

JSO CLUB MANUAL

All clubs must submit their applications within 2 weeks from the first day of the start of the semester to be considered for approval and funding.

This manual is intended to be a helpful guide for how your student group can become a JSO sponsored club. After you have received approval to be a JSO sponsored club, this manual also provides the details of how to request money and advertise events properly.

All request forms (money, space, calendar announcement, etc) can be found at this link

<http://www.judsonu.edu/JSO/RequestForms.aspx>

The content of this manual are as follows:

Requirements to be a Club.....	Page 2
Funding FAQ.....	Page 5
How to Request Your Funding.....	Page 6
How to Get Events on the Calendar.....	Page 7
How to Get Events on the TV.....	Page 8
How to Request a Facility/Space.....	Page 9
How to Publicize your Event.....	Page 10
General Campus Event Guidelines.....	Page 11
Staff/Faculty/Chaperoning Responsibilities.....	Page 12
Event Evaluation.....	Page 13
Contact Information.....	Page 14

REQUIREMENTS TO BE A CLUB

Clubs must meet the following criteria to be sponsored by JSO and receive student life fee funding

1. Open to all members of the student body for participation in events/activities/club membership
 - a. Any club with inclusion criteria is not considered open to all members of the student body
 - i. Inclusion criteria may include but are not limited to: achievements, designated major, required skills for participation
 1. Examples of groups with inclusion criteria are honors societies or academic major groups with closed meetings/membership/events
2. Must have a current Judson staff or faculty member confirmed as sponsor of the club
 - a. New clubs must have a sponsor noted on their application
 - b. Renewing clubs will have this confirmed each year through email by the Director of Student Life
 - c. Any club lacking a staff or faculty sponsor automatically becomes inactive and ineligible to receive student life funding
3. Must have a student identified as the “point person” for all club business and dealings
 - a. This will be the student who will serve as the main contact for the Director of Student Life when a club needs to be made aware of information, changes, or needs
 - i. This can be any member of the club, does not have to be a president or lead student, just must be willing to serve in the role as point person for communication between JSO / Student Development and the Club
4. Must have a roster of 10 active full time Judson Student members confirmed as current participants interested in attending club events and functions
 - a. New club application - Roster lists need to be obtained in advance and included in application
 - b. Club Renewal – Roster list should be resubmitted each year with the club renewal application
 - c. The Director of Student Life will email all roster members and ask for confirmation of participation and commitment
 - i. Failure of 10 members to confirm active participation will result in denial of club application (new clubs) or denial of renewal (existing clubs)
 1. Members must confirm participation within one week of receiving the email from Director of Student Life

5. All clubs must host at least one event per semester that is open to all campus participation or involvement
 - a. This event must be advertised through the proper JSO publicity channels
 - i. Email and poster at least two weeks in advance
 1. More info can be found in the club manual
 - b. Any club that fails to execute an event in a semester will be subject to loss of funding and club status
 - c. Any club that fails to advertise through the appropriate channels and with enough notice will be subject to loss of funding and club status
6. All clubs must have a representative attend weekly JSO meetings
 - a. Any club approved and receiving funding must participate in the student life and governing of the campus
 - i. Required attendance does not entitle the club or representative to voting privileges on JSO business or matters
 - ii. Club representatives are encouraged to share thoughts/feedback/concerns and actively participate in the JSO proceedings
 - b. The club representative attending JSO meetings cannot be a current JSO member
 - c. Failure to attend weekly JSO meetings by a club representative may result in the loss of club funding and active club status
7. All clubs must complete an event evaluation form within 1 week of their events ending
 - a. More information can be found in the Club Manual
 - b. Failure to complete the event evaluation form may result in the loss of club funding and active club status
8. All clubs must use proper channels to request facility space on campus
 - a. Complete a facility request form
 - i. More info in club manual or on MyJudson
 - b. Failure to properly request facilities may result in the loss of club funding and active club status
9. All clubs must adhere, support, and be in line with the Judson Lifestyle Statement guidelines
 - a. More information can be obtained at
 - i. https://www.judsonu.edu/uploadedFiles/Judson_Public/Administrations/Undergraduate_Studies/Counselors/Forms_and_Surveys/Lifestyle%20Statement.pdf
 - b. This determination may be made by the Director of Student Life in conjunction with the Office of Student Development and the Assistant Vice President for Student Life.

- c. Failure of a club to meet or maintain these lifestyle expectations will result in loss of club status and funding.
10. All clubs must adhere, support, and be in line with the Judson Faith Identity Statement guidelines
- a. More information can be obtained at
 - i. <http://www.judsonu.edu/faithidentity.aspx>
 - b. This determination may be made by the Director of Student Life in conjunction with the Office of Student Development and the Assistant Vice President for Student Life.
 - c. Failure of a club to meet or maintain these faith identity beliefs will result in loss of club status and funding.

FUNDING FAQ

Clubs that apply in Fall semester, are approved and maintain their status will receive \$200 for fall semester and \$200 for spring semester to supplement their club activities.

Clubs that apply in Spring semester, are approved and maintain their status will receive \$200 for spring semester to supplement their club activities.

Each year there is limited funding available for clubs. Therefore funding will be awarded on a first come, first serve basis. Once your application has been received and approved, you will be placed into the queue of clubs awaiting funding. Those submitting and gaining approval first will receive funding first. This will continue down the line until the funding is no longer available. Clubs applying late into the first two weeks of the semester may not receive funding, depending on number of submissions and approvals.

HOW TO REQUEST YOUR FUNDING

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 <http://www.judsonu.edu/JSO/RequestForms.aspx>
 - b. Click on Cash Advance Form
2. If a member of the club bought something for an event/expense and wants to be reimbursed for, they will fill out a Reimbursement Form in its entirety and in detail. This will come out of the given budget.
 - a. Go To <http://www.judsonu.edu/JSO/RequestForms.aspx>
 - b. Click on Reimbursement Form
 - c. Turn in receipt for reimbursement to Treasurer at JSO meeting or through CPO
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 JSO 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: Check with the Executive Assistant if your date and time are available on the campus calendar. Email with your proposed dates and times and the Exec Assistant will let you know if your requested time is available.

Once a free time slot is obtained for the event, proceed to Step 2.

Step 2: Go to <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 3: Click on the Calendar Announcement Link

Step 4: Fill out the form with as much information as possible. In the 'Position' field, please put the name of your club.

Must include the following information:

Title of Event

Date

Time

Location

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 15th 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 15th of September).

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.

HOW TO GET YOUR CLUB'S EVENT ON THE TV

Step 1: Go to <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 2: Click on the TV Announcement Link

Step 3: Fill out the form with as much information as possible. In the 'Position' field, please put the name of your club.

Step 4: If you have already made your own poster for the event that you would like to use for the TV slide, please email it to the IT Specialist.

Deadline: Announcements will run for a week so they need to be submitted before 5:00 PM on Fridays.

HOW TO REQUEST A FACILITY/SPACE

Step 1: Go to <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 2: Click on the Facility Request Link

Step 3: Fill out the form with all information requested. A Judson Staff member will email you back to figure out details and confirm your space, date and time. You do not have the space reserved until you have received a facility reservation confirmation email.

HOW TO PUBLICIZE YOUR EVENT

Guidelines for Posters

- All club activities and events must be publicized 2 weeks in advance
- Your club can feel free to make its own poster for the event but all posters must be brought to the Student Development main office (located behind the fire place) in the Upper Commons.
 - There is a stamp a staff person will put on your posters
- Posters can be hung around campus if they have the stamp of approval
 - In Lindner Tower, do not post them on any of the glass in the entrances
 - In the Performance Hall please use the provided sign stands or check with the main office.
 - Please limit posters to bulletin boards through out campus
 - If there is no bulletin board, use doorways sparingly
- Remove posters within 24 hours of the event ending from all of campus

GENERAL CAMPUS EVENT GUIDELINES

General Guidelines

- Keep informed of what else is happening on campus
- Do not double book events
- Quality over quantity

Typical Weekly Event Priority Days

These events have priority on the assigned day. Plan around these or check the calendar (email Executive Assistant) to see if the time slot/day is open.

- Monday – Outreach Events (service) or Educational (counseling center, student success center)
- Tuesday – Upper Room at 9:45pm except for last Tuesday of the month
- Wednesday – FCA at 9pm or Outreach Events (service) or Educational (counseling center, student success center)
- Thursday – Dorm Events
- Friday – Campus Wide Events
- Saturday – Campus Wide Events
- Sunday – Dorm Events

STAFF/FACULTY/CHAPERONING RESPONSIBILITIES

All events must have a designated point person. This person may be a Judson staff, faculty, or student. They may not be an alumni or other adult.

This point person must be identified ahead of time and provided this document with all the guidelines and then accept responsibility for the outcome of the event.

Point Person Guidelines

1. Injury
 - a. In the case of any injury being sustained by a participant in the event, contact campus safety immediately
 - i. 847-622-9999
 - ii. If off campus, use facility medical attention or call 911
 - b. Work with campus safety/medical personnel to complete any reports needed
 - c. Know where liability waivers are located if they have been completed for an event
 - d. Report incidents to your director supervisor or the Director of Student Life through email within 24 hours with full details of the incident
 - i. You may also text the information if it the incident is serious in nature
2. Life Style Statement Issues
 - a. Please monitor all event activities for any behavior that may go against the Judson lifestyle statement
 - b. These activities may include: drinking, smoking tobacco or other products, drug use, public displays of affection or sexual activity
 - c. Take steps to put an end to any lifestyle violations
 - i. Report all incidents to campus safety
 - ii. 847-622-9999
 - d. Report the incident to your direct supervisor or the Director of Student Life through email within 24 with full details of the incident
 - i. You may also text the information if it the incident is serious in nature
3. Reporting chain of command
 - a. Students serving as point person on an event- your first contact (after campus safety if needed) is your adult advisor
 - b. Staff or faculty serving as a point person on an event - your first contact (after campus safety if needed) is the Director of Student Life
 - i. Natalie Senatore
 - ii. 847-567-6642
 - c. Director of Student Life and University Ministry – report to VP of Student Life (Lisa Jarot)
 - d. Residence Director – report to Associate Dean (Casey Sundstedt)

EVENT EVALUATION

Step 1: Go To <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 2: Click on the Post Event Form Link

Step 3: Fill out the form completely

CONTACT INFORMATION

Director of Student Life
Natalie Senatore

JSO President
Alan Osinski

VP of Social Activities
Rebekah Tabb

VP of Operations and Communication
Bryan Cherry

Executive Assistant
Rachel Cavender

Treasurer
Elise Elliot

IT Specialist
Alex Reinhold