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 as 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 Services, we are always happy to assist you!

We look forward to working with you!

Sincerely,

Angela Bacon, M.S.
Director of Student Services
Office of Student Services Contact Information

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

**Student Activities Professionals:**

Vivian M. Stevens, Ph.D.  
Associate Dean for Enrollment Management  
vivian.stevens@okstate.edu  
918-561-8470

Angela Bacon, M.S.  
Director of Student Services  
angela.bacon@okstate.edu  
918-561-8312

Sarah Quinten  
Admissions Specialist  
sarah.quinten@okstate.edu  
918-561-8324

Student Services Website: [http://www.healthsciences.okstate.edu/student/staff.cfm](http://www.healthsciences.okstate.edu/student/staff.cfm)  
Student Services Forms: [https://centernet.okstate.edu/students/forms.php](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 see if anyone else is 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.
- Once by-laws are created: Discuss your interest with the Student Affairs Committee student representatives (MSI, MSII and SGA VP) and they will present your plans to the Committee.
- The Student Affairs Committee will meet and vote to accept or reject the proposal.
STUDENT CLUBS

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 report their designated faculty advisor to Angela Bacon by the start of the first day of classes.
- 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 Services no later than October of the academic year.
- Club Presidents must submit a complete annual report form (including new officers) and membership roster by a specified deadline (TBA) at the conclusion of each academic year.
- All clubs must provide their by-laws to Student Affairs prior to the start of the first day of classes each academic year.
- 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...
- For additional information and policies, please refer to the Student Government by-laws.

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.
- The Student club officer(s) should keep their club advisor well informed and involved with 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 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).
EVENTS

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

Important Requirements:

- Students should never enter into a signed contract for any event; we never want you to assume that liability. This is for your protection. If an event requires a contract, contact your club advisor and/or Angela Bacon in Student Services.
- All events must be pre-approved prior to scheduling. Form is located here: https://centernet.okstate.edu/students/forms.php
- 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 (attached to this handbook). The applicant, club officer and club sponsor must all sign the form prior to the forms submission to Student Services 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. **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 attend or lead your event. Their full background information should be included on the form as well.

3. Once approved, Student Services 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: Events must be approved no later than November 30, 2015
   - Fall Semester: No events will be held after December 5, 2015 (with the exception of the Holiday Ball)
   - Spring Semester: Events must be approved no later than March 31, 2016
   - Spring Semester: No events will be held after April 24, 2016

5. Do not 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. Please email or hand deliver hard copies of your flyer/materials to Angela Bacon for pre-approval.
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. If you wish to advertise at other locations, please contact Angela Bacon in Student Services.

9. If your event is off campus and the hosting site requests a Certificate of Liability, contact Angela Bacon in Student Services with the details of the event so we can provide that documentation to you.

CHARITABLE EVENTS AND DRIVES

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

- First, just as any other event, you must submit and receive an approved event form prior to hosting the drive.
- Work with Community Relations office to assure your drive has the most success and does not conflict with other scheduled events.
- You must gain prior approval when placing donations boxes around campus. We will need to approve the location and décor of the boxes.
- 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 are required to complete the preparation listed below 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. Make an appointment with Angela Bacon 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. If your club/group is working with children under the age of 18, club participants must have completed the Minors Training required by OSU prior assisting at the 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**


**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:
2. Student pays for travel at their expense then submits receipt(s) to Student Services for reimbursement.  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.

**Lodging Reservations with an OSU ProCard:**

Provide the following information to the Business Office:

- Fully Executed Student Travel Approval Form
- 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 Services)
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 can be coordinated through an OSU approved travel agency, (we typically have used Total Travel) in conjunction with the business office.

IMPORTANT TRAVEL GUIDELINES:
1. Keep all receipts for reimbursement. (taxi’s, food, parking)
2. Receipts submitted for reimbursement must NOT include purchases of alcohol. In the event you purchase alcohol, you will need to obtain separate receipts during your trip.
3. Each original itemized receipt shall be tapped to a blank sheet of paper, clipped together and should be submitted to Student Services 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 by OSU Stillwater. Therefore please allow 4-6 weeks for reimbursement.

Things to Remember:
- Be sure to appropriately indicate from which 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 include but are not limited to:
  - Airfare, bus, taxi, train, shuttle, rental car, gas mileage for personal car, hotel, meals.
  - Please note Alcohol is NOT a reimbursable expense.
- Travel must be planned well in advance!

FINANCIAL SERVICES

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 by-laws regarding appropriate deposit and withdrawal procedures/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 delivered to Student Services within 72 hours of the event. Please note: Cash is not accepted. Personal checks and/or money orders are acceptable.

• Treasurers: be sure to obtain a deposit receipt from the Student Services office as you are responsible for reconciling the accounts.

• 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 make an appointment with Patrick Anderson at Patrick.anderson@okstate.edu to discuss your club account.

Withdrawals
• 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 to be made out directly to the vendor you may submit an invoice in lieu of a receipt.

• You will receive a check for your reimbursements.

• 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.

FOOD PURCHASES

A great deal of planning ahead needs to occur when purchasing food for a club event. First, make sure you event is already approved. Second, contact Student Services for direction and guidance. Then,

• 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 Services.

• OR,

• Student orders food from an approved vendor (for which OSU holds a charge account) then the balance is paid with club funds at a later date. Additional restrictions apply; please see Patrick Anderson or Angela Bacon.

• 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).

STUDENT CONCERNS

If you have any questions, concerns, comments or ideas, please contact Vivian Stevens, PhD, Associate Dean of Enrollment Management or Angela Bacon, M.S., Director of Student Services.