# UNDERGRADUATE BUSINESS STUDENT CLUBS POLICIES AND PROCEDURES

In order to ensure effective communication and efficient delivery of services, the UBA has outlined Student Club Policies and Procedures regarding the following:

- POINT OF CONTACT
- UBA AND CLUB MEETINGS
- GOOGLE/ORACLE CALENDAR
- CLUB WEBSITES
- FOOD ORDERING FOR EVENTS
- EXCLUSIVE EVENTS
- EVENT PLANNING
- ROOM RESERVATION
- PHOTOGRPAHS OF THE EVENTS
- CLUB RESPONSIBILITIES

#### **POINT OF CONTACT**

Rubab Jafry O'Connor will serve as liaison between the UBA and the Undergraduate Student Clubs. You may contact her for all matters related to club events.

Her contact information is:

Email: rjafry@andrew.cmu.edu

Tel: 412-268-8549 Office: Room 135

### **UBA AND CLUB MEETINGS**

Rubab will organize UBA and Club Meetings every 2-3 weeks. The purpose of these meetings is to review agenda, discuss club events, and address concerns and issues. All clubs are expected to attend these meetings.

### **GOOGLE/ORACLE? CALENDAR**

Each club is expected to use Google/Oracle? Calendar. All confirmed and tentative events must be entered in the calendar by midnight each Sunday. (Entries must include date, time, location and a brief description of the event.

### **CLUB WEBSITES**

Each club should use the template proposed by Marketing and Communications Department. The club websites should be updated regularly. Each club *MUST* designate at least 1-2 people to update their website on a regular basis.

#### **FOOD ORDERING**

The UBA budgets \$250/club each semester to provide food for club events. Please fill out the food ordering form and submit it to Rubab at least 1 week before the event.

All receipts MUST be submitted to Rubab within 2 days of the event.

### SPECIAL EVENTS

In order to obtain assistance and/or funding for events such as Case Competitions, Conferences, Networking, etc., please set up a meeting with Rubab at least <u>4-6 weeks</u> prior to the event. You will be required to fill out the Special Event Form. You will also be required to submit a budget of expenses.

Within 3 days of the event, each club *MUST* fill out the follow-up form and return it directly to Rubab.

All receipts *MUST* be submitted to Rubab within 2 days of the event.

Note: No expenses outside the submitted budget will be reimbursable (including personal expenses).

### **EVENT PLANNING**

The UBA strongly encourages each club to seek assistance with event planning. For assistance, please contact Rubab.

## **ROOM RESERVATION**

If you need the Undergraduate Lounge or Simon Auditorium between 4:30 - 6:30 p.m. M-F, you can make reservations with Laurel Tessmer (ltessmer@andrew.cmu.edu).

If you need other space at Tepper, e-mail Laurel and she will submit your request to SpaceQuest on behalf of your group.

For a room elsewhere on campus, use SpaceQuest.

### **PHOTOGRAPHS OF THE EVENTS**

We strongly encourage documentation of all club events. We request that all event related photographs be forwarded to Laurel Tessmer at <a href="mailto:ltessmer@andrew.cmu.edu">ltessmer@andrew.cmu.edu</a> within a week of the event.

## **CLUB RESPONSIBILITIES**

- Meet all required deadlines
- Take initiative in organizing club events [UBA is here to *assist*]
- Take responsibility for event setup and clean-up
- Return UBA property promptly
- Mind the image of Tepper and your club
- Have Fun!