**JSO CLUB MANUAL**

This manual is intended to be a helpful guide for how your student group can become a JSO sponsored club. After you have received approval to be a JSO sponsored club, this manual also provides the details of how to request money and advertise events properly.

All clubs must submit their applications within 2 weeks of the first announcement that applications have been opened in order to be considered for approval and funding. Applications will be due by 11:59 pm, Friday, September 10th. Any club that submits past this deadline will not be considered for funding.

Club Application: <https://www.ju-jso.com/club>

Facility Request Form: <http://www.judsonu.edu/JSO/RequestForms.aspx>

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**TO BECOME A CLUB**

Clubs must meet the following criteria to be sponsored by JSO and receive student life fee funding

1. Open to all members of the student body for participation in events/activities/club membership
	1. Any club with inclusion criteria is not considered open to all members of the student body
		1. Inclusion criteria may include but are not limited to: achievements, designated major, required skills for participation
			1. Examples of groups with inclusion criteria are honors societies or academic major groups with closed meetings/membership/events
			2. Clubs may be academic in nature and may relate to specific majors or programs, as long as membership is not limited to students of only that major.
2. Must have a current Judson staff or faculty member confirmed as sponsor of the club
	1. New clubs must ask the staff or faculty member and then note them as sponsor in their application
	2. Renewing clubs should also list their staff or faculty sponsor even if it is the same as the previous year.
	3. Each year staff or faculty sponsors will be confirmed by the JSO Advisor or the Vice President of External Operations.
	4. Any club lacking a staff or faculty sponsor automatically becomes inactive and ineligible to receive funding from JSO.
3. Must have a student identified as the “point person” for all club business and dealings
	1. This will be the student who will serve as the main contact for the JSO Advisor and Vice President of Advocacy when a club needs to be made aware of information, changes, or needs
		1. This can be any member of the club, does not have to be a president or lead student, just must be willing to serve in the role as point person for communication between JSO / Student Life and the Club
4. Must have a roster of ten active, full time Judson Student members confirmed as current participants interested in attending club events and functions
	1. New club application - Roster lists need to be obtained in advance and included in application
	2. Club Renewal – Roster list should be resubmitted each year with the club renewal application
		1. Failure of 10 members to confirm active participation will result in denial of club application (new clubs) or denial of renewal (existing clubs)
5. All clubs must host at least one event per semester that is open to all campus participation or involvement
	1. It is advised that this event be advertised through the proper JSO publicity channels as much of the student body watches these for campus events
	2. Any club that fails to execute an event in a semester will be subject to loss of funding and club status.
6. All clubs must have a representative attend weekly JSO meetings.
	1. Any club approved and receiving funding must participate in weekly meetings which discuss student life at Judson.
		1. Club representatives are encouraged to share thoughts/feedback/concerns and actively participate in the JSO proceedings
		2. Required attendance does not entitle the club or representative to voting privileges on JSO business or matters
	2. The club representative attending JSO meetings cannot be a current JSO President or Vice President.
	3. Failure to attend weekly JSO meetings by a club representative may result in the loss of club funding and active club status.
7. All clubs must use proper channels to request facility space on campus
	1. Complete a facility request form. See page 7 for more information.
	2. Failure to properly request facilities may result in the loss of club funding and active club status
8. All clubs must adhere, support, and be in line with the Judson Lifestyle Statement guidelines
	1. More information can be obtained at
		1. https://www.judsonu.edu/content.aspx?id=287
	2. This determination may be made by the JSO Advisor in conjunction with the Office of Student Life and the Dean of Students.
	3. Failure of a club to meet or maintain these lifestyle expectations will result in loss of club status and funding.

**FUNDING APPROVAL PROCESS**

Clubs that apply in Fall semester, are approved, and maintain their status will receive $200 for the fall semester and $200 for the spring semester to supplement their club activities.

Club applications may be reopened in the Spring, if the full amount of funding for clubs, set aside in the budget is not claimed in the first semester. Clubs that apply in Spring semester, are approved, and maintain their status will receive $200 for the spring semester to supplement their club activities. Such clubs will need to reapply for club funding in the Fall.

Each year there is limited funding available for clubs. Approval for club funding is decided by the JSO Advisor, the Executive Team (President and Vice Presidents) and the Advocacy Branch. Other members of JSO may be consulted at the discretion of aforementioned individuals. Once your application has been received this group of JSO members will read and carefully evaluate each application for club funding, in order to determine which clubs will best serve the student body. The approval committee will seek to approve a wide variety of clubs as to create the greatest number of social experiences for all students. Clubs that submit applications following a two-week deadline will not be considered for approval.

Clubs funding approval will be decided the Monday evening following the application deadline. Club representatives will be notified of their club’s approval for funding no later than the Wednesday following the approval decision meeting.

**HOW TO SPEND YOUR CLUB’S FUNDS**

1. Each club will have $200 to spend per semester.
	1. You can either use your club supervisor’s Judson credit card or your own credit card or cash to purchase your necessary items. If using your supervisor’s card, ask his or her permission well in advance.
	2. As a private educational institution, Judson does not pay sales tax in Illinois. As an extension of JSO and therefore the university all purchases must be tax exempt. Use the tax-exempt form included in this document.
	3. Clubs shall keep all receipts from purchases. You must also take a picture of the receipt and submit it to the Clubs Receipts WhatsApp immediately after making your purchase. On top of each receipt write your name, the name of your club, the name of the credit card holder, and what event the purchase(s) was for.
	4. All receipts for purchases must be submitted **no later than one week after the purchase was made to receive reimbursement**.
2. Rules for Use of Money
	1. Club must keep track of how much of their budget has been spent and how much is left.
	2. Funds provided by JSO may not be used for personal purchases or for the purchase of any good or service on behalf of any other group or organization, including but not limited to other clubs or academic departments.
	3. No reimbursement check will be written until a receipt for the expense has been given to the Vice President of Advocacy.
	4. Tax exempt forms must always be used. **Any expense that arises from tax will be paid by the club members.**

**HOW TO REQUEST A FACILITY/SPACE**

Step 1: Go to <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 2: Click on the Facility Request Link

Step 3: Fill out the form with all information requested. A Judson Staff member will email you back to figure out details and confirm your space, date and time. You do not have the space reserved until you have received a facility reservation confirmation email.

**IN CASE OF EMERGENCY**

1. Emergency
	1. In the case of any emergency at an event, contact campus safety immediately
		1. 847-622-9999
		2. If off campus, use facility medical attention or call 911
	2. Work with campus safety/medical personnel to complete any reports needed
	3. Know where liability waivers are located if they have been completed for an event
	4. Report incidents to your direct supervisor or the JSO Advisor through email within 24 hours with full details of the incident

**CONTACT INFORMATION**

Dean of Students

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VP of Marketing

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VP of Advocacy

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**CLUB LEADERSHIP AGREEMENT**

By signing below, I agree (on behalf of my club) to abide by all guidelines and procedures as described in this manual. I recognize that specific cases that fall outside of the guidelines in this document will be decided by the Vice President of Advocacy with advice from other members of JSO and the JSO advisor.

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Print Date

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Signature