Dear Students,

Thank you for your time and efforts in the club activities to which you are involved as it provides so many opportunities for our students! Your leadership, passion and resourcefulness help to enrich the lives of all our students, our staff, faculty, administration and our community.

This Student Life Handbook serves as guide to assist you in managing your club activities. The handbook includes information related to student events, travel, finances, and other valuable information for student organizations.

Please review the handbook thoroughly and if you have any questions, please feel free to stop by Student Affairs, we are always happy to assist you!

We look forward to working with you!

Sincerely,

Angela Bacon, MS
Director of Student Affairs
Office of Student Affairs Contact Information

Location: 2nd Floor, CHS Campus, across from Student Lounge
Office Hours: Monday–Friday 8:00–5:00

Student Life Professionals:

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Student Affairs Website: http://www.healthsciences.okstate.edu/student/staff.cfm
Student Affairs Forms: https://centernet.okstate.edu/students/forms.php

NEW CLUB PROCESS

Interested in starting a new club? Follow this checklist:

- Contact the Student Affairs Committee student representative in connection with starting a new club.
- Poll the student body to survey interested.
- Seek a Faculty/Staff member to sponsor the club.
- If there are enough students to create an executive board (4) then proceed to creating a set of by-laws.
- Present a proposal to a representative of the Student Affairs Committee. The representative will convey the information to the members.
- The Student Affairs Committee will meet and render a decision.
STUDENT CLUBS

Club Requirements:
The following are requirements that apply to the operation of all OSUCHS clubs:

- Recognized clubs may not exclude students from membership or participation based on race, gender, sex, or any other such criteria.
- All clubs must update their respective page on the Student Life website via the Office of Student Affairs by the first week of class of the fall semester. The Student Life website may be found here: https://centernet.okstate.edu/students/clubs/
- All clubs must report their designated faculty advisor to Student Affairs by the start of the first day of classes.
- The Club President or Vice-President must attend all meetings.
- Clubs must maintain an accurate and complete list of all members and submit the list to the Office of Student Affairs no later than October 1st of the academic year.
- Club/Class Presidents must submit a complete annual report form (including new officers) and membership roster before the conclusion of each academic year. Form and deadlines will be provided via email.
- Club/Class Treasurer must complete a quarterly financial report to the Student Government Association (SGA) treasurer who will then submit a report to Student Affairs. Form and deadlines will be provided via email.
- Student club officers may only serve one term. (*not applicable to class officers*)
- All clubs must provide their updated bylaws to Student Affairs prior to the start of the first day of classes each academic year. Clubs events will not be approved until bylaws have been received.
- Each club treasurer must be responsible for his/her club finances and have clear communication with the SGA Treasurer regarding club finances, events, purchases, etc...
- Clubs will submit the cost of their membership fee to the office of Student Affairs no later than the first day of class in the fall semester.
- For additional information and policies, please refer to the Student Government Bylaws.
- Additional policies/procedures may apply, please check with Student Affairs.

FACULTY/STAFF ADVISORS

Faculty/Staff advisors should be well informed with the activities and events associated with the clubs to whom they advise. Club officers look to their advisors for guidance and support. Following are important aspects of advising a student club:

- Every year, each OSU student club MUST designate a Faculty/Staff Advisor no later than the first day of class to the Office of Student Affairs.
- Faculty/Staff Advisors should be on the CHS campus and/or easily accessible to students for consultation and guidance regarding club activities.
Faculty/Staff Advisor should attend a club meeting during the first few weeks of the fall semester.

Each club advisor should be well informed and involved in the events and activities in connection with their respective clubs.

Faculty/Staff Advisors should be available to provide counsel and advice to the clubs officers.

Faculty/Staff Advisors should be aware of the policies and procedures associated with the operation of the club (i.e. event approvals, travel, health fairs, guest speakers, travel policy, etc.…)

Faculty/Staff Advisor signature is required for all event approval forms.

Faculty/Staff Advisors should assist the club with recruitment, promotion and awareness in a professional manner and indemnify the positive demeanor of the university, the profession and the student club(s).

Faculty/Staff Advisor should attend and supervise club elections. The Advisor should maintain impartiality, attend all elections and monitor the campaign process to assure equity and accuracy.

EVENTS

Are you coordinating an event? Following are the steps to scheduling an on or off campus event:

Important Requirements:

- All off campus events require an in person meeting with Angela Bacon prior to approval and may be subject to approval by administration.
- Students must receive approval before entering into any contract on behalf of a club. If an event requires a contract, contact your club advisor and/or Angela Bacon in Student Affairs.
- All events must be pre-approved prior to scheduling. The form may be located: https://centernet.okstate.edu/students/forms.php or in the office of Student Affairs.
- All event forms should be filled out in their entirety and MUST be signed by the club faculty/staff advisor.
- Alcohol may NOT be purchased using club funds nor can it be sold by clubs/classes at events.
- Keep in mind the approval deadlines for all events for each academic year.

1. **No later than 3 weeks prior to an event**, complete an Event Approval Form. The applicant, club officer, club advisor and Interclub Liaison must all sign the form prior to the forms submission to Student Affairs for approval. All information on the form must be completed in full. Applicants should provide a detailed description of the proposed event on the form. The Interclub Liaison will place a tentative hold on the calendar for your event until final approval is received. **Remember, failure to submit a complete form 3 weeks prior to an event may result in denial of the event.**

2. Think carefully through your event to identify ALL facilities, media and equipment needs (microphone, tables, etc.) and indicate those on your room reservation form. Be sure to include any
speakers or presenters that will be attend or lead your event. Their full background information should be included on the form as well.

3. Once approved, Student Affairs will instruct the Interclub Liaison to enter the reservation into the master calendar and send you a confirmation email of your event. Please remember to plan ahead to allow for the appropriate approvals and arrangements to be made.

4. Event approval Deadlines:
   - Fall Semester: No events may be held after the first weekend before finals.
   - Spring Semester: No events may be held after the first weekend before finals.

5. Do not plan any activities, purchase items, send invitations or flyers until you have received approval for your event and facilities have been confirmed via email.

6. All flyers, posters and other advertising materials must be approved and stamped by Student Affairs before they can be circulated to students, faculty/staff and/or displayed on campus.

7. All materials mentioned above must be pre-approved by Angela Bacon via email.

8. Fliers may be posted on bulletin boards across from the student lounge, in the student lounge, on restroom doors or on the club bulletin board hallways after full approval. If you wish to advertise at other locations, please contact Angela Bacon in Student Affairs.

9. If your event is off campus and the hosting site requests a Certificate of Liability, contact Angela Bacon in Student Affairs with the details of the event.

10. No club event (on or off campus) shall exceed $10,000.00 and will be subject to an audit of expenditures by the Office of Student Affairs.

11. The committee/chair of large club events (such as Holiday Ball, St. Baldrick’s, Scrub Run, etc…) will be required to submit a budget approval request form to the Office of Student Affairs prior to the event.

CHARITABLE EVENTS AND DRIVES

Please keep the following things in mind when planning a fundraising drive of any kind.

- First, just as any other event, you must submit and receive an approved event form prior to hosting the drive.
- You must gain prior approval from the Director of Student Affairs when placing donations boxes around campus.
- Ensure boxes are clearly labeled with the name of the drive and include an email/phone number for people to contact with questions
- Check all donation boxes daily for the first week to get a feel for how quickly they are each filling up. Then ensure that they don’t overflow for the duration of the drive.
HEALTH FAIRS

Pre-Event Responsibilities
When preparing to coordinate a health screening or physical exam (human or pet) event in which students will participate, the coordinator of the event will need to complete the following 4 items at a minimum of three weeks prior to the event in order to ensure that student participants are covered by our insurance. (College organized health screening events with student participation must follow the same procedure).

1. An appointment is required with Angela Bacon in Student Affairs for directions on how to proceed with the fair and to highlight your responsibilities to ensure you are prepared for the event. Additional policies and procedures may apply depending on the type of health fair/event.

2. All details, materials, health care professional, etc…regarding the proposed Health Fair must be pre-approved before any planning or advertising can take place.

3. Contact your faculty advisor to determine whether he or she is licensed, credentialed and available to oversee the procedure(s) to be offered at the event, and if not, secure a faculty/preceptor that is. An OSU physician must be present at all health fairs. Additional details/restrictions may apply, please see Angela Bacon for further details.

4. All students are required to have completed the Minors Training required by OSU prior assisting at any event.

STUDENT TRAVEL

We are always pleased to see our students representing OSUCHS and their college at professional conferences. The following information will help prepare you for such travel.

Student/Club Travel Policy
Please refer to Section 7.1 of the Academic Standards Handbook regarding specific regulations for student travel. The handbook can be found on the CHS website here: http://www.healthsciences.okstate.edu/com/academics/International%20Travel.pdf and at http://www.healthsciences.okstate.edu/com/2014-2015%20Student%20Handbook.pdf. Students are expected to keep themselves apprised of any updates or changes to these policies.

Out of State Travel Checklist
Specific details are listed below in the handbook.
✓ Complete Student Travel Approval Form
✓ Complete Out of State Travel Approval Form (attach documentation as described below)
✓ Obtain approval for use of club funds
✓ Make flight arrangements
✓ Make lodging arrangements
✓ Once returned, complete provide receipts to Student Affairs for reimbursement (if applicable)
**Student Travel and Reimbursement Process:**  
Each student shall complete a Student Travel Approval Form before any travel arrangements can be made. A link to the form is located here: [https://centernet.okstate.edu/students/forms.php](https://centernet.okstate.edu/students/forms.php)

1. First, each student must abide by the following travel policy and procedure:  
   a. “Student Attendance – Professional Meetings and Events” October 17, 2013  
      “2013-2014 - Academic Standards Handbook”, Section 7.1. (also located at the link above.)

2. Student pays for travel at their expense then submits receipt(s) to Student Affairs for reimbursement (must be approved by club treasurer).  
   OR

3. Student makes arrangements for prepayment either by check or Business Office ProCard (this is for lodging or conference registrations only). Note: arrangements must be made *well in advance* when exercising this option. Additional details/restrictions apply; please see Angela Bacon for additional information. See below for additional instructions when choosing this option.

**Lodging Reservations with an OSU ProCard:**  
The following information is required in order to book lodging with an OSU ProCard:

- Fully Executed Student Travel Approval Form
- Out of State Travel Form (if applicable)
- Designated Hotel Information
- Number of rooms requested
- Dates requested
- Other information/documentation as requested from the Business Office.

- **NOTE:** The only charges that can be paid for on an OSU ProCard are the hotel room and taxes.
- No parking or phone calls will be covered on an OSU ProCard.
- The hotel will require you to provide a personal credit card for incidental charges such as parking, calls, room service charges, etc. You will need permission from your club to get reimbursed for these charges.

**Flight Arrangements:**

1. Complete the Out of State Travel Request and Airline Ticket Requisition Form (available in Student Affairs)
2. Once the student has received a copy of the signed form, the student shall provide the form to the Business Office to make flight arrangements.
3. Large group travel may be coordinated through our Concur Travel assistance in conjunction with Student Affairs and the OSU Business Office. Please note that all large group travel must be pre-approved with the Office of Student Affairs.
IMPORTANT TRAVEL GUIDELINES:

1. Keep receipts for reimbursement. (taxi’s, parking)
2. Receipts submitted for reimbursement must **NOT** include purchases of alcohol. You will need to obtain separate receipts during your trip or you will not be able to request reimbursement.
3. Each original itemized receipt shall be taped to a blank sheet of paper, clipped together and should be submitted to Student Affairs along with a student reimbursement form **no later than 72 hours after travel is complete.** Failing to do so could jeopardize your reimbursement.
4. Reimbursements are gathered and approved from OSU-Tulsa and then dispersed OSU Stillwater, therefore please allow at least 4-6 weeks for reimbursement.

**Things to Remember:**

- Be sure to appropriately indicate from which club account the funds should originate.
- The Business Office will not reimburse you without original, itemized receipts (listing no alcohol purchases).
- Be mindful of the university and club resources when purchasing items for reimbursement (modestly priced food, hotel, airfare, etc...)
- Typical reimbursable expenses may include but are not limited to:
  - Airfare, bus, taxi, train, shuttle, rental car, gas mileage for personal car, or hotel.
  - Please note Alcohol is **NOT** a reimbursable expense.
- Travel must be planned well in advance!
- Student Affairs is available to answer your questions and guide you through the travel process!

**STUDENT FINANCIAL AFFAIRS**

This section will highlight what you need to know about depositing and withdrawing funds from your club/class account, requesting funds from the SGA, and fundraising. Treasurers are required to keep record of all transactions and to reconcile their class accounts each year. Please review the SGA bylaws regarding appropriate deposit and withdrawal procedures and requirements. Below are some highlights from these documents.

**Deposits**

- The Business Office maintains an on-campus financial/bank account for club/class use.
- All funds collected **for your club’s benefit** (e.g. membership fees, ticket sales, etc.) **MUST** be presented for deposit to Student Affairs within 72 hours of the event. Please keep in mind that we cannot accept cash. We also cannot accept checks that are dated more than 3 days past the day of deposit with Student Affairs.
- **Treasurers:** Be sure to obtain a deposit receipt from the Student Affairs office as you are responsible for reconciling your respective club accounts quarterly and providing a report to Student Affairs.
- It’s essential that Treasurers maintain good records and reconcile accounts. Each club Treasurer provides monthly financial reports to the SGA Treasurer. If you have any questions, please contact Student Affairs to discuss your club account.
Withdrawals

- The club must pre-plan when withdrawing funds from your respective accounts. To make a withdraw of funds, clubs must:
  - Pre-pay for items such as event registrations or retail items for a specific need or event.
  - Student club officer/member pays for the item then requests reimbursement from the club.
  - If you have a special circumstance, please meet with Angela Bacon in Student Affairs and she will assist you with your specific club needs.

- In order to be reimbursed from a club/class account you must submit a Student Reimbursement Form with all required information, signatures and original, itemized receipts. If the check is made out directly to the vendor you may submit an invoice in lieu of a receipt.

- Student reimbursements will be in the form of a paper check mailed to your home address.
- Reimbursements take approximately 4-6 weeks to be processed.
- Please note that student clubs are NOT tax exempt.
- Funds may NOT be used to purchase alcohol. When submitting receipts, they shall not include alcohol purchases.

Quarterly Reports:
- Club/Class Treasurers are required to submit a quarterly report to Student Affairs.
- Dates/deadlines will be provided to clubs via email.
- A template will be provided via email at the start of the fall semester.
- Even though the treasurer is responsible for the report, it is expected that all club officers work in collaboration to assure report accuracy and meet all deadlines.

Important Club/Class Financial Processes:
- Club representative must verify all merchandise ordered has been accurately received.
- All Invoices, payments/reimbursements must be presented to Student Affairs within 1 business day of receipt by the club officer/designee.
- All reimbursements to vendors will require signature of two club officers. Signature for reimbursement must sign within 2 business days.

Club T-shirts and Merchandise:
- Clubs are responsible for ordering their own shirts and other merchandise
- Clubs treasurers or their club designee are responsible for collecting all funds and presenting to Student Affairs for deposit. All checks received must be presented to Student Affairs for deposit within 72 hours of receipt.
- Clubs are expected to coordinate a time and location for delivery of merchandise ordered by students, faculty or staff. It’s best to set up a table near the student lounge during noon hour and distribute ordered items accordingly.
ELECTIONS and OFFICER TRANSITIONS

- Clubs/classes are responsible for conducting their own elections.
- Faculty/Staff Advisors should maintain impartial, attend all elections and monitor the campaign process to assure equity and accuracy.
- Club/Class officer transition process should begin immediately after elections.
- Club/class officers should completely pass responsibility to new officers after the annual transition training has been completed.
- Club officers should serve only one term. (not applicable to class officers)
- SGA Secretary (or designee) will provide a complete list of new class/club officers to Student Affairs by the last day of class of the spring semester.

CLUB FAIR and MEMBERSHIPS

- The Club Fair will be held during the start of the spring semester.
- Clubs will be responsible for planning, setup and recruiting students for their respective club.
- Club treasurer (or designee) are responsible for collecting club fee from students and will present to Student Affairs for deposit.
- Clubs are required to keep accurate records of all fees obtained from members. Student Affairs only maintains records of deposit.
- Club Secretary is responsible for obtaining/maintaining complete and accurate rosters of all club members and providing accurate list to Student Affairs no later than October 1st.
- Club Secretary is responsible for informing Student Affairs of any changes/updates to the club roster.
- All club/class officers are expected to collaborate to assure accuracy and timeliness of requirements.

CLUB/CLASS FOOD PURCHASES

Planning ahead is a must when purchasing food for a club event. First, make sure your event is pre-approved. Second, contact Student Affairs for direction and guidance. Then, the club officer submits a vendor reimbursement form to Student Affairs and the balance is paid with club funds.

- Contact your club Treasurer to get approval for the food purchase as treasurers pre-approve forms.
- Purchases can be made by ordering from any vendor, then the student submits a reimbursement form to student Affairs.
- OR, student orders food from an approved vendor (for which OSUCHS holds a charge account) then the balance is paid with club funds at a later date. Additional restrictions apply; please see Student Affairs for details.
- Be sure to plan ahead, it takes several weeks for the planning of food for large events.
UNIVERSITY, COLLEGE AND CLUB LOGOS

The University has very specific graphic standards, and if you are creating a design for use on t-shirts, sweatshirts, water bottles etc… you must obtain approval on these items prior to ordering. Please email your design to Angela Bacon. Angela will contact you indicating approval of the design, or work with you to modify the design until it can be approved. All designs must be approved when using the University name or logo. Certain uses of the university logo must also be approved through the marketing department.

Requirements to Remember:

- OSUCHS or college logos may be used on club/class merchandise as long as you have approval to use an official logo and do not modify them in any way (e.g. removing the tagline or changing the dimensions).
- You cannot design your own university or college logo. However, you may design a distinctive logo for your club or class (it should not “borrow” from the university/college logos).
- We only work with approved vendors for university logos. Please contact Angela Bacon for more information.
- You may use the same design from year-to-year; however, each time you submit a student reimbursement form for merchandise using that design, you must still attach the original email indicating the design was approved (email the design for re-approval if you lose the original approval).

PROFESSIONALISM, STUDENT CONCERNS AND CONFLICT RESOLUTION

- It is expected that students remain a high level of ethics and professionalism while involved in all club activities such as conferences, meetings, on campus/off campus events with the college and other vendors.
- It is expected that students maintain professionalism when partaking in all event lunches and attend the entire event associated with the meals/food provided. (i.e. club meetings, conferences, Student Affairs or campus events)
- Each club/class officer assumes certain responsibilities. However, it is expected that all class/class officer work together to assure their respective club functions and performs efficiently and effectively. Team work is essential to a successful club!
- All club/class officers and members are expected to exhibit the utmost professionalism and respect at all times.
- Officers are expected to discuss/resolve any interclub conflicts directly with the Faculty/Staff advisor. If resolution cannot be obtained, the Director of Students Affairs and/or the Assistant Dean of Enrollment Management will meet with the parties involved and discuss resolution.

Failure for clubs to follow policies and procedures contained herein may result in suspension of club activities as deemed appropriate by the Director of Student Affairs and/or the Assistant Dean of Enrollment Management.
The Office of Student Affairs thanks you for your leadership and wishes you a successful year!