



Club Handbook

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First Steps:

Becoming a Club:

- To be an official club at CMU, the following requirements must be met:
 - Three student members (President, Vice-President, Secretary/Treasurer)
 - Note that we highly recommend a Treasurer position.
 - Each student can only hold one position.
- Every club has to have their own constitution,
 - If you need a constitution we have a sample one on the CAB presence page under the documents tab.
- After finding everyone you need, please fill out the [Organization Registration](#) Form on CAB's presence page.
- Once that information is submitted on Presence, CAB will contact you to receive your club account number and training information.
- All students and Clubs must follow the policies in this manual and the Maverick Guide.

Membership:

- Once a club has received an account number the next step is to gain [presence access](#).

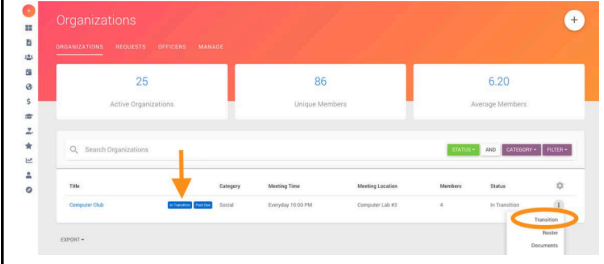
Club Transitions:

- All clubs will be set to “transition” in Presence in early April every year.
 - All clubs should plan to hold elections for the next academic year by April 30.
 - Please complete your transition by the assigned date to avoid the club becoming inactive.

The next step is to transition the club to Presence fully:


If you are a club officer, you will receive an email from Presence when transitions open indicating that you need to Transition your Organization. Follow the steps below to complete the transition process:

- From any screen, hover over the left navigation menu on the left and select "Organizations" to bring up the organizations list.



Search for your Organization, then click on the three stacked dots to the far right of your organization's name. Select "Transition" from the menu that appears. If you don't see the word "Transition," ensure there's a blue box next to your organization's name that says "In Transition."

- The next screen will be your Transition screen! The transition process has you review your organization's information and confirm everything is up to date; this includes your roster! If you complete the transition process, you can mark old members as "former," update any position changes for your current members and add in any new folks that joined.



- Add members or mark existing members as Former or Active.
- Contained in the form will vary. Your school may require a certain number of members or certain officer positions to be listed on the roster. Check to be sure all the fields with a red asterisk (*) have been completed fully, as those fields are required. When you're done updating your Organization's information, scroll back to the top of the page and click on the green "Submit for Approval" button.
- When you're done updating your organization's information, scroll back to the top and click the green submit button to submit your updates!
- Your updates will go to an administrator for review. Once they have processed your request, you'll get an email letting you know. Only after your Transaction request has been approved will you see the changes reflected on your Organization's page.

Finances:

How to see your account information

- There is a form on the CAB presence page called [Account Balance Request](#)
 - Here please provide
 - Club Name
 - Account Number
 - Email
 - Name & Position

Deposits:

- If you have cash or checks that need to be deposited into your club's account please bring such to the Student Life office, located on the second floor of the University Center.
 - *Note if you sold a physical good (t-shirts, food, ect) sales taxes will be deducted from your deposit

Purchasing:

There are two ways to purchase an item, one is the Shopping form and the other is a Reimbursement form.

- [Shopping Form](#): This method will have the Student Life Professional Staff purchase the items and charge your club account.
 - To find the shopping form on Presence click on the “Organizations”>“StudentLife”>“Forms”>“[ShoppingForm](#)”.
 - Fill out the information requested completely. You can select the “Add” button to list multiple items. It is helpful to include links to exactly what you want.
 - *This form is to be completed by Club leadership only
 - Preferred stores– Please consider using these businesses whenever possible as we already have accounts with them and our Tax-Exempt status is on file. It will speed up the processing time for your order.
 - Amazon, Target, Staples, Webstaurant Store, Walmart, Sam’s Club, Shamrock, Henry Shein, Hobby Lobby, JoAnns, Lowes, Home Depot
 - Sticker Mule (upload your graphic and exact size and quantity of the sticker you are wanting)

- If you have an itemized invoice you need paid, you can also upload this to the Shopping Form.
- [Reimbursement Request:](#)
 - Purchase the items on your own and then request a reimbursement. You can request the reimbursement on the Reimbursement Request Form.
 - To find the shopping form on Presence click on the “Organizations”>“StudentLife”>“Forms”>“Reimbursement Request”.
 - Fill out the information requested.
 - You must upload an itemized receipt with this form in order to be reimbursed.
 - The Student Life Office will process this and you will be reimbursed within 10 business days.
 - If you have not set up Direct Deposit with CMU before (either from a previous reimbursement or from an on-campus job) please come by the Student Life Office to fill out the paperwork.

*Note that you will need to bring a voided check.

**Note that the university cannot reimburse for sales tax so you should get the purchase marked as tax-exempt (see next section).

Tax-Exempt Status:

- When making purchases for CMU (for club use) individuals should try, whenever possible, to get tax exempt status.
 - Students can use the Tax Exempt Document as proof of CMU’s tax-exempt status.
 - This Tax-Exempt information CANNOT be used for personal use, only for club purchases.

Club Dues:

- If your club is going to collect club dues please come to the Student Life Office or email studentlife@coloradomesa.edu to set-up a Dues Form. We can then charge student accounts and deposit straight to the club account. Clubs should not accept cash, check, or credit card charges for club dues.

Purchases:

- Receipts

All receipts must be itemized. This means that it shows the total amount spent and each item that was purchased.



- Clothing Purchases
 - We prefer that clubs use First String or Impact Promotions – these are 2 local and alumni-owned companies that have our logos on file and are familiar with our branding and billing. They also do not charge for shipping.
 - ContactInfo
 - First String: 970.243.0874 or colton@firststringgj.com
 - Impact Promotions: 970.241.7611 or info@impactyourlogo.com
 - If you prefer to purchase through another company, please set-up a Shopping Meeting with Student Life Pro Staff.
 - Please note that CMU has very strict branding requirements that you can find on the Marketing Website. All designs using the CMU Logo will be routed through the Marketing Office.

- Food Purchases
 - Complete the Food Order Form on Presence
 - Restaurants are
 - Domino's
 - Jimmy John's
 - Submit the form at least 24 hours in advance.
 - Please be very specific in your order (quantities, size, pick-up time, etc.).
 - The Student Life Staff will order the food and pay for it. Then it will be ready for students to pick-up at the time designated on the form. Students need to then email a full picture of the itemized receipt to the Studentlife@coloradomesa.edu

- Other Purchasing Rules
 - We CANNOT purchase or reimburse for Gift Cards or Alcohol
 - If you are at a restaurant, the maximum tip is 20%.
 - For any Purchase over \$5,000 you must meet with the Student Life Pro Staff and complete a Purchase Request prior to committing to the purchase.

Events:

Creating an Event:

It is essential to read every part of the event form, it will allow us to ensure you get all the proper documentation, forms, and resources for your event.

- Go to the Presence App in MAVzone
- Login to your Admin Dashboard (you have to be an organization admin to do this)
- In the far-left column, press the “+” then “Create” buttons and select “Event”. This will take you to the Event Registration Form.
- Enter your Event Name (this is what will headline the event – keep it short & sweet) and then select your club or org (it must be a club you are an admin for and is registered and approved on campus)
 - *You MUST have your club name in the event name (ex. Pizza Club Weekly Meeting)
- Then enter a robust event description so students know more about the event and any important information.
 - You can add links, images, videos, and change the formatting to make it exciting to read.
 - You will then be able to select from options of what you may need for the event and fill out the corresponding box that will appear below.
 - Room Set-Up
 - How do you want tables, chairs, etc. set up? Give a detailed description
 - AV from UC Staff
 - Do you need a projector, microphone, laptop cart, speakers, etc.?
 - Give a detailed description of what, if any, food service you’ll need. After your form is approved, someone from Sodexo will contact you.
 - If you are planning to order from anywhere besides Sodexo (i.e. Domino’s, Jimmy John’s) that information should not be included here.
- Enter your time and location preference
 - Start and end date and times are required (this is the published time of the event).
 - You can also enter a pre- and post-event time if you need time to set-up or break-down (if you don’t enter anything in here, you will not be able to access the room until the event time).
 - Enter the location that you’d like to have your event. If this space is not available during your selected date and time, the UC Admin office will assign you to a similar room or suggest a different time and date.

- You can also enter a secondary location or have it as a back-up location in-case of weather if your primary location is outside.
- Enter the contact person for this event
 - This person will receive event confirmations and any other communications about the event.
 - Enter a cover image for your event. This is how it will show once published:
 - You can also enter an event waiver here, if necessary (contact Student Life Pro Staff for assistance with this).
 - Tags
 - You can tag the event as one of many options such as free, faith-based, campus tradition, outdoors, food, etc. Then students can search for these topics.
 - Notes
 - Enter if you have any additional notes for approvers or schedulers (these will not appear publicly).
 - Options
 - You have the option to hide from non-members and make it a member only check-in– if you are going to do this be ABSOLUTELY positive that all of your members are listed as members in Presence. These are not recommended options. • Please list your Club/Org number and an estimated budget for the event.
 - You will then scroll to the top and press “Submit”
- Once you submit it will first go to Student Life for approval and then to the UC for reservations. Please note that this full process can take up to 3-5 business days.
- DO NOT call the Student Life Office asking for last minute approval. Plan accordingly.
- You will be notified once your event has been approved by all necessary parties. The UC Office will email you a reservation confirmation (you do not have a reservation until you receive this confirmation).
- Please review that confirmation and notify universitycenter@coloradomesa.edu if there needs to be any corrections.

Reservations Rules:

- CMU clubs are allowed to reserve spaces on campus at no cost. Clubs cannot rent the space for an off- campus group so it is free to those entities.
- Any event hosted by a club should be entirely run by the club (not an outside group).
- Club members should be the primary “workers” for the event.
- All billing (for catering and such) will go through CMU’s internal billing (i.e. an outside group cannot pay to bill)
- Communication and planning must be done by the club members/advisor.
- If it is found that a club reserved a space for an outside group and club members were not present and/or working the event, the outside group will be billed.
- Any outside groups that would like to reserve CMU spaces can contact

universitycenter@coloradomesa.edu.

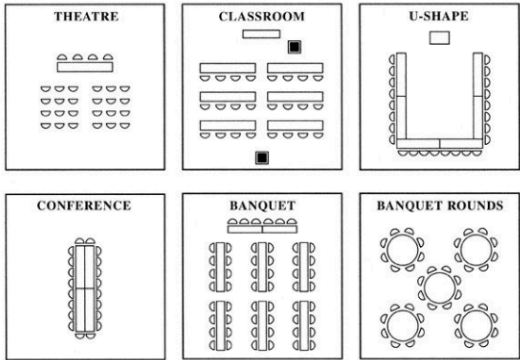
Repeating Events:

- If you have a recurring event (such as a weekly meeting), you will need to create an event in Presence for EACH day of the event. Unfortunately, Presence does not have a way to make a repeating event.
 - Please complete all repeating events for a semester at one time. This helps the UC Office do reservations more quickly and efficiently. If you add another event at a future time, please list the Confirmation number in the “Notes” section.
 - Once one event is made, you can select a duplicate event and go through and change the date rather than filling a new event form.
 - Although this is tedious, you MUST complete this for all meetings.

Attendance Tracking:

- We require attendance tracking for all club and organization events. This will help us gather demographic data and help your club to monitor involvement numbers and contact information.
 - Check-in on a tablet or computer
 - You can either use your own laptop or check out a laptop, and card swiper from Student Life.
 - Go to the Event that has been created through the Admin Dashboard on Presence

Indoor Events:

<ul style="list-style-type: none"> ● For any indoor event, please leave the room cleaner than you found it. You do not need to put away tables and chairs. <ul style="list-style-type: none"> ○ Room setup: ○ UCMeetingRooms/Ballroom: ● UC Event Crew will set-up, and take-down the tables and chairs <ul style="list-style-type: none"> ○ Conference Square ○ You should note what layout you desire in the room. 	 <p>The diagrams show various room arrangements: THEATRE (rows of seats facing a stage), CLASSROOM (rows of desks), U-SHAPE (U-shaped table with chairs), CONFERENCE (a large square table with chairs around it), BANQUET (rows of rectangular tables with chairs on both sides), and BANQUET ROUNDS (circular tables with chairs around them).</p>
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Outdoor Events:

- For outdoor events, folding tables, and chairs are provided by facilities. This means we cannot grab them quickly so it is critical that you get your correct event request submitted in time listing the specific items you need.
 - 8 ft and 6ft tables and chairs are available for free
 - On the Event Form: Once selected as an outdoor event” the form will populate an outdoor set-up section.
- If you will need extra trash cans, please be sure to request that in the Event Request Form.
 - When you are having food, request at least one, even if there are trash cans near.
 - You do not need to take the trash to the dumpster but ensure ALL trash is picked up and put in the trash can.
 - When your event is over, it is required that you fold up tables and chairs and stack them neatly. Make sure the area is free of trash.
 - You are NOT allowed to bring a vehicle onto campus unless you have prior permission.
 - Facilities Use Agreements are needed to provide anyone access to drive on to campus (i.e. Bump N Jump, Food trucks, etc.)
 - Students will not be granted permission to drive on campus
 - You are NOT allowed to put anything into the ground (i.e. tent stakes, etc.)
 - If you will be needing this type of equipment, such as needing to stake down inflatables, a location will need to be done. Please note this in your event request and know that there are charges associated with this service.
 - Both of these should be indicated in “Tell Us More About Your Event”
 - For more information please contact @Tally Danielson

Food Service:

Sodexo is our campus food service provider and must be used for ALL UC events. There is **ABSOLUTELY NO OUTSIDE FOOD OR DRINK** permitted in the University Center.

- Under the selection of an event or meeting, you can indicate that you will be needing Sodexo catering.
- The UC Internal Events Coordinator will alert the Catering coordinator when sending out your reservation confirmation to finalize a menu.
- This includes all beverages, and food within the UC.
- All other types of food for events can be ordered through the Food Order Form on Presence.

Alcohol:

- If you are going to serve alcohol, please meet with a member of the Student Life Staff immediately.
- Anytime alcohol is served at an event you must submit a “Permission to Serve” form and meet with the VP of Student Services.
- We cannot purchase alcohol, you must have it donated (you will need to have the “Donated Alcohol Form” submitted) or have a cash bar hosted by Sodexo.
- Sodexo will be needed to serve all alcohol, which will include bartending and bar setup fees.
- Security is required at an event where alcohol is served. When using Sodexo, they will take care of ordering the appropriate amount and include that in their invoicing.
- If Outdoors you must fence the area where alcohol will be served and consumed.
- You must wristband anyone over 21 who is wanting to drink. This must be done by the bartenders from Sodexo or security.
 - Students are NOT allowed to wristband anyone.

Movie Showings:

- To show a movie in a public setting, you must purchase the rights to the movie (simply owning the DVD or having a Netflix or Hulu subscription does not give you the rights to show publicly). These rights can be quite expensive.
 - When thinking about showing a movie, contact CAB and they will assist you in obtaining the movie rights, and getting pricing. You can browse movies to show here, although we are likely able to obtain rights for any movie. The only exception is a small few Netflix educational movies & documentaries. You can read their policy here (the person listed as the contact for the event is required to abide by these rules)
 - To see if the movie you want to show is approved for educational screenings, please go to media.netflix.com/en/ and look for the language below in yellow:

The Social Dilemma
 Film releasing in the United States on September 9th, 2020 at 1:00 AM MDT

Synopsis

We tweet, we like, and we share— but what are the consequences of our growing dependence on social media? As digital platforms increasingly become a lifeline to stay connected, Silicon Valley insiders reveal how social media is reprogramming civilization by exposing what's hiding on the other side of your screen.

GRANT OF PERMISSION FOR EDUCATIONAL SCREENINGS

Netflix is proud to present original documentaries that speak to our users in a meaningful way. We know that many of you are as excited about these titles as we are; and because of their informational aspects, you'd like to show them in an educational setting -- e.g., in the classroom, at the next meeting of your community group, with your book club, etc.

Consequently, we will permit one-time educational screenings - "one-time screening" means that you can't hold screenings several times in one day or one week, but if, for example, you're an educator who wants to show the titles once a semester over multiple semesters, that's okay.

Educational screenings are permitted for any of the documentaries noted with this information, on the following terms:

- The documentary may only be accessed via the Netflix service, by a Netflix account holder. We don't sell DVDs, nor can we provide other ways for you to exhibit the titles.
- The screening must be non-profit and non-commercial. That means you can't charge admission, fundraise, solicit donations, or accept advertising or commercial sponsorships in connection with the screening.
- The documentary shall not be screened at any political campaign events and/or electoral campaigning events.
- Please don't use Netflix's logos in any promotion for the screening, or do anything else that indicates that the screening is "official" or endorsed by Netflix.
- We trust our users to respect these guidelines, which are intended to help you share and discuss our documentary content in your community.

To the extent your institution requires you to demonstrate that you have a license for your screening, please show them this page.

Film Documentaries

Guest Speakers/Performers:

- If you are bringing ANY guest to campus (paid or unpaid) we MUST have a contract in place. This process takes a few weeks, so please plan on having the required paperwork submitted at least 2 weeks ahead of your event.
 - When
 - Where
 - Who
- Next CAB will look over the approval stage and send out another form to the person
- Presence form
 - The guest speaker will have to fill out the paper work by themselves
- Please contact CAB prior to filling out paperwork to ensure all forms are adequate, and you are providing the Guest with the paperwork needed.

Contracts:

- As a state institution, ANY contract entered into by a club is being entered into by the University as a whole. Students, advisors, staff, etc. should not sign-off on a contract. All contracts should be sent to studentlife@coloradomesa.edu for review and then signed-off on by the University's Contract Manager.

Other Visitors to Campus:

- If you are bringing a vendor to campus that is not a performer, paperwork is still needed. Please contact Student Life to allow us to determine what is the proper documentation needed.
- Canceling/Modifying Events
 - If you are canceling or modifying your event you need to delete or update it in Presence.
 - Also, notify the University Center at universitycenter@coloradomesa.edu (Presence will not notify them of the change), or by responding to the confirmation email sent reserving the space. This is the clubs responsibility as the University Center staffs based on reservations - clubs are required to notify them of any cancellations or modifications to events.

Travel

Pre-Travel:

- At least 3 weeks prior to any travel PURCHASES, you have to meet with Student Life Pro staff to complete a Travel Authorization (TA). You are unable to purchase ANY travel expenses until this approval is given. This includes rental cars, hotels, flights, etc.
 - The serulesareinplacedueto State laws as a university, so these are non-negotiable.
 - Club funds can not be used to travel without a TA.
 - The purpose of the TA is to provide students with liability as they travel.
 - It is recommended that the club advisor attends the meeting with our club.
- You will need to complete the [Travel Questionnaire](#) prior to meeting with the Student Life Pro Staff.
 - You will need to list all travelers, including faculty & staff, and their 700#'s.
 - You will need to list all details of the trip.
- If you need any purchases made for the trip, you will need to have the TA completed first.
 - Travel reimbursements CANNOT happen until you return from the trip.
 - Travel reimbursements CANNOT be submitted via the Reimbursement Form.

Post-Travel:

- Following the trip, you will need to have a post travel meeting with Pro Staff. You will need to bring all itemized receipts from the trip. If any reimbursements are needed, the individual needing reimbursement must attend the post travel meeting as well.

Fundraising Opportunities

MAVRides:

- MAVrides is a free service to students Thursday through Saturday from 9 pm to 3 am.
- Clubs are given the opportunity to drive cars as a fundraising opportunity.
 - To sign up your club there is a MAVrides ClubSign-UpForm
- All individuals who will be driving will need to fill out a background check.
 - To submit a background check there is a MAVrides Driver Background Check Form.
 - Questions can be directed to mavrides@coloradomesa.edu

ASG Funding Requests:

- This process can take a few weeks to go through the entire process so be mindful.
 - The [ASG House Funding Request](#) can be found on Presence
 - Goto:Organizations->AssociatedStudentGovernment->Forms
- Either before or after filling out the ASG funding request, email ASG@coloradomesa.edu to schedule a meeting with the CFO to discuss the request, and the process in depth.

Hanging Stall Street Journals:

- Clubs can earn money by hanging the Stall Street Journals across campus.
 - Sign-Ups are first-come first-served and can be found on the [Stall Street Sign-Up Form](#) found on Presence
 - It is highly encouraged to have at least 3 people complete the hang ups.
 - On the selected date, the club members will come to Student Life and pick-up the Stall Street
- Journals and hang in every building on campus by 5pm.

Other Fundraising Options:

- Assisting with Move-In.
 - ReachouttotheDirectorofResidenceLifeforinfopriortomove-in. o Thisisalsoagreatwaytorecruitnewclubmembers!
 - Local Community Fundraisers
 - Many local restaurants offer fundraisers and such. If you completed any of these, you can submit the check to Student Life via the deposit instructions

Advertising on Campus

Logos:

Student clubs and organizations are an essential part of the college experience. It is acceptable for all student clubs and organizations to create and use their logo, providing the logo:

- does not violate the CMU visual identity and brand standards
- does not contain obscene material as defined by community standards
- does not contain words or imagery related to alcoholic beverages, illegal drugs or drug paraphernalia

Clubs and organizations are encouraged to consult with their peers in the Campus Design Studio (CDS)—a student-run graphic design studio—for professional assistance in logo design. Please email cds@coloradomesa.edu for more information on prices and services provided by CDS.

Student organizations are allowed to and strongly encouraged to identify their affiliation with the University through the proper use of the CMU "Student Lock-up." Use this lockup on all communications, products, publications, flyers, documents, websites, social media, and apparel.

To obtain permission to use the logo lockup, student organizations must:

- Be a registered student club or organization with the Student Life office.
- Submit a vector art file of their logos to the Marketing and Communication Office. The Brand Manager will then review the logo. Please email this vector file to Jeremy Smith
 - jmsmith@coloradomesa.edu
- If approved, the student club/organization logo will be "locked" to the CMU wordmark and returned to the club/organization. Once approved, the logo stays approved as long as the club/organization remains a registered student club/organization, or until the club/organization makes a choice to rebrand.
- If a club/organization decides to change the club's or organization's logo, the new art should be submitted to the Marketing Office and not used until the mark is approved.
- Any student clubs or organization that chooses not to use the student lockup on their logo, or use a mark that is not approved, are not authorized to:
 - Use University signatures, trademarks, logos, or graphics (including the CMU, WCCC, Maverick Athletic signatures, wordmarks, acronyms, trademarks, or logos (including the Maverick Head))
 - Use "CMU," "Colorado Mesa University," "Colorado Mesa," "WCCC," or "Western Colorado Community College" in any way in the club/organization's name, thereby indicating sponsorship or affiliation by the University.

Posters:

- To hang posters, please bring them to the Student Life office to be stamped for approval. Unapproved posters will be taken down and you will have to meet with Student Life prior to your club advertising again.
 - You can also submit the month ePrintingRequestForm– the Student Life Office will then print and stamp them for you and charge the club directly.
 - Posters will only be approved to hang for 2 weeks.
 - Posters can only be hung on bulletin boards – do not hang on walls, doors, or set on tables.
 - Clubs should not hang posters themselves in Residence Halls.
 - Once posters are approved, you can bring copies to Residence Life and the RAs will distribute them into the Res Halls.

Other Advertising: Stall Street Journal –

- Contact the Campus Design Studio at cds@coloradomesa.edu
- Horizon Magazine – reach out to horizon@coloradomesa.edu to advertisements in the magazine
- The Criterion – reach out to criterion@coloradomesa.edu to advertise in the newspaper

Item Check-Outs:

- Go to “Organizations” > “Student Life” > “Forms” > “Item Checkout Form”.
- We encourage you to put these requests in as soon as possible to ensure the item's availability, but at least 48 hours prior to the event is necessary.
- You can add as many of the items on one form, rather than submitting multiple forms.
- All items, except for a credit card machine can be turned into the Student Life office after 5 pm when front desk staff, and professional staff are gone.
- These items are available for check out on a first-come first-serve basis.
 - Laptops & Chargers
 - Swipers
 - Portable Speakers & Microphone
 - Credit Card Machine
 - Popcorn, Snow Cone, and Cotton Candy Machine - \$5.00 club charge/day to use.
- All items must return in working and clean order
 - Popcorn, Cotton Candy, and Snow Cone machines will have preparation, and cleaning instructions.
 - Failure to clean machines will result in additional charge for the club, and continued failure will result in loss of privileges for these machines.

Failure to Follow Policies

Any club's failure to follow any policies listed in the Maverick Guide or within this document will be subject to the following repercussions:

- **First Offense:** Written notice emailed to all club offices and advisor
- **Second Offense:** Written notice emailed to all club officers and advisor as well as a mandatory meeting with a CAB Officer.
- **Third Offense:** Clubs will not be allowed to submit any requests (including event requests) until each club officer repeats club officer training with CAB. If not completed within 2 weeks then any future reservations on campus will be canceled.
- **Year Long Suspension:** Any monetary infractions such as undocumented cash, invalid purchases, or invalid reimbursement requests, will lead to a year long suspension of no access to club accounts and functions.
- **Offenses reset at the beginning of each academic year.**

Role of Advisors

- Advisors play a critical role in the success of clubs on CMU's campus. The expectations of advisors are:
- Have at least a monthly meeting with either the club or club officers.
- Oversee elections and make sure they are done in a timely manner and that the transitions in
- Presence Transitions are completed.
- Help club officers schedule meetings.
- Provide a continuation of information from year-to-year (annual events, passwords, connections with national organizations [if applicable], fundraisers, etc.)
- If the club is traveling, the advisor should be present and pre and post travel meetings.
- Attend club officer training.