

MICHIGAN 

ROSS SCHOOL OF BUSINESS

Welcome Club Officers

Agenda

- Introduction
- Getting Started
- SOAS
- Ross Club Finance Information
- Policies
- Contracts & Risk Management
- Officer Transition
- To-Dos

Introductions

- Heather Byrne, OSL
- Michelle Hodas, OSL
- Roopak Pati, SGA President
- Christine Baron, SGA VP Graduate Day Students
- Lily Chen, SGA VP of Clubs
- Omer Ismail, SGA VP of Finance

WHAT DOES SGA MEAN FOR CLUBS?

- Approves new clubs
- Determines requirements for all clubs
- Approves re-registration of continuing clubs
- Grants funding requests
 - ~ Ross gives SGA money every year
 - ~ SGA accepts funding applications from clubs
 - ~ Form can be found on SGA's website
 - ~ Questions about funding and process should be directed to VP of Finance, Omer Ismail.

BENEFITS OF BEING A RECOGNIZED CLUB

- Access to use of business school space
- May apply for funds from SGA
- Free access to CampusGroups
- Table at Meet the Clubs

RE-REGISTERING YOUR CLUB

- Re-register club with MSA
 - ~ <http://studentorgs.umich.edu/>
 - ~ Deadline: October 1, 2009
- Re-register club with SGA
 - ~ <https://ross-sga.campusgroups.com/>
 - ~ Deadline: October 1, 2009

CLUB RESOURCES

- OSL iMpat Page: <http://www.bus.umich.edu/impact/StudentLife>
- Mass Email Communication Tool
- CampusGroups
 - ~ Manage members
 - ~ Send Emails
 - ~ Create and maintain website
 - ~ Maintain Calendar
 - ~ Send event invites & receive RSVPs
 - ~ Share documents with officers and members
 - ~ Conduct Surveys
- Mail Folder

SOAS

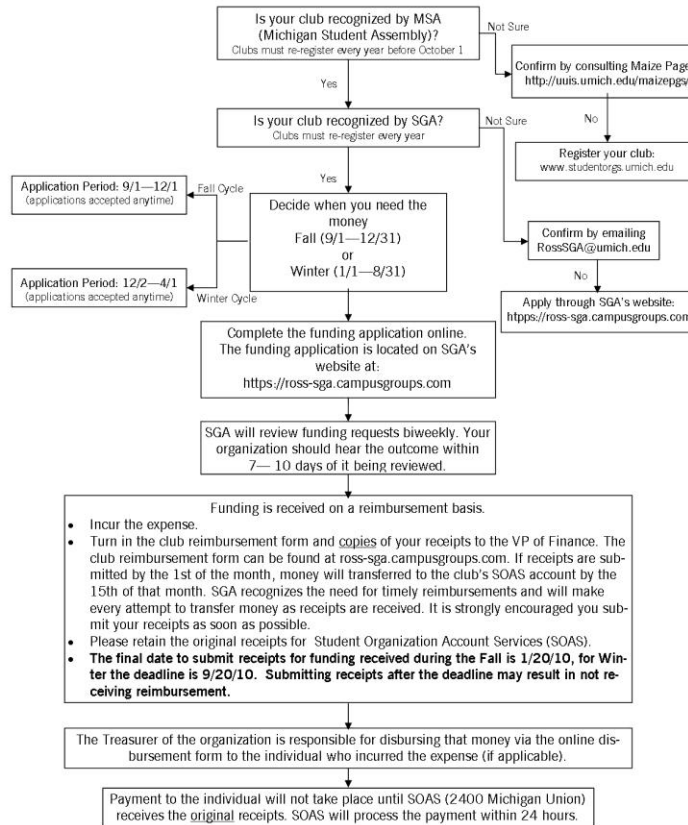
- Student Organization Account Services
 - ~ Contact Info
 - <http://www.soas.umich.edu/>
 - 2400 Michigan Union, M-F 8a-5p
 - soas@umich.edu
 - ~ Deposits
 - ~ Payments & Reimbursements
 - ~ Online Procedures
 - ~ Statements of Activity
 - Authorized signers can email soas@umich.edu

Off-Site Bank Accounts

- Know the risk:
 - ~ Your ss# is on the account
 - ~ No recourse if another signer on the account steals all the money
 - ~ Accountability to your members
- Should you consider a Tax ID#?
 - ~ Puts you on the IRS' "radar"
 - ~ Tax filing requirements

SGA Funding Process

2009-2010 SGA Funding Process for Clubs



Please Note: The balance of the amount granted by SGA that is not spent by the end of the respective cycle will remain with SGA and be used to fulfill requests from other clubs and individuals.

FACILITIES POLICIES-ROOM RESERVATIONS

- Ross Facilities is committed to the provision of space in support of all instructional, administrative, and SGA-recognized student organization activities. Unlike other venues on campus that may exist primarily or solely for events, Ross must prioritize the use of its space for academic purposes. Please review [Ross' Facilities policies](#) on the Club Resources Website.
- Ross' SGA recognized student organizations/clubs may request Blau and the Colloquium up to one (1) year in advance; however, the reservation will not be confirmed until 6 months prior to the event due to scheduling priorities (see Section II in the Facilities Policy).
- Classrooms and breakout space may be reserved after the academic calendar has been confirmed and published.

FACILITIES POLICIES-TABLES IN WINTER GARDEN

1. Only SGA-recognized clubs are allowed to reserve tables in the Winter Garden. Email Facilities@umich.edu
2. A club can only reserve one space at any one time.
3. All posters are to be mounted on an easel. Do not tape posters to the walls.
4. All clubs are to use a table skirt. This can be requested from Facilities.
5. All clubs are to maintain a clean surrounding. (ie. backpacks/supplies stored underneath the table)
6. No food distribution is allowed.
7. Tables cannot be left unattended.

Same table rules apply for Lower Level except food distribution is allowed and they can be left unattended.

Alcohol Policy

- Event must be approved by Dean or his designee (OSL)
- Must use own funds to purchase alcohol—can't use SOAS funds
- Alcohol must be served by licensed server (not all caterers are licensed servers)
- Register the event/meet with OSL to review policy
- Event must have purpose beyond the consumption of alcohol
- Two officers need to be present and ensure policy is being followed
- Substantial food and other beverages should be served
- When applicable, transportation arrangements should be made for attendees

Contracts

- Make it clear who is signing the contract:
 - ~ If the student organization is signing the contract on their own, it should be clear that the student organization is *not* signing on behalf of the University.
 - ~ If it is intended that the University should be contractually liable, the contract must be signed by the Regents of the University (OSL will facilitate this process).

Risk Management/Insurance

- Voluntary Student Organizations (VSO) should consider purchasing insurance for their events
- Even if your event is on campus, your organization is still liable
- Consider coverage for:
 - ~ Property Damage
 - ~ General Liability
- To purchase coverage, contact an outside vendor
- General questions? Contact OSL or Risk Management

Transition

- A successful transition will keep the momentum of your organization moving forward
- Consider:
 - ~ Saving documents to CampusGroups for future officers
 - ~ Creating a key contacts list of companies, administrators, etc.
 - ~ Check out the transition check lists on the club resources website

“To Do’s”

- You must re-register with MSA and SGA by **October 1** in order to maintain your status as a club
- Update your information in CampusGroups, especially events and officers
- Familiarize yourself with the Club Resources tab in iMpack:
<http://www.bus.umich.edu/impact/StudentLife/>
- Review the SGA website if interested in applying for club funding

OFFICE OF STUDENT LIFE

Q & A

Contact us:

studentlife@bus.umich.edu

734-647-6543

E2420

MICHIGAN 

ROSS SCHOOL OF BUSINESS