



COLLEGE OF EASTERN IDAHO STUDENT SENATE & CLUB HANDBOOK

Student Senate and Student Senate Advisor

CEI 1600 S 25th E, Idaho Falls, ID 83404

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College of Eastern Idaho Student Senate & Club Handbook

Definitions

CEI Student Senate: Student Senate is the governing body of the CEI students and its groups, club, or student organizations. Student Senate is a representative structure for students, through which they can become involved in the affairs of the school, working in partnership with school management, staff, and faculty for the benefit of the school and its students.

Club/ Group/ Student Organization: A club is a group of students with a designated purpose who are/are not specifically advised or regulated by a department. Because the existence of the club is initiated by student interest, student members carry out the direction and the day-to-day functions of the club. Clubs must have a full time CEI employee as the Advisor. The Advisor may or may not have an affiliation with the group and is chosen by club members. In addition, all clubs must complete the recognition process (membership list, club summary, and an Advisor) in order to be recognized by the CEI Student Senate. Once recognized, clubs have access to the staff, resources, and are eligible to receive CEI student associated funds. Clubs must register on an annual basis and abide by the policies of the College and the Student Association.

**YOUR
STUDENT VOICE
Matters**

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Quick Guide to Starting a Club

Clubs exist because there is an interest from our student body. Our students recognize a need and desire to gather with like-minded people to discuss academic interests, fulfill volunteer or community projects, and participate in commonly enjoyed past times. These opportunities for co-curricular learning foster an environment that respects diversity and the common good. The College of Eastern Idaho welcomes your ideas to expand current clubs/organizations or your pursuit to create a new one.

If you are interest in creating a new and exciting club, you must complete the following steps to be considered:

1. Schedule a meeting with the **Student Senate Officers** to discuss this process.
2. Create a petition for your club with a **minimum** of **four** interested students who will be your clubs founding members.
3. Write your Club Summary. (See [APPENDIX D](#)).
4. Find a **Faculty/Staff** member to serve as your advisor.
5. Submit all materials to the **Student Senate Advisor**.

Mission Statement: Your club/organization's mission statement is a paragraph that contains the fundamental principles, name, and purpose of an organization. The process of writing a mission statement will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is about and how it functions.



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I. Student Club Guidelines

i. Requirements to Form a Club

- All clubs so recognized must meet the requirements as set for clubs by the Student Senate.
- The term “Student Clubs” shall apply to all structured groups, which conform to the qualifications of the Senate, Advisor, list of members, mission, purpose, and have received Senate approval.
- All current College of Eastern Idaho Student Clubs will not discriminate based on race, color, religion, sex, age, national origin, or disability. (Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973).
- All CEI Funding-Eligible Student Clubs must have at least four CEI students as members.
- At least 51% of the organization’s membership must be currently enrolled CEI students. Some student organizations may further define and limit their membership based upon non-discriminatory practices. Examples of further limitations include restrictions permitted under Title IX, limiting membership to CEI students, or appropriate G.P.A. requirements for honor societies.
- Individuals who are non-CEI students may join a student club as non-voting members at the discretion of the individual student club. Unregistered student members of the club may not receive club benefits that include but are not limited to items, food or travel purchased with club funding provided by the CEI Student Senate or the college itself.
- Personal beliefs or viewpoint specific beliefs may not be used as criteria for membership or for eligibility to hold an officer position within the student club, except that officers may limit to enrolled students who share the beliefs, values and purposes of the organization.
- Only CEI students may serve as officers in student clubs.
- The Senate may revoke approval of any clubs that fail to maintain the qualifications as required by the Senate.
- The Senate may extend approval to temporary groups or committees, as it deems necessary.

ii. Starting a New Club

- To start a new CEI funding-eligible club, an interested student must first set up a “New Student Club Meeting” with Student Senate executive officers. Meetings can be set up by calling the Student Senate Advisor. A student cannot begin to form a new student club without first setting up and attending this meeting.
- Only one student’s presence is necessary to hold the New Student Club Meeting held with Student Senate, but a minimum of four student members are required for a student club to gain recognition. (**see registration form for further information*)
- After the initial meeting, the interested student(s) next ensure that the club has at least four members (*current students*), and create and submit a Club Summary. (See [APPENDIX D](#)). The summary will be discussed in the New Student Club meeting. Once the Club Summary is complete, it can be submitted to the Student Senate. It will then be reviewed for approval by the Student Senate and then by CEI Administration.

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- After the Club Summary is submitted with the Student Senate executive officers, the interested student(s) will be granted some temporary marketing and advertising privileges to assist with forming a new student club. These TEMPORARY privileges include:
 - The ability to reserve a recruiting booth or table in the student lounge areas up to three times a semester
 - The ability to reserve a meeting room on CEI campus through Student Services
 - The ability to post posters on campus.
 - Students with temporary marketing and advertising privileges who are seeking to start a new student club MAY NOT host events, activities or programs; use the name “College of Eastern Idaho;” do any fundraising or receive any donations.
 - When all the above steps/paperwork is complete, Student Senate will review the request for recognition. If any changes are needed to the paperwork, then the students will be notified so that changes can be made and paperwork can be re-submitted.
 - IF these requirements are met and are approved by Student Senate and CEI Administration, then the student club will be officially recognized and will gain access to all the privileges afforded to them by the college.
- iii. **Benefits**
- Recognized Clubs enjoy the following benefits:
 - Free use of CEI facilities, including meeting and conference rooms.
 - Use of college vehicles for authorized trips and conferences if driven by a full time college employee.
 - Use of the CEI Marketing office for press releases, PSA’s, and the electronic reader board for all activities open to the community.
 - Right to advertise as a CEI Student Club.
 - Right to solicit monies on campus
 - Right to sponsor speakers and events on campus
 - Right to promote the club or organization and its activities on campus
- iv. **Role of Club Advisor**
- The responsibilities of the Club Advisor vary with the activity of the club. Minimally, any recognized CEI club must have a full time CEI employee serving as the Advisor-on-record with fiscal responsibilities. A group may choose to have additional persons serving in advisory roles that may or may not be CEI employees. However only CEI employees can record and be the one responsible for the financial transactions is a CEI employee.
 - In addition to fiscal responsibilities, an Advisor’s duties may also include:
 - Responsibility for club activities, programs, personnel, and seeing that programs conform to the educational purposes of the college.
 - Attendance at club functions and programs as required, supervising and maintaining college standards of behavior, use of facilities and equipment, etc.
 - Promoting dialogue between club membership, college administration, student body, the college community, and the local community.
 - Traveling with the group on any college/club sponsored activity.
 - Similar to our obligations in the classroom, Advisors should be prepared to provide students with reasonable accommodations for all club related activities.

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v. **Community Service**

- Clubs and organizations are encouraged to do community service. No formal authorization or permission is required for a club or organization to participate in community service. Clubs may also approach Student Senate to request support.

II. **Club Event Planning**

- Clubs are encouraged to organize, plan and host activities that promote the club, its mission, and/or goals to the members, the campus, or the community. Please ask Student Senate Event Fundraiser Proposal Forms (See [APPENDIX G](#)) must be completed and submitted to the Student Senate two weeks prior to the beginning of the event.

i. **Advertising Procedures**

- All clubs on campus will follow the following procedure when advertising events, fundraisers, meetings, and other club functions. If Advertising Procedures are not followed the club may lose their advertising privileges on CEI campus for 365 days after the offense.
- All advertisements must be of an appropriate nature and must have advertising approved through the CEI Student Life office. Approved advertising will have the Student Life approved logo. This logo is available after the Student Life Coordinator approves the advertisements and is given from Creative Services.
- Once the advertisement is created a proof must be emailed to the Student Life Coordinator for review. The Student Life Coordinator will send the approved proofs to Creative Services and the club advisor. Creative Services will add the approvals to the proofs and the advertisements will be ready to print.
- All external publications that publicize CEI or use the CEI logo must first be approved by the CEI College Relations/Marketing Department.
- Clubs can use the electronic sign to promote events/fundraiser to the community. To request use of the electronic sign please contact the Student Life office.
- CEI Creative Services is located in Building Two and may be utilized for the creation and printing of posters. To request their assistance, complete the Creative Services Work Order
- Signs or flyer may be hung around campus on the cork strips and corkboards located in each building.
- Signs or flyers cannot be hung on painted walls.
- Signs or flyers cannot be hung with anything that can damage the building.
- Flyers cannot be placed on vehicles in any of the CEI parking lots.
- Signs cannot be placed in the lawn without first receiving written approval from the CEI Maintenance Department.
- Sidewalk chalk can only be used on sidewalks that are not covered by a building, overhang, or other structures.
- Posters can be hung on glass around campus if no other posters are currently occupying the desired area.
- Posters that are hung on glass should be hung using only **ONE** piece of tape. When removing the posters **ALL** tape must be removed at that time.

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- All campus and all student emails can be sent out once a week prior to the event/fundraiser and twice a week in the week of the event/fundraiser.
 - All campus and all student emails first must be approved by the Advisor of the club.
 - All advertisements must be removed, with the exception of sidewalk chalk in non-covered areas, within five business days after the event. This includes but is not limited to all posters including all tape used to hang the posters.
 - For ongoing events, posters and flyers may remain on cork strips or cork boards around campus during the school year but must be removed by the last day of the semester in which the events will conclude.
- ii. **Cash Box Requests**
- The Business Office has cash boxes available for student club use. Club Advisor's must request a cash box through the Business Office.
- iii. **Master Calendar**
- The Student Senate maintains a Master Calendar for all student associations, student clubs, and organization events. This calendar represents a compilation of events scheduled through the Student Senate, various college events, as well as student clubs. This calendar is available for review and can be helpful in planning events and scheduling fundraisers as all planned events are on the calendar. Each entity scheduling events is responsible for checking this calendar and providing the Student Senate with information to keep the calendar current.
- iv. **Campus Security**
- The campus security office is open 24 hours a day. Anytime an accident occurs on campus, campus security must be notified. Security is also available to assist with unlocking doors and providing escort when transporting money.
- v. **Event Security**
- Events open to the campus and/or the public may be required to have security. Any organization planning an event is required to complete an Event Fundraiser Proposal Form (See [APPENDIX G](#)) available through Student Senate Advisor. Completed forms must be submitted to the Student Senate. Security issues will be reviewed at that time and needs will be determined by the Student Senate Advisor. If extra security is required, any costs related to hiring security must be covered by the group offering the event.
- vi. **Food Service**
- For events held on campus, campus food service should be contacted to provide a bid for the food. Please contact the Cafeteria for menus, prices, and other catering information. In special cases, requests may be made to use an outside caterer. Please contact the Student Senate Advisor for more information.
 - Clubs or organizations who wish to prepare and/or serve food to the student body or the public must:
 - Utilize vendors who are appropriately licensed for preparing and serving the food on behalf of the club; or

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- Have at least one member complete the Food Safety/ Food Handler Training and submit the certificate to Student Senate Advisor (See Human Resource Department to have student set up with log on information for training); and
- The club received approval through the Student Senate and completed a Room Request Form.

III. Club Funding

- Funds are intended to provide clubs with the means to carry out club business, make purchases on behalf of the club, provide or attend activities or events related to the club's purpose, etc. Club funds are not intended to be used for program expenses. Exceptions to this must be approved through the Student Senate. Clubs may receive funds in a variety of ways, including fundraising, collecting dues, sponsorships or donations, receiving national funds and receiving funds from the college.
- i. **Operational Funding**
 - Student Senate will consider funding only those clubs that enhance the image of the College of Eastern Idaho and also directly benefit CEI students. ***To be eligible for funding, a club must attend at least one Student Senate meetings a semester and participate in at least one Senate designated activity, a year to receive funding from Student Senate***
- ii. **Allocation of Funds:**
 - The maximum allocation for a new club starting up will be \$750.00.
 - The maximum allocation per club will be \$500.00 per semester.
 - All awarded funds must be used to benefit the current students of CEI and are awarded at the discretion of the Student Senate and Student Senate Advisors. The awarded funds will be distributed at the end of the application timeline.
 - In order to be eligible for funds a club must meet four times a semester and have one documented event a year.
- iii. **Funding Requirements:**
 - To be considered for funding, a club must have the following information on file with the Student Senate:
 - A Club Funding Request form needs to be submitted by deadlines established each year (See [APPENDIX J](#))
 - A proposed detailed budget for the semester to justify the need for funding (See [APPENDIX E](#))
 - A calendar of events and meetings for the upcoming semester including locations
 - A current list of members including student ID numbers
 - An Accounting for Semester Activity is due on the first day of the last official school day of each semester that funds are received. If an Accounting of Activities form is not received for a semester that funds have been received, then the club will be penalized 20% of the amount requested for the following semesters until the form is received. (See [APPENDIX K](#))
- iv. **Fundraising**

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- Clubs are encouraged to raise funds to supplement their budgets. All proposed fundraisers must be approved by the Student Senate. Approval minimizes confusion, allows the event to be placed on a master calendar and reduces the incidence of competing events. An Event/Fundraiser Proposal Form (See [APPENDIX G](#)) must be completed and turned into the Student Senate Advisor at least two weeks prior to holding the fundraiser, advertising for the fundraiser, or asking any possible donor for a donation of any kind. The Student Senate Advisor will ensure the fundraiser does not break any contracts currently being held by CEI and that the fundraiser does not interfere with CEI or CEI Foundation activities. This process can be lengthy and the Student Senate Advisor will contact the club at the end of the two-week period to inform the club about the proposed fundraiser. Any club planning to solicit cash or in-kind donations from the community **MUST** provide a list of intended targets to the Student Senate Advisor. This list must be approved by the CEI Foundation prior to making any contacts.
- The following rules are implemented for all club and student fundraisers so there is no competition with the CEI Foundation and their fundraising efforts:
 - A club or student will not be able to seek a donation of more than \$50 from a business.
 - If the club wishes to seek a donation greater than \$50, the club or student will need to seek written approval from the CEI Foundation. The club or student must allow five business days for the approval process to take place before contact is made with the business.
 - A club or student cannot use raised funds to support non-CEI students, faculty, or staff.
 - A club or student cannot use funds to receive personal gain that is not an educational benefit or career advancement for the club members or the student.
 - A club or student cannot use raised funds to cover required educational expenses for the student or the club members program. If a club or student wishes to use raised funds to cover educational expenses, the funds must be distributed through and with the decision of the CEI Foundation.
 - If a club is hosting a raffle or giveaway, whether it is on or off campus, the club members and the advisor are not allowed to enter.
 - The advertising of the fundraiser will follow the Advertising Procedures listed in this handbook.
 - A club will complete the Donor Information form (See [APPENDIX L](#)) and **submit it electronically** to the CEI Foundation at the completion of the fundraiser. The form will include all donors who donate \$25 or more and wish to receive a tax receipt for their donation. Tax receipts will be issued at the beginning of the year for the previous year. No one will be able to request their tax receipt early.
 - The Club's Advisor will deposit all funds from the fundraiser to the CEI Business Office with a completed Club Deposit Form (See [APPENDIX H](#)). To ensure the funds are handled properly, the Advisor needs to deposit on at least a weekly basis while funds are being collected.
 - All fundraiser funds will be routed through the CEI Foundation.
 - After the completion of the fundraiser, and all funds have been deposited with the CEI Business Office, the club can request a funds transfer from the CEI Foundation to the club account (PCA). To request a transfer of funds, complete Request for

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Transfer Form (See [APPENDIX I](#)). Clubs should plan on the process of a funds transfer to take seven business days.

- The amount of funds transferred will be the amount of expenses the club estimated on the Event/ Fundraiser Proposal Form or the amount raised during the fundraiser, whichever is less. If the club has raised more funds than expected and more than the listed expenses, then the club will have an opportunity to request the additional funds be used for the planned event or additional event. To request a change, the club will need to submit a modified or new Event/ Fundraiser Proposal Form to Student Senate Advisor. Any funds raised by the CEI clubs that are not utilized or requested to be utilized during the school year by June 1st, will be accumulated to support a club-sponsored scholarship issued by the CEI Foundation.
- To ensure student fundraisers are not interfering with the work of the CEI Foundation, students are not allowed to ask the following businesses for any type of donation:
 - EIRMC
 - Mountain View
 - Teton Auto Group
 - Snake River Landing and Ball Ventures
 - Idaho Central Credit Union
 - Bank of Idaho
 - Idaho Steel
 - Idaho National Laboratory

The list is subject to change as donors change- Check with Faculty Advisor

v. **Sales Tax**

- Remember that CEI clubs are subject to Idaho State Tax Commission Laws. While clubs are considered tax exempt, this does not exonerate clubs from paying sales tax in appropriate settings. The following are some basic guidelines to consider:
 - Purchases made for supplies for the club can be purchased tax-free.
 - Fundraisers that involve the sale of items (not including raffles) are subject to sales tax. ***ALL tangible items are taxable.***
 - Events that charge admission are also taxable. “Suggested donation of \$3.00” looks like an admission fee and does not work as a “donation”. No suggested price may be posted, advertised or otherwise noted to qualify as a donation.

While this provides some very basic guidelines, it is not intended to be a thorough representation of the state tax law. It is the responsibility of the club or organization to familiarize themselves with any applicable tax laws, realizing that failure to do so may result in a state tax audit and the requirement to pay any back taxes. The Student Activities Office may act as a resource but is certainly not an authority in this matter.

Here is a link to a helpful resource on sales tax: http://tax.idaho.gov/pubs/EBR00051_09-29-2006.pdf

vi. **Dues**

- Clubs/organizations are entitled to collect membership dues. Dues should be set based on club needs and any national guidelines that may apply. Guidelines for collecting

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dues should be outlined in the club constitution and are the sole responsibility of the club/organization.

vii. **Special Events Funding**

- Student Senate is interested in sponsoring clubs and departments with on-campus events to increase student involvement across the campus. We are looking to sponsor diverse events that promote holidays, observations, awareness (days or months), education, etc... For example, the Math department teamed up with Student Senate and hosted Pi Day on March 14th. CEI approved clubs and college departments are eligible to apply for the funding up to \$700. Each club or department is only eligible to receive funding once a semester. Student Senate will approve up to eight special events funding requests a semester. Events hosted with Special Events funding will need to meet the criteria listed below.
 - Planned events must be open to all CEI students
 - Planned events are for on-campus events ONLY
 - Event must be advertised at least 2 weeks prior to event using 2 or more different methods
 - Events must occur in the fall or spring – (unless prior approval is obtained)
 - Special events funding cannot be used for fundraiser expenses
 - Students must be able to participate in event without a required cost
 - Planned events are only open to the CEI community (students, faculty, and staff)
- To apply for funding a proposal must be submitted to the Student Senate Advisor at least one month prior of the planned event. A complete proposal includes:
 - Typed description of planned event including the way the event will help the campus – feel free to include any visual aids
 - A complete budget with clear costs and descriptions
 - List of members of the planning committee
 - Timeline for planning including when important tasks will be completed
 - Methods of advertising
 - Specific details that are needed to share with the campus community
 - Approval from Club advisor
 - Attendance at a Club/Events training held throughout the school year –contact Student Senate advisor for dates
- Special Events Funding request will be evaluated on a first come first serve basis.

IV. **Club Accounts**

- All club funds are to be held in their club account managed by the Club Advisor with the support of the CEI Business Office. All funds will be received by and disbursed by the CEI Business Office. Each Advisor is fiscally responsible for their club account. It is advisable to allow students to assist in managing the funds, but ultimate responsibility lies with the Advisor. Adherence to policy and monitoring account statements is the responsibility of the club or organizations and ultimately the Advisor. Policies and procedures regarding the accounts are outlined below.

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i. **Deposits**

- **The Advisor must make all deposits.** Students are not to be in the direct chain of custody during transport of funds. While students may have responsibility for collecting funds, counting funds and managing funds, deposits must be submitted by the Advisor and received by a full time regular employee in the CEI Business Office. A properly completed, dated and signed Club Deposit Form must accompany all deposits. (See [APPENDIX H](#)) **NO OTHER FORM WILL BE ACCEPTED.** The amount of the deposit will be confirmed with signatures of the authorized Students Activities representatives and the Advisor on the deposit form and the deposit sign-in folder. All deposits will be received and placed in a locked safe until taken to the drop box in the CEI Business Office. **Money must be deposited in a timely manner. Monies must not be held by Advisors or officers for an extended period of time.**

ii. **Returned Checks**

- All returned checks are the responsibility of the club or organization. Any returned check received by the CEI Business Office will be debited from the club or organization account and returned to the Advisor. Clubs and organizations are responsible for collecting on returned checks.

iii. **Purchasing**

- All purchases for the club must be completed by the Advisor and must be for club uses only. It is advised and discouraged to have reimbursements to students or the Advisor unless it was necessary to make the purchase at that time. No reimbursement can be completed without the original receipt from the purchase.

iv. **Confirmation of Account Balance**

- All Advisors can receive a copy of their club account for review at the CEI Business Office. Any discrepancies should be noted, returned for correction, and should be brought to the attention of the Controller.

V. **Travel**

- Travel for college employees is governed by the institution travel policy found in the CEI Policy manual Policy 400 through 404. Travel on college-sponsored trips is permitted as long as it fits within the organization's budget constraints. Attendance at conferences, conventions, and other educational events that improve or enhance the educational programs of the college is encouraged. To plan and schedule travel refer to Advisor's supervisor for questions.

i. **Advisor Role**

- No student shall be allowed to travel on a college-sponsored trip without an Advisor or college employee acting as a chaperone. If an Advisor is not available, please contact the Students Activities Office for assistance. Special permission must be granted through the Student Activities Office for students to travel unsupervised. Clubs or organizations requesting special permission must submit a Petition Form (See [APPENDIX F](#)) describing the circumstances and the desired outcome. The Vice President of Student Affairs will review petitions.

VI. **Appeals**

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- Any club or organization requesting special permission or a variance from the policies outlined in this manual must submit a Petition Form describing the circumstances and the requested action. Petition Forms must be submitted to the Vice President of Instruction for review. (See [APPENDIX F](#))



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APPENDIX INDEX

APPENDIX A: Student Club Renewal Form

- Submit for existing clubs to renew each year

APPENDIX B: New Club Approval Form

- Submit to start a new club on campus

APPENDIX C: List of Members

- Submit with New Club Approval form to start a new club
- Submit with Club Funding Request to request semester funding

APPENDIX D: Club Summary

- Submit to start a new club on campus

APPENDIX E: Club Budget Form

- Submit with Club Funding Request to request semester funds

APPENDIX F: Club Petition Form

- Submit to petition club handbook rules or decisions made by the CEI Student Senate

APPENDIX G: Event Fundraiser Proposal Form

- Submit for event and fundraiser approval

APPENDIX H: Club Deposit Form

- Submit to deposit funds into club account or CEI Foundation account

APPENDIX I: Request for Payment Form

- Submit to request funds transfer from CEI Foundation to club account

APPENDIX J: Club Funding Request Form

- Submit to request funding from Student Senate- also must include List of Members and Club Budget Form

APPENDIX K: Account of Semester Activities

- Submit after club funding has been received that accounts for use of funds requested

APPENDIX L: Donor Information

- Submit after fundraiser to CEI Foundation so donors can receive a tax receipt

APPENDIX M: Student Travel Conduct Waiver Form

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Student Club Renewal Form

This form is to keep accurate information about the status of your club to provide better information to inquiring students. Please complete it by September 30 and return it to the Student Senate Advisor office by 5pm.

Name of Club _____

Academic Year _____

The approximate enrollment for this club is: _____ # of people

Name of Advisor _____ **Advisor Phone#** _____

Name of Student Contact _____ **Student Phone #** _____

Meeting Information (Time, place, how often the club meets etc.)

What are the club's goals for this academic year?

Executive Board (Please Print Names)	Signature and CEI ID#:
---	-------------------------------

President _____	_____
------------------------	-------

VP _____	_____
-----------------	-------

Secretary _____	_____
------------------------	-------

Treasurer: _____	_____
-------------------------	-------

Other Members:

Advisor signature: _____
If you have any questions, please feel free to contact the Student Senate Advisor at 208-535-5337 or email hailey.mack@cei.edu

New Club Approval Form

The Constitution for our Club/Organization submitted was verified by the membership and is correct and up to date.

Print

Signature

Advisor _____

President _____

Vice-President _____

Secretary _____

Treasurer _____

Representative _____

Advisor's Initial

The Club Summary has been voted and passed by our membership.

Attached is a copy of our Club Summary

An electronic copy of our Club Summary to ceistudent.senate@cei.edu

Club Summary

Please explain what the club/organization is about and the purpose it has. **Include meeting time and day.**

Contact Person:

Phone:

E-mail:

Meeting Place and Time:

Club Purpose:

Advisor's Signature:

Club Budget

Club Name: _____

Semester: _____

Proposed Income

Source	Amount

Proposed Expenditures

Activity(s) with listed estimated expenses	Amount

Who will benefit from the requested expense(s)?

Event/Fundraiser Proposal Form

Club Name: _____ Date: _____

Advisor: _____

Contact Person: _____ Phone: _____

Email: _____

Proposed Event/Fundraiser: _____

Date of Event: _____ Location: _____

Time of Event: _____

Who/What does the Event Benefit? _____

Description of Fundraiser:
What will the raised funds be used for? List expenses with as much detail as possible

How many people are expected to attend?	Is the event open to the public?
Is there a fee established?	If so how much?
Will food be provided?	If so, who is providing the food?

By submitting this form

Club Deposit Form

Club Name: _____

PCA#: _____

Date: _____

Source of Deposit:

(select only one)

_____ Dues (deposit into club account)

_____ Sponsorship (deposit into club account)

_____ Fundraiser/ Donations (deposit into EITCF account)

_____ Other: (please list)

Amount

\$1	Coin
\$2	
\$5	
\$10	
\$20	
\$50	
Total	

Checks

Check Number	Name	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		Total

** If more lines are needed please use additional form**

Total Deposit: _____

Advisor's Signature: _____

Business Office Signature: _____

****ONLY fundraised/donated funds included in the club deposits need to be deposited into CEI Foundation account ****

Request for Payment Form

Club Name:	Date Requested:
Club PCA:	
Fundraiser:	Date Needed:
Advisor Name:	Extension:
Amount Requested:	
Reason Funds Are Being Requested:	

Sales Tax

To calculate sales tax due the club needs to include the following information on the items sold. If more space is need please attach a breakdown using the format below.

Description of Item	Quantity of Items Sold	Price of Item Sold	Sales Tax Collected at 6% (per item)
Totals:			
Amount Raised After Sales Tax			Deposit into STCA (71043)
Club PCA (remained funds deposited)			

Club Funding Request Form

(Club Stipend request)

Club Name: _____

Date: _____

Club PCA Account Number: _____

Please Print Names

Club Leaders

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Faculty Advisor: _____

Description of use for funds requested:

- Submit with a Club Budget Form ([APPENDIX E](#)) and a List of Club Members ([APPENDIX C](#)).
- All allocated funds must be used to benefit the current students of CEI. Exceptions must be first discussed with Student Senate President and Advisor.
- The Club President is responsible for scheduling a time to visit with Student Senate to give a five to ten minute presentation on the description of the use of the funds. All forms will be due at the presentation.
- If funds are approved, the Club will be required to submit an Account of Semester Activities Form ([APPENDIX J](#)) by the last school day of the semester or the Club's next funding request will be reduced per Article VI Section 6.5 of the CEI Student Senate Bylaws.

The Club Funding requirements have been read and are understood.

Club President's Signature:

Club Advisor's Signature:

Student Travel Conduct Waiver

Domestic Travel

Full Name _____ ID# _____
(Please Print)

Name of event, conference or activity

Please read each statement and initial, indicating your understanding and agreement to abide by the terms.

_____ I understand that I am traveling as part of a college-sponsored activity and I am an adult and I am a representative of the college during the entire event, conference or activity.

_____ I will not engage in any inappropriate behavior that, when combined with the use of college resources (fund, personnel, facilities, equipment, or time), could reasonably lead to personal liability or charges of unethical conduct, including, but not limited to actions deemed illegal and or unlawful by the State of Idaho and/or the United States of America.

_____ I have read, understood and agree to abide by the Student Code of Conduct and the CEI policies that pertain to student conduct, travel and events.

_____ As a participant traveling on a college sponsored function, I will not just merely comply with these interpretations, but as a responsible adult, will bring respect and honor to the college.

_____ I understand that the traveling college advisor will be the responsible agent of the college for this event, conference or activity. He or she will make any final decisions regarding the safety and protection, changes to the planned agenda, and any other decisions deemed necessary.

_____ I understand that following the pre-approved agenda, and the policies and procedures of CEI will reduce personal liability and increase personal and group safety.

_____ I understand that failure to show respect and appropriate behavior for these travel procedures and college policies may be cause for disciplinary actions as outlined by CEI Student Code of Conduct.

_____ I agree to hold the College of Eastern Idaho and its employees, agents, volunteers and advisors harmless for any and all liabilities in conjunction with this trip and recognize that the college assumes no responsibility for any such occurrences not only during the activity/conference but also en route to and from such activity/conference.

College of Eastern Idaho Student Senate & Club Handbook

_____ I authorize the traveling CEI advisor to secure medical services in the event of an accident or emergency and to incur on my behalf, the expenses for necessary services in the event of accident or illness, and "I" (the parent or you the student if you have your own insurance) will provide the payment of these costs.

_____ I understand that if I have no primary insurance coverage, I will be responsible for full payment of any non-accident health issues.

_____ I understand that there are inherent risks in most activities and I have read and understand that my signature on this waiver makes me solely responsible for all such risk and liability.

_____ I have been taught and agreed to use the general safety issues that relate to this activity, event, or conference.

Emergency Contact Phone Numbers

Name	Relationship	Number
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_____	_____	_____
_____	_____	_____

Primary Insurance Company _____

Policy Number _____

Please provide any additional pertinent medical information (allergies, special medications, etc.)

By signing this, I acknowledge I have read, understand and agree to each item on the waiver form

Student Signature

Parent/Guardian Signature (if student is under 18)

CEI traveling advisor signature