

Operation Organization: Guide for Student Organizations

Fall 2020

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Introduction

Wartburg campus organizations extend learning from textbooks to real-life situations. By becoming involved with campus organizations, students gain skills in leadership, problem solving, goal setting, public relations, community service, and creativity. Involvement in one of nearly 100 campus groups and organizations will help you develop career skills, learn to work with others, put ideas into action, and experience personal growth. Visit www.wartburg.edu/orgs/ for a complete list of student organizations. Organizations are divided into academic, broadcasting and publications, campus ministry, honor societies, performing arts, service and interest, and athletics and recreation. An involvement fair is held at the beginning of Fall Term, but students are welcome to join organizations at any point during the year. The director of campus programming can assist your search for the campus organization that best fits your needs or help you start a new organization.

Helpful Contacts

| | | | |
|--|--|--------------|---------------------|
| Director of Student Engagement | Lindsey.leonard@wartburg.edu | 319-352-8526 | Student Life Office |
| Student Orgs email (monitored by Student Life Staff) | studentorgs@wartburg.edu | | Student Life Office |
| Information Technology Services (ITS) | Techline@wartburg.edu | | CTC 100 |
| Dining Services | Shelly.geweke@wartburg.edu | 319-352-8303 | Student Center |
| Conferences & Events | Holli.gorman@wartburg.edu | 319-352-8680 | Student Center |
| Campus Security | Campus.security@wartburg.edu | 319-352-8372 | Student Center |
| Maintenance | Maintenance@wartburg.edu | 319-352-8318 | Physical Plant |
| Business Office | Businessoffice@wartburg.edu | 319-352-8411 | LH 212 |

Student Organization Activities During Pandemic

Student Organizations are encouraged to use online platforms for as many of their activities as possible, including programs and executive/officer meetings. If an event must be held in person, organization leaders must work with Holli Gorman (holli.gorman@wartburg.edu) to ensure that the space being used is large enough to accommodate appropriate physical distancing. Face masks must be worn at any and all in-person student organization activities. With respect to food & beverage during student organization programming, please use individually packaged items. For example, single-serving drink pouches may be used as an alternative to pouring from a large soda bottle into individual cups, and snack-size chip baggies are a suitable alternative to a shared “family size” bag of chips. Please contact your advisor or lindsey.leonard@wartburg.edu with specific questions about how to safely provide snacks at your program.

Failing to uphold these expectations will result in the following repercussions:

- **First incident:** Operation of student organization meetings and gathering will be suspended for the term.
 - Organization recognition is frozen for the term. All benefits allotted to recognized student organizations will no longer be made available: no access to senate funding, frozen 60 account, no posting, no space reservation, etc.
 - Operation as a student group (formal or informal meetings) must also cease.
- **Second incident** (including not respecting the consequences delivered from first incidence): suspension of benefits continues through the remainder of the academic year.
- **Third incident:** Status as a recognized student organization is abolished.
 - Leaders must go through application process no sooner than fall 2021.

Recognition & Registration of Student Organizations

Student organizations are a vibrant and vital part of life at Wartburg College. Any person or group wishing to start and maintain an organization must meet all requirements in the approval process. In addition, each organization must register annually with the Campus Programming Office for continued recognition. A lapse in recognition will require the organization to seek approval as a new club or organization.

Clubs and organizations must be established for purposes that are legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines, and policies of Wartburg College, the City of Waverly, and the State of Iowa. Recognized clubs and organizations are expected to maintain their own budgets and must be fiscally responsible. Recognition does not imply college endorsement of the purposes of the organization, nor does the college assume sponsorship of any activities of the club or organization on or off its property.

Application for Recognition

To become an officially recognized student club or organization, a group must:

1. Fully complete the Student Organization Registration Application Packet. It will not be accepted if incomplete. All materials must be submitted to the Campus Programming Office in the Student Life Suite of Saemann Student Center. Included in the packet are:
 - a. The [Student Organization Application](#).
 - b. A [membership roster](#) of at least 10 full-time Wartburg students stating their intent to actively participate in the proposed organization.
 - c. [Adviser commitment form](#).
 - d. [Guidelines for creating the organization's constitution](#).
2. Once paperwork is submitted, a representative from the organization will schedule a meeting with the director of campus programming (ext. 8486) to discuss its plans. This is when questions will be asked or concerns addressed, prior to materials being sent to Student Senate. The adviser listed will be contacted and apprised of responsibilities if the group is approved. If no changes are needed, the paperwork will go to the vice president for student life and Student Senate.
3. The director of campus programming, vice president for student life, and Student Senate will review the organization's constitution, check for alignment with the college's mission, make sure it does not duplicate the purpose, goal, or activities of another organization, and ensure student officers are in "**good standing**." They will then make their respective recommendations for acceptance or denial of recognition.

Good Standing — Student officers must meet a cumulative GPA requirement of a 2.25 and be enrolled full-time at Wartburg.

NOTE: The Student Relations Committee of Student Senate will review the application and make a recommendation to the general body, which will vote on the application. If there are errors in the application or structure of the constitution, the organization's representative may be contacted by the Student Relations committee chair to make corrections.

4. Notification of the decision will come in writing to the organization's representative and adviser via email. If the application is approved, it will be allotted the following privileges:
 - Use of campus space
 - Use of campus bulletin boards (Posters intended for posting in academic buildings must be approved by the Marketing & Communication Office. Posters intended for residence halls must be approved and stamped by the Student Life Office)
 - Inclusion of meeting and event information on the calendar and student organizations newsletter (as submitted to studentorgs@wartburg.edu)
 - Use of The Hub's resources and supplies
 - Permission to produce merchandise displaying the organization name/logo and the Wartburg College trademarks. ([Review the Licensing guidelines](#))
 - Ability to apply for Senate funds
 - Ability to apply for co-sponsorship with ETK
 - Opportunities for leadership training

The group will need to submit paperwork to create a 60/agency account, unless another on-campus account is already active with the Business Office, as no off-campus accounts are permitted. (Visit [Organization Guide](#) for the form.) This step isn't necessary for any group that will not have any forms of financial transactions.

If the request for recognition is denied, the organization may seek reconsideration. The vice president for student life must consult with the Student Life Institutional Committee before making a final decision.

Maintaining Recognition

To maintain eligibility, a recognized student organization must renew its application for recognition with the Campus Programming Office every September. All currently recognized student organizations will receive renewal instructions from the Campus Programming Office at the beginning of each academic year. This annual renewal process must provide the Campus Programming Office with the following:

- Officer information (president, vice president, secretary, treasurer)
- Adviser information
- A copy of the current organization constitution and bylaws (as requested or if changes have been made)
- A membership roster complete with all active members of the organization
- Meeting dates or days/times/locations
- Adviser commitment form
- Additionally, groups must:
 - Host three meetings or one event each term.
 - Participate in the involvement fair (when applicable to membership recruitment).
 - Participate in organizational/leadership workshops (Operation Organization) put on by Campus Programming.
 - Have an active 60/agency account or other on-campus account with the Business Office and maintain a positive balance or let the Campus Programming Office know the group

will not have any financial transactions, thus not having a need for an account. This account must be kept with a positive or zero balance at all times.

- Complete the annual reports sent out every April.

NOTE: If the designated deadline is missed, this is considered a lapse in recognition. The organization will need to process as a new club or organization following the steps listed above.

Changes in the Organization

Organizations MUST notify the Campus Programming Office within two weeks of leadership or adviser changes.

The deadline for all student organization applications to be completed and submitted is Feb. 1 to gain approval within the current academic year. This is also the deadline for Senate allocations.

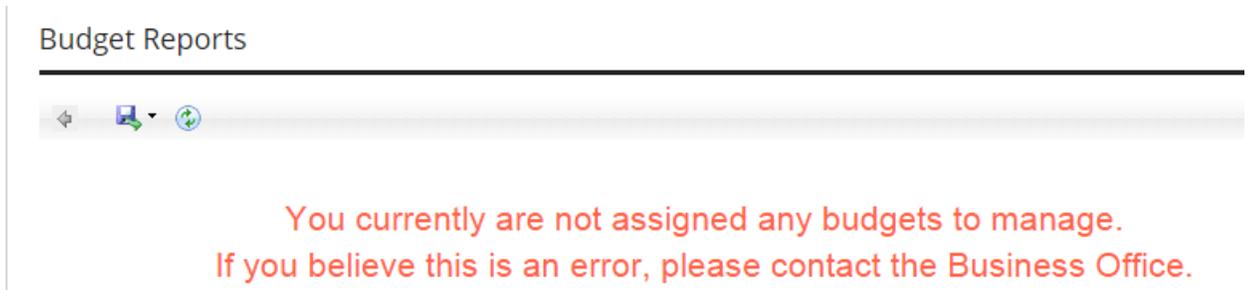
Student Organization Accounting

Agency Account

- All organizations will track their receipts and expenditures with a “60” account.
- Existing organizations already have a “60” account assigned.
- New organizations will need to fill out a form.
- Form is available from Carolyn Hughes.
- You will need to provide the following information:
 - Officers (president, treasurer, etc.) and advisors
 - Plans if the organization dissolves and has a deficit/surplus
 - Organization constitution provided to Senate
 - This account is to protect you and your organization.
 - Like a checking account: records receipts and disbursements
 - Cannot spend funds the organization does not have
 - Presidents, treasurers, and advisors will all have access to the account through InfoCenter.
 - It is your responsibility to notify the Business Office when there is a change in leadership.

View Your Organization’s Account

- InfoCenter
 - <https://info.wartburg.edu/Reports>
 - Login using your network username and password
- If you are not authorized to view any budget reports, you will see this message.



- A list of the accounts that you *are* authorized to see will appear.

Home Technology Directory Classifieds Parking & Safety Business & Reports

You are here : Business & Reports > Budget Reports > Budget Report Administration

Reporting Services

| Acct Code | L | Account Title | |
|-----------------|---|---|-----------------------------|
| 60 000 229 1130 | 4 | A KNIGHTS ARMOR Reports | View Detail |
| 60 000 229 1440 | 4 | Adopt a Grandparent Reports | View Detail |
| 60 000 229 1117 | 4 | ALLIANCE Reports | View Detail |
| 60 000 229 1038 | 4 | ALPHA CHI Reports | View Detail |
| 60 000 229 1040 | 4 | AMERICAN CHEMICAL SOCIETY Reports | View Detail |
| 60 000 229 1042 | 4 | ARTIST GUILD Reports | View Detail |
| 60 000 229 1417 | 4 | Asian Student Association (ASA) Reports | View Detail |
| 60 000 229 1323 | 4 | Best Buddies Reports | View Detail |
| 60 000 225 1068 | 4 | BLACK STUDENT UNION Reports | View Detail |

- Example – Account in Good Standing (surplus) has a credit balance.

You are here : [Business & Reports](#) > [Budget Reports](#) > [Budget Report Administration](#)

Reporting Services

Year: [View Report](#)

Sub-Object Report - 10/23/2012
 [REDACTED]
 Detail Transactions for 6/1/2012 - 5/31/2013



| trans dte | trans desc | Debits (Out) | Credits (In) | check # | receipt # | check name |
|-----------|-----------------------------|--------------|--------------|---------|-----------|------------------|
| | Previous Balance | | (1,996.66) | 0 | | |
| 8/1/2012 | Money bag for [REDACTED] | 100.00 | | 226277 | | Wartburg College |
| 8/28/2012 | Replace money bag | | (100.00) | 0 | 186046 | |
| 8/28/2012 | Proceeds from [REDACTED] | | (157.00) | 0 | 186046 | |
| 9/12/2012 | DIC-brochures and posters | 39.50 | | 0 | | |
| 9/20/2012 | Inv.#8189 [REDACTED] shirts | 525.00 | | 227101 | | Shirt Shack, The |
| 9/21/2012 | DIC-[REDACTED] handbooks | 14.82 | | 0 | | |
| | Total Debits/Credits | 679.32 | (2,253.66) | | | |
| | Account Total | | (1,574.34) | | | |

- Example – Account in Bad Standing (deficit) has a debit balance.

Home | [Technology](#) | [Directory](#) | [Classifieds](#) | [Parking & Safety](#) | [Business & Reports](#)

You are here : [Business & Reports](#) > [Budget Reports](#) > [Budget Report Administration](#)

Reporting Services

Year: [View Report](#)

Sub-Object Report - 10/23/2012
 [REDACTED]
 Detail Transactions for 6/1/2012 - 5/31/2013



| trans dte | trans desc | Debits (Out) | Credits (In) | check # | receipt # | check name |
|-----------|------------------------|--------------|--------------|---------|-----------|------------------|
| | Previous Balance | | (84.92) | 0 | | |
| 9/13/2012 | DIC-posters [REDACTED] | 11.20 | | 0 | | |
| 10/8/2012 | Cash bag | 75.00 | | 227689 | | Wartburg College |
| | Total Debits/Credits | 86.20 | (84.92) | | | |
| | Account Total | 1.28 | | | | |

Transactions

Cash Deposits

- Cash bag requests should be made one week in advance of your event.
- All deposits should be given to the Business Office on the first business day following your event.
- Information to include with deposits
 - Name/contact
 - Deposit amount
 - Organization name and account number
 - Purpose or event name

Check Requests

- You must have funds available in your account to request a check.
- Requests need to be submitted by noon on Wednesday for a check by Friday (NO EXCEPTIONS).
- Need the proper form (see Payment Vouchers section)
- Need proper authorizations
 - Requester
 - Advisor
- Make sure your account number and purpose are stated in the request
- Retain a copy for your organization's records

Payment Vouchers

- Travel Advance
 - request to obtain funds prior to traveling
 - must be turned in with receipt following return from event
- Payment Voucher – request payment to a vendor
- Personal Reimbursement – reimburse for expenses paid on behalf of student organization
- Travel Expense Voucher – reimbursement for travel expenses including mileage
- Forms are available in InfoCenter: <https://info.wartburg.edu/Offices/Business-Office/Downloads-Policies>

Expense Transfer

- Request corrections to deposits or expenses in your student organization account
- Form is available in InfoCenter: <https://info.wartburg.edu/Offices/Business-Office/Downloads-Policies>

Points of Contact

Carolyn Hughes: Financial Manager | carolyn.hughes@wartburg.edu | (319) 352-8642

Jordan Flaherty: Student Senate Treasurer | jordan.flaherty@wartburg.edu | (319) 352-8393

Student Senate Funding

Student Senate can financially support organizations in two ways: allocations and supplemental funding.

Allocations

Allocations are allotments of funding as decided by the Budget Review Committee (BRC) and approved by Student Senate. Allocations may be claimed from September 2020 thru August 2021 for your organization's 2020-21 disbursement, and may be used for any expense as noted on your application.

First Senate reading → BRC → Final Senate reading

Reimbursement Process

Refer to emails sent in spring/fall regarding your organization's award for 2020-21. Funding is **not** automatically dispensed to your organization's account.

Receiving Funding

Ensure you keep any receipts relevant to the expense. Submit the receipts to Jordan Flaherty via email along with the allocation claim form, which can be found on the Student Senate webpage. Funding will be applied to your organization's 60 account within 7-10 days.

Helpful tips for allocations

- Claim funds as soon as possible
 - Your allocations will not be disbursed to other organizations, but this will help ensure you remember to get back as much money as possible from Student Senate
- Final due date
 - You may claim allocations from the beginning of September until the near-end of August 2021 for the 2020-21 cycle
- Proper documentation
 - Please be sure to submit all the required documents at the same time to claim allocations (receipts and claim form)

Supplemental Funding

Supplemental funding may be used for groups, individuals, and organizations. For example:

- If you and other students are attending a conference of presenting research for an organization, you may *only* receive Senate funding through supplemental requests
- You may also apply for supplemental funding as an individual attending a conference or presenting research, etc. You must be sponsored by a department
- If your organization was not awarded allocations for 2020-21 or needs additional funding, you may also apply for supplemental funding

In 2019-20, a total of \$7,830 was available for supplemental funding requests.

In 2018-19, over \$7,500 of supplemental funding was awarded, funding 17 applications. All applicants received funds for part or all of their requested amounts.

Funding Process

The application for 2020-21 supplemental requests can be found on the Student Senate webpage. You may apply before or after the expense is incurred and you will be reimbursed after submitting receipts. Your request must be detailed and include the account number.

Application → BRC → Final Hearing

Helpful tips for supplemental requests

- Apply before or after the expense
 - Timing doesn't matter much, but as the year goes on the amount of funds available will decrease
- Limits
 - There are certain constraints, and as such your full request may not be awarded
- Application
 - The whole process takes about 2-3 weeks
 - If you are recording hotel expenses, please note the number of people separated by gender
 - Give your application serious effort

General Funding Guidelines

- Proactive fundraising
 - BRC operates under set rules, so you are encouraged to fundraise as much as possible to help cover costs
- Airline vs. Mileage costs
 - Be sure to take into account the cost of travel – choosing a more expensive option may result in it being funded less
- Expense restrictions
 - Certain items will take preference
 - Supplemental funding will not be awarded for food costs
 - Certain items will not be funded at all

Debt Assistance

There are alternatives to debt assistance such as fundraising and consolidation. Debt assistance is available for organizations that are currently in debt, but Student Senate will only provide up to \$500 in debt assistance.

Contact Jordan Flaherty, Student Senate Treasurer, to discuss your organization's options.

Jordan.flaherty@wartburg.edu

Additional Resources

Wartburg College Dining Services

Please contact Event & Scheduling Manager Holli Gorman (holli.gorman@wartburg.edu) to reserve rooms, banner space, and tabling timeslots.

If your organization is interested in catering, please contact the Dining Services Office.

Wartburg's Own

An on-campus, student-driven program created to market and produce custom apparel and promotional items. Each purchase from Wartburg's Own directly supports Wartburg College.

wartburgsown@wartburg.edu | 319-352-8439 | www.wartburgsown.com

Maintaining Rosters

Having up-to-date and accurate tracking of rosters is important as to evaluate student participation, retention, and engagement both during their time at Wartburg and beyond as alums. As such, a feature in My.Wartburg has been created to allow student organization advisors and executives to make real-time updates to your rosters at any point in the year. The Office of Student Life will reach out periodically to request roster updates as well.

Instructions for Advisors

1. Log in to My.wartburg.edu
2. Select the "Campus Life" tab on the grey bar at the top of the page
3. On the left hand side, select "Activities and Orgs"
4. On the right hand side, under "Club Roster", select the current academic year, then review the dropdown menu for "Club or Org"
5. You should see the organizations for which you advise there
 - a. If there are changes to list of organizations you advise, please **email those updates to lindsey.leonard@wartburg.edu**
6. Select an organization and click "Change Roster!" to view the full roster we have in our system, as well as the membership level of those on the roster

If there are updates to your leadership team roster, please follow the steps below:

1. Under "Other Forms", select the link that reads "Club Roster Update"
2. Fill out the form including year, organization, and your change
 - a. Note that if you need to input a new executive team member that isn't on your roster at all, you will first need to "Add a new member" then follow the steps again to "Promote/Demote a current member"
3. Changes will appear below in the "summary of changes". Click Submit when complete.

****All leadership team/executive members will have access to this same form. By updating your accurate leadership team, you can empower those members to make changes and updates to the roster throughout the year.**

Instructions for Student Organization Executives

1. Log into MyWartburg
2. Click "Campus Life" from gray banner along the top of the page
3. Click "Activities and Orgs" from the menu on the left side of the page
4. Click "Club Roster Update" from the "Other Forms" section
5. To fill out the form:
 - a. Select "2020-21" as the academic year for the information
 - b. Select the organization you'll be updating the roster for
 - c. Select "Promote/Demote a current member"
 - d. Select which member you'd like to edit
 - e. Select the position to which they are promoted/demoted
 - f. Click "Add to List of Changes"

- g. You may repeat this process for as many officers as you need to update. A running list of changes will display at the bottom of the page. When you are done making changes, click "Submit Changes" to finalize your selections. *If you do not "submit changes" your edits will not be saved*