Clark University Student Club Events, Programming, and Purchasing Policies

Academic Year: 2025-2026

Introduction

Student clubs and organizations are at the heart of campus life, fostering leadership, creativity, community, and engagement beyond the classroom. Effective event planning and sound financial practices are essential to your club's success and sustainability.

This manual is designed to serve as a practical guide for student leaders, offering clear procedures, helpful resources, and best practices for planning events and managing club finances. From requesting space and promoting events to creating event budgets and submitting purchase requests, this guide aims to support you every step of the way.

By following the guidelines outlined here, student organizations can not only streamline their operations but also ensure compliance with university policies, promote transparency, and make the most of available funding. Whether you're a new officer or a seasoned club leader, this manual will help you plan with confidence and manage your organization responsibly.

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Event Planning Information

Club Events

“Club events” or “RSO events” refer to the planning and execution of events, programs, activities, and initiatives organized by a Recognized Student Organization (RSO). These events are designed to engage members, support the club’s mission, and contribute to the broader campus community. Club events can take many forms - social events, educational workshops, cultural celebrations, community service projects, performances, professional development opportunities, and more. Every RSO event plays a role in building community, promoting learning, and enhancing the student experience!

RSO events can be held both on and off campus. All RSO events are subject to an approval process through Clark Engage. Events must be aligned with the mission and goals of the organization, provide a benefit to the student community, and be open to Clark students.

All RSO events must be submitted to Clark Engage in accordance with the **Event & Purchase Request Timeline Chart** outlined in this manual**.** Depending on the scale of the event, clubs should be sure to plan well in advance.

Event & Purchase Request Timeline Chart

Event/Program Need	Minimum Business Days for Request (M-F 8:30 AM – 5:00 PM)	Meeting w/ SLICE Required?
Alcohol at Events	35	Yes
Contract (any)	20	Yes
Money collection (fundraising, donations, entry fee, etc.)	20	Yes
Minors on campus	20	Yes
Off-campus travel (any)	20	Yes
UP Detail and/or EMS	20	Yes
Food Truck	20	Yes
Setting up a New Vendor	15	Recommended
Food/catering	15	Yes
SLP Tech	15	No
Room setup (any)	15	No
Facilities/custodial	15	No
UC tabling	10	No
General club programming that does **not** require any of the event items listed above	10	No

When planning a club event, be sure to consider **all possible event needs** before submitting your event request. Items and services requested after the deadlines outlined above will not be approved. SLICE can work with your organization to help you plan a successful event and ensure that all requests are submitted in a timely manner!

Business Days and the University Calendar

When working with various university stakeholders, it's important to understand what business days are. RSOs often work with tight timelines for events, funding, and paperwork. Not accounting for business days can lead to delays, missed deadlines, or denied requests.

A business day refers to a standard working day when Clark University offices are open. Typically, these hours are Monday through Friday, from 8:30 AM to 5:00 PM, excluding weekends, official holidays, and university breaks and closures.

This means that if an event request requires 15 business days for approval, weekends and holidays do not count toward the number of business days. For example, if you submit something on a Friday and there is a holiday on Monday, the first business day counted would be Tuesday.

SLICE operates using the Academic Calendar published by the Office of the Registrar. RSO events will be permitted during the academic year when classes are in session starting every fall semester, beginning with Orientation, and will conclude on the last day of spring semester classes. RSO events are not permitted during fall and spring semester finals and reading days. Exceptions for events during fall and spring semester finals and reading days will only be granted by SLICE.

RSO events will be on hiatus at the conclusion of every spring semester until the following fall semester. Exceptions for summer club events will only be approved by SLICE in special circumstances. RSOs will not have access to their club budget over the summer and cannot apply for grants through Student Council.

Checklist for Planning a Successful Event

SLICE is always available as a resource for any RSO needing assistance with event planning. SLICE can help student organizations in the following areas:

- Planning effective events that honor the club's mission and goals
- Developing skills in programming, facilitation, leadership, and more
- Working with multiple offices, collaborators, and external partners
- Coordinating and managing contracts
- Budgeting and spending club funds appropriately
- Making sense of complex systems

The checklist and timeline outlined below is a general guide for RSOs planning events.

Pre-Planning and Logistics

- ☐ Define the purpose of the event (e.g., social, educational, fundraising). How does your event benefit the Clark community and the student body?
- ☐ Decide on the event format (in-person, virtual, hybrid). For in-person events, consider the type of space/venue you will need.
- ☐ Select date and time (check for conflicts with other approved campus events by searching Clark Engage).
- ☐ Reach out to other clubs or campus departments for collaboration opportunities.
- ☐ Schedule time and people for room prep and decorating

Event Budget

- ☐ Determine your budget for the event. If your club does not have a budget or needs financial support, leave plenty of time to apply for a grant through CUSC. Consider costs such as:
    - Venue cost/room setup fees
    - Equipment rentals
    - Food/catering
    - Decorations and other necessary supplies
    - Marketing materials
    - Guest speaker/performer fees
    - Tech (microphones, speakers, projector, etc.)

Engage Submission

- ☐ Once you have the basics planned out, be sure to submit an **Event Request** on Clark Engage! Doing so will allow you to reserve space on campus and request additional event needs.
- ☐ RSOs are strongly encouraged to submit **Purchase Requests** at the same time as the Event Request whenever possible, to ensure that supplies arrive on time, POs are generated, and other needs are met.
- ☐ SLICE will reach out to the RSO's Core 4 executive board with any questions or concerns about Engage submissions.

Marketing & Promotion

- ☐ Promote your event through:
    - Social media
    - What's Happening email
    - Campus bulletin boards (approval stamp required)
    - CUBBS, Clark University Bulletin Board System (Television screens in the University Center and Academic Commons)
    - Word of mouth
    - Clark Engage – set your event to Public or Campus visibility for greater reach!
- ☐ If necessary, create a registration or RSVP process – this is easily done on Engage when you create an Event Request!

Final Prep (5 business days before event)

- ☐ Reconfirm all guest speakers/performers. Let them know how to get to campus, where to park their vehicle, and any other necessary information for the day of the event.

- ☐ Print signs, programs, or handouts. Finalize presentation materials and ensure that you have all necessary supplies for any activities.
    - ☐ If you are missing any materials from your approved Purchase Request, please contact SLICE no later than 5 business days before your event.
    - ☐ If your event requires a Purchase Order that has not yet been uploaded to your approved Purchase Request, please contact SLICE no later than 5 business days before your event.
- ☐ Host a group meeting to review and confirm the event timeline and member/volunteer roles.
- ☐ Determine how you will collect attendance information (CORQ check-ins or collecting Clark emails on a sign-in sheet).

Day of Event

- ☐ Decorating: Be sure to not use any adhesive that will damage wall, paint, surfaces, and furniture. (Utilizing blue tape and command strips/hooks to minimize damage is highly encouraged)
- ☐ Collect attendance information – data is important!
- ☐ Take photos/videos and post them to your club's social media accounts.
- ☐ Keep the event on schedule and stick to your event plan.
- ☐ In the event of an emergency, contact University Police for help.

Post-Event Follow-up

- ☐ Clean up the venue.
    - ☐ Be sure that ALL decorations and tools for decorating are removed carefully
    - ☐ ALL Food and food containers should be disposed of in proper receptacles
    - ☐ ANY and/or ALL furniture that may have been moved during your event must be returned to its original location.

- ☐ Send thank-you notes to volunteers, speakers, and sponsors.
- ☐ Post event highlights on social media.
- ☐ Collect feedback via surveys or forms.
- ☐ Hold a debrief meeting with your group and document lessons learned for future events.
    - ☐ If this is an annual event for your club, spend time during the debriefing meeting to choose the date for next year!

Collaborative Events

Hosting a collaborative club event (where two or more student clubs or organizations partner) offers several strategic and practical benefits that can enhance the event's impact and create lasting value for all parties involved:

- Increased Reach & Visibility
    - Access to the combined membership and social networks of all involved clubs.
    - More marketing channels means more visibility across different campus groups.
    - Each club gets exposure to new student demographics.
- Diverse Ideas & Creativity
    - Different perspectives lead to unique, engaging event concepts.
    - Collaboration encourages interdisciplinary or multi-interest topics (e.g., art + tech, sustainability + business).
- Shared Resources & Reduced Costs
    - Share venue, food, and promo costs between clubs.
    - Tap into each club's inventory of supplies, decorations, or equipment.
- Skill-Sharing & Development
    - Members practice collaboration in a real-world setting.
    - Joint planning can sharpen organizational and negotiation skills.
    - Learn from each other's strengths and past event experiences.
- Stronger Campus Presence
    - Fosters unity and a more connected campus community.
    - Collaborative efforts often garner more attention from the student body, CUSC, faculty, staff, and community partners.
    - A successful event may spark future partnerships or long-term alliances.
- Academic & Professional Enrichment
    - Ideal for clubs focused on education, career development, or social issues.
    - Connect students from different majors and skill sets.
    - Shows initiative, collaboration, and event planning experience – all important skills to show to future employers!

Reserving Space

All club programming must be approved through Clark Engage before clubs can book space, access funds, or advertise programs (this includes, but is not limited to, the What's Happening email, Clark Now, banners, signs, and social media).

RSOs are only permitted to reserve space for their organization-specific programming. All requests for RSO reservations should be made through Clark Engage. This includes requesting space in Dana Commons (McCann Resource Room, Higgins Lounge, or Fireside Lounge), the Green, Traina, or the Little Center. SLICE is authorized to reserve space for all RSOs. Athletics & Recreation is authorized to reserve practice and competition space for Club Sports.

Departments that are academically linked to a RSO may reserve space for that club, but their events still need to be approved by SLICE and posted in Clark Engage. No other office can reserve space for clubs.

Recurring Meeting Space Request Process

Requests for a recurring meeting time (weekly, biweekly, monthly, etc.) will be collected through the fall and spring club registration process. Clubs will be asked to provide details about their preferred days, times, and room setups for recurring meetings (i.e., Mondays, Wednesdays, or Thursdays from 6:30-7:30 PM, classroom setup with a projector for 20 people). Recurring club meetings are most often booked in classrooms/meeting rooms in Jonas Clark, Jefferson, and ASEC.

If your club would like to book recurring meetings in other campus buildings (CMACD, Dana Commons, etc.), please indicate your interest during club registration. These meeting spaces are limited to specific clubs and are subject to approval by SLICE. If your club is unable to book meetings in the preferred location, SLICE will work with you to find an alternative location.

Please note, SLICE will send clubs a confirmation email with their recurring meeting space within the first few weeks of the semester, after the add-drop deadline. Typically, SLICE is able to confirm weekly meeting spaces by the third Friday of the semester. Once clubs have their meeting day, time, and location confirmed by SLICE, all club meetings for the semester must be submitted on Engage. Pay careful attention to your confirmation email, as there may be certain weeks your preferred space is not available to you, and an alternative has been selected.

HELPFUL TIP! You do not need to create a brand-new event submission for every single recurring meeting. You can add up to 18 different times/locations within one event submission. Upon approval, each instance of the event you created will become its own event that can be individually edited or changed. Click "Add Another Date" to create a recurring event.

If you need to edit or cancel a specific occurrence of a recurring event, you can do so on Engage by navigating to the specific event date and clicking “Change Details.” The change request will be processed by SLICE.

Please do not make any **major** edits to recurring events (such as date, time, location) without consulting SLICE as it may impact your ability to use the space. **Minor** edits such as updating the event’s image, description, or visibility will typically be approved without needing to consult with SLICE.

Performance & Athletic Club Practice Space

RSOs who seek to use the multipurpose rooms in the Kneller Athletic Center or Atwood Hall spaces for athletic, dance, theatre, or music practices will be invited to a special scheduling meeting with SLICE at the beginning of each semester to coordinate needs and equitable use of space. This is to ensure that these clubs can meet their practice needs while sharing the limited practice spaces available.

Club Sports must coordinate with Athletics & Recreation to reserve space in the Kneller or at the Dolan Field House for practices, games, or tournaments. Coordination with Athletics & Recreation is required to ensure that athletic facilities are available and reservable for student organizations. ALL requests for Clark Athletics spaces should be submitted using the Club Sport/Athletic Event Facility Availability Form on Engage.

Event Requests on Clark Engage

All student organizations must submit an Event Request Form in Engage prior to any and all planned or proposed meetings, gatherings, or events. Event Request forms must be approved in Engage prior to advertising or hosting said event. If an event is not approved through Clark Engage, clubs will not be permitted to use club funds or host the event.

Event Approval Process

An Event Request Form must be filled out for every student club & organization event. This can be done by clicking “Create Event” through the club’s page on Clark Engage.

Students listed as the Primary Contact, President (or equivalent), Vice President (or equivalent) and Secretary (or equivalent) for an organization in Clark Engage have access to creating events for that organization.

To provide ample time for processing, planning, purchasing and advertising, clubs must submit their event requests in Clark Engage in accordance with the Event & Purchase Request Timeline Chart.

Please note that requesting event space is part of the event request process. You will be asked to provide your preferred event location and a backup location or date as part of the event request. If a specific location is required for the event but is not available on the date requested, SLICE will contact the organization to find another date. If necessary, the event organizer may be asked to schedule a meeting with a staff member from SLICE to further assist in planning the event.

The student who submitted the event request will receive an email notification from Clark Engage when the submission has been approved/denied.

***Events with alcohol or special security require 35 and 20 business days respectively, of advanced notice.**

Ending Time for Events

All events must end one hour before the building closes. Most campus buildings close at midnight every day. The Higgins University Center closes at 1:00 AM on Fridays and Saturdays during the academic year. For events held in the UC during late hours, UC Information Desk staff will remind groups 15 minutes before the event ends as a reminder of the closing hours and event end time policy.

Event Cleanup and Damage

Clubs hosting events are responsible for all cleanup. Any extensive cleaning work done by the Facilities staff and/or by Clark Dining Services personnel will be charged to the sponsoring group or individual. Clubs are responsible for returning the room to its original setup at the end of the event. Setups done by Facilities or University Center staff will be charged to the sponsoring group or individual. Thermostats or radiators are not to be adjusted by anyone except Facilities staff. Any damage to university property resulting from the event will be charged to the sponsoring organization's club account, and the club may be subject to the student conduct process.

Clean up includes, but is not limited to, the following:

- Ensuring that the room is returned to its original set up
- Computer, projector, and any other technology utilized is turned off

- All windows are closed
- Chalkboards and white boards are erased
- All food, decorations, papers, supplies, and items are put away or discarded of in the appropriate receptacles
- Lights are turned off

To ensure the integrity of our shared spaces, food services and provisions are not allowed in classroom spaces. Food is allowed only in the following locations:

- Event locations in the University Center – Tilton, the Grind, Grace, Lurie, Persky, and Asher Suite
- Sackler First floor lobby
- Lobby outside of Jefferson 320
- Fireside Lounge, Higgins Atrium, McCann Resource room, and first floor lobby of Dana Commons
- Lobby areas of Little Center, Traina Center, and Center for Media Arts, Computing and Design
- Lobby areas of the First and Third floor, Rm 111, and 202 of the Shaich, Alumni Student Engagement Center.
- Outdoor spaces

Inclement Weather

When events are planned for outdoor locations, event organizers should always reserve a rain location or reserve the outdoor location with a rain date. Student Leadership, Identity & Community Engagement will contact the organization at least 48 hours before the event if there is a need to make an inclement weather call. An inclement weather call may be made due to projected precipitation, high wind, excessive temperature, and/or other extreme weather conditions. If the University closes due to weather, please note that the event will also automatically be cancelled. Clubs cannot change an event's location or date due to weather conditions without consultation and permission from SLICE.

Video Use and Copyright Law Information

Companies, organizations, and individuals who wish to screen any audio/visual works (movies, documentaries, TV shows, podcasts, etc.), must secure licenses to do so. This requirement applies equally to Clark University and RSOs. Purchasing pre-recorded material does not change these legal obligations.

Infringement offenses may be punishable by large fines from the copyright owner and/or prison time. Even innocent or inadvertent infringements may be subject to fines from the copyright owner. Please carefully investigate the use of video or images from the Internet or other sources. These may be protected by copyright laws and may not be reproduced.

If you are planning on screening any audio/visual works (movies, documentaries, TV shows, podcasts, etc.), please contact SLICE for assistance. **RSOs may not use a club member's personal streaming account (Netflix, Hulu, Disney+, etc.) to watch movies, TV shows, etc. at club events open to the campus or public.** Additional steps must be taken to ensure all rights and privileges are secured.

Booking and Paying for Space and Facilities

Some spaces on campus have an upfront charge for use. Additionally, specific room setups and facilities needs are subject to additional charges. Outdoor events, weekend events, and late-night events may also incur additional facilities charges. If a club books an event in one of these spaces or requests a special setup, the club will be responsible for covering the cost of the room and any setup and/or cleanup charges. Custom room setups will require a work order to be submitted to Facilities Management by SLICE.

SLICE will communicate with clubs as soon as possible if a room fee/setup fee will be charged for an event. The Club must submit a Purchase Request in Engage for the event to take place and the charge to Facilities to be processed. When planning events, clubs should be mindful of the potential for these additional fees and communicate with SLICE for any questions or concerns.

The most common facilities and custodial charges that clubs encounter are listed below:

- **Grace & Lurie Conference Rooms:** Custom room setups have a $30 Facilities fee and require a work order to be submitted by SLICE. No charge for the default set (boardroom for 30 guests).
- **Tilton Hall:** All room sets have a $100 Facilities fee and require a work order to be submitted by SLICE. However, depending on the nature of the setup, additional charges may occur.
- **Atwood Hall, Daniel's Theater**: For events open to the public, custodial/facilities charges will be required for maintenance of lavatories and theater.

Facilities Management Fees

Facilities Team Hourly Rates	
Custodian Hourly Rate (min 4 hours)	$27
Utility Custodian Hourly Rate (min 4 hours)	$27
Groundskeeper Hourly Rate (min 4 hours)	$28
Painter Hourly Rate (min 4 hours)	$37

Carpenter Hourly Pay (min 4 hours)	$38
Ex. Remove/Lower Fiat Lux Sign	
HVAC Technician Hourly Rate (min 4 hours)	$40
Electrician Hourly Rate (min 2 hours)	$60
Facilities Event Item Rates	
Spree Day Board	$10 each
6' Rectangle Tables	$11 each
Folding Chairs	$1 each
Clark Chairs	$5 each
Cocktail Tables	$11 each
Podium	$15 each
Stanchion (Small)	$1 each
Stanchion (Tall)	$15 each
Stanchion (White)	$15 each
Trash Pickup and Delivery	$13.18

SLICE Tech Team

Clubs can request tech support while filling out an event submission. The SLICE Tech Team is a group of students who coordinate tech resources for student organizations and provide technical expertise for clubs. To utilize this resource, student clubs must have an annual budget or have received grant funding from the Clark Undergraduate Student Council specifically to have the tech team support their event.

Department Sponsored Organizations or students hosting an event for a class must work with the associated department, office, or instructor for any tech needs. The SLICE Tech Team does not provide support for these types of events.

SLICE Tech Fees

Small Items	Price	Notes
Aux	$15	Hook up to default sound system
Microphone	$15	1-2 mics; $5/additional mics; includes cables
Mic Stands	$10	Mic stands
Speaker	$35	Speaker set up and hook up for mic(s)
Outdoor Speaker	$75	Speaker set up and hook up for mic(s), up to 2 speakers

Full Speaker Set up	$100	4 speakers set up, requires 2 techs for set up and break down
Mixer	$30	Needed to put a mic and aux through a speaker
Projector/Screen	$30	
Marley	$50	

Shows	Total Cost	Notes
PEC Show I	$300-$500	2 techs; set up; 1-2 performers or up to 3-person band; sound checks
PEC Show II	$500-$700	3-4 techs; setup; more than 2 performers or bands of 4-5 members; sound checks
Open Mic	$100-250	Typically 1 tech, event length can vary; dependent on tech required for show
DJ	$100 for services only	Requires additional equipment cost if using SLICE tech equipment
Lighting (in Atwood only)	$125/night	$30 additional to do lighting rehearsal
Gala Rehearsal	$600	2 techs, multiple days (Wed, Thurs, Fri) Portable speaker system, possibly portable mixer
GALA	$300	2 techs for help with spotlight (event day)
A Capella	$300	2 techs, mic and sound system set up
Dance Show (in Atwood only)	$200	Big Speaker, Subs, Monitors
ISA World Cup	$175	Speakers + Mics at Dolan, includes load in and load out of Atwood
Jazz Workshop	$250-400	Sound system (mixing board, amps, main speakers, extension cords, etc.) + 2 microphones for 2 singers and 3 mics for instrument soloists all on mic stands + one floor monitor for vocalists.

Large Social Gathering Policy

Large social gatherings (such as dances in Tilton) are events with projected attendance of more than 100 people. RSOs can host one large social gathering per semester, and all event dates must be approved by SLICE. To reserve a date for a large social gathering, you must submit your request through the Event Request Form on Clark Engage. Reservation requests must follow the same guidelines and procedures as every other event, but require additional resources and costs to a RSO (including, but not limited to police detail, specific event space/setup, technology needs, contracts for outside vendors, food, etc.)

SLICE will contact groups hosting large social gatherings to review the requirements and ensure proper funding is available. **Large social gatherings must be requested at least 20 business days in advance.** More lead time (up to 20 business days) may be required for more extensive requests – please read the following sections for more information that may pertain to specific event requests and refer to the Event & Purchase Request Timeline Chart.

Ticketed Events

Unless otherwise noted, all RSO events should be open to all active undergraduate and graduate students. Authorization to collect money for ticketed events must be obtained from SLICE.

If admission is charged to an event, all proceeds must be deposited into the university club account for the student organization sponsoring the event. This is due to the fact that the University requires all revenue to be documented through the Cashier's Office.

University Police may also need to be present at the door (if selling tickets or exchanging money at the event). Please note that if a police detail is required, the club is responsible for covering the cost ($55 per hour per officer, with four-hour minimum).

Students may not organize events as personal fundraisers. Please see the fundraising and donation section for further details and guidelines.

Identification Policy / Guest Policy for Social Functions

Student groups that wish to allow non-Clark students to attend a social function sponsored by their organization must notify the Office of Student Leadership, Identity & Community Engagement at the time of submitting the event request on Clark Engage. In most instances, social functions will be open to Clark students and their invited guests. Any event open to Worcester Consortium students or the public must obtain approval in Clark Engage and be noted on the initial event request form submission.

Any event open to Worcester Consortium students or the public must use a check-in process to keep a record of attendance.

For some social functions, pre-registration of all non-Clark or Consortium guests will be required. If so, Clark students may pre-register one (1) non-Clark or Consortium guest. For such events, the Office of Student Leadership, Identity & Community Engagement will provide the event sponsor with a link to a "Guest Pre-Registration" survey specific to the event. The survey will remain active until one hour before the event starts. If a guest has not been registered by that time, they will not be permitted access to the event - NO EXCEPTIONS. The sponsoring club is responsible for publicizing the guest pre-registration link.

The University reserves the right to refuse entrance to any guest and/or their Clark host in the interest of the health/safety of those individuals and/or other attendees. Additionally, the University reserves the right to close the entrance of an event either temporarily or permanently in the interest of public safety and/or in response to violation(s) of the described guest policies.

Any variations to the identification/guest policy must be approved by Student Leadership, Identity & Community Engagement. For the benefit of the Clark community, any approved variations to the identification/guest policy must be clearly articulated on all publicity materials.

Students and their guests must carry proper identification while on Clark University property and are expected to comply with any university staff requests to show identification. As outlined in the Student Code of Conduct, students are held responsible for all actions of their guest(s).

Security and Emergency Medical Services at Club-Sponsored Events

Security policies and procedures have been created to meet the various needs of student clubs and organizations while providing a safe environment for everyone involved. Please note that the primary financial responsibility for all security-related and safety provisions belongs to the sponsoring club(s). Furthermore, event management responsibility falls on the sponsoring club and not University Police. When appropriate, staff from SLICE may be present to assist and ensure safety and security procedures are followed. Emergency Medical Services may be required at your club event, depending on the scope and type of event. SLICE will determine if EMS and other safety and security measures are necessary and will inform the club about the decision. If an event requires UP or EMS, the sponsoring organization(s) is responsible for any fees that apply.

The following are definitions of types of events and the required security provisions. All events are subject to the availability of staff and appropriate department approval.

- **Clark University Community Event**
    - Only advertised to the Clark community. If the event is posted on social media, it is made clear that it is only for the Clark community.

- Event must be submitted in Engage and approved by SLICE.
- A valid CORQ Event Pass is required for entry.
- When permitted, Clark students may pre-register one guest under their current Clark ID.
- Police detail(s) may be required depending on the scope of the event, anticipated attendance, if money is being collected, etc.

- **Worcester Consortium Event**
  - Advertised at Clark University and other Consortium campuses.
  - Event must be submitted in Engage and approved by SLICE.
  - A valid CORQ Event Pass or Consortium college ID is required for entry.
  - When permitted, Clark students may pre-register one guest under their current Clark ID.
  - All advertisements for the event must detail ID requirements.
  - Police detail(s) may be required depending on the scope of the event, anticipated attendance, if money is being collected, etc.
- **Public Event**
  - Events advertised as "public" at any location (physical, print, or electronic).
  - Event must be submitted in Engage and approved by SLICE.
  - When permitted, Clark students may pre-register one guest under their current Clark ID.
  - A valid ID must be provided at the time of entry to the event.
  - The same guidelines as a Worcester Consortium Event apply.
  - Police detail(s) will be required unless otherwise waived by SLICE or University Police.

Criteria for Police Details

A police detail may be scheduled for student club or organization events when one or more of the following criteria have been met:

- Alcohol is being served
- Money is being collected (entry fees, donations/fundraising, etc.)
- Advertising is being posted off-campus
- A non-Clark affiliated organization is part of the event
- SLICE, Events Planning, and/or University Police determine a need for a police detail
- A large crowd is expected (100+ attendees)

Exceptions require the approval of the Director of SLICE and/or University Police or their designee. Events open to students' family members may be excluded from the preceding security guidelines.

Please Note: There are times when Worcester city police may be hired for functions according to staff availability. These officers may be more expensive than Clark University officers. Clubs should plan for this additional expense when budgeting for events.

Food Service

The following guidelines have been established for the safe distribution of food on the Clark University campus. These guidelines help to ensure that all food is properly prepared and handled, all the equipment needed to serve will be provided, and cleanup is done at the end of the event.

Catering Through Harvest Table

To coordinate catering for an on-campus event, please contact SLICE **at least 15business days** prior to your event. All student clubs and organizations as well as University departments are encouraged to use Harvest Table Catering for their events when food expenses are greater than $50. **A meeting with SLICE is required to place food orders*.

Off-Campus Food Vendors

RSOs are permitted to use outside caterers for on-campus events. To ensure food safety, student organizations who opt to utilize authorized outside caterers for on-campus event must adhere to the following rules:

- All events serving prepared food (any food not served in pre-packaged form) must receive permission from Student Leadership, Identity & Community Engagement. This applies to food provided by an off-campus caterer (this can be done through the event registration process and purchase request process on Clark Engage).
- Any catered food must be transported by vendor or authorized food service transport.
- Any serving equipment, utensils, paper goods, or linen needing to be rented/supplied from Dining Services must be requested at least 15 business days before the event.
- No students or non-Clark caterers will have access to the Dining Services kitchens, refrigerators, etc. Serve hot or cold foods within 2 hours of removing from heat or refrigeration (label as necessary).
- When reheating foods, heat the food thoroughly until the internal temperature in the thickest part of the food is 165° Fahrenheit (73.9° Celsius).

- Use a barrier (gloves) or a clean utensil to eliminate any bare hand contact with food.
- Keep food covers in place whenever possible.
- Thoroughly clean food contact surfaces (and often).
- When possible, use disposable wares (plates, utensils, serving dishes, table covers, etc.) If it is not possible to use disposable wares, ensure that all wares are rinsed, washed, and sanitized before & after the self-service event.
- Provide napkins and hand sanitizer or a handwashing sink with soap.
- At the end of any event where food is served, all trash and food items must be removed. This includes throwing all trash in the dumpster, and cleaning up any spilled food on the tables, chairs, or floors. Any group that leaves a mess behind will be charged a cleaning fee.
- The event cannot be hosted in a Clark Dining space (main dining hall, the Bistro, etc.)
- If not rented/supplied by Harvest Table, clubs are responsible for providing tablecloths, serving ware, utensils, napkins, plates, cups, and cleanup.

Self-Service, Bring-Your-Own-Food, and Potluck Events

Self-service events, including bring-your-own-food gatherings, promote community and allow Clark community members to show off their cooking skills. However, self-service Events are a potential source of foodborne illness if food is not handled properly or if the food is contained in dishes that have not had proper washing or sanitizing. Additionally, the source of the food is a consideration: food must be purchased from an approved & licensed retailer (such as a grocery store) or a licensed Food Service Vendor. In the interest of Food Safety, the following guidelines for such events must be followed:

- NO homemade food
- Food must be pre-packaged, individually wrapped and sealed
- Ingredients should be provided and visible
- Food must be shelf stable and can be served at room temperature
- NO hot packaged dishes brought by individuals is permitted

Bake Sales and Other Fundraising Foods

Unless overseen by Clark University or an approved & licensed caterer, all fundraising foods (including bake sales or other events which have the express purpose of fundraising) must be shelf stable. Bake sales may only be held with permission from SLICE. Below are some guidelines for keeping your fundraising event food safe:

- NO Homemade foods can be sold
- Food must be pre-packaged, individually wrapped and sealed
- Ingredients should be provided and visible
- Food must be shelf stable and can be served at room temperature

Alcohol Service

Prior approval from Student Leadership, Identity & Community Engagement is required for alcohol service at campus events. The events are subject to the following regulations:

- Alcohol service must be arranged through Harvest Table Catering.
- Events must be held in licensed areas only (Tilton, the Grind and Winton Faculty Dining Room). A permit from the City of Worcester is required for events in any other location (see next section).
- In general, events where alcohol is served are limited to those of legal drinking age. However, student organizations may request through Student Leadership, Identity & Community Engagement to have an 18+ event involving the service of alcohol. Such a request will be reviewed by Student Leadership, Identity & Community Engagement and, if granted, subject to additional restrictions to ensure that only 21+ participants are allowed to purchase, possess, and consume alcohol. These restrictions can include wrist banding, requiring legal identification in addition to Clark ID for entry, and/or cordoning off an area within an event for guests of legal drinking age who wish to drink.
- University Police detail(s) are required.
  - UP Officers are hired for a minimum of 4 hours per event and cost $55 per hour. Multiple officers may be required depending on the size of the event.
- Event sponsors must provide non-alcoholic beverages and substantive food throughout the event.
- No more than one beverage at a time will be served to any person.
- Alcoholic beverages may not be taken out of designated location.
- Alcoholic beverages may not be consumed in public areas.

Alcohol Beverage Permit

Events that are held in non-licensed areas require prior approval from Student Leadership, Identity & Community Engagement and a beverage permit from the City of Worcester. The application process for a permit requires a $100.00 fee applied to the sponsoring student group by Dining Services. A representative from Clark Dining Services will be requested to attend a hearing regarding the Event and a license may or may not be granted. The process can take up to 45 days to complete. If a license is granted, the same guidelines listed above will be applied.

An alcohol beverage permit is required for any function at which alcohol is served. Clark Dining Service holds the liquor license for serving wine or beer at any function held in the University Center. For functions held at other locations on campus or for any function at which hard liquor is served, a permit must be obtained from the License Commission, located in Worcester City Hall. The permit request must be submitted to the License Commission by Clark Dining Services **at least 35 days before the event.** Dining Service personnel must be contacted for the purchase of and the service.

Additional Alcohol Policies

Advertisements for any University event where alcoholic beverages are served shall mention the availability of non-alcoholic beverages and food as prominently as alcohol. Alcohol should not be used as an enticement to participate in a campus event. Promotional material shall not refer to the amount or price of alcoholic beverages available.

Violation of University alcohol policy may result in disciplinary sanctions outlined in the Student Code of Conduct.

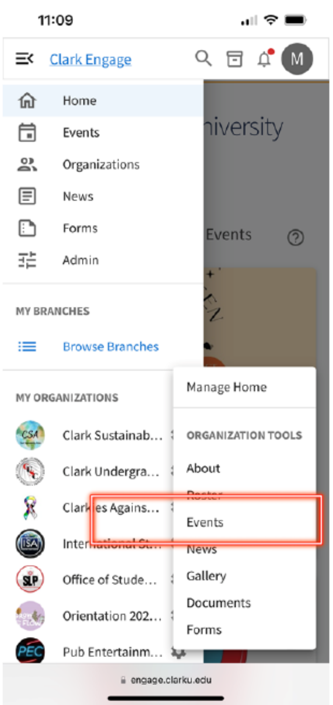
Tracking Event Attendance

Tracking event attendance is an important way for clubs to collect information about their events. Clubs can track event attendance with the Campus Labs Check-In App and the Corq App. Clubs can also request Campus Ambassadors to assist with the check-in process at no additional cost to the club.

Event attendance data is especially important for SLICE and CUSC! The data may be used in the following ways:

- Tracking student engagement over time
- Making decisions about future programming
- Determining where there are gaps in the student experience
- Making recommendations in the annual budget allocation process
- Recognizing clubs for outstanding programming over the year!

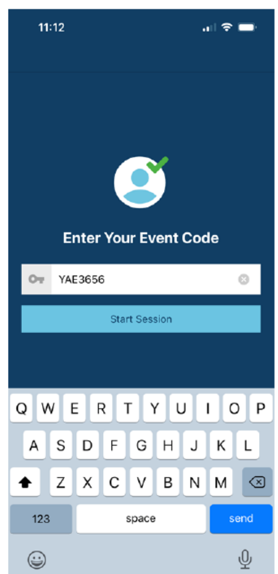
How to Use the Campus Labs Check-In App

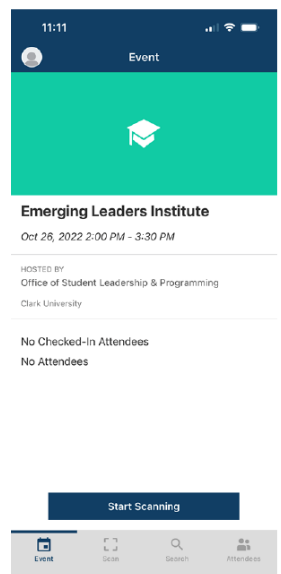


After logging in to Clark Engage, use the side bar to see all your organizations. Clicking on the cog will show you what admin functions you hold for that organization. To use the Check-In App for that organization, you must have admin access to the "Event" tab.

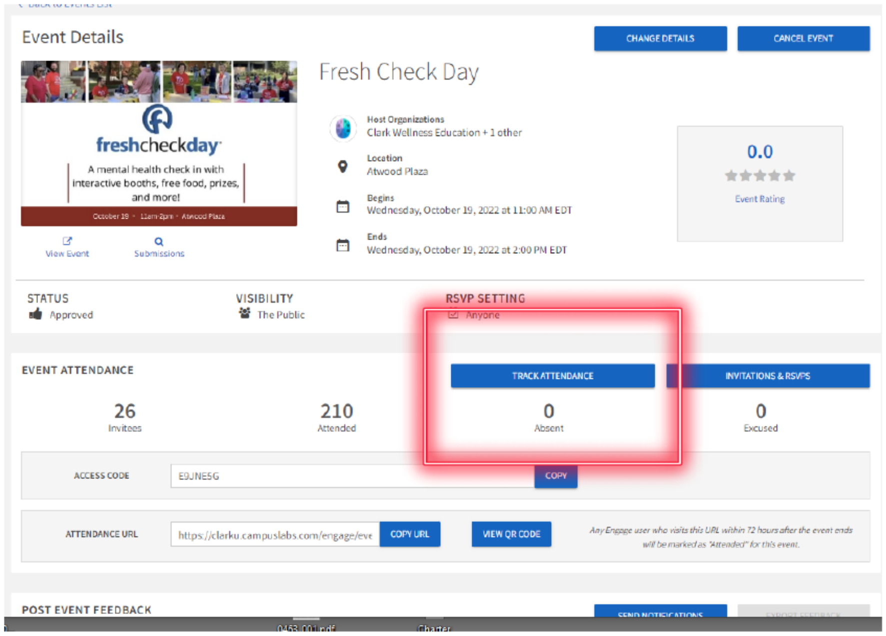
After selecting "Events," you will see the full list of events that your organization has held (including past and canceled events). Clicking on one of those events allows you to scroll down and find the Access Code.

Every event in Clark Engage receives a unique Access Code once the event has been approved. You will use that Access Code to scan attendees into your event through the Campus Labs Check-In App. You will be prompted to log in with your Clark credentials after you enter the Access Code. Once you log in, attendees will be able to present their Event Pass QR code (on the Corq app, saved to their phone, or printed out) and check in to the event.





After the event, go back to the "Events" tab of your organization page and filter Past Events. By clicking on the "Track Attendance" button, you can then export a list of everyone who was checked in at your event.


Event Details
CHANGE DETAILS
CANCEL EVENT
freshcheckday
A mental health check in with interactive booths, free food, prizes, and more!
View Event
Submissions
Fresh Check Day
Host Organizations
Clark Wellness Education + 1 other
Location
Atwood Plaza
Begins
Wednesday, October 19, 2022 at 11:00 AM EDT
Ends
Wednesday, October 19, 2022 at 2:00 PM EDT
0.0
Event Rating
STATUS
Approved
VISIBILITY
The Public
RSVP SETTING
Anyone
EVENT ATTENDANCE
TRACK ATTENDANCE
INVITATIONS & RSVPS
26
Invitees
210
Attended
0
Absent
0
Excused
ACCESS CODE
E9JNE5G
COPY
ATTENDANCE URL
https://clarku.campuslabs.com/engage/eve
COPY URL
VIEW QR CODE
Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.
POST EVENT FEEDBACK

How to Download the Corq Event Pass

1. Download the Corq app.
2. Select "Clark University" as your campus.
3. Log in with your Clark credentials. Once logged in, you should be directed to the "Events" page.
4. Select the orange arrow in the top left corner to get to the Corq main menu.
5. Click on "Event Pass."
6. Save the Event Pass to your digital wallet or take a screenshot to avoid having to open Corq at every event!

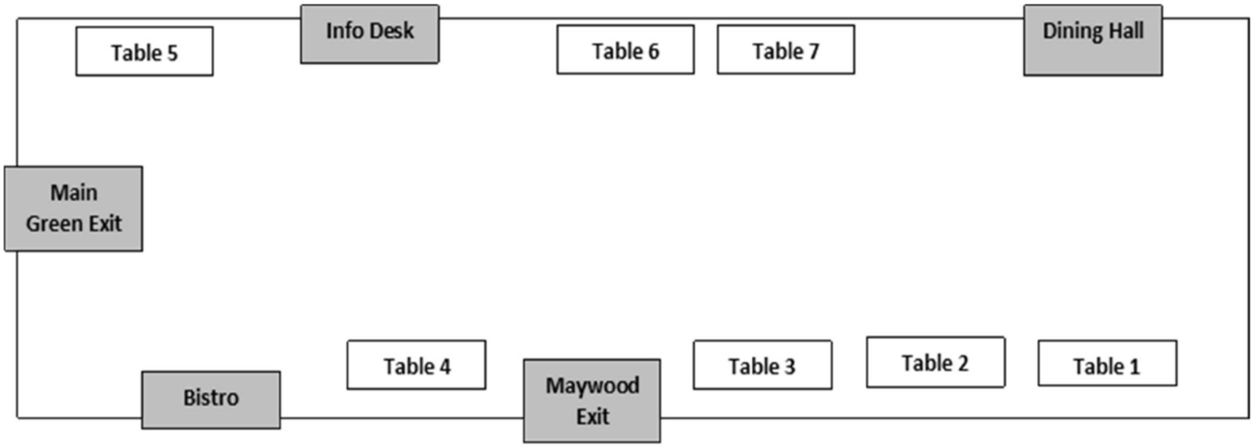
Tabling in the Higgins University Center

There are 7 tables in the concourse of the Higgins University Center. Concourse Table 1 is reserved for outside vendor use only. If a vendor is not using Table 1, students, clubs and organizations, faculty and staff may use it on a first come, first serve basis.

Concourse Tables 2 through 7 are reserved for recognized student clubs and organizations to advertise upcoming events and programs. RSOs may also book the tables to recruit new members and provide general information about the organization.

The booking policy for these tables is as follows:

- Complete an event request for tabling on Clark Engage and indicate in the title that your club is "Tabling for [Event Name]."
  - **RSOs are not permitted to table until the Tabling event request is approved on Engage. Tabling requests must be submitted at least 10 business days in advance.**
- If the RSO is tabling for recruitment/informational purposes without a specific event to promote, they can book a maximum of 10 tabling times per semester.
- Fundraisers and bake sales at the tables must be approved by SLICE prior to booking. This must be indicated on the event request form.



Policies for UC Tabling

- When arriving for your reserved time, please check-in with the Info Desk to ensure you use the correct table for your reservation.
- If an organization does not show up for their reserved time, SLICE reserves the right to cancel the organization's entire reservation. Repeated "no shows" by an organization may result in the loss of privileges to reserve future tables.
- After tabling, please remove ALL banners, flyers and paraphernalia and leave the table empty. Even if you have both lunch and dinner time reserved, you must remove items.
- The Info Desk does not have the capacity to store items, so please make alternative arrangements for storing your items.
- A person affiliated with the sponsoring organization must always be at the table so that they may answer questions, etc. These people must stay within proximity of the table. Advertising or peddling by shouting or approaching individuals is not permitted.
- Each table is provided with two chairs. Organizations may only have two members at the table during the assigned time. Clubs are not permitted to take chairs from other tables.
- Please refrain from playing music at the UC Concourse tables as it makes it difficult to hear conversations and questions.

Club-Sponsored Travel

RSOs may organize events that require off-campus travel, such as conferences, athletic tournaments/practices, service, etc. The following policies apply to club-sponsored travel:

- Club travel is defined as any off-campus activity related to or for the purposes of the club including, but not limited to competitions, bonding, club events, activities, conferences, etc.
- All off-campus club travel must be submitted and approved through Clark Engage at least **20 business days prior to travel. Associated purchase requests for travel must also be submitted at least 20 business days in advance.**
    - Clubs planning to travel off-campus must meet with the Associate Director of Student Engagement & Programming and the Student Engagement Business and Operations Manager.
- Travel requests must include travel plans and/or itinerary for approval. If a trip is not approved through Clark Engage, groups will not be eligible to use club funds for the trip (including reimbursements).
- If a trip does not align with the club's mission, the event request will be denied.
- Groups must complete a Travel Information Form/Waiver in advance of any trip. A copy of this form must be submitted to SLICE and University Police at least 72 hours before departing campus.
- Whenever possible, a faculty member or University administrator should attend (a 25 participants/1 advisor ratio is recommended).
- Individuals may not solicit trips on campus as an independent representative for a travel agency or tour operator.
- Prices advertised must include all taxes, fees, and gratuities to ensure there are no hidden costs.
- All cancellation and refund policies must be communicated in writing to all students who register for a trip.
- All purchase requests relating to travel must be submitted to Clark Engage **20 business days before the trip (including reimbursement requests).**

Transportation To/From Off-Campus Events

Whenever possible, the club sponsoring the off-campus event must provide/arrange transportation for attendees to and from the event location. Arrangements must be made to accommodate any individual with physical disabilities. If a bus/van is being used, you must order a bus/van that is handicapped accessible. For traveling in Worcester, clubs are encouraged to use the WRTA.

It is highly encouraged to use chartered transportation services with company drivers to minimize risk. When not possible, drivers for student organization travel must be members of the organization, enrolled as Clark University student, or Clark University faculty or staff. Organizations requesting permission for other drivers (e.g., volunteer coaches) must receive approval from Student Leadership, Identity & Community Engagement. All drivers must have a valid United States driver's license and comply with Clark's Driver and Vehicle Use Policy.

Personal Automobiles

The use of personal automobiles for travel to and from RSO activities or meetings off-campus is discouraged by Clark University due to the inherent dangers of general automobile travel and the additional risks represented by transporting others in a personally owned automobile. However, Clark University realizes that it is unrealistic in many cases for small groups of students to rent or lease an automobile or charter commercial transportation.

When individuals use their own vehicle to transport themselves and/or others, said individual is responsible for their own safety as well as the safety of any passengers. **Any individual who chooses to utilize their own personal vehicle must sign and submit a Personal Vehicle Waiver Form at least 3 business days prior to departure.** Clark University is in no manner responsible or liable for any injury to the driver or passengers in the driver's automobile. The individual's personal auto policy must respond to any bodily injury claims and expenses to the driver and passengers in the automobile, and any third party injured. As such, it is important for the driver to verify that they have insurance and that the limits of liability protection against such potential claims are adequate. Clark University is not responsible for the verification of valid driver licenses and insurance.

The owner's insurance policy must also respond to any property damage caused by or to the owner's automobile. Damage to the owner's auto is covered only if the owner carries "collision" insurance and theft of or glass damage to the individual's auto is covered only if "comprehensive" coverage is purchased. Clark University is not responsible or liable for any property damage to the owner's auto, any other auto or any "personal" property.

Group Transportation

When a group needing transportation to and from an RSO off-campus meeting or activity exceeds five persons, Clark University recommends that the group consider renting a seven or eight passenger van. If a van is rented, it must be driven by a commercially licensed driver. If a group is traveling outside of a 120-mile radius of Clark University, or the trip extends overnight, the group, regardless of size, will be responsible for renting a vehicle driven by a commercially licensed driver.

When a group exceeds twenty persons, the group must charter a bus or other commercial, professionally driven mode of transportation.

- Note: 12 and 15 passenger vans may not be rented, leased, or driven by Clark University students. The University prohibits Clark faculty and staff from driving 15 passenger vans and 12 passenger vans are permitted subject to additional certification detailed in Clark's Driver and Vehicle Use Policy for faculty and staff desiring to drive 12 passenger vans.

Driving Rules

Driver(s) information must be included in the event request form on Clark Engage at the time of submission. The number of drivers required may vary depending on the distance and duration of the trip. Each driver can drive a maximum of 4 continuous hours followed by a minimum 2-hour break. Each driver is permitted to drive a maximum of 10 hours over a 24-hour period. One person must be in the front passenger seat and awake to assist with navigation and trip safety, such as ensuring the driver remains alert. Drivers must obey all state motor vehicle laws and regulations, including posted speed limits.

Alcohol

No alcoholic beverages or beverage containers (open or closed) are allowed in vehicles. Consumption of alcohol by drivers is prohibited for at least 8 hours before driving for student organization activities.

Travel Times

Travel is not permitted between 2:00 a.m. and 5:00 a.m. if personal or rented automobiles are being used. Contracted or hired professionally driven transportation may be used for travel during these times.

Weather

In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings as issued by the highway safety authorities or weather advisory services.

Accommodations

When overnight accommodations are necessary, every effort should be made to respect the rights of privacy and adequate space needs of participants by ensuring that the number of occupants and genders of those lodged in hotel rooms or other accommodations are agreed upon by all occupants.

Responsibilities of Club-Sponsored Travel Participants

All policies described with these guidelines and the Student Code of Conduct are in effect during a trip. Students are accountable for any behavior, including that of their guests, which would necessitate disciplinary review by the University. Clark University is not responsible for any damage caused by a student or guest of a student on a club-sponsored trip.

It is the trip attendees' responsibility to be aware of and adhere to departure times.

Alcoholic beverages are prohibited on any bus trips sponsored by student clubs or organizations. Any student who brings alcohol onboard a bus trip sponsored by a RSO will not be allowed to attend the trip and will be subject to disciplinary sanctions outlined in the Student Code of Conduct.

The club must adhere to all Clark University policies and procedures for student clubs. If an RSO violates any of these policies, the group may be prohibited from sponsoring off-campus functions in the future.

Non-Compliance

Any organization that does not comply with the Clark University Student Code of Conduct, these student organization travel policy and procedures, or other Clark University Policies are subject to disciplinary action as stated in the Student Code of Conduct.

Reimbursement of travel expenses from a student organization account is contingent on compliance with these student organization travel policies and procedures. If these policies and procedures are not met, no individual, club or organization will be eligible to seek reimbursement from Clark University for any costs incurred during the trip in question. Failure to comply with any student organization travel policies and procedures may result in disciplinary action including, but not limited to, loss of recognition and/or funding.

In extenuating circumstances, exceptions to this policy may be made in writing by the SLICE staff before the travel takes place.

If a club is found to be in violation of any rules pertaining to travel, including, but not limited to, ensuring that all required waivers have been signed by every traveling individual and adherence to Clark's Driver and Vehicle Use Policy, the club will face the following club sanctions in addition to any disciplinary action as stated in the Student Code of Conduct:

- Fist violation – written warning and must meet with a staff member of SLICE

- Second violation – club's Engage page will be set to "Frozen" status (no spending, no events, etc.) until a meeting occurs between the club and the director of SLICE
- Third violation – club will be suspended from traveling for the remainder of the academic year

Travel Expenses

- Club members who use their personal vehicles to transport attendees to and from events may be reimbursed for mileage, if a purchase request is submitted to Clark Engage 15 business days prior. The University will pay the prevailing standard IRS rate per mile in effect for travel by private automobile. This mileage reimbursement is intended to cover automobile expenses such as fuel, repairs, maintenance, physical damage, tires, depreciation, and insurance.
- Parking expenses will be reimbursed with an appropriate receipt, if a purchase request is submitted to Clark Engage 20 business days prior. Unless valet parking is less expensive than self-parking, valet parking is not reimbursed if there are other safe and reasonably convenient options.
- Overnight accommodation: When required, hotel or other short-term rentals should be chosen based on economy, safety, and a reasonable level of comfort. The proximity of lodging to the traveler's destination, such as a conference location, should also be a factor if it can reduce transportation expenses (cab fare, subway, etc.)
- Please see the Travel Expenses section under Student Club Spending for more information about making purchase requests relating to travel.

Minors on Campus Policy

Clark University values a safe environment for all of its programs, services, and activities, including those with minors. Clark's Minors on Campus Policy establishes standards for minors participating in University programs, workplaces and classrooms and the Clark students, faculty, and staff working with minors. All RSOs who work with individuals under the age of 18 must abide by Clark's Minors on Campus Policy.

Student organizations that plan to bring minors on campus or work with minors off campus for the purposes of club related programming or activities must complete the following:

- Clubs must attend the training on the Minors on Campus Policy during the fall student leader training
- Clubs must meet with the Director of SLICE before event requests will be approved, all clubs are highly encouraged to hold this meeting before the 20 business day deadline to submit a travel event

- All individuals affiliated with Clark University who will be engaging, participating, or volunteering during the program/activity that involves minors must complete a required training and be background checked at least 5 business days prior to the event/activity. Individuals who fail to do so will not be allowed to participate. Note, exceptions may exist for individuals engagement, participating, or volunteering with minors through a program off-campus and that should be discussed with the Director of SLICE in advance.
- Clubs must ensure that necessary waivers are completed and signed, including by the minors' parents, prior to the start of the program or event. Note, exceptions may exist for individuals engagement, participating, or volunteering with minors through a program off-campus and that should be discussed with the Director of SLICE in advance.

If SLICE discovers that a club program or event involved minors and failed to go through the proper protocol, the club will be frozen until the club leadership meets with the Director of SLICE. This means that no new events or purchase requests will be approved, and any events that are already scheduled prior to a meeting with the Director of SLICE will be cancelled.

RSO Spending & Financial Policies

The Clark Undergraduate Student Council allocates funding to RSOs through annual/mid-year budgets, grants, and the New Club Start Up Fund. Once funds have been allocated by CUSC, SLICE helps clubs spend their money and manage their budgets in the following ways:

- Managing Club Budgets: SLICE helps keep track of how much money your club has, what it's being spent on, and how much is left.
- Purchasing: If your club wants to buy things (like t-shirts, food for events, decorations, or supplies) you can't just purchase it yourself. SLICE assists with placing orders, paying vendors, and reimbursing club members who receive approval.
- Approving Expenses: SLICE checks to make sure that what your club is buying follows university policies. This includes making sure it fits your club's purpose, and the money is used responsibly.
- Helping with Fundraising Money: If your club raises money, SLICE deposits it into your club account.

RSOs are encouraged to work with SLICE whenever purchasing questions arise. RSOs seeking additional funding for club initiatives should contact the CUSC Treasurer to learn more about their options.

Student Activities Fund

Each semester, every full-time undergraduate Clark student pays a Student Activities Fee which contributes to the Student Activities Fund (SAF). The Clark Undergraduate Student Council is responsible for overseeing and distributing a portion of the SAF amongst Clark's student organizations.

Any monies spent from the SAF must be in accordance with the Clark Undergraduate Student Council constitution, bylaws, and any subsequent legislation and regulations passed by the Student Council. As such, the policies listed in the section below apply to all financial transactions relating to the expenditure of SAF monies.

General Policies of the Student Activities Fund

- Any activities utilizing the Student Activities Fund must be open to all members of the Clark University undergraduate student body.
- Receipts for any open purchases must be turned in before new purchase requests are generated for the club.
- Paperwork cannot be altered after the Office of Student Leadership, Identity & Community Engagement has signed it.
- Any revenue generated by an organization must be deposited into that organization's fund.
- All SAF funding must remain in the University, prohibiting deposits into any off-campus accounts.
- No purchase of alcohol, tobacco products, or associated paraphernalia is permitted.
- A group cannot donate money from its budget to for-profit or non-profit organizations.
    - A group can use monies from its budget to hold events in which the proceeds will be donated to charitable organizations. If your group would like to fundraise for an organization, please contact SLICE for details. Fundraising for individuals is not permitted.
- Money generated from one academic year cannot be spent on purchases for another academic year.

- Every group must submit its charter to the Student Council Judiciary Committee annually and it must be approved by the Committee. CUSC has the right to freeze the funds of any group until an approved charter is submitted.
- Any money left in a group's account at the end of the fiscal year (May 31st) will be transferred into Cumulative Surplus. Money in Cumulative Surplus is the property of the CUSC.
- If a group overspends on its SAF account, any monies spent in excess of the allocated budget will be taken out of the group's budget for the next academic year.
- Groups are encouraged to limit spending to no more than 25% of their allocated budget for food.
- Groups are limited to spending no more than 40% of their allocated budget on travel expenses (defined as any expenses made for the purposes of a trip – should not be construed to include registration fees for conferences). Special exceptions may be made with advance permission of the Budget and Finance Committee
- If a group has not accessed its account (by spending funds) by Thanksgiving break, then that group will forfeit 25% of its allocated budget. If the account has not been accessed by spring break, then that group forfeits its entire budget, subject to an appeal to the Finance Committee.

Any of the preceding spending rules may be appealed to the Student Council Judiciary Committee.

Accessing Club Funds

Recognized student organizations must access club funds through Clark Engage. In addition to the general CUSC policies listed above, RSOs must follow the below guidelines provided by SLICE to spend funds:

- RSOs must use Clark Engage to submit purchase requests, upload receipts, and track spending for their club. Clubs are not permitted to set up a separate private account for club spending.
- Funds must be spent on activities, programs, materials, etc. that have been approved by SLICE and explicitly link to the mission and goals of the organization in benefit to the student community.
  - This includes when clubs co-sponsor events with other clubs, campus offices, or academic departments. The activity or event must be linked to the mission and goals of the organizations involved.
  - Purchases must adhere to University policies.

- Club programming must be approved by SLICE in Clark Engage before funds can be spent or reimbursed. Club programming will not be retroactively approved to allow for club spending.
- Requests to spend funds outside of Club programming (general supplies, club merchandise, etc.) should be submitted through the purchase request process in Clark Engage. If a student purchases items for a club without prior approval, reimbursement is not guaranteed.
- RSOs are not permitted to transfer any unspent funds to another RSO at the end of the academic year.

RSO Treasurers

Every RSO must have a designated Treasurer (or equivalent) listed in Clark Engage. All financial requests for the RSO must be made through the Treasurer; RSOs will not have access to club funds without a Treasurer. Treasurers must be a current Clark undergraduate student in good academic and conduct standing. While an undergraduate student is eligible to be a Treasurer for multiple organizations, it is recommended that they only serve as Treasurer for one club at a given time.

Treasurers should keep accurate records of all club transactions in Clark Engage. Treasurers should work with their clubs to create a budget to follow for the year, in accordance with the budget that the RSO was allocated by CUSC.

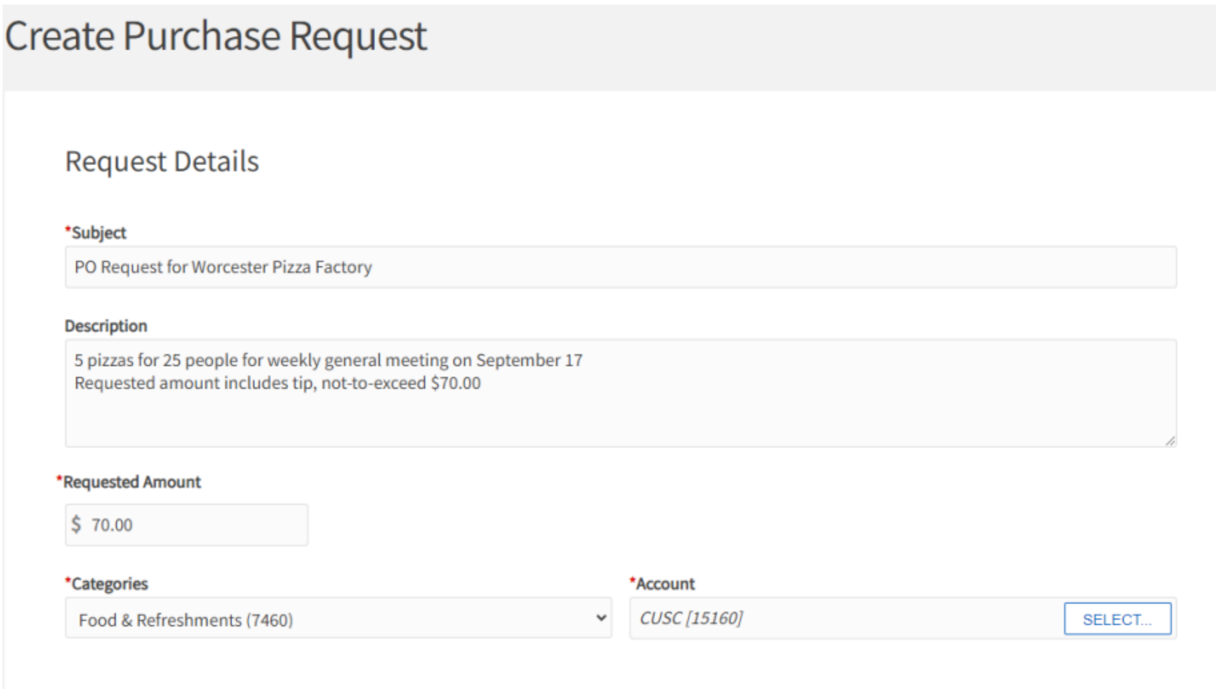
Treasurers are expected to keep good records of spending, submit purchase requests on time, submit receipts on time, and keep their club informed about finances. They should also keep all receipts and be knowledgeable about possible preferred vendors for club activities.

Making Purchase Requests

Every time a club spends money, the Treasurer must first submit a Purchase Request on Clark Engage using the organization's "Finance" tab **at least 15 business days in advance of the event or date supply is needed (certain requests require more time – please refer to the Event & Purchase Request Timeline Chart).** All Purchase Requests require the following basic information:

- Subject – What is being purchased (see below for a list and descriptions)
- Description – Additional details about the purchase, such as items to be ordered, quote from vendor, etc.
- Requested Amount ($)

- Categories – The type of purchase (Purchase Order, p-card, travel expenses, contract, etc.)
- Account – The account the funds will be taken from. Treasurers only have access to the club account for their club.



Create Purchase Request

Request Details

*Subject

PO Request for Worcester Pizza Factory

Description

5 pizzas for 25 people for weekly general meeting on September 17
Requested amount includes tip, not-to-exceed $70.00

*Requested Amount

$ 70.00

*Categories

Food & Refreshments (7460)

*Account

CUSC [15160]

SELECT...

Common reasons why purchase requests may be denied:

- Request submitted too late (refer to the Event & Purchase Request Timeline Chart to ensure your request is submitted on time)
- Event associated with the purchase request has not been submitted/approved on Engage
- Purchase request does not align with the club's mission/goals
- Club does not explain how the purchase would benefit the Clark community
- Club does not have enough money in their budget to cover the purchase
- Purchase request includes items prohibited by the SAF Policies (i.e., alcohol, tobacco products, or associated paraphernalia)

Receipts for RSO Purchases

It is crucial for students to remember to submit all receipts and invoices for any purchase made. Businesses only get paid once receipts or invoices have been submitted. Therefore, it is critical that students submit receipts and invoices as soon as possible so that Clark can maintain good relationships with local businesses.

All receipts must be itemized, have purchase date, vendor name, and the amount spent to be accepted by Accounts Payable. Accounts Payable will not pay a vendor unless they have received a receipt or invoice. Clark operates under a Net 30 policy, which means vendors will be paid within 30 days of the receipt/invoice being submitted to Clark. Vendors expect payment within the month, but that can only happen if you submit your receipt on time!

The Receipt Submittal section can be found at the bottom of all Purchase Request Forms.

Receipt Process

Receipts for purchase orders and reimbursements are due within 48 hours of purchase and must be uploaded below.

Please Upload receipts for PO's and/or Reimbursements here.
Filename should include club name_vendor_date of event or purchase (DDMMYYYY)

UPLOAD FILE

Please indicate what type of purchase receipt you are uploading

- [ ] PO for Vendor
- [ ] PCard
- [ ] Reimbursement

Purchase Order (PO)

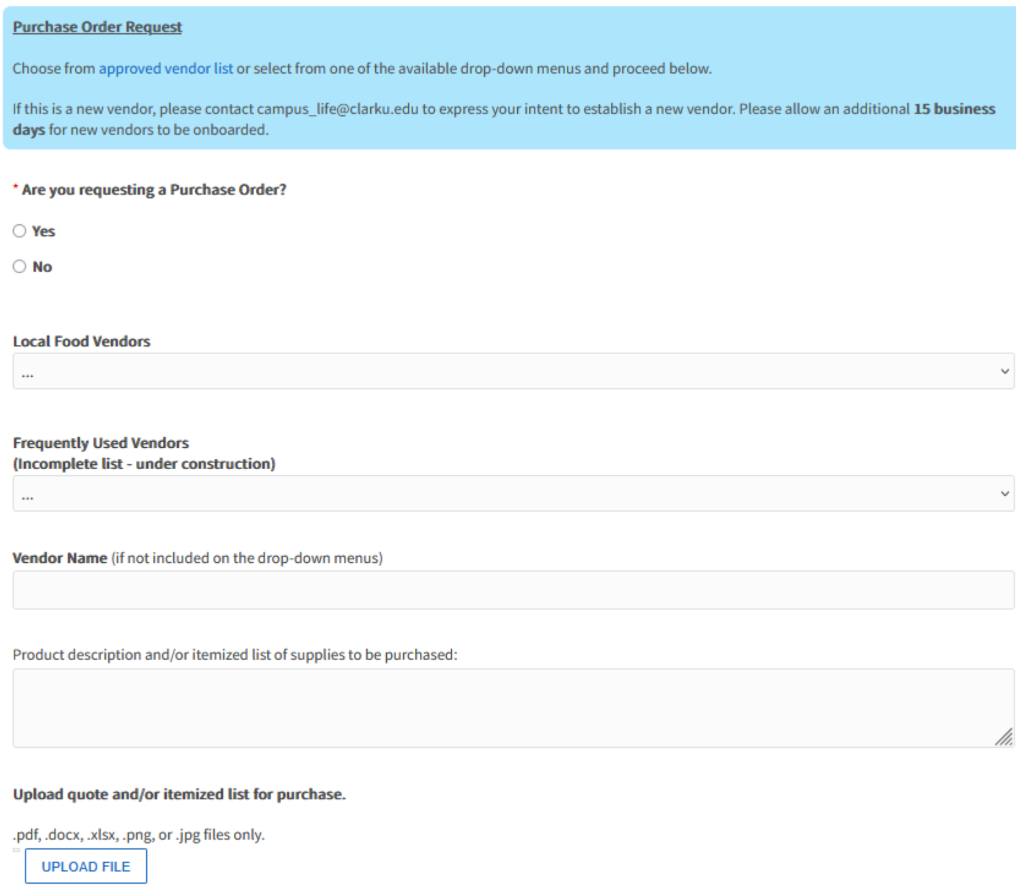
A purchase order (PO) is a form of a contract and is a legal document used to place orders for goods or services with a vendor. When a purchase order is sent to a vendor, it authorizes the purchase to be made and obligates Clark to pay for the goods or services being received. It is important that a PO accurately describes the goods/services being purchased and includes the price that Clark is expecting to pay.

If a club is requesting a PO for purchases for an event (this includes weekly meetings), the event must be approved on Engage before SLICE generates the PO.

To use a PO for a club purchase, create a Purchase Request on Engage and put “PO Request for [Vendor Name]” in the Subject line. In the description, provide a list of the items to be purchased with prices, or provide a “not-to-exceed" amount. Be sure to account for any tips or additional fees.

After the Purchase Request for the PO is approved on Engage, SLICE will send the requester a follow-up email with a PDF of the PO that the club will print and give to the vendor. The vendor will keep the printed version of the PO, but the student club must obtain a receipt from the vendor for payment to proceed. Within 48 hours, submit the receipt for the PO by attaching it to the associated Purchase Request. **Please be sure to upload the receipt as a PDF, PNG, or JPG file to ensure that it is easily downloadable.**

SLICE will take care of the rest of the processing once the receipt has been submitted. SLICE will be in contact as soon as possible with any questions or issues.



Purchase Order Request

Choose from approved vendor list or select from one of the available drop-down menus and proceed below.

If this is a new vendor, please contact campus_life@clarku.edu to express your intent to establish a new vendor. Please allow an additional **15 business days** for new vendors to be onboarded.

* **Are you requesting a Purchase Order?**

Yes

No

Local Food Vendors

...

Frequently Used Vendors
(Incomplete list - under construction)

...

Vendor Name (if not included on the drop-down menus)

Product description and/or itemized list of supplies to be purchased:

Upload quote and/or itemized list for purchase.

.pdf, .docx, .xlsx, .png, or .jpg files only.

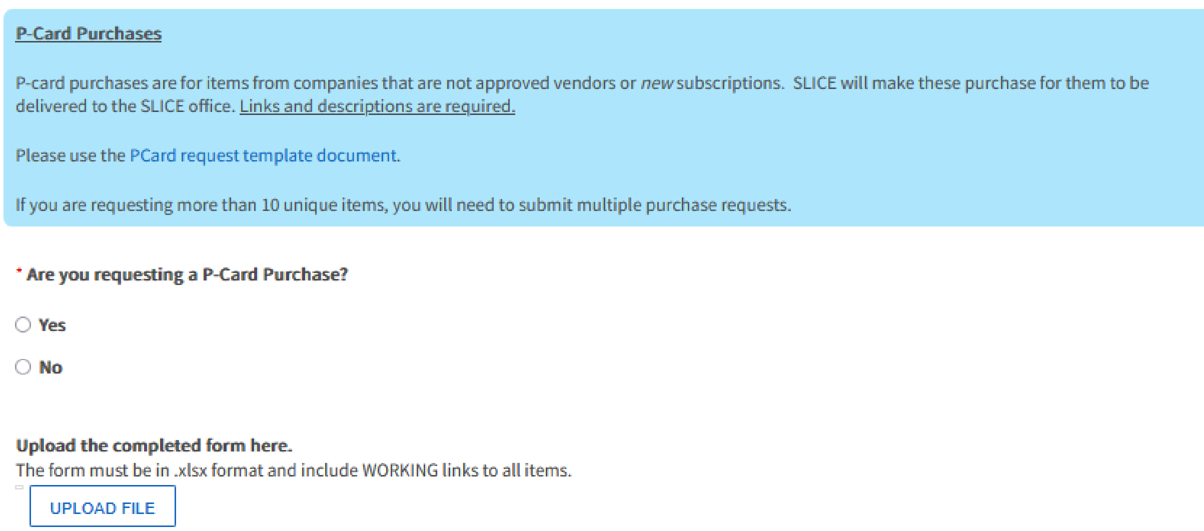
UPLOAD FILE

P-Card

In the instances that something cannot be paid through a PO, Direct Pay, or the cost is too high to ask a student to get reimbursed, SLP has access to Purchasing cards (credit cards) to process payments. P-cards can be used on a limited basis under the following stipulations:

- Students must get permission from SLICE to utilize the p-card through the Purchase Request form
- Students must provide SLICE with an itemized list of items to be purchased, with links to specific items (and alternatives whenever possible).
    - If this is not possible, the club must schedule time to meet with SLICE to make the p-card purchase in-person.
- P-cards will not be given out to students to purchase something on their own.
- P-cards have a transaction and monthly limit; SLICE reserves the right to deny a request in consideration of this limit.

If a club uses a P-card for a purchase, they must ensure that the SLICE staff member who made the purchase has received a receipt within 48 hours. Failure to submit receipts on time will result in the club being denied future use of the SLICE p-card.



P-Card Purchases

P-card purchases are for items from companies that are not approved vendors or *new* subscriptions. SLICE will make these purchase for them to be delivered to the SLICE office. Links and descriptions are required.

Please use the PCard request template document.

If you are requesting more than 10 unique items, you will need to submit multiple purchase requests.

* **Are you requesting a P-Card Purchase?**

○ **Yes**

○ **No**

Upload the completed form here.
The form must be in .xlsx format and include WORKING links to all items.

UPLOAD FILE

Paying Individuals and Creating Contracts

Registered Student Organizations are permitted to use club funds to pay an individual or group for services/performances connected to an approved club event. Common examples include:

- Hiring a guest speaker, artist, musician, or other performer to speak/perform at the event
- Hiring a director for a theater production
- Hiring a dance instructor/guest choreographer
- Hiring a professional photographer/videographer

- Hiring police or EMS for an event

RSOs must notify Student Leadership, Identity & Community Engagement **at least 20 business days before their event** that they would like to pay an individual, or that individual may not be eligible to receive payment. RSOs can use both the Purchase Request form and the Event Request form on Engage to provide information about the individual they would like to hire for the event.

Depending on the individual’s connection to Clark, the university will determine the payment method and corresponding required documentation. By providing SLICE with at least 20 business days' notice, this allows adequate time for documentation to be processed and minimizes any delays in getting payment to individuals once the event is completed.

A signed contract or independent contractor agreement is required before the event or services are provided. Student Leadership, Identity & Community Engagement handles all paperwork when it comes to signing contracts and paying individuals. **Students and/or club advisors should never sign a contract.**

Vendors

A vendor is an individual or business that Clark University does frequent business with or has a special business agreement with. RSOs are strongly encouraged to work with vendors already on Clark’s approved vendor list. Working with existing vendors expedites the purchase approval process and ensures that RSOs partner with trustworthy vendors.

Several local restaurants accept Clark POs. RSOs seeking to purchase food for an event are encouraged to work with the businesses on the Local Food Vendor list.

RSOs using a contract to pay an individual or a company (performers, speakers, movie rights, anything that requires a signature from the University) must ensure that the individual or company has been set up as an approved vendor. **Students and/or club advisors should never sign a contract.**

New Vendors

Should the need arise for a RSO to work with an individual or business not established as an existing Clark vendor, the RSO must work with the vendor to complete the following forms:

- New Vendor Information Form
- W-9 Form

Once the potential new vendor has completed these forms, they can be submitted electronically at https://upload.clarku.edu/form/vendors. If links are sent to the vendor, be sure to include clubpurchasing@clarku.edu on the communication, and remind the vendor to notify the RSO once it has been submitted. The RSO can also bring the hard copies of the completed forms to the Office of Student Leadership, Identity, and Community Engagement for processing. SLICE will contact the RSO once the new vendor has been approved, or if additional information is needed.

New Vendors require additional time for processing payment!

Contracts

When professional services are being used for a program or event, a contract may be required. Understanding the following guidelines will protect you and your club when working on events that require contracts.

Contracts are binding legal documents. Only a staff member of the Office of Student Leadership, Identity & Community Engagement may sign a contract. **Students and/or club advisors should never sign a contract.** When students and advisors sign contracts, they may be liable themselves for the terms and conditions of the contract because their signature was not authorized by the University.

When a contract is signed, both parties agree to certain requirements which must be met. If you do not meet these requirements, you and your club may be held liable. This is also true if the performer/company does not meet the contract requirements.

Be cautious of verbally agreeing to engagements. While this can be considered binding by the vendor, SLICE does not recognize verbal agreements. **Students and/or club advisors should never enter into a verbal agreement with a vendor.**

The need for a contract will be determined during the Event Registration process on Engage. A club may be asked to provide details on the Event Registration Form that provides contract-related information. This must be done at least **20 business days prior to an event.**

Before a contract is issued or signed by SLICE, the RSO must guarantee they have secured funding by completing a purchase request on Engage.

SLICE reserves the right not to produce or sign a contract for an event. RSOs must be cognizant of their event planning timelines and give SLICE enough notice to assist and either produce or review and negotiate a contract.

Please note that contracts are required for agreed upon services even if there is no payment associated with said service. This is to ensure that there is written confirmation that a service was agreed upon for free and that no later request for payment is made.

Paying Undergraduate Clark Students

Some RSOs like to hire student photographers/videographers, artists, and performers to work at club events. RSOs must take proper measures to ensure these students are following Clark's policies and state and federal employment laws prior to performing work.

When hiring a student to perform work for your club, please follow these steps:

1. Determine how much your club will pay the student for their work. Please note that students need to be paid the minimum hourly wage for Massachusetts ($15).
2. Ask the student if they have been onboarded with the Office of Student Employment. If they have worked on campus in the past, they should be good to go, but it never hurts to double-check!
    a. If the student has NOT been onboarded, email oncampusemployment@clarku.edu for onboarding information. **Do not proceed until onboarding is completed.**
3. Once the onboarding status is confirmed, submit a Purchase Request detailing the student's name and Clark ID number, the services to be provided, the event date, and the pay rate.
    a. SLICE will use the information provided to create and send an electronic One-Time Payment form for the student to sign.

Paying Clark Alumni

Clark alumni (including 5th years) are regarded as external vendors for the purposes of RSO purchasing. If your club is interested in hiring a Clark alum for an event, please contact SLICE before proceeding.

Travel Expenses

Purchase requests relating to club travel must be submitted for approval at least **20 business days** before the trip date. Clubs should utilize the purchase request form on Engage to submit estimates for their travel expenses (including lodging, airfare, conference registration, etc.) and then schedule time to meet with SLICE to make the purchases. At this meeting, SLICE will review the purchase request with you and determine how payments will be made (purchase order, p-card, reimbursement, etc.)

The "Travel" section on the purchase request form allows clubs to upload a travel itinerary, quotes for transportation and lodging, and information about the event/conference your club plans to attend. Please review Club-Sponsored Travel for more information about planning club travel.

Reimbursements

If an RSO wants to make a purchase but cannot use a PO or P-card, a member of the club can request to be reimbursed for making the purchase on the club's behalf. All reimbursement requests must be submitted through the Purchase Request process on Clark Engage 20 business days prior to the event/purchase. If a club is requesting reimbursement for purchases made for an event, the event must also be approved on Engage.

Purchases made without first receiving approval on the purchase request form **will not** be retroactively approved or processed for reimbursement. Additionally, events will not be retroactively approved to process reimbursement.

Only items or services directly connected to club programming will be eligible for reimbursement. **Receipts are necessary for reimbursements to be processed; receipts must be itemized, have the purchase date, vendor name, and the amount spent to be accepted by Accounts Payable.**

If a student is set up to receive direct deposit, the reimbursement will be deposited into the student's bank account. If the student is not set up for direct deposit, Accounts Payable will mail a physical check to the student (oftentimes, checks will be sent to the student's on-campus mailbox). When completing the reimbursement request, double-check that the student's address is current in case a physical check is sent.

Students are *strongly* encouraged to keep reimbursement amounts below $100. While it is preferred that students utilize other methods for club spending, in some instances, reimbursement for a higher dollar amount may be necessary. Clubs should connect with SLICE to ensure that all other purchasing methods have been explored prior to submitting a reimbursement request.

Club Packages

When SLICE orders items for a student organization, the items will be mailed to campus and processed in the departmental mailroom. SLICE staff members check the mail each business day, sort club packages, and store them in the Asher Suite (UC 3rd floor). SLICE will notify the club's Primary Contact via email when a package is ready to be picked up.

Fundraising Policies & Procedures

All fundraising activities by student organizations require prior approval by Student Leadership, Identity & Community Engagement.

Fundraising events must cover the costs of the fundraiser before donating. This means that your donation amount = Money raised – Event cost.

On-campus Fundraising

All fundraisers must be approved by SLICE. Student organizations can fundraise on campus through such means as donations, raffle tickets, selling merchandise (i.e., Krispy Kreme), and/or ticket sales to a specific event. Consideration will be given to student groups on a first-come, first-serve basis and every effort will be made to ensure that groups are not fundraising simultaneously.

Groups must keep a record of all monies raised, and donations must be deposited into the respective student organization's account. All money fundraised must be deposited into a Clark student club account after the fundraiser. Money that is raised should be brought to SLICE immediately following the fundraiser. If a fundraiser occurs outside of business hours, the club will need to drop-off money to University Police until the money can be delivered to SLICE. Clubs cannot solicit financial donations from individuals or companies.

Clubs may only collect cash or utilize Clark University Touchnet online payment system for fundraisers. The use of Venmo, CashApp, or other apps is prohibited. Money should be labeled with the student's name, club name, and raised amount.

Off-campus Fundraising

Student groups are not permitted to approach off-campus entities for the donation of gift certificates, merchandise, or similar in-kind donations. No requests for financial donations can be made to any off-campus organization or individual. Exceptions will be made only for identified funding opportunities that are directly related to a student organization's purpose and activities. Such exceptions require the prior written approval of the Director of Student Leadership, Identity & Community Engagement in consultation with the Vice President for University Advancement. Fundraising for non-University programs and activities cannot be undertaken under the auspices of the University.

Donations

The Student Activities Fee cannot be used to donate to organizations. Only money that is collected through fundraisers can be donated. **External organizations must be set up as vendors through SmartBuy+ to make donations and ensure that the organization they**

are collecting money for is legitimate. Unless the vendor has been set up in SmartBuy+, clubs should be cautious promoting donations to third party vendors.

Clubs are not permitted to require a donation for entry to events.

All donations must be used by the student organization for a specific event/goal. No donations may be used for personal gain by an organization's member(s). A list of all monies raised and donations accepted (description and cash value) must be submitted to Student Leadership, Identity & Community Engagement at the conclusion of the fundraising activity for such funds to become available for the organization's use.

Financial Support from (Inter)National Organizations

RSOs who receive additional financial support from a national or international organization must contact SLICE to ensure that the funds are accessible. If funds are allocated for a specific purpose, SLICE will work with the organization to ensure that the funds are being used appropriately.

Donor Gifts

If an alumni donor expresses interest in making a donation to your club (monetary or otherwise), you must contact SLICE before proceeding.