
4. Event Location:
5. Brief Description of Event:
6. How long you want it to be advertised on the TV: (i.e. March 13-21)
7. Contact Information: (who should students contact if they have questions)
8. Any additional information you want on your slide:
CONTACT INFORMATION

JSO 2013-2014

Treasurer – Julianna Akuchie (julianna.akuchie@student.judsonu.edu)

Executive Assistant – Alexandra Raines (Lexy) (Alexandra.raines@student.judsonu.edu)

Web Editor/IT – Kevin Bieschke (1kbieschke@student.judsonu.edu)