

# New ClubSigners 101: Preparing to be 1<sup>st</sup> Day Ready

Izzie Khan, SGA Club Affairs Committee Chair

Chloe Elkort, SGA Finance Committee Chair

Matt Sorensen, SGA Treasurer

Jerome Budomo, Associate Director for Student Life

# Purpose & Agenda for Today

- ▶ Important contacts
- ▶ Ease you into the student leadership role of being a ClubSigner
- ▶ Preparing you and your organization to be “1<sup>st</sup> Day Ready!”
  - ▶ How to use UVM Clubs
  - ▶ How to Use EMS
  - ▶ How to Re-Register your RSO
  - ▶ How to prepare for Fall spending
  - ▶ How to prepare for diver certification
  - ▶ How to register for New Student Orientation ActivitiesFest and Week of Welcome ActivitiesFest
- ▶ SGA Business Office & Spending
- ▶ Provide You Tips

# Important People You Should Know - SGA Business Office

- ▶ Matt Sorensen, SGA Treasurer
- ▶ Chloe Elkort, SGA Finance Committee Chair
- ▶ Bethany Wolfe, SGA Business Manager
  - ▶ Advisor to the SGA Finance Committee

# Important People You Should Know - RSOs and Galaxy Space

- ▶ Izzie Khan, SGA Club Affairs Committee Chair
- ▶ Jerome G. Budomo, Associate Director for Student Life
  - ▶ Advisor to the SGA Club Affairs
  - ▶ Manages student run organizations on campus
- ▶ Ana Sola, Assistant Director for Club Sports
  - ▶ Oversees club sports and works with organizations interested in utilizing athletic spaces
- ▶ Meg McCormack, SGA Office Coordinator
  - ▶ Oversees the SGA Galaxy Space on the third floor of the Davis Center

# Important Websites

- ▶ SGA ClubSigners Website: <https://www.uvm.edu/sga/current-clubsigners>
  - ▶ Here you will find the SGA ClubSigner Manual, links, and other resources you can turn to for assistance.
- ▶ UVM Clubs: <https://clubs.uvm.edu/>
  - ▶ RSO management system. This is where your RSO page is, all the online forms are, where you complete an event submission, along with where all new students are directed to in contacting your group.
- ▶ EMS: <https://emsweb.uvm.edu/EMSWebApp/Default.aspx>
  - ▶ Making reservations for space on campus, with the exception of athletic spaces.
  - ▶ Athletic space reservations are made with Ana Sola, Assistant Director for Club Sports.
- ▶ UVM Bored: <https://uvmboared.com/>
  - ▶ Events Calendar

# Your Responsibilities

- ▶ President
  - ▶ **Re-Register Your Organization**
  - ▶ Complete the RSO Winter Check-In
- ▶ Treasurer
  - ▶ Maintain club financial records
  - ▶ Request Budgets & Supplemental Funding
  - ▶ Stay in contact with the SGA Treasurer and Finance Office
- ▶ Both
  - ▶ **Ensure club is in "good standing" with SGA**
  - ▶ Disseminate all the information on the trainings to your officers.
  - ▶ View ClubSigners trainings/tutorials
    - ▶ You are responsible to attend and/or watch the presentation at your own time. You are also responsible for being knowledgeable on all the content presented.
  - ▶ Attend the **MANDATORY** ClubSigner Training on **Tuesday, September 5, 2023** from **5 - 6:30 PM** in the **Grand Maple Ballroom** located in the **Davis Center**.
  - ▶ Have financial signing authority of the organization
  - ▶ Only ones that can submit spending requests and purchase order/credit card requests
  - ▶ **Complete the SGA Finance Test**
  - ▶ **Complete ClubSigners Agreement Form**

ClubSigners must adhere to the minimum requirements listed in the membership section, but in addition, must be physically in attendance at the University of Vermont in order to serve in this capacity. Officers who study abroad or not on good academic/disciplinary standing will not be eligible to serve as a ClubSigner.

**Failure to complete your requirements will result in either a delay of your spending approvals being reviewed or possible denial.**

# UVM Clubs: Hands On Tutorial

- ▶ Official Student Organization Online Management Portal
- ▶ Bring out your laptop.
- ▶ Link: <https://clubs.uvm.edu/>
  - ▶ Bookmark as Favorite
- ▶ Features:
  - ▶ Home Page: Search Bar, Memberships, Events, & Links to Important Forms
  - ▶ Account:
    - ▶ Account Information: Profile, Contact Information, Privacy Settings, Notifications, Interests
    - ▶ Submissions
  - ▶ RSO Page:
    - ▶ Menu Bar: Roster, About, Events, News, Gallery, Documents, Forms, & Elections
- ▶ Changing Primary Contact:
  - ▶ Make sure you're on the roster
  - ▶ Work with your outgoing President to change the Primary Contact
  - ▶ Contact us if your outgoing President doesn't do it
- ▶ Event Submissions
  - ▶ How your request receive travel authorization.
  - ▶ **No travel authorization, spending requests cannot move forward.**

# EMS

- ▶ Official Space Reservation Management Portal managed by the Davis Center & UES
- ▶ Link: <https://emsweb.uvm.edu/EMSWebApp/>
- ▶ New ClubSigners will be updated by the Davis Center and UES throughout the summer. More likely, you will not be able to make reservations until after **July 18**.
  - ▶ Changes to ClubSigners can take **weeks** to be fully updated in EMS, so please only update if absolutely necessary!
- ▶ If this will be your first time using EMS, please ensure you log on and taking the required EMS training so you can have access to the portal.
- ▶ Features:
  - ▶ Make space/room reservations on EMS.
  - ▶ Exception: No athletics spaces/fields can be made via EMS. Reservations must be made with Ana Sola, Assistant Director for Club Sports.
- ▶ Club Sports
  - ▶ Practice space reservations needs to be made by completing the following **Practice Request Fall 2023** form.
    - ▶ These requests will be reviewed in the order that they are received and will start building schedules beginning **July 18**.
  - ▶ For competitions, you will need to work with Ana Sola, Assistant Director for Club Sports to making those reservations.



# Annual RSO Re-Registration Process



☰ 1In4



1In4

Primary Contact: Rory Ulmer

6  
Members

This organization is eligible for re-registration. Submissions are due by Thu, Sep 30, 2021 04:30 EDT.

RE-REGISTER THIS ORGANIZATION

- ▶ Update Organizational Profile
- ▶ Update Profile Picture
- ▶ Organization Roster
- ▶ Annual Risk Assessment
- ▶ Annual Registration will begin Mid-May or Early-June

# Driver Certification

- ▶ You must be at least 19 years old to be driver certified.
- ▶ Driver Certification is required for:
  - ▶ All UVM students who drive UVM owned, leased, or rented vehicles
    - ▶ Includes Hertz/Enterprise
    - ▶ Purchasing will not add names of students who are not certified on the approved drivers list that is included in your purchase orders for those companies.
  - ▶ All UVM faculty, staff and students driving a 8-12 passenger van (vehicles larger than 12 passenger vans are not allowed)
  - ▶ UVM Students driving other UVM students in personal vehicles for University-sponsored activities
- ▶ It can take up to 30 days to complete the certification process. Please ensure that you have allocated sufficient time between the date you send your driver training application and the date you need a vehicle.

# Driver Certification Process: New Driver

- ▶ **July 1:** Van Certification Enrollment Period Begins
  - ▶ Go to [website](#) & apply
  - ▶ A motor vehicle and diverse license check from the state your drivers licenses was issued will be conducted. This can take up to 2-weeks depending on the state.
  - ▶ Once the check is completed, you will receive an email on whether you are approved to proceed. If so, you will be provided instructions on how to complete a 15-minute UVM driver and motor vehicle policy training.
  - ▶ Upon completion, you will receive an access code to complete the 4-hour driving certification modules and quizzes. (Suggest take over several days.)
  - ▶ You will be emailed on whether your driver certification is approved or not.
- ▶ **July 30** - Must have completed 4-hour driver certification training by this date to guarantee certification by August 30<sup>th</sup>.
  - ▶ We cannot guarantee that you certification will be available by August 30 if you submit after this date because, by August 1<sup>st</sup>, certification process will focus on other members of the university who need driver certification.
- ▶ Certification expires exactly 1-year on the date you are certified.

*Check with your personal insurance provider to see if you receive a discount for passing this certification process.*

# Driver Certification Process: Re-Certify

- ▶ Certification expires exactly 1-year on the date you are certified.
- ▶ Go to [website](#) and check your certification date.
- ▶ A motor vehicle and diverse license check from the state your drivers licenses was issued will be conducted. This can take up to 2-weeks.
- ▶ You will not be asked to complete the two trainings again.
- ▶ Also take the time to update drivers license information.
  - ▶ This is just a quick update.

*Check with your personal insurance provider to see if you receive a discount for passing this certification process.*

# ActivitiesFest

## New Student Orientation ActivitiesFest:

There will be an ActivitiesFest as part of New Student Orientation on **Saturday, August 26, 2023** in the various greens on **Central Campus** from 3 - 6 PM (tentatively). All RSOs will be allowed to sign up a table.

- Please know that we will not be providing early move-in for groups who will be tabling so you will want to consider assigning members who will already be in Burlington who may not be living on-campus in the Residence Halls.

## Week of Welcome ActivitiesFest:

We continue the tradition of having **Week of Welcome ActivitiesFest** on **Tuesday, September 5 - Thursday, September 7, 2023** from **11 AM - 2 PM** at the **Andrew Harris Commons**. The assigned days are as follows:

- ▶ **Tuesday, September 5:** Arts & Leisure RSOs & Clubs Sports
- ▶ **Wednesday, September 6:** Academic & Diversity RSOs
- ▶ **Thursday, September 8=7:** Environmental, Media, Outdoor, Political, & Service RSOs
- ▶ You can register beginning July 17. An email will be sent to you. **Deadline:**
  - ▶ New Student Orientation: Friday, August 18 at 4:30 PM
  - ▶ Week of Welcome: Friday, September 1 at 4:30 PM.

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- ▶ You can register beginning July. An email will be sent to you as part of the “1<sup>st</sup> Day Ready” email.

# Preparing for Fall Spending

- ▶ UVM's new Fiscal Year (FY'24) will begin on July 1st.
  - ▶ The ending balance in your club's fundraised/donation accounts (131 and 311) as of June 30, 2023 will carry over into FY'24. Your FY'24 budgets will become available at the beginning of the fiscal year. 130 Fund balances do NOT carry over.
  - ▶ If your club has an FY'24 budget, those can be found on your UVM Clubs page under "Documents."
  - ▶ To be eligible for SGA funding your club must be in "good standing" beginning in FY '24
    - ▶ Have at least 1 ClubSigner present at each training
- ▶ Spending Requests for any activities that require a contract or services agreement, or goods/registrations that need to be paid for by check, should be initiated 4-6 weeks before the start of the activity.
  - ▶ If you are looking to create an open Purchase Order, submit a spending request early so that they are available by the 1<sup>st</sup> week of school. The spending request form will be available on UVM Clubs in mid July.
  - ▶ Examples include facility use agreements, high risk activities, and speaker or performer contracts.
  - ▶ Any service may require a services agreement. If you are unsure whether an agreement or contract is needed for a particular activity, please feel free to email [sga.finance@uvm.edu](mailto:sga.finance@uvm.edu).
  - ▶ Students **DO NOT** have the ability to sign any contract or agreement with an external (non-UVM) entity on behalf of UVM, these must be routed to SGA for review and authorized signature.

# Tips

- ▶ Check your UVM email over the summer
  - ▶ Unsubscribed from Constant Contact; Re-Subscribe
- ▶ Thoroughly read the emails we send you!
  - ▶ Forms that are due are typically hyperlinked on the email itself.
- ▶ Stay on top of all your deadlines
  - ▶ Re-register your organization.
  - ▶ Don't forget about the Driver Certification Open Enrollment period, if needed.
  - ▶ SGA Finance Test and ClubSigner Agreement Form will open after the ClubSigner Meeting in September.
- ▶ Visit the ClubSigners Website
- ▶ Make sure to block off on your calendar the **MANDATORY** ClubSigner Training of **Tuesday, September 5** from **5 - 6:30 PM** in the **Grand Maple Ballroom**.
- ▶ Have many of your members become driver certified.
- ▶ Disseminate this information to the rest of your officers.
- ▶ Contact us if you have any questions!



# Important Contact Information

- ▶ SGA Email: [uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)
- ▶ SGA Business Office Email: [sga.finance@uvm.edu](mailto:sga.finance@uvm.edu)
- ▶ Izzie Khan, SGA Club Affairs Committee Chair: [isra.khan@uvm.edu](mailto:isra.khan@uvm.edu)
- ▶ Chloe Elkort, SGA Finance Committee Chair: [chloe.elkort@uvm.edu](mailto:chloe.elkort@uvm.edu)
- ▶ Jerome Budomo, Associate Director of Student Life: [jbudomo@uvm.edu](mailto:jbudomo@uvm.edu)

# Questions

