MESSIAH UNIVERSITY
STUDENT ENGAGEMENT

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Messiah University Clubs and Orgs

HOW TO.

MESSIAH UNIVERSITY
STUDENT ENGAGEMENT

Today's Agenda

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Important Club Resources.

CLUB FORMS PAGE

WHEN IN DOUBT, START HERE!!!!!

The club forms page is a one-stop shop where you can find all club processes, forms, links, and even this presentation for your reference as you plan events for your organization.

You can also find this by searching ***"Club Forms"*** in Falcon Link

SGA GOVERNANCE MANUAL

The SGA Governance Manual is the guiding document for all Student Government guidelines and processes. As a recognized club on campus, you should familitarize yourself with these guidelines and uphold them as you lead your clubs and organizations this year.

STUDENT CLUB HANDBOOK

The Student Clubs Handbook is a supplemental guiding document to the SGA Governance Manual and it outlines all processes and guidelines for MU Clubs and Organizations in greater detail that is more process oriented.

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Stop Campus Hazing Act.

Education Requirement

Hazing Prevention

Your Role as a Leader

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Event Approval Process.

ALL CLUBS MUST COMPLETE THIS EVENT APPROVAL PROCESS

REPEAT EVENTS ONLY NEED SUBMITTED ONCE

FOLLOWING THIS TIMELINE ALLOWS THE OSE TO BEST SUPPORT YOU AS YOU PLAN YOUR EVENT!

CLUB EVENT PLANNING TO-DO LIST

- [ ] Get advisor's approval
- [ ] Submit Event Approval Request to studentengagement@messiah.edu (5 weeks in advance)
- [ ] If your event is a dance, film, fundraiser, outside vendor, or outside speaker, fill out the Club Special Events Form (5 weeks in advance)
- [ ] Reserve the space in EMS (4 weeks in advance)
- [ ] If your event will have food, fill out a Catering Request (4 Weeks in Advance) or fill out a Catering Waiver Form
- [ ] Add your event to the Student Club Calendar
- [ ] Submit Mass Email Request (3 full business days in advance)
- [ ] Have an AMAZING event

ALL FORMS CAN BE FOUND HERE:

*This checklist is available on the Club Forms Page

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Special Events.

EXCEPTIONS:

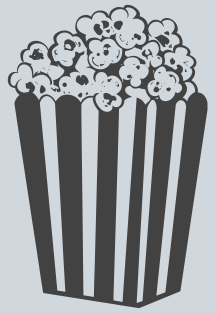
BONFIRES AND CAR WASHES ARE NOT PERMITTED AND WILL NOT BE APPROVED

IF YOU ARE HAVING A(N):

FUNDRAISER

OFF-CAMPUS GUEST SPEAKER

OFF-CAMPUS VENDOR



SHOWING A FILM/MOVIE

YOU MUST FILL OUT THE

CLUB SEPCIAL EVENTS FORM

BEFORE YOUR EVENT!!!

Blackout Dates.

Additional events will not be approved on the following dates;

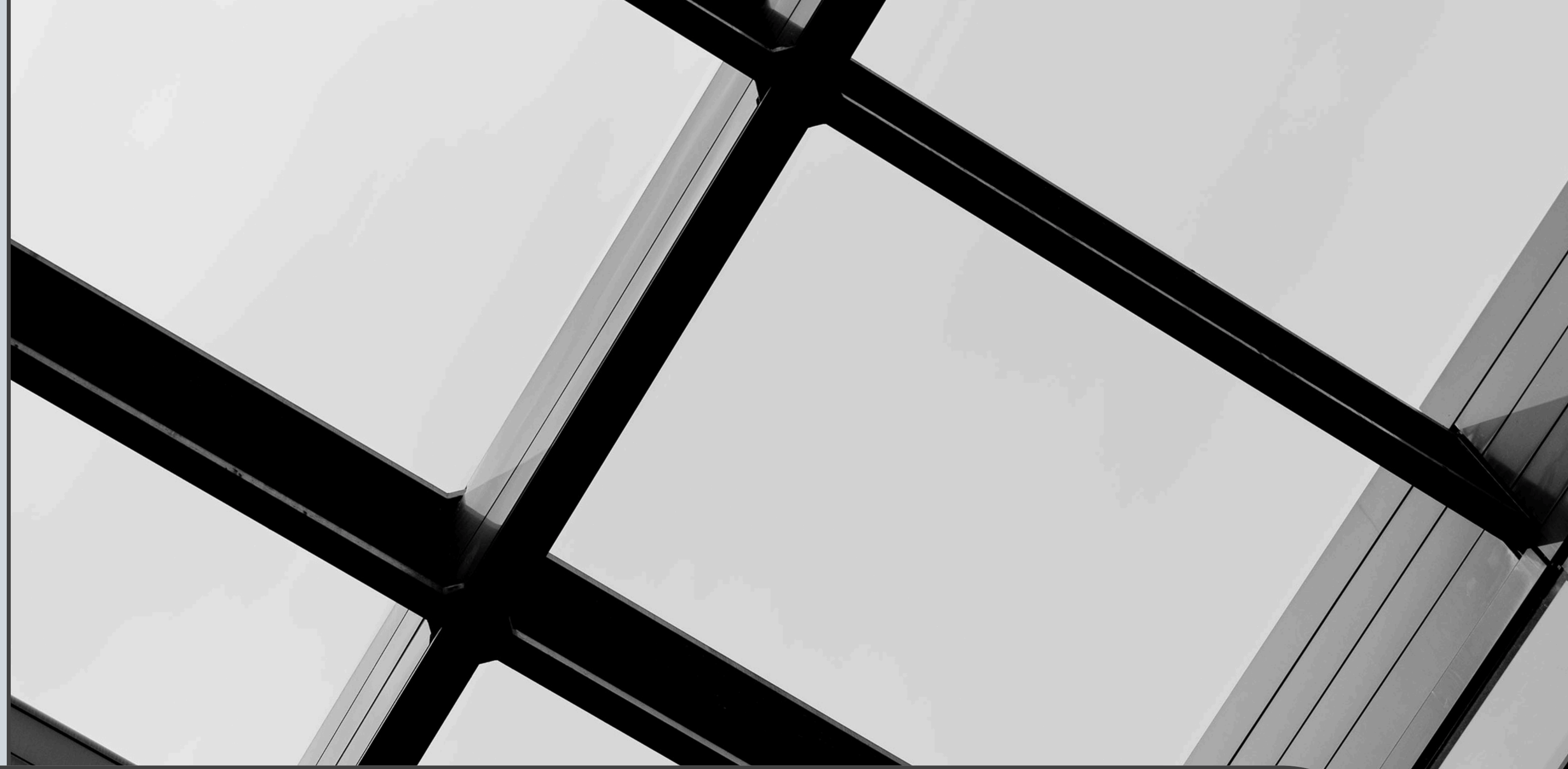
01	Homecoming Weekend: Oct 2-4
02	Fall Break: Oct 16-25
03	Thanksgiving Break: Nov 24-29
04	Fall Final Exams
05	Spring Break: Mar 5-14
06	Easter Break: Mar 25-29
07	Service Day: Apr 8
08	Spring Final Exams

GUEST SPEAKER PROCESS.

STEP 1	STEP 2	STEP 3	STEP 4
Submit the Special Events Form linked on the previous slide/on the Club Forms Page. Be sure to identify that your event will have an "Off-Campus Guest Speaker" on the first page of the Qualtrics form.	Once your advisor and the Office of Student Engagement has approved your guest speaker, we will notify you via email.	After you have received the communication noting that your guest speaker has been approved, you will send them the Guest Speaker Policy and Agreement Form for them to read and sign. You can find this form on the Club Forms Page.	Once you receive the signed copy of the form, you MUST submit it to studentengagement@messiah.edu BEFORE your event.

NOTE: YOU ARE REQUIRED TO FOLLOW THIS PROCESS EVEN IF YOUR SPEAKER IS SUPPORTING YOUR EVENT REMOTELY

ROOM AND FLEET RESERVATIONS.



VIRTUAL EMS

HOW:

VISIT:

http://ems.messiah.edu/emswebapp

or search EMS WebApp on Falcon Link

LOGIN WITH:

Username: Club Account
(Club email without "@messiah.edu")

Password: Club Password

WHAT:

EMS is your one stop shop for **most** reservations that you will need to make throughout the year, including University Fleet Vehicles.

These reservations can be one-time reservations, or can be weekly or monthly recurring reservations.

NOTE: It is better to reserve NOW and cancel LATER, rather than NOT have the space that you want for your event! Please do this wisely so that all clubs have access to various spaces across campus as they plan their events.

INFO NEEDED:

- Catering Needs
- Set-Up Needs: Do you need extra tables, chairs, trash cans. etc.
- Tech Needs: Do you need a podium, microphone, sound system, projector, etc.?
- Is the event open to the public?
- Do you want it to be advertised to the Messiah community? The public?

For help with reservations, email Cindy Sterling @ csterling@messiah.edu

Reservation Exceptions.

HIGH CENTER
BRUBAKER
HITCHCOCK ARENA
HOSTETTER CHAPEL

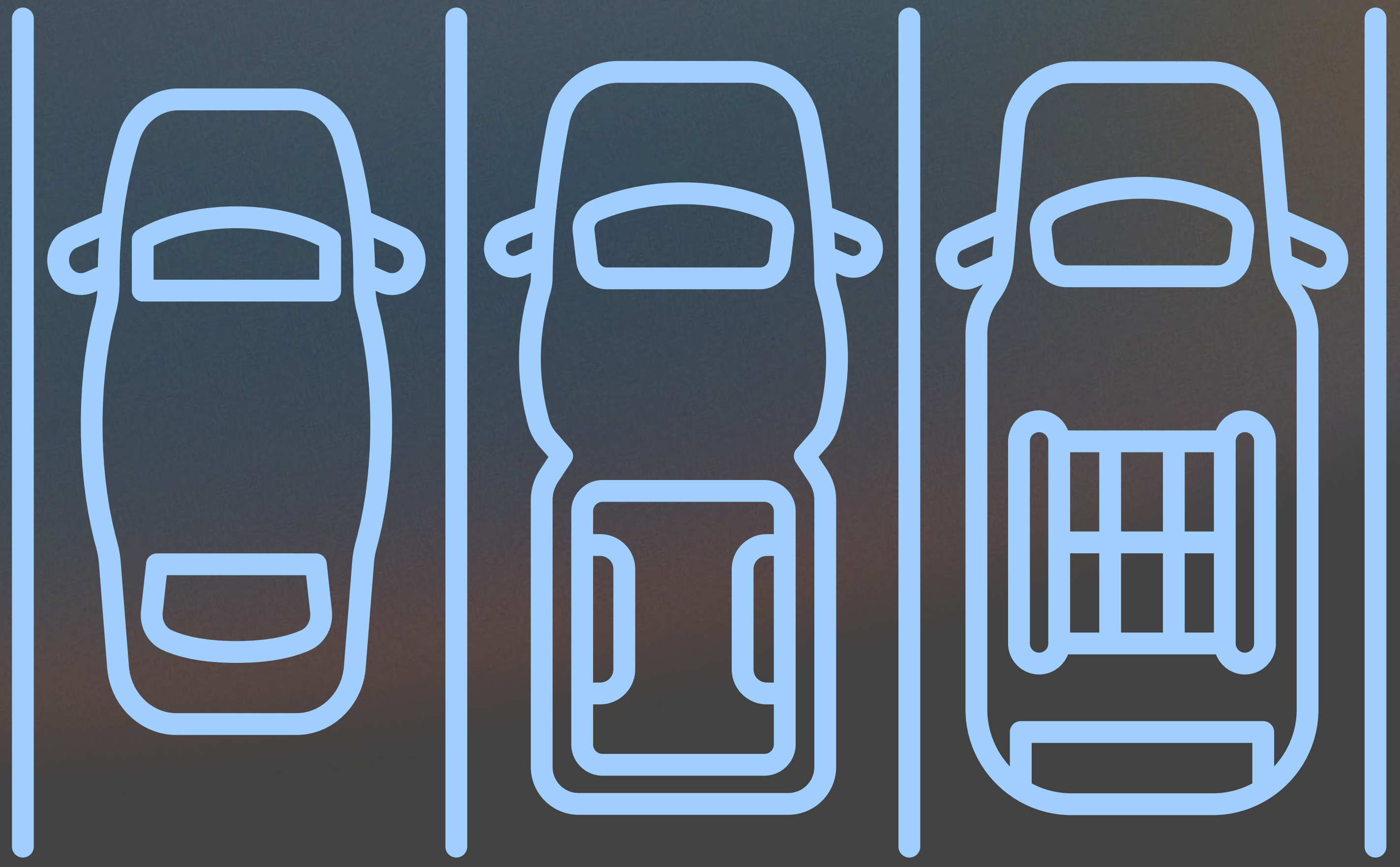
EMAIL:
roomres@messiah.edu

Additional Fleet Info.

- To reserve and operate fleet vehicles, you MUST be on the Messiah Approved Drivers list.
  - Students are required to be RE-APPROVED each year
- Your club account will be charged for your use of the fleet vehicle based on the mileage driven
  - Gas is included in this cost
- Only Messiah University employees or students are permitted to drive and/or ride in Messiah Fleet vehicles
- For multi-day reservations, email Dianne Kirsch @ dkirsch@messiah.edu

- **Fleet Vehicle Cost:**
  - Car or Minivan: $0.89 per mile
  - 15-Passenger Van: $1.00 per mile

- **Driving reimbursement Costs:**
  - Students are reimbursed $0.25 per mile if you use your personal vehicle
    - If you take a personal vehicle, all students must fill out the Club Transportation Waiver



Catering.

If your event will have food on campus up must:

Fill out the online Catering Request Form

Note: Ensure the event name matching the Room Reservation Request Name

OR

Fill out the Catering Exemption Request Form

Approval of this form required if you are planning on having food at your event from a non-catering vendor

http://www.messiah.edu/catering

Additional Notes:

- If you reserve a room with Catering as a requested service, your reservation will NOT be approved until Catering has approved or denied your request.
  - This is another reason to ensure that you have all details for your event when making your reservations.
- Approval from the Office of Student Engagement is required for **homemade food** to be shared at public events
- When charging catering costs to your club via the catering form;
  - **4-digit Cost Center:** Club Org #
  - **4- Digit Fund:** 6216

ADVERTISING YOUR EVENT.

Having your event approved based on the suggested timeline earlier in this presentation allows you to appropriately promote your event using the following supported channels at your disposal from being a formal club or organization on campus.

01
STUDENT EVENTS CALENDAR

All student/club/org events can be added to the Student Events Calendar. If you would like your approved event to be added to the calendar complete this form;

Student Club Calendar of Events Form

Completing this form your event will be advertised via;

- This Week At Messiah
- Posters displayed on Larsen Student Union TVs

If details about your event change, you can email studentengagement@messiah.edu to have these details updated on the calendar and This Week At Messiah.

- If your poster is not ready when you complete the form, you can also email this to the email address above when it is ready to be published on the TVs

NOTE: It is also helpful to check this calendar while you are planning your event to make sure you aren't programming over other major events. This goes both ways! You cannot expect a club to not plan an event at the same time as your's if it is not on the calendar!

02
POSTERS

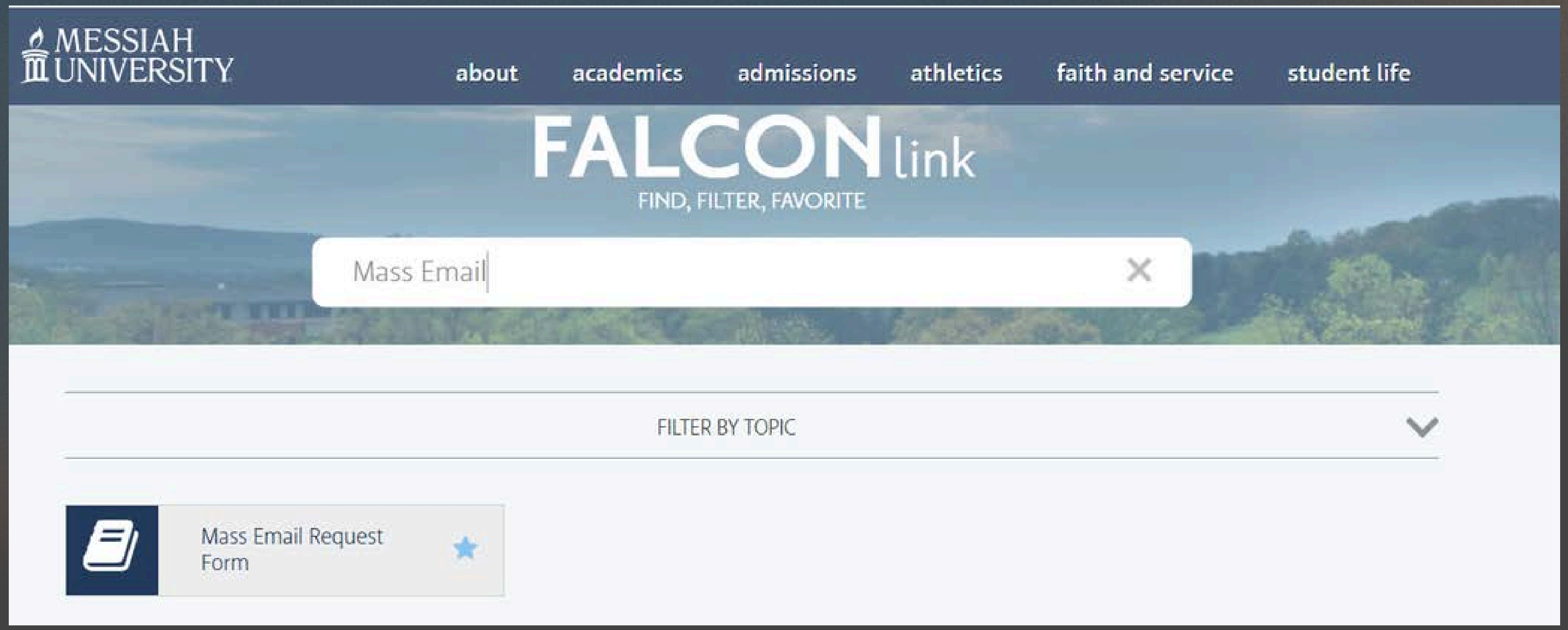
As an approved club on campus, you have permission to hang posters around campus. These posters must have your club logo or clearly state that they are an official club event or they will be at risk of being taken down.

03
MASS EMAIL

Sending Mass emails is an effective way to communicate widely to the campus about your event. See more details on the next slide about sending these communications.

MASS EMAILS.

- **Only ONE REQUEST PER EVENT** is permitted.
- Mass emails must be submitted **AT LEAST TWO BUSINESS DAYS IN ADVANCE OF THE DISTRIBUTION DATE**
- Mass emails for clubs and orgs must first be approved by your club advisor
  - Be sure to plan ahead for this and communicate with them once you have submitted your email to ensure they approve it on time
    - Account for times that your advisor may be away, Out of Office, not able to respond to emails, etc.



Note: While your mass email may be intended for students, be sure to send it to Faculty and Staff also as they can help promote your events to students who they know may be interested!

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MESSIAH PRESS SERVICES.

Services Offered:

- Mass Email Support
- Printing
- Graphic Design
- Posters
- Signs
- Banners
- Laminating
- And More!

Contact Information:

Messiah Press

Phone: 717-796-1800 ext. 6030

Email: messiahpress@messiah.edu

Website:

Office Hours:

- Mon-Fri: 7:30 am-3:30 pm

CLICK HERE TO ORDER!!!

MESSIAH UNIVERSITY

STUDENT ENGAGEMENT

***If you are planning to spend more than $250, please email studentengagement@messiah.edu to let us know what you're purchasing and from where.*

SGA Purchasing Card

- **Start with your advisor** as your primary resource for making club purchases. They can help you with their University P-Card or through the University purchasing systems within Oracle
- On the occasions that this is not possible, the club President or Treasurer may borrow the SGA P-Card as long as they have completed the required SGA P-Card Training
    - If they have not completed this, they should contact the SGA VP of Finance to schedule a time to meet to be trained
    - The Office of Student Engagement will only sign the P-Card out to Club Presidents and Treasurers who are on our list of club officers who have completed the mandatory trainig
- Differently than prior years, there are now two SGA Purchasing cards, but you should still plan ahead!!!
    - Cards are still available based on a first come, first served basis
    - Please only come to check out the card at the time you are going to make your club purchase and return it as soon as you return to campus
        - Give yourself enough time to drop it off before going to your event!

JUSTIFICATION FORMS.

- Be thorough when filling out the justification (include date of event/meeting)!
- Don’t forget to attach your receipt!!!
- This form is required to be completed at the same time you return the P-Card to the Office of Student Engagement.

SAMPLE

SGA Purchasing Card Justification Form

This form will need to be filled out for every purchase made on this card & each form should have an itemized receipt attached to it upon return

Your Name: Sarah Smith

Club/Org Name: SAB

Club/Org Number: 6603 (SAB's org #)

Account Number: 6320 (supplies acct #)

Date of Purchase: 7/1/2025

Supplier/Location of Purchase: Weis

Receipt Amount: $25.25

Items Purchased: Cups, plates, and napkins

Justification (WHY did you purchase these items? **Include event date**):

We purchased supplies for our team picnic on 7/2.

Your Signature: X Sarah Smith

Don't forget to staple the <u>itemized</u> receipt to this form!

TAX EXEMPTION.

Messiah University is TAX EXEMPT

- **You should not be paying PA Sales Tax on your purchases.**

Click here to download an editable version of the <u>MU PA State Sales Tax Exemption form</u> to provide to any vendor for tax exemption.

PURCHASING SUPPLIES.

These stores require a store specific Tax Exemption card that is registered to Messiah University. This is stored within the P-Card Envelope of the primary SGA P-Card.

Messiah has a business Amazon account that is registered as tax exempt. You can send links to your advisor or the OSE to help you purchase your needed supplies.

At checkout, tell the cashier or self-checkout attendant you are making a tax exempt purchase. They will prompt you to enter the tax exempt business phone number. Enter the MU phone number that appear in a Google search.

- 717-766-2511

PAYING VENDORS

W-9

W-9 for speakers/lecturers, bands, honorariums, independent contractors.

- This is **required** for anyone that performs any service at Messiah University for compensation.
- Our Purchasing Department has a payment system for collecting the W-9 information (Tax ID or SS#) and their contact number. We will get them set up in the system **after** you fill out the Request for Payment Form

Please note that this process can take up to a few weeks. Plan accordingly so vendors get paid in a timely manner.

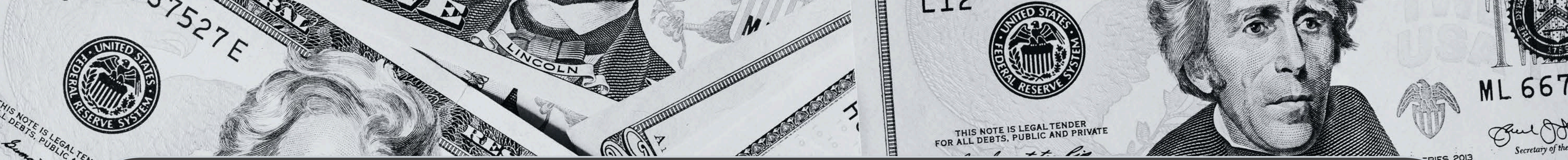
COPY OF INSURANCE

In the event that vendors are performing a service for your club (e.g. catering food, performing an act, providing inflatables or other entertainment, etc.), you need to request a Copy of Insurance (COI) from the vendor in advance of them providing their service. When you receive it, you should send it to studentengagement@messiah.edu for review and approval. This is needed for onboarding them into our payment system.

- If a vendor is not adequately insured, it could result in denial of the vendor for your event or the vendor needing to provide additional (umbrella) proof of insurance.

PAYING STUDENTS

If you are paying a student, you will need to contact the Office of Student Engagement **BEFORE** that student does the work. They will need to be hired to a position for that work through Student Employment and will need to be paid hourly for the work completed. **YOU CANNOT JUST DETERMINE WHEN AND HOW MUCH YOU WILL PAY A STUDENT FOR THE WORK THEY DO!!!**



OTHER PAYMENT OPTIONS.

CASH ADVANCES:

For purchases on campus or in other situations in which you know in advance that you may not have access to a purchasing card, you can request a cash advance.

Complete the form below and you will receive an email when you advance is ready for pick up at the Office of Student Engagement.

After making your purchase/s, return any remaining cash or change along with your receipts to the Office of Student Engagement and your purchase will be charged to your club account.

Cash Advance Form

REIMBURSEMENTS:

if you are unable to use a P-Card for your purchase, you can be reimbursed for your purchase. Reimbursements will be provided in cash or by direct deposit/campus check for amounts over $75.

When filling out the Reimbursement Form, linked below:

- Be thorough when filling out the justification (include date of event/meeting)!
- Don't forget to upload or provide documentation, contracts, receipts, invoices, Google maps, etc. as your receipt.
- When finished, you will receive an emailed receipt of your submission with all the information you submitted.

Reimbursement Form

INVOICE.

- When submitting payment for a speaker or vendor, please attach an invoice as the receipt.
- You can find an editable version of this invoice on the Club Forms Page in the “Request for Payment” Section
- You **CANNOT** pay a speaker or vendor with a gift card. Speakers may be given non-monetary gifts as a monetary alternative.

Messiah University NAfME

INVOICE

One University Ave
Mechanicsburg, PA 17055

DATE: 11/10/2020

To:
Speaker's Name
Address
Phone number
Email address

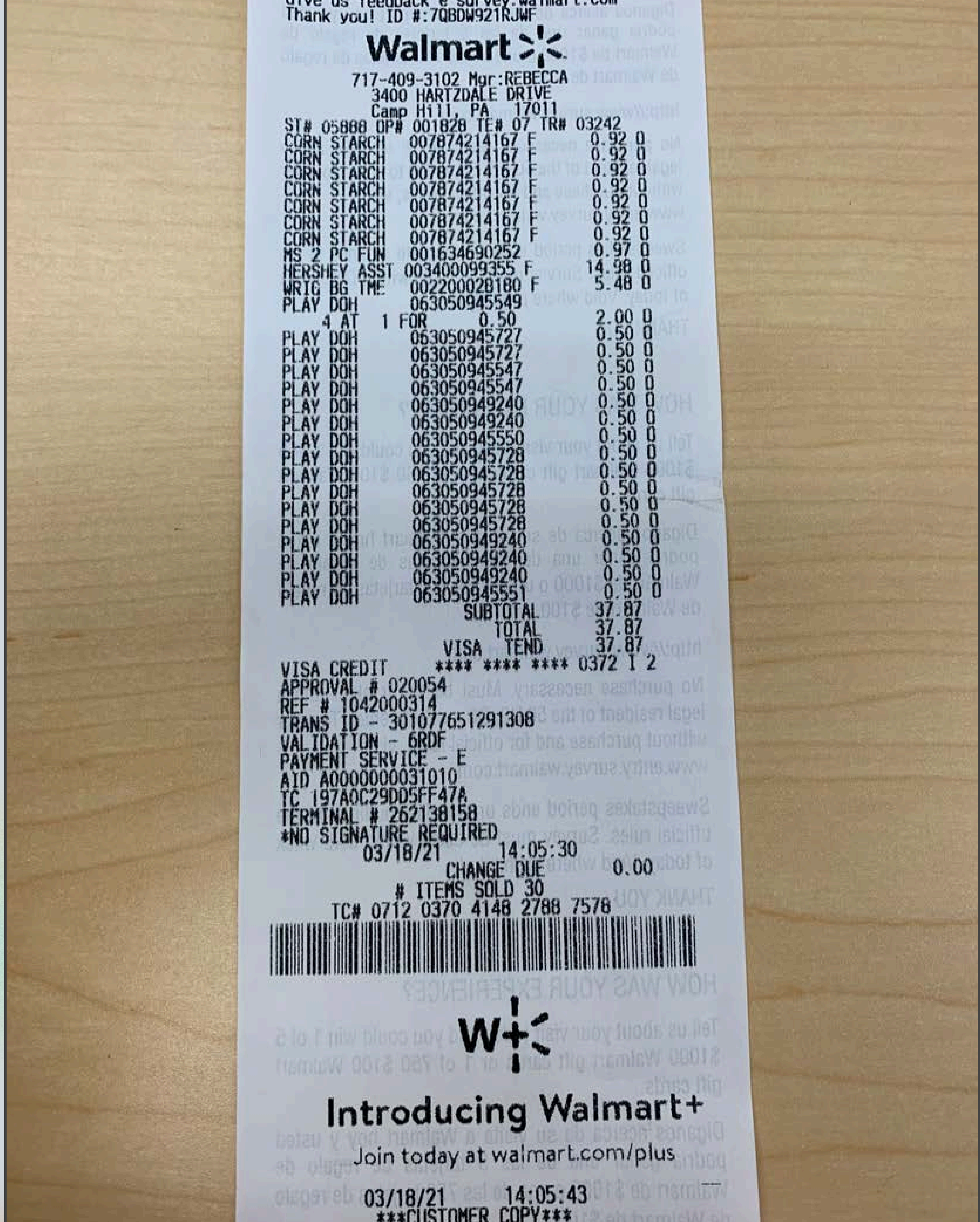
DATE OF EVENT	DESCRIPTION	QUANTITY	TOTAL
11/10/2020	Off campus speaker for NAfME meeting	1	100

TOTAL PAYMENT 100

RECEIPTS.

When submitting a receipt for reimbursement, it needs to:

- Be Readable
  - Show the **WHOLE** receipt and zoom in enough to read everything on it.
- Show the important information;
  - Vendor
  - Date
  - Amount
  - Items Purchased
- Have **ONLY** the items purchased for your club
  - personal items purchased in the same trip should be bought separately!!!
- If you have more than one receipt, email the additional receipt/s to:
  - studentengagement@messiah.edu



PURCHASE ORDERS.

- When making large club purchases ($75+), contact the Office of Student Engagement BEFORE ORDERING as these purchases should be made by purchase order
  - Examples:
    - Club attire/Uniforms
    - Swag
    - Buses/Other Transportation
- Payment must come directly from your club/Messiah– you cannot pay with your personal funds

*** These vendors can create an online store

- Messiah also has preferred vendors that are trusted companies that may offer better pricing for what you are purchasing. these vendors include:

  - Clothing/Attire/Swag:
    - Swagforce
    - Artistic Imprints ***
    - JDM Custom Impressions
    - Kaeser & Blair Inc
    - Shenk Company
  - Athletic Clothing:
    - Kampus Klothes ***
    - Schuykill Valley Sports
  - Transportation:
    - Bailey Leasing/Coach Inc
    - Executive Coach
    - Elite Coach

IMPORTANT DEADLINES

FALL SEMESTER

- Fall cash advance requests must be submitted by 12/8/2026 and returned by 12/11/2026.
- Fall reimbursements must be submitted by 12/8/2026. ALL reimbursements must be picked up by 12/11/2026.

SPRING SEMESTER

- Spring cash advance requests must be submitted by 4/27/2027 and returned by 4/30/2027.
- Spring reimbursements must be submitted by 4/27/2027. ALL reimbursements must be picked up by 4/30/2027.

Please use your advisor's P-Card or the SGA P-Card if you need to make a club purchase after these deadlines.

Miscellaneous.

- If your advisor will be away/out of the office for 2+ weeks, you need to notify OSE and SGA. This allows us to make sure that you can still get things approved.
- Only advisors/faculty/employees can sign contracts; students cannot sign contracts.
- If you want to do a yoga/Zumba/workout type of class as your club event, you need to use a certified instructor (we have some at Messiah).
- If your event has any inherent risk (off-campus excursion, off-campus vendor, recreational activities, bounce houses, etc., you will need to fill out the Waiver Form. If you have any questions about whether you need to fill out a waiver form, please email OSE.
- When doing a club fundraisers, please note that checks should be sent to the Office of Development so that these checks can be recorded.
- Engagement Fair Expectations and Passport
- Account change from 6460 to 6320 for prizes!

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QUESTIONS?

OSE Business Hours:
- Mon-Fri: 8 am - 4:30 pm

Ashley's Office Hours:
- Mon-Fri 8 am – 1 pm

SAB Desk Hours:
- Mon-Fri: 4 pm – Midnight
- Sat & Sun: 1 pm – Midnight

Ashley Barnes
Curtis Kurtz

Club Forms Page

studentengagement@messiah.edu

LARSEN STUDENT UNION
SECOND FLOOR RECEPTION DESK

CLUB SPORTS.

- Coach and Club Leader CPR and First Aid Training Requirement
- Facility priority of scheduling:
  - Priority “A” Messiah University Academic Activities
  - Priority “B” Messiah University Sponsored Events
  - Priority “C” Intercollegiate Activities
  - Priority “D” Student Programs Sponsored Events
  - Priority “E” Open Gym
  - Priority “F” General Public/External Events
- Club sports cannot request indoor facilities at any time.
- Damaged property must be reported immediately, and the club must be willing to cover the cost of the expense.
- For anything compliance-related, reach out to Rico rplummer@messiah.edu.

CLUB SPORT CHECKLIST

ANNUAL REQUIREMENTS

- Submit Fall & Spring rosters to studentengagement@messiah.edu
- Both advisors and student leaders are required to attend an annual training to review SGA and OSE guidelines each academic year
- Fill out applicable liability waivers (found on the Club Forms page)
- Volunteer coaches & refs should register with HR

EVENT-BASED REQUIREMENTS

- Facility reservations go to Brad Mccarty at bmccarty@messiah.edu
- All club branding & website updates should go through Patrick Berthelette at pberthelette@messiah.edu
- If possible, book fleet for club travel
- All club purchases should be made with a P-Card or through Oracle. Contact your advisor or studentengagement@messiah.edu for assistance if needed

FOR A MORE DETAILED LIST, PLEASE REFERENCE THE CLUB FORMS PAGE