



# **Recognized Student Organization (RSO) FY 24 ClubSigner Manual**

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## Welcome

Hello Recognized Student Organization (RSO) ClubSigners!

Welcome to another exciting year at The University of Vermont! The Student Government Association (SGA) and the Department of Student Life are excited to provide UVM students the opportunity to find friends, reinforce learning outside of the classroom, develop their leadership skills, make a difference in the community, explore the outdoors, compete through sports, express their creativity, and have fun doing it.

We want you to be involved, connected, and to make the most out of your UVM experience through an RSO. RSOs are an integral part of the UVM experiential education. Involvement in RSOs is a great way to get connected to the campus, build leadership skills, participate in campus programming, and build a lasting network with your peers. There are many benefits to being involved on campus, such as:

- Easing the transition from one school to another
- Helping you meet people and make friends with those who have similar interests.
- Graduating - Involved students are more likely to graduate.
- Feeling more connected to the university, the campus, the people, and with the resources the university provides
- Reporting higher levels of satisfaction with the college experience
- Encouraging and advancing your development on all levels: academic, cultural, intellectual, spiritual, and social
- Becoming knowledgeable about what is happening on campus.
- Building your resume with extracurricular and leadership development activities
- Gaining knowledge, skills and experience in leadership, communication, problem solving, group development and management, budgeting and finance, presentation, and public speaking, and much more!

For the past 3 years, we have been working hard to streamline our processes to ensure we can create comprehensive and smooth processes that makes being a ClubSigners a bit easier. Thus, the RSO Manual has been developed with one priority: to ease the transition as you step into the role of leadership within your organization. This manual has been designed to provide you with step-by-step instructions on how to complete both university and SGA processes that will ensure you adhere to university policies.

If at any point you have questions, please feel free to contact us at 806-656-2053, email at [SGAClubAffairs@uvm.edu](mailto:SGAClubAffairs@uvm.edu), or stop by our office, located on the 3<sup>rd</sup> floor of the Davis Center in the SGA Galaxy Space. Good luck and Go Cats Go!

Sincerely,  
 SGA Club Affairs Committee  
 SGA Finance Committee,  
 SGA Business Office Staff

## Office Information

<b>Mailing Address</b>	<b>Student Government Association</b> <b>Dudley H. Davis Center</b> 590 Main Street #311 Burlington, VT 05405	<b>Student Life</b> <b>Dudley H. Davis Center</b> 590 Main Street #310 Burlington, VT 05405
<b>Physical Location</b>	SGA and Student Life are both located on the 3 <sup>rd</sup> floor of the Davis Center in rooms #311 and #310, respectively.	
<b>Phone Number</b>	806-656-2053	
<b>Office Hours</b>	Our regular hours of operation are <b>Monday - Friday from 8 AM to 4:30 PM</b> ; excluding holidays.	

## SGA Business Office Staff, Student Life Liaisons, & SGA Student Leaders

### SGA Galaxy Space & Business Office

Name	Position	Can Assist With	Email
Meg McCormack	SGA Office Coordinator	Galaxy Space, UVM Clubs, SGA Vehicles, & General Questions	<a href="mailto:SGAClubAffairs@uvm.edu">SGAClubAffairs@uvm.edu</a>
Jshauna Tilton	SGA Business Assistant	Purchasing	<a href="mailto:SGAClubAffairs@uvm.edu">SGAClubAffairs@uvm.edu</a>
VACANT	SGA Business Coordinator	Purchasing	<a href="mailto:sga.finance@uvm.edu">sga.finance@uvm.edu</a>
Bethany Wolfe	SGA Business Manager	Purchasing and HR Issues	<a href="mailto:sga.finance@uvm.edu">sga.finance@uvm.edu</a>

### Student Life Advisors

Name	Position	Advises:	Email
Ana Sola	Assistant Director of Club Sports	All Club Sports and Performance-based organization advising	<a href="mailto:ana.sola@uvm.edu">ana.sola@uvm.edu</a>
Mimi Sperl	Assistant Director of Civic Engagement	All service-based organization advising	<a href="mailto:msperl@uvm.edu">msperl@uvm.edu</a>
Devin Farkas	Assistant Director of Outdoor Programs	All outdoor or environmental based organization advising	<a href="mailto:devin.farkas@uvm.edu">devin.farkas@uvm.edu</a>
Izzy Lazarus	Coordinator of Outdoor Programs	All outdoor or environmental based organization advising	<a href="mailto:Isabelle.lazarus@uvm.edu">Isabelle.lazarus@uvm.edu</a>
Jerome Budomo	Associate Director for Student Life	All RSOs	<a href="mailto:jbudomo@uvm.edu">jbudomo@uvm.edu</a>

## Risk Management

Name	Position	Advises:	Email
Douglas Connelly	Outdoor & Student Program Analysts	All RSOs	<a href="mailto:Douglas.connelly@uvm.edu">Douglas.connelly@uvm.edu</a>

## SGA Committee Chairs

Name	Position	Chair	Email
Matt Sorensen	SGA Treasurer	SGA Business Office	<a href="mailto:sga.finance@uvm.edu">sga.finance@uvm.edu</a>
Chloe Elkort	SGA Chair	Finance Committee	<a href="mailto:Chloe.Elkort@uvm.edu">Chloe.Elkort@uvm.edu</a>
Isra "Izzie" Khan	SGA Chair	Club Affairs Committee	<a href="mailto:SGAClubAffairs@uvm.edu">SGAClubAffairs@uvm.edu</a>

## Important Websites

<a href="#">UVM Clubs</a>	<a href="#">Event Management System (EMS)</a>
<a href="#">ClubSigner Website</a>	<a href="#">SGA Vehicle Rentals</a>
<a href="#">UVM Driver Certification</a>	<a href="#">Student Government Association (SGA)</a>
<a href="#">Student Life</a>	<a href="#">UVM Bored</a>
<a href="#">Davis Center</a>	<a href="#">University Event Services (UES)</a>

## Important Dates

### Fall 2023

Date	Event	Time/Location
Saturday, 8.26.2023	New Student Orientation ActivitiesFest	1:15 – 4:15 PM Andrew Harris Green
Monday, 8.28.2023	First Day of Classes	
Monday, 9.4.2023	Labor Day ( <i>University Offices Closed</i> )	
Tuesday, 9.5.2023	ActivitiesFest: Arts & Leisure RSOs & Clubs Sports	11 AM – 2 PM Andrew Harris Green
Tuesday, 9.5.2023	Mandatory ClubSigner Training ( <i>Current Club Signers must attend</i> )	5 – 6 :30 PM Grand Maple Ballroom
Wednesday, 9.6.2023	ActivitiesFest: Academic & Diversity RSOs	10 AM – 2 PM Andrew Harris Green
Thursday, 9.7.2023	ActivitiesFest: Environmental, Media, Outdoor, Political, & Service RSOs	10 AM – 2 PM Andrew Harris Green
Friday, 10.13.2023	Fall Recess (No Classes – SGA Business Office Open)	
Monday, 10.30.2023	Last day to submit New RSO Application for Fall 2023 review. Any applications submitted after may result in delay of recognition to Spring 2024.	
Friday, 11.1.2023	Last day to submit spending requests that require a <u>purchase order</u> .	
Tuesday, 11.7.2023	Fiscal Year '25 (FY'25) Budget Workshop	5 – 6:30 PM Grand Maple Ballroom
	FY'25 Budget Request Forms Available	6:30 PM (UVM Clubs – Finance Committee)

Friday, 11.22.2023	Last day to submit spending requests for <u>credit card</u> purchases.	
Monday–Friday, 11.20-24.2023	Thanksgiving Recess	
Thursday- Friday, 11.23-24.2023	Thanksgiving Recess – SGA Business Office Closed	
Friday, 12.1.2023	RSO Winter Check-In Available	9 AM (UVM Clubs)
Monday-Friday, 12.11-14.2023	Final Exams Days	

\*Dates maybe subject to change.

## Spring 2024

Date	Event	Time/Location
Friday, 1.12.2024	RSO Winter Check-In Due	4:30 PM (UVM Clubs)
Tuesday, 1.15.2024	First Day of Classes	
Monday – Wednesday, 1.15.24- 2.7.2024	Finance Committee Budget Advising Sessions	By Appointment
Tuesday, 1.23.2024	Winter ActivitiesFest: Arts & Leisure RSOs & Clubs Sports	11 AM – 2 PM (Davis Center Atrium)
Wednesday, 1.24.2024	Winter ActivitiesFest: Academic & Diversity RSOs	11 AM – 2 PM (Davis Center Atrium)
Thursday, 1.25.2024	Winter ActivitiesFest: Environmental, Media, Outdoor, Political, & Service RSOs	11 AM – 2 PM (Davis Center Atrium)
Wednesday, 2.7.2024	<b>ClubSigner Deadline: FY'25 Budget Requests Due</b>	<b>By 3 PM (UVM Clubs – Finance Committee)</b>
Saturday– Friday, 2.10-23.2024	Budget Review Begins	Will be Contacted
Monday, 2.19.2024	President's Day Holiday ( <i>University Offices Closed</i> )	
Monday – Friday, 2.26.24-3.1.2024	Budget Appeals Process Begins	By Appointment
Tuesday, 3.7.2024	FY' 25 Budget sent to SGA Senate for final approval.	
Monday-Friday, 3.11-15.2024	Spring Recess	
Friday, 3.22.2024	Last day to submit New RSO Application for Spring 2024 review. Any applications submitted after may result in delay of recognition to Fall 2024.	
Friday, 4.5. 2024	FY 24 ClubSigners (President & Treasurer) Identified	
	Last day to submit spending requests that require a <u>purchase order</u> .	
Friday, 4.26. 2024	Last day to submit spending requests for <u>credit card</u> purchases.	
Monday, 4.29.2024	Spending Closes for the Year	

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Wednesday, 5.1.2024	<b>ClubSigner Transition Training:</b> Preparing to Be First Day Ready <ul style="list-style-type: none"> <li>• Introductions of Club Affairs Committee</li> <li>• UVM Clubs</li> <li>• Re-Registration Process</li> <li>• Event Submissions</li> <li>• Preparation for Fall Spending</li> <li>• Van Certification Process</li> </ul>	<b>4:30 – 6 PM</b> <b>Grand Maple Ballroom</b>
	Re-Registration Available	6 PM (UVM Clubs)
	ActivitiesFest Registration Available	6 PM (UVM Clubs)
	Online Financial Trainings Available	9 AM (Blackboard)
Friday, 5.10.2024	<b>Outgoing Club Signer Deadline:</b> <ul style="list-style-type: none"> <li>• <b>Transition Primary Contact to New President</b></li> </ul>	<b>By 4:30 PM (UVM Clubs)</b>

*\*Dates maybe subject to change.*

## Recognition and Re-Registration

### New RSO Recognition Process

#### Application Requirements

All prospective new student organizations must submit a completed [New Recognized Student Organization Application](#) which can be found on UVM Clubs under the “Forms” tab of the Club Affairs Committee page. In order to become an RSO, the group must have:

- a minimum of ten (10) members, two (2) of which are Club Signers
- membership comprised of only undergraduate students who are enrolled in a minimum of 4 credit hours and who have paid the Student Activities fee
- held two (2) interest meetings
- identified a faculty or staff member who has agreed to serve as their campus advisor
- a mission and purpose statement
- a completed constitution

The recognition process can take 4 – 6 weeks from submission of the recognition packet to approval by the Student Government Association. The process consists of:

#### [Submission of New RSO Application](#)

New Student Organization applications can be submitted at anytime. We recommend New Student Organization Applications be submitted a minimum 6-weeks prior to the end of the semester to ensure the Student Government Association can approve recognition by their last meeting of that semester.

#### Review Process of New RSO Application

##### [Review of submissions by Club Affairs Chair and University Risk Management](#)

The Club Affairs Chair will review all new applications along with the Associate Director of Student Life. Organizations who are deemed to be “high risk” will need to complete an online Risk Assessment Form that will then be reviewed by



the University's Risk Management & Safety department. Depending on their findings, organizations may have to meet with a Student Life liaison (based on organization category) to discuss and document risk management protocols and procedures to then be re-submitted to Risk Management & Safety for review. Risk Management & Safety must approve all new RSOs in order to continue with the recognition process.

#### *Constitution Review*

The Club Affairs Committee will conduct a constitution review.

#### *Voted upon by Club Affairs Committee*

Upon approval from Risk Management & Safety and successful completion of the constitution review, the ClubSigners of the organization will need to appear before the Club Affairs Committee, along with their campus advisor to go over the submitted application and constitution review. If that campus advisor is unavailable to meet at this time, a separate meeting will need to be arranged between the Club Affairs Chair and the advisor. Should the application be approved by the committee, the New RSO will be under a probationary period until the group receives Senate recognition.

#### *Senate Recognition*

A member of the Club Affairs Committee will bring your RSO up for recognition on the Senate floor in the form of a bill. Representatives of your RSO will be required to come before the Student Government Association to answer questions about your RSO, and the Senate body will vote upon the recognition of your RSO.

#### *Once Recognized*

#### *Creating your UVM Clubs Page*

UVM Clubs is our university's recognized student organization online management system. All new RSOs are required to create a page. To create a UVM Clubs page:

- Log onto UVM Clubs at <https://clubs.uvm.edu/>
- Select the "Organizations" tab at the top.
- Select "Register an Organization" on the left hand side.
- Select "Register a New Organization"

When completing, you will be asked to create your organization, profile, select your organizational categories, add your contact information, update your roster, and upload your constitution. Upon submission, we will review and approve.

Once this is complete, the SGA Office Coordinator will be able to add your club's contact information to our listserv for emails and provide your information to the EMS management team so that they can provide you with access on behalf of your RSO. Your club will also be assigned a source number, which is unique to your club's financial accounts, which you can find in the SGA Office.

#### *SGA Treasurer Meeting*

All ClubSigners were required to attend a mandatory ClubSigner training at the beginning of the academic year. Since your organization just received recognition, you will need to meet with the SGA Treasurer in lieu of this training. You can schedule an appointment by emailing [sga.finance@uvm.edu](mailto:sga.finance@uvm.edu).

#### *Both ClubSigners Complete the SGA Business Office Test*

The SGA Business Office Test is an exam based on all the financial trainings SGA has provided. You can view the online tutorials and trainings on the [SGA ClubSigners website](#). **Both** ClubSigners must successfully pass the test. This is crucial especially if you are requesting supplemental funding from the SGA Finance Committee. You can access the SGA Business Office Test **HERE**.

### [ClubSigner Agreement Form](#)

**Both** ClubSigners are required to complete a ClubSigners Agreement Form that acknowledges that you have attended ClubSigner training or met with the SGA Treasurer, took the SGA Business Office Test, and understand all the University and SGA Financial policies. As part of this form, you will be required to submit your SGA Business Office Test result email. For your convenience, the form has been hyperlinked in the heading, but can also be accessed [HERE](#).

### [Applying for Supplemental Funding](#)

As a new RSO, you have not gone through the RSO budget request process which is due every year in January for the following fiscal year. Since you do not have a budget for this fiscal year, and to ensure your organization receives financial support, you can apply for supplemental funding. You can request supplemental funding by completing the Supplemental Request Form which can be found [HERE](#).

### Re-Registration

All previously recognized SGA RSOs are required to re-register their organization annually between May – August. Your RSOs re-registration can be found on the front page of your group’s UVM Clubs page. Re-registration includes updates to:

- Profile
- Roster
- Risk Assessment

### [UVM Clubs](#)

UVM Clubs is the official recognized student organization management system. You can access UVM Clubs by:

1. Visiting <https://clubs.uvm.edu/>. We recommend you add this link as a bookmark on your preferred internet browser.
2. To log on, you will use your UVM Net ID and password.

Through UVM Clubs, you will be able to complete any SGA form along with creating Event Submissions on behalf of your organization.

### Off-Campus Event Submissions Planning

The purpose of the Event Submission processes is to ensure all RSO off-campus events are safe for all students to participate along with ensuring your organization adheres to university policies and procedures. The event submission initiates both domestic and international travel authorization requests and is needed for related spending requests to be processed. All SGA RSOs must create an event submission, and the submission must be approved for all off-campus events before travel is conducted.

### Travel Authorizations

All off-campus events hosted by an SGA RSO, whether or not purchased with SGA funds, must receive travel authorization. Travel authorizations are reviewed for:

- Overnight travel within the state of Vermont.
- Any domestic travel outside the state of Vermont.
- Any international travel outside of the U.S.

### Domestic Travel

Requests for travel authorizations are generated from event submissions your organization submits via UVM Clubs.

## International Travel

Requests for travel authorizations are generated from event submissions your organization submits via UVM Clubs. There are additional review steps as international travel is granted by the University and not SGA.

- Country and city the group is traveling to will be reviewed based on the [U.S. Department of State Travel Advisory](#). Any country or city with a Threat Level 3 or higher will be automatically denied.
- If the country and/or city has a Threat Level 1 – 2, the RSO will be contacted to create an International SOS Review Itinerary.
- Once the organization emails back the International SOS Review Itinerary, it will be forwarded to the University International Travel Advisory Group (ITAG) for review and approval.

## Creating an Event Submission

- Navigate to your RSOs UVM Club Page.
- Select “Events” on your UVM Clubs Organizational Tools bar.
- Select “Create Event” (Blue bottom on the upper right of the page)
- Tips:
  - Be as accurate as you can be with the information you are entering about your event.
  - Once you have submitted, if you need to make changes to your submission, please let the reviewers know and they can “deny” your event submission so that you can go back into your original submission, make the necessary edits, and resubmit. You do not need to create a new submission.

## Travel Mode – Driving

### SGA Vehicle

The Student Government Association currently has a fleet of **eight** 12-passenger vans and one 5-passenger truck. These vehicles are available to be rented by SGA-recognized clubs. Rental costs are \$70 per day. Detailed information about the SGA Vehicle Rental program can be found here: <https://www.uvm.edu/sga/sga-vehicle-rentals>. Helpful tips:

- Please familiarize yourself with the [SGA Travel Guide](#) as it outlines the procedures for requesting and renting an SGA vehicle.
- Make sure you submit an SGA [vehicle request form](#) no more than 5 weeks prior to the date of your trip.
- This does not guarantee you will receive an SGA vehicle, so ensure you have a contingency plan.
- All SGA vehicle rentals will need a minimum of 1-2 UVM certified drivers per vehicle in order to rent.
- Please ensure you review the [SGA Transportation Policy](#) as well.

### SGA Vehicle Distances:

SGA Vehicle	Maximum total distance (less than or equal to) off campus, per trip
EAB 310 & 311	2000 miles
BMN 890 & 891	1500 miles
GYN 558 & 559	1000 miles
FET 561 & 563	Chittenden County Only
BER 292 (5-passenger Truck)	2000 miles

### 3rd Party Vehicle

SGA RSOs may rent vehicles and vans from local vehicle rental services, also referred to as **external vendors**.

UVM has supplier contracts with Hertz and Enterprise. Due to these contracts, these vendors have first rights of refusal, meaning you must first try to make a reservation with these vendors, and if they cannot accommodate you, only then

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will the university consider using other external vendors. In addition, Hertz and Enterprise provide rental vehicles at a discounted price for UVM-affiliated groups, including RSOs.

When contacting external vendors, always use the information found in the UVM Contracted Suppliers spreadsheet, found in the sidebar on [this webpage \(UVM Purchasing & Contracts\)](#). This spreadsheet is regularly updated, so it's best to download the file every time and delete it as necessary. Make online reservations using *only* the links provided in the spreadsheet, as these links are preloaded with discount and UVM account information.

External vendors **MUST** be paid with a Purchase Order (P.O.). Spending requests for a P.O. must be submitted 4-6 weeks prior to the rental date. P.O.s will not be created without a confirmation or reservation number from the vendor.

#### *External Vendor Tips:*

- Call vendor 1-2 days before the rental to confirm.
- Bring the printed-out P.O. to the vendor when picking up your rental.
- Blanket purchase orders are beneficial but need to be updated every time your RSO travels, as purchasing does enter the updated information onto both the Hertz and Enterprise systems along with updating the P.O. itself. Bringing a *blanket* purchase order to the vendor will cause a delay as the form would technically be incomplete.

#### *Hertz* – Hertz (renters must be aged 19+)

- Use the UVM Contracted Supplier spreadsheet to verify who to contact at Hertz with questions.
- Use **UVM Discount Code (CDP#) 1814044** when booking online or via telephone.
- For local rentals, **ALWAYS** use the **1335 Shelburne Rd** location to avoid additional daily airport fees.
- If there are no vehicles available, please contact Meg (SGAClubAffairs@uvm.edu) ASAP.

#### *Enterprise* – (renters must be aged 19+ for approved vehicles, or aged 25+ for 12-passenger vans)

- Use the UVM Contracted Supplier spreadsheet to verify who to contact at Enterprise with questions.
- **UVM's Corporate Account Number (discount code)** for Enterprise is **JN0500**.
- For local rentals, **ALWAYS** use the **1891 Williston Rd** location to avoid additional daily airport fees.
- If there are no cars/SUVs available, please contact Meg (SGAClubAffairs@uvm.edu) ASAP.

#### Personal Vehicle

If your RSO decides to use personal vehicles for transport for your event, every driver must complete an [SGA RSO Event Personal Vehicle Driver Agreement](#) form.

#### *Note:*

- If a driver is using their personal vehicle to transport other members (providing carpooling) to and from an event, they **MUST** be UVM driver certified along with having a Personal Driver Agreement on file.
- If drivers are using their personal vehicle to only transport themselves (not providing carpooling) to and from an event, they are not required to be UVM driver certified, but still have a Personal Driver Agreement on file.

#### UVM Driver Certification

Driver Certification is required for:

- All UVM students who drive UVM owned, leased, or rented vehicles
- 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

So, whether using an SGA, 3<sup>rd</sup> party vendor, or personal vehicle, if you are driving and carrying passengers, you will be required to be UVM Driver Certified.

Tips:

- 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's training application and the date you need a vehicle.
  - Depending on the state someone has their ID from, it can take longer for individuals to be approved to start the two online training courses. This is due to how quickly different states can complete a driving record check for each individual.
  - The policy training is quick, but the defensive driving training does take a few hours, so please plan accordingly.
- We recommend having many of your members become driver certified, especially if your group typically travels far distances. Trips out of state require multiple drivers in each vehicle in order to be approved.

### Towing

If your organization requires towing, each driver will be required to complete additional hands-on training with Risk Management. Please contact Doug Connelly at [Douglas.Connelly@uvm.edu](mailto:Douglas.Connelly@uvm.edu) for more information.

### SGA Gas Cards

RSOs may use their 131 fund (or supplemental funding) to pay for fuel. This is made possible through access to credit cards we refer to as SGA Gas Cards.

- Spending requests for gas cards must be submitted no later than a week before you need the card(s).
- You'll need to schedule an appointment with the SGA Office to pick up the cards,
- Physical receipts for gas purchases **MUST** be collected from every transaction.
- States outside of New England (VT, NH, ME, MA, RI, and CT), New York, Pennsylvania, and New Jersey are **locked** – you cannot make purchases with gas cards outside of these states without letting Meg know at least a week beforehand.
- Each gas card has an individual, specific PIN that must be entered at the pump.

### Tolls

Driving through unmanned tollbooths will incur a toll charge via license plate readers. If you go through a toll in an SGA vehicle, you need to report to the SGA Office the states in which you go through tolls. If you do not, the charge to your RSO will increase due to late fees.

Currently, SGA vehicles are not equipped with EZPass transponders, and vehicles rented through external vendors likely do not have EZPass transponders, either.

### Travel Mode – Bus

#### School Bus Rental

SGA RSOs may also rent school buses from local vehicle rental services. UVM has contracts with the following service providers and have first rights of refusal:

*First Student Charter School Bus* – Email [jennifer.mitchell@firstgroup.com](mailto:jennifer.mitchell@firstgroup.com) or [daniel.sargeant@firstgroup.com](mailto:daniel.sargeant@firstgroup.com) to obtain a quote.

STA/Mountain Transit – If First Student is unable to support your request, **only then** can you reach out to STA/Mountain Transit. Email [mtcharters@ridesta.com](mailto:mtcharters@ridesta.com)

Coach Bus Rental

SGA RSOs may also rent coach buses from local vehicle rental services. UVM has a contract with the following service providers and those vendors have first rights of refusal.

Lamoille Valley Transportation – Email [joel@lvt.org](mailto:joel@lvt.org) for more information.

Lodging Requirements

AirBnB & VRBOs

Air BnB, VRBOs, and other accommodations require additional approval. Please note that reservations and all correspondence with the host must be through the official Airbnb/VRBO website.

The rental must have:

- Smoke detectors with photoelectric sensors in all buildings, particularly in rooms where guests sleep.
- Carbon monoxide (CO) detectors in all buildings, particularly in rooms where guests sleep.
- Multiple egresses (exit - this can include windows that open for emergency exit) in rooms where guest sleep. (Note: No basement accommodations are allowed.)
- Ability to secure/lock the premises.

Be prepared to upload a spreadsheet with the following information:

- At least 3 choices of AirBnB/VRBO or accommodations on your approval request spreadsheet so that we can review and approve several locations in the event that your first choice is no longer available by the time approval is granted.
- Spreadsheet:

Choice	Link to Listing	What kind of heating systems are used in the buildings? When were the heating systems last serviced?	Do the buildings where guests sleep have fireplaces or wood stoves? (Yes/No)	Are there cooking facilities in buildings where guests sleep? (Yes/No)	Are there any sleeping accommodations on a second or higher floor? (Yes/No)	Are these facilities inspected by the state Fire Marshal or the community Fire Department on a regular basis? When was the last inspection? (Yes/No)
1						
2						
3						

Alcohol

Any off-campus RSO events where the group will be hosting a cash bar or have an event where alcohol can be purchased at the venue (i.e. location with a bar) will be required to complete an additional alcohol request form. This form will be emailed to the event planner. Please note that an open bar is not allowed and UVM funds used towards the direct purchase of alcohol.

In addition to completing the alcohol request form, the organization must provide as supplemental information the following:

- Signed alcohol request form.

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- Statement of Purpose (Why alcohol is an important component of this event. It should not be the focus of your event.)
- Guest List (First & Last Name, Age, and Date of Birth)
- Copy of karting/advertisement of event.
- Confirmed Catering Menu (Food and non-alcoholic beverages must be provided by the organization for free to all participants).

Once completed, the entire packet needs to be returned to [jbudomo@uvm.edu](mailto:jbudomo@uvm.edu) for review. Should all the components of the alcohol request packet be submitted, it will be forwarded to the Director of Student Life, Chief of Police, and Vice Provost for Student Affairs for signature authorization. Once authorization is provided, only then will your event submission be approved.

### Protection of Minors

In the event your organization is having an event, where your members work in direct contact with minors or work in programs involving minors (minors are non-affiliates under the age of 18 years), there will be additional requirements required for the organization. Direct Contact is defined as the possibility of care, supervision, guidance or control of minors and/or routine interaction with minors. Additional requirements may include:

- Members may need background checks and will need to complete UVM online training
- You need to notify the Department of Risk Management & Safety by filling out this form: <https://www.uvm.edu/riskmanagement/forms/registration-form-programs-and-activities-involving-minors>
- Please read UVM Risk management's Protection of Minors website and UVM's Policy for the Protection of Minors to determine what steps your club needs to take:
  - <https://www.uvm.edu/riskmanagement/protection-minors->
  - [http://www.uvm.edu/policies/general\\_html/protectminors.pdf](http://www.uvm.edu/policies/general_html/protectminors.pdf)

## On-Campus Event Planning

### [Event Management System \(EMS\)](#)

A benefit as an SGA RSO, you are eligible for free space reservations on-campus. Space reservations are made on [EMS](#). For new/first time users, please ensure you [activate](#) your EMS portal and complete the required training. All ClubSigners are added to the EMS system and to your specific organization. Please ensure you know your chartstring number when making reservations.

### [Davis Center](#)

The Davis Center staff oversees all event logistics for meetings and programs within the Davis Center. If you are planning an event within the Davis Center, we highly encourage you to visit their [website](#) along with scheduling a meeting with Davis Center Scheduling and Event Coordinator who can assist with [event planning](#) and logistics of your event.

### [Classroom & Outdoor Spaces](#)

University Event Services (UES) staff oversee all event logistics for space on campus outside of the Davis Center. We highly encourage you to visit their [website](#) along with scheduling a meeting with one of their Special Event Coordinators who can assist with [event planning](#) and logistics of your event. Here are some useful planning tools:

### [Athletic Spaces](#)

Athletic spaces are the only locations that cannot be reserved through the EMS system. Instead, you can contact Ana Sola, Assistant Director for Club Sports at [Ana.Sola@uvm.edu](mailto:Ana.Sola@uvm.edu) to schedule a meeting to discuss making an athletic space reservation.

Last Edited: 9.8.2023

On-Campus Event Planning Tools

- [Event Planning Checklist](#)
- [Event Planning Resource Library](#)

## Incident Reporting

### Physical Injury

If someone is injured, follow the steps below-

1. Clear the area and assess the individual.
2. If emergency services are needed, have someone call 911 or local emergency contact.
3. Send someone to get the nearest first aid kit and AED.
4. Apply the necessary First-aid or CPR, if someone with certification is present, or stay with the injured party until additional help arrives.
5. If the individual is transported to the hospital, call Jerome Budomo, Associate Director for Student Life at 619-861-4312. If Jerome is unavailable, feel free to call Lina Balcom, Director of Student Life at 802-922-6097.
6. If a Club Sport and if the individual is cared for without a hospital visit, encourage them to make an appointment with the [Club Sports AT](#) to further assess the injury and provide the appropriate follow-up care.
7. Complete a Club Sport or RSO Accident Report within 48 hours. The Club Sports Accident Report can be found [HERE](#). All other RSOs are to complete the following RSO Accident Report found [HERE](#).

### Vehicle Rental Non-Emergency Procedures

Below is information regarding who you should call in the event you have non-emergency vehicle issue. Such issues can include: Flat tire, dead battery, keys locked in the van, breakdown, etc.

#### Who to call for Assistance

Vehicle Type	Days, Times & Location	Who To Call
SGA Vehicle	On Campus during business hours: <ul style="list-style-type: none"> <li>• Monday – Thursday from 7:30 AM - 4:30 PM</li> <li>• Friday from 7:30 AM – 3 PM</li> </ul>	Call Transportation and Parking Services: (802) 656-8686
	On Campus outside of business hours	Call Campus Security:(802) 656-3473
	Off-Campus	Call a local tow company. Along with calling: <ul style="list-style-type: none"> <li>• Ana Sola (Club Sports): 612-481-7996</li> <li>• Jerome Budomo (All other RSOs): 619-861-4312</li> </ul>
3 <sup>rd</sup> Party Rental Vehicle	Anwhere at Anytime	Call the vehicle rental company.