'24-'25 Welcome To Being a ClubSigner

UVM SGA
Topics Covered:

- People to Know
- Club Operations
- Financial Basics

Goal of the Training:

Provide understanding of introductory information needed to be a clubsigner and successful club leader
People to Know!

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Helpful Terms

SGA Galaxy Space:
- SGA's office in the 3rd floor of the Davis Center to the right of Henderson’s
- Open to all

Clubsinger:
- The president and treasurer of your club
- Could have 3rd (ex: VP)

RSO:
- Recognized Student Organization
- A club!

Gormley:
- SGA's conference room in the back left of the Galaxy Space

Supplemental Funding:
- Money set aside for unexpected or unbudgeted costs or expenses that is available to be requested on a rolling basis (ex: Nationals, Gas, broken equipment, etc.)
ClubSigner Responsibilities

FYI: You cannot serve in this role while abroad - please let us know if you are going abroad

- Communicate with SGA
- Watch all training/tutorials on SGA Website
- Attend all mandatory trainings
- Fill out SGA forms on time
- Maintaining a positive culture within your organization
  - expectations, participation, updating constitution as necessary
- Have financial signing authority of your organization
- Only ones that can submit spending requests + purchase orders/credit cards
- Maintain club financial records
- Request budgets + supplemental funding
Big Action Items by Month

May-July
- Supplemental Requests close 5/3 at 12pm
- Spending Requests close 5/3 at 4:30pm
- Club Sports practice requests due in May
- Re-registration opens April 30th

August
- New Student Orientation
- ActivitiesFest Registration due August 20th
- ActivitiesFest Registration due August 27th

September
- Re-registration is due September 1st
- Check your email
- Mandatory ClubSigner Training on the 9th of September from 4-6

Late Fall
- Mandatory Budget Workshop
Big Action Items by Month

December
- Winter Check-In due before winter break

Early Spring
- Budget review process for FY'26

April
- ClubSigner Changeover Form due April 18th
- Mandatory ClubSigner Training on the 28th
Finance Basics

- Fiscal year runs from **July 1st to June 30th** of the following year
- Each Club has 3 accounts with SGA
  - **130** Account - Budgeted Account
    - Funds from SGA (budgeted or supplemental)
    - Funds can only be spent on what they were requested for
    - Funds do not carry over year to year
  - **131** Account - Fundraised Account
    - Funds fundraised by your club
    - Spending up to ClubSigner discretion
    - Funds carry over year to year
  - **311** Account - Gifts and Donations Account
    - Held by the UVM Foundation
    - Can be spent at the ClubSigner discretion
    - Funds carry over year to year
Supplemental Requests 101

Step 1:
Submit your request on UVM Clubs

Step 2:
Supplemental Meeting gets scheduled and held

Step 3:
Finance Committee meets to discuss allocations

Step 4:
Allocation posted to UVM Clubs with explanation

Step 5:
Money is posted to your 130 account

NOTE:
- Separate form for gas vs other supplemental requests
- Requests close Friday 05/03
1. Space Reservation Portal managed by the Davis Center and University Event Services (UES)

2. 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.

3. Changes to ClubSigners can take weeks to be fully updated in EMS, so please only update if absolutely necessary!

4. For athletic spaces, please contact Ana Sola!

5. Club Sports
   a. CANNOT book practices in Athletics spaces or Mann Hall yourselves
      i. Schedules will be built in August on a rolling basis and in the order that they were received
      ii. For competitions, contact Ana Sola
Annual RSO Re-Registration Process

Steps:

1. Go to your RSO’s UVM Clubs page
2. Select “Manage Organization”
   a. update organizational profile
   b. update profile picture
   c. organizational roster
   d. annual risk assessment
   e. constitution upload
3. Annual Registration will begin April 30th
Driver Certification: New Driver

1. If you are not driver certified, we recommend you get driver certified over the summer
2. July 1st: Van Certification Enrollment Period Begins
   a. You will need your driver’s license number to apply, so they can run a background check
   b. After application, an automatic email will be sent with next steps
3. July 30th: Must have completed 4-hour driver certification training (instructions sent by email) by this date to guarantee certification by August 30th

To start this process:
- Search UVM Driver Certification or click Driver Certification at the top to get redirected to the website

Driver Certification can take up to 30 days to complete the certification process! Please allow enough time between training + date you need a vehicle

Tip
- Check with your personal insurance provider to see if you receive a discount for passing this certification process
ActivitiesFest

New Student ActivitiesFest
The week before school starts

ActivitiesFest
September 3-5

Cats Reconnect
2-3 weeks after
RSO management
Forms for finances, club signer changeover, and advisor agreements
Can be utilized for information about club for prospective members ex:
contact info for club signers, location/time of meetings

UVM Clubs
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EMS
Reservations for space on campus except for
athletic spaces
Athletic Spaces are made by contacting Ana Sola

SGA ClubSigners Website
SGA ClubSigner Manual, links, other resources for assistance in running
your organization

UVM Bored
Events Calendar
Additional Opportunities!

1. GroupMe
2. Join our meetings during public forum (7pm in the Livak Ballroom)!
3. Follow @uvmsga
4. Follow @uvmclubs (we will promote your club if you reach out!)
What You Need to Know Right Now

1. Re-register your organization starting April 30th
2. Start the driver certification process
3. Write down the dates for ActivitiesFest
   a. New Student Orientation ActivitiesFest (August 24th 1-4 pm) *TIME TBD*
   b. Week of Welcome ActivitiesFest (September 3-5 11am-2pm)
   c. Cats Reconnect (2-3 weeks after Week of Welcome ActivitiesFest)
4. Supplemental Funding for ’23-’24 closes Friday, May 3rd
   a. Reopens in July
5. Heads up! The SGA “cage” will be organized this summer
   a. SGA is starting a requirement for club materials to be sorted through every semester starting next year

Who to Contact:
(1, 3) McKenna (sgaclubs@uvm.edu)
(4) Eloise or Matt (sga.finance@uvm.edu)
(5) (uvmsga@uvm.edu)
Attendance Form: