



535 Watson Drive, Claremont, CA 91711

kgi.edu

Student Activities Manual

2023-2024

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1. PURPOSE OF STUDENT ACTIVITIES MANUAL

The purpose of the Student Activities Manual is to provide guidelines and policies for clubs and organizations. All clubs and professional organizations, which are chartered, recognized, and funded by Student Government expressly, agree to abide by Student Government by-laws, KGI Student Handbook and all procedures and policies set by the Division of Student Affairs.

2. EVENTS AND ACTIVITIES

Planning Your Events and Activities

There are a number of items to consider when your organization is planning to put on an event. Depending upon the complexity of your event, you must submit your room reservation request to the Division of Student Affairs 1-8 weeks in advance to ensure proper preparation. If an event is unregistered and found to be violating KGI policies, the event will be shut down and the club can be held accountable by the possible removal of official recognition status, loss of club budget, and/or the loss of the ability to register events on campus. All event information must be added to the [Event Tracker form](#) after the event is over. It is recommended to

Room Reservations

All active student organizations under Student Government have access to reserve different spaces and rooms on campus, for meetings or events. Room reservation requests may be done by submitting a KGI Room Request Form on the KGI Student Affairs website under [Helpful Forms](#) at least 48 hours before.

The following information must be determined prior to booking a space for your event on campus using the form mentioned above:

1. Event Information (Date, Start and End Time, Purpose of Event)
2. Event Contact Person
3. Preferred Room Request
4. Alternate Room Requests if Preferred Room not available

Once submitted, you will receive an email back within 48 business hours of your reservation request with a confirmation.

Outlook Calendars

Students may also utilize Outlook calendars to view the availability of and reserve room/space. This is a faster option for students to book a space.

Outlook Availability: [Box file](#)

Outlook room reservation: [Box file](#)

Event Conflicts

When scheduling an event, all student organizations must check respective planning calendars, KGI Event calendar and consult with Student Affairs to ensure there are no conflicts with the desired dates. Students are advised to plan events as far in advance as possible due to the high volume of event requests and the availability of dates.

Supplies

Upon request, Student Government offers a variety of supplies to student organization sponsored events. Requests for supplies need to be requested through the SG Supply Request Form on the KGI Student Affairs website under [Helpful Forms](#), and will be ready for pick-up in the Student Affairs suite at least an hour before the event start time unless communicated otherwise. Please note that the following supplies are available for up to 50 people maximum upon request: utensils, plates and napkins. For events that exceed 50 people, the student organization is responsible for purchasing these supplies through one of the approved methods that is listed in the “Managing Your Student Organization Budget” section of this document. *The availability of items will be contingent on the Student Government Budget.*

Guests

Student organizations who invite guest lecturers, speakers, etc. should fill out the [Campus Event and Visitor Form](#). The purpose of this is to inform other KGI departments when a guest will be on-site. For example, if it is an alum, the Alumni Engagement Office will keep track of their participation.

Equipment Rentals

If you would like to request equipment or services for your event, please contact student_affairs@kgi.edu. KGI may have equipment for you to use. If we do not have your requested items, you may request rentals from a third-party vendor or company. Student club budgeted funds may be used towards rentals and services; however, the club should request an invoice from the vendor or request to use a Student Affairs Corporate Wells Fargo credit card. If you receive an invoice, please send it to student_affairs@kgi.edu for processing.

Recommended Party Rental Supplier

All Seasons Party Rentals & Supplies Inc.
120 N Benson Ave
Ontario, CA 91762
(909) 460-1345

KGI Health Fair Community Chest

The KGI Health Fair Community Chest is a resource that provides any KGI student organization with the supplies needed to provide health care services at a health fair that they are organizing. The KGI Health Fair Community Chest will be available starting Fall 2021. Blood pressure monitors, glucose testing materials, and all the other supplies needed are available for student organizations to utilize for their event. If you would like more information or are interested in taking advantage of this resource then please email the KGI Student Government at studentgovernment@kgi.edu.

Clean-up

Your organization remains responsible for all clean-up after an event and ensuring the room is left in the condition you found it. If your event is scheduled during the lunch or evening hour, you are responsible for making sure all classroom(s) are ready at least 10 minutes prior to the class start time.

Violation of room reservation policies will result in no room reservation bookings for your organization for the remainder of the semester.

Publicity

Flyer Poster Policy

The Division of Student Affairs must approve all hard copy, digital flyers, and posters. Students are not permitted to post hard copy, digital flyers, and/or posters on KGI school property. The Division of Student Affairs will be responsible for posting hard copy, digital flyers, and posters on designated bulletin boards at the student organization's request via the Student Request form. If you would like to advertise your event, please complete the flyer poster request form by Thursdays at 5:00 p.m. the week prior to posting. If the announcement is approved it will be included and sent out the following Monday on the Student Newsletter.

Student organizations are required to follow these guidelines:

1. Get the event approved by Student Led Program Advisor(s)
2. Complete Student Club Event Flyer Request Form
3. All announcements must include accurate information (date/time/location)
4. Any hard copy, digital flyers, and posters containing inappropriate materials, verbiage, or that is out of compliance with KGI policies and procedures will result in the respective student organization to be subject to sanction.

Administrative Assistance with Planning an Event & Contracts with Outside Businesses

The [Campus Event and Visitor form](#) must be filled out as soon as possible or when the date/time/location is confirmed. Major events that require outside vendors and increased interaction with facilities should be coordinated with the Division of Student Affairs. Student Affairs is an important source of special event information (i.e. budget planning, caterers, florists, rentals, etc.). To ensure the success of your event, be sure to plan the event well enough in advance. For events of 100 people or more, you should begin planning the event at least four weeks prior to the scheduled date of the event.

All contracts must be signed by the Vice President of Academic Affairs or a member from the President's Cabinet. Students do not have authority to sign a contract on behalf of KGI. Any unapproved contract students sign will be solely between the student as an individual person and the other party—KGI will not be bound in any way—and all responsibilities, costs, and liabilities will be yours alone to personally bear. Any contracts with outside vendors should be reviewed and signed by Student Affairs. Faculty advisors may assist you in the contract review process, however, Student Affairs should complete the final contract. Any services rendered for events will need to get paid through a KGI credit card or through Workday. Students should not be using their personal credit cards or cash to pay for services. This also applies to any service type expenses including websites fees, paid survey/poll fees, etc.

Branding

Use of Keck Graduate Institute's Name and/or Logo

The Institute has specific graphic standards that MUST be met PRIOR to use of any print or electronic reproduction of KGI's name and/or logo. Graphic standards are outlined in KGI's Brand Style Guide which can found at this [link](#), along with other helpful brand resources.

When using the KGI name and/or logo, please keep in mind the following:

- Refer to KGI's Brand Style Guide prior to designing any apparel, club logos, flyers, promotional items, etc.
- KGI logos that are used for digital purposes can be found on the [KGI branding website](#) under the logo section.
- Apparel and promotional items must be purchased through specific licensed vendors as follows:

For Bulk Orders:

National Sports Apparel

Gayle | 714.279.8777

gayle@nationalsportsapparel.com

Rocket Science Branding

Andrea | 310.686.4085

andreap@rocketsciencebranding.com

For Individual Purchases:

Lands' End

800.587.1541

<https://business.landsend.com/store/kgi/>

Huntley Bookstore

175 E 8th St. Claremont, CA 91711-3956

909.607.1502

<https://www.bkstr.com/claremontstore/home>

If you would like to order an item that is not listed on any of the licensed company catalogs, or have any branding questions that cannot be found in the guide or website, please email marketing@kgi.edu to begin the process for designing a new item. Student Organizations who wish to use the KGI name in their logo must have prior approval from the Marketing department by submitting a mock-up to marketing@kgi.edu.

Accessibility

The Division of Student Affairs encourages accessibility and accommodations in all of its programs, services, and activities open to students, faculty, staff, and the general public with disabilities, who visit or attend a campus-sponsored event. It is the responsibility of the sponsoring student organization to accommodate participants with a disability. All student organizations are encouraged to use the following statement on the marketing of their events and to plan and publicize ahead of time in case disability-related accommodations need to be met:

For disability-related accommodations for this event, please contact Student Accessibility Services at student.accessibility@kgi.edu at least 10 business days before the scheduled event.

Risk Management

Given that student organizations and clubs are covered under the Institute's General Liability, it is imperative that the Institute take steps to provide information to students that they may make informed decisions regarding proposed activities and events (organized or impromptu) and that the Institute set forth guidelines and procedures to assess the risk of a given activity and mitigate or prohibit any excessive risk.

KGI Liability Waiver

The safety of our students is a top priority. All KGI students are required to complete and submit a KGI Liability Waiver annually, found on the Student Affairs website under [Helpful Forms](#). It is

recommended that you send this waiver form be included in the event RSVP/registration process. The form is also accessible [here](#).

Requirement of Faculty or Staff Advisor

Student organizations who are looking to host events that require travel, overnight stays, or high-risk activity are required to inform their faculty advisor. Depending on the risk, the faculty or staff advisor may be required to attend.

Responsibilities of Faculty or Staff Advisor

Faculty and Staff Advisors are responsible for taking an active role in advising their affiliated student club/organization. This includes meeting with the organization's executive board on a regular basis and remain informed on events and activities with the goal of supporting program planning and the overall organization mission. It is recommended that faculty and staff advisors follow the below guidelines:

1. Advisor be present at the student club's special events and have a working knowledge of [all helpful forms](#). For club/organization events requesting to serve alcohol, the club president must complete the On-Campus Event Alcohol Request [Form](#) at least two weeks prior to the event. A Faculty or Staff advisor must be present for the entire event.
2. Advisor be aware of the club's budget and spending procedures.
3. It is also helpful for advisors to encourage students to submit the [Flyer Request Form](#) for event publicity on the Student Affairs Weekly Newsletter. Faculty and Staff Advisors are not encouraged to send out mass emails to the KGI community regarding club information.
4. For student organizations who are looking to host events that require travel, overnight stays, or high-risk activity are required to inform their Faculty/Staff advisor. Depending on the risk, the faculty or staff advisor may be required to attend.

Social Networking (Ad-Hoc) Gatherings

Social Networking gatherings, ad-hoc get-togethers, and off-campus events (e.g. social mixers, etc.) that are not approved by the Division of Student Affairs are not official KGI events. Student organization institutional funds cannot be used, unless approved in advance. In addition, no advertisements with KGI or student organization name, via hard-copy or electronic form of transmission (e.g. email) can be distributed to promote the non-sponsored event.

Food Policy

Students are recommended to connect with KGI Catering Partner Gourmet Gourmet for catering service needs. As an institution it is important to support KGI business and utilize resources within the community. Students are not allowed to sell or give out home baked goods, as it violates health codes. If you are going to sell any baked goods, they need to be store bought. For any events that offer food, you must have an RSVP/registration page and order food based on the registration numbers. Clubs must also take attendance/provide a check-in process. Both lists will be included with food expenses.

Requirements for Off-Campus Food Service Vendors

All off-campus food service vendors who provide on-site catering (excluding delivery, restaurant pickups, and grocery purchases) must be approved by KGI. Before requesting approval, the vendor must possess the proper County of Los Angeles health certificates and be able to meet the following **minimum insurance requirements**:

1. General Liability: \$1,000,000 occurrence /\$2,000,000 aggregate
2. Workers Compensation Coverage: Required State Minimums
3. Auto Liability, if the vehicle involved (food truck, mobile cooking grill, etc.)
4. Keck Graduate Institute must be named as an additional insured
5. The vendor's policy must be primary and noncontributory

Please email Food_Services@kgi.edu at least two (2) weeks before the event to determine if we have these items on file or if their coverage is requested. A response to the request will be provided within two (2) business days.

Alcohol Policy

On-Campus Policy

This alcohol policy applies to all events on the 7C campuses. Clubs/Organizations are required to complete the following steps in order to provide alcohol at any 7C school affiliated event:

1. Complete an [On-Campus Event Alcohol Use Permit form](#).
2. Hire a licensed bartender, if more than 50 guests are expected, preferably [Prestige Bartender Academy](#) at admin@prestidebaracademy.com.

A Student Event refers to any event sponsored by any student organization or club. Keck Graduate Institute is committed to upholding local, state and federal law; requiring proper management of

Student Events where alcoholic beverages will be served; and minimizing the misuse of alcoholic beverages.

Applicability of This Policy

This policy applies to all registered Keck Graduate Institute students seeking to serve or consume alcohol at a Student Sponsored Event.

Persons under the age of 21 years are prohibited from possessing or consuming any alcoholic beverage on KGI premises or at a Student Event (whether or not on the institution premises). No member of the KGI community may serve or furnish any alcoholic beverages to persons under the age of 21 years or who cannot establish that they are 21 years of age or older.

Request for On Campus Event with Alcohol

Students are required to complete the “On-Campus Event with Alcohol Request Form” to request any alcohol consumption at any school event. Student clubs or organizations who plan to host an event on campus with alcohol, will require the approval from Student Affairs by completing this form at least **2 weeks** in advance of the planned event. “On-campus” is defined as any of the Claremont Colleges.

There shall be at least one Event Host, preferable the advisor who shall act as non-alcohol consuming monitor. If there is any reason that a designated representative cannot be present and act as the Event Host, an alternate must be appointed, and a revised “On-Campus Event with Alcohol Request Form” with their name and contact information (and acknowledgement of responsibility) must be submitted immediately to Student Affairs.

These hosts will be responsible for ensuring that all parties involved adhere to the following guidelines:

- The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
- Hosts serving alcohol at an event must not consume alcohol prior to or during the event
- Only beer and wine may be served at student group-sponsored event.
- The Event Host serving alcohol is required to monitor the distribution and consumption of the alcohol.
- Proof of age should be checked by the Event Host or Bartender when alcohol is served, this can be done by checking a state issued ID, or other legal source of identification (such as a passport)
- Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.
- Ensure that guests follow the 2-drink maximum by marking either their wristbands or hands of guests.
- All events with an attendance exceeding 50 people may only serve alcoholic beverages by using a professional certified bartender familiar with applicable liquor laws and capable of controlling and serving alcohol.
- A Student Event held off-campus where alcohol will be served must only be held at a properly licensed and insured establishment, and must register the event through the Division of Student Affairs.

- Advertising for a Student Event where alcohol will be served may not focus on the consumption of alcohol but should emphasize the purpose or other acceptable aspect of the event. On-campus advertising of the Student Event must only be placed on designated bulletin boards by a staff member from Student Affairs. KGI reserves the right to remove any advertising (or refuse to send any email) that it determines in its discretion is not in compliance with these requirements (or otherwise).
- In no event should anyone under the influence of alcohol operate a motor vehicle.

The following actions are prohibited at all Student Events:

- Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the consumption of alcohol.
- Serving or furnishing alcoholic beverages to someone who appears to have exceeded his/her limit.
- Forcing the consumption of alcoholic beverages for any reason.

Students will be held directly responsible for the destruction of personal or public property; the violation of the safety or rights of others; the violation of any federal, state or local law; or the violation of any other KGI policy which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action against the student by KGI or by federal, state or local law enforcement. In addition, KGI may take disciplinary action against the student organization or club sponsoring the event (up to and including loss of official status and termination of funding). If the identity of perpetrators cannot be determined, the student organization or club sponsoring the event during which property damage occurred will be required to assume financial responsibility and may also lose their official status and funding.

KGI assumes no responsibility for any liability incurred as a result of any violation of this policy or other KGI policies, or any violation of applicable laws governing the use and consumption of alcoholic beverages.

Failure to comply with this Policy will result in disciplinary action by KGI (up to and including, in the case of a student, suspension and expulsion and, in the case of a student organization or club, up to and including loss of official status and termination of funding).

Type of Alcohol Served:

- A Bartender may not serve more than one drink to one person at any one time.
- Alcohol may not be served to any individual who is perceived to be intoxicated.
- Non-alcoholic beverages and food must be available.
- Only wine and beer may be served or consumed. Kegs are permitted at certain registered events when provided and served by an insured, third-party vendor.
- Two drinks per person maximum may be served.

A drink is defined as follows: 5 ounces of wine, or 12 ounces of beer (NIAAA, CDC). The amount of drinks approved for an event will be based on the attendance and the two drink policy.

- Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.

- Non-alcoholic beverages must be prominently available in the same general location as the alcoholic beverages, food must also be available (the food items must be substantial; a full dinner is not required). Non-alcoholic beverages and food items must be available in sufficient amounts for the number of people attending.
- Students may not appropriate, store or transport opened bottles or containers containing alcohol for later use.

**Please refer to the Student Use of Alcohol Beverages On and Off Campus Policy in the [Student Handbook](#) for further information on KGI's alcohol policy.*

Off-Campus Policy

No student organization's institutional funds can be used for the purchase of alcohol at off-campus KGI-sponsored events, unless otherwise approved. An off-campus event form must be submitted in addition to the alcohol permit.

Email Listservs

Email listservs by program, school, or graduating year are not available for access to all students. If student clubs and organizations would like to inform the entire campus community of their upcoming events, they must submit a [flyer request form](#) to be advertised in the Student Affairs Weekly newsletter. Student clubs and organizations may not send out campus wide or program wide emails using their KGI email address.

3. MANAGING YOUR STUDENT ORGANIZATION BUDGET

Student Organization Funding

All active clubs and organizations under Student Government are granted start-up funds, at the discretion of the incoming Student Government Executive Board. All Student Government funds allocated to clubs are for KGI students only. If the club/organization would like to spend funds for a purpose other than one of the areas indicated in their original budget allocation, they must notify Student Government immediately via email. If clubs/organizations would like to purchase supplies for outside organizations, they must use their fundraised funds only. Student clubs/organizations are not allowed to open external bank accounts for their club funds. All student clubs/organizations are mandated to only utilize KGI programming accounts.

Fundraised Monies

Unspent student-led program revenues (excluding the budgeted allocation from Student Government) will be rolled forward to the following fiscal year's budget, not to exceed a total of \$20,000.00 in rollover funds. If the student-led program discontinues, the Student Government Board will determine if/how the remaining funds will roll forward.

If fundraising is pursued for a specific purpose (such as a class gift), this fundraising must be processed and managed through KGI advancement. The KGI Finance Department will allocate these funds to a "temporary restricted" account. When the planned purchase is completed, the temporarily restricted fundraised dollars will be released to cover the cost of the purchase or activity. Should restricted fund- raised dollars be insufficient to cover the cost of the purchase or activity, other funds (budget funds or unrestricted fundraised funds) must be used. Venmo cannot be utilized for donations and/or fundraisers. All students who would like to complete a fundraiser must complete the Student Club/Organization Fundraising Request Form by clicking [here](#). If a club/organization uses

any other payment/funds collection platform except the KGI Event Calendar, the following will be the plan of action for penalties:

- For the first violation, a warning will be issued to the club, i.e., an email will be sent to the faculty advisor, the president, and the treasurer.
- For the second violation, a fine of \$50 will be imposed and this money will be deducted from the starter funds for the respective semester. In case the club does not have sufficient funds to pay the fine, the amount (or the remainder) will be deducted from the starter funds of the following semester.
- For the third violation, a fine of \$100 will be imposed and this money will be deducted from the starter funds for the respective semester. In case the club does not have sufficient funds to pay the fine, the amount (or the remainder) will be deducted from the starter funds of the following semester. In addition to this fine, the club will also be prohibited from conducting any fundraising activities in that semester.

The amount deducted from the club's starter funds will be added to the Club contingency funds. The number of violations will be counted during the academic year and the number will not be carried over to the next academic year.

These penalties have been put in place to prohibit the use of Venmo, GoFundMe, and other payment services for fund collection.

Starting Fall 2020, all roll forward balances including **positive (for fundraised funds only) and negative balances** will be moved into the following year. This means that any student club/organization or program that spends over their allocated Student Government funds AND fundraised monies will start the new year with a negative roll forward balance. This will hold student club/organization accountable and will hopefully promote stronger leadership skills among student club/organization leadership boards. If there are fundraised monies in a graduating program code (example c/o 2021) and the funds are not utilized by the Monday after Commencement then those fundraised monies will be transferred to the Student Success Fund to support students in financial need.

Cash Collection and Deposits

Once a student club's fundraiser is approved, you can begin collecting funds through the KGI Event Calendar. Collecting cash and/or checks are not prohibited. Venmo or GoFundMe, Zelle or similar platforms used to collect funds are strictly prohibited.

[Fundraiser Approval Process and Funds Collection Flowchart](#)

Splitting Expenses

The minimum to split an expense is \$50.00 and limited to no more than 4 student clubs/organizations or programs. Students will need to notify Student Affairs as soon as possible if expenses are being split and the exact number or percentage they wish to split. Specifically, students should notify Student Affairs when they submit a credit card request form or submit the reimbursement packet.

Gift Card Policy

The purchase of gift cards is not allowed. Gift cards are considered a cash gift.

Student Organization Expenditures

Student organizations can spend their organization funds in three ways:

1. Student Affairs Corporate Wells Fargo Account

Student organizations who need to pay for large amounts (>\$50) can charge their expenses on the Division of Student Affairs Corporate Wells Fargo Account, to minimize adding a large expenditure on their personal credit cards. However, all students who use this option are responsible for submitting all receipts (both itemized and tip receipts for restaurants) immediately. A RSVP list and roster of the attendees will be required for food purchase. Student organizations may use the Student Affairs credit card by completing the Student Affairs Credit Card Request Form found on [the Student Affairs website](#). Failure to submit receipts and rosters in a timely manner may result in inability for future use. It is strongly encouraged to pay companies by invoice (see number 3 below) to prevent a credit card from exceeding the monthly limit.

2. Personal Reimbursement (Ad Hoc Payments)

Students who make purchases for their student organization through personal funds can get reimbursed, if expenses meet the budget guidelines for reimbursable items. In order to be reimbursed, the purchase must only be made using cash or credit card. Paying for services or subscriptions or for items using gift cards will not be reimbursed. All students seeking reimbursements must submit a Reimbursement Packet found on the [Student Affairs website](#). Student Organization or Program Treasurers should be the only member to submit any reimbursement ad hoc payment requests to Student Affairs for processing.

Starting Fall 2020, students seeking reimbursement will need to turn in Ad Hoc forms and receipts within **two weeks** of purchase.

3. Invoices

Invoices from companies that student organizations typically work with (i.e. rental companies, venue contracts, etc.) should be sent directly to the Division of Student Affairs along with a W9 from the company. Student Affairs will simply pay these invoices by taking funds out of the correct organization's budget. Student Affairs will then notify the respective organization of the amount paid on the invoice and which account number the funds were taken out of in order for student organizations to keep track of all expenditures from their budget.

Clubs cannot purchase the following items:

1. Alcohol (unless approved by the alcohol request form)
2. Gift cards
3. Explosive or Hazardous Materials
4. Prescription Drugs
5. Drug Paraphernalia

Reimbursable Travel Expenses

Any travel related to any student organization event are all separate reimbursable expenses, provided the budget is available. KGI is required to adhere to IRS requirements related to reimbursements from KGI to faculty, staff, students, or unaffiliated guests. The IRS may determine that a reimbursement is considered taxable income if the expenses are submitted for reimbursement more than 60 days after the expenses are originally incurred. To comply with IRS regulations KGI requires the submission of original receipts (itemized where available) for all reimbursable expenses. If proper documentation is not provided or not available, KGI may be required to include the reimbursements as taxable personal income for faculty, staff, or students, or as miscellaneous income (on IRS Form 1099) for unaffiliated visitors. In these cases, a W-9 for the purchaser must be submitted with the reimbursement form. Student Organizations should work with KGI's travel partner, Egencia to book flights, hotels and rentals.

Mileage

Mileage (above 10 miles) can be reimbursed by your student organization, provided the person requesting mileage reimbursement hosts a carpool or the expense is included in their budget request. The total amount reimbursed equals the total mileage driven x 2021 IRS Mileage rate or 2022 IRS Mileage rate (depending on the year). Students requesting reimbursement must submit a reimbursement form and attach the following:

1. Roundtrip map (via GoogleMaps/MapQuest) from KGI to event
2. Details of event (date, purpose of event, student organization hosting event)
3. Names of persons in carpool

Airfare/Hotel

All airfare/hotels paid by student organization funds must be economy/coach travel and must be finalized by the student organization prior to booking. Any fees associated with flight changes or rebooking will be the responsibility of the student organization.

Reimbursement Process

Check List of Items:

- Complete the Student Government [Event Tracker Form](#)
- Complete the [Ad Hoc Payment Form](#) and provide participant roster
- Gather all itemized* receipts & rosters (if necessary)
- *If student doesn't have itemized receipts, the "Missing Receipt Declaration" form will need to be completed and submitted with reimbursement request*
- Save all reimbursement documents as 'Reimbursement for [Student Name] [Club/Org name]' and submit to student_affairs@kgi.edu
- Student Affairs will review the reimbursement packet and complete the remaining fields on the form
- The completed packet should be approved by your Club Treasurer

Reimbursements can take up to four to five weeks to process from the time the Finance Department receives a completed and accurate reimbursement form. During peak times (typically the beginning and end of a semester), or if the reimbursement form submitted to the Finance Department is incomplete or incorrect, processing times may be longer than average.

Where to Find Reimbursement Forms

1. Student Government [Event Tracker Form](#):
 - a. Locate the form on the [Student Affairs website](#) – Helpful Forms – Reimbursement Process & Forms
 - b. Complete the form in its entirety
 - c. A Treasurer’s signature is required in order to receive reimbursement
2. Ad Hoc Payment Form:
 - a. Locate the form on the [Student Affairs website](#) – Helpful Forms – Reimbursement Process & Forms – Ad Hoc Payment Form
 - b. Complete all highlighted fields
3. What Does “Itemized” receipt mean?
 - a. When a purchase is made over the counter, purchaser must retain the invoice and “customer copy” of the charge receipt
 - b. The purchaser is responsible to check that the vendor lists the quantity, fully describes the item(s), and includes sales tax, prior to signing the slip
 - c. When the goods are received after placing a telephone or Internet order, retain all shipping documentation
4. No Itemized Receipt?
 - a. Locate the “Missing Receipt Declaration” located on the [Student Affairs website](#) – Helpful Forms – Reimbursement Process & Forms – Missing Receipt
 - b. Complete this form in its entirety

Submitting Reimbursement

Attach the following documents as PDF files into an email:

- Student Government Reimbursement Form
- Ad Hoc form
- Roster
- Itemized receipts (scanned copies)
 - *If itemized receipts are unavailable, student MUST attach the “Missing Receipt Declaration” found on*
- Treasurer of club must email and attach the .PDF files to student_affairs@kgi.edu
- Subject line of the email should be: ‘Reimbursement_[FirstName_LastName]’

4. MAINTAINING A STUDENT ORGANIZATION / STARTING A NEW STUDENT ORGANIZATION

Student Club Registration Form

Every fall semester all student organizations must submit a Student Club Registration Form. You should also submit a copy of the organization's constitution or by-laws when any changes are made to it. Copies of each of the above documents should also be submitted to Student Government for their records. If your organization does not submit the above documents by the deadline noted, your organization may be considered inactive and any corresponding funding may be reallocated.

All active student clubs and organization can be found on our website by clicking [here](#). If you would like to update your club/organization's information please email student_affairs@kgi.edu.

Orientation – Outreach to Incoming Students

Each year in August, Student Government participates in the New Student Orientation to present themselves to incoming first-year students and assist with other activities. Student Government will notify the president and/or contact person for your organization regarding arrangements for this event if students are able to volunteer. You may also contact the Division of Student Affairs for more information.

Criteria for Active Status

All recognized student organizations will be eligible to receive Student Government funds if they meet the following criteria:

1. Submit a Student Club Registration Form, listing all current board members (minimum of five active members).
2. Submit a budget request for the entire academic year.
3. Draft a constitution pertaining to their goals, purposes and functions, including rules for election of officers and terms of office, criteria for membership (which does not include any discriminatory policies), and any other rules and procedures, as well as a list of board members and contact information
4. Obtain a Faculty or Staff Advisor.

5. STUDENT ORGANIZATION FUNDRAISING CHECKLIST

KGI Office of Advancement (Updated 7/13/20)

Why does your club/org need funds?

What is the project or goal you want to accomplish?

Are there enough funds in the club/org account to complete the objective? If yes, USE EXISTING FUNDS.

If there are not enough funds, it's time to fundraise!

Most student groups use sales or events to raise funds (e.g. bake sales, candy grams, etc). If that's the case, Advancement does not need to be involved. Please work with Student Affairs to make sure your efforts are abiding by all KGI policies and procedures.

Please do not use crowdfunding sites such as Kickstarter or GoFundMe for your fundraising efforts. If you are thinking of this kind of fundraiser, please reach out to the KGI Office of Advancement at giving@kgi.edu for assistance. The Advancement office is the only way to issue an IRS tax receipt on behalf of KGI and its student organizations.

Also note—local merchant solicitations are allowed but are not strongly encouraged. See “Fundraiser Donation Guidelines” document for merchant donation guidelines.

Questions? Please contact KGI Office of Advancement at giving@kgi.edu.

Process Steps for Student Organization Fundraising

1. All small business/merchant donations to student clubs/organizations must be recorded, acknowledged, and properly stewarded through KGI Advancement. Please contact giving@kgi.edu.
2. To initiate a donation, draft a letter on your club's letterhead, stating the club/organization name, student organizer names, and the purpose for the donation. It is ok to identify your club/organization as being affiliated with KGI in the body of the letter.
3. After (not before) your club/organization receives the donation, KGI Advancement will mail an official acknowledgment directly to the donor merchant, including applicable tax receipt information.
4. ALL DONATIONS MUST BE REPORTED TO AND ACKNOWLEDGED BY KGI ADVANCEMENT within 14 days.
5. After you receive the donation, please provide the following information to the Office of Advancement:
 - a. Merchant contact name
 - b. Merchant mailing address
 - c. Description of Items donated
 - d. Value of any gift cards or certificates donated

Note: KGI does not provide official letterhead or 501 (c) 3 tax identification information directly to students.

6. REFERENCES

Quick Contacts

Advancement
Giving@kgi.edu

KGI Chan Café & Catering
Food_Services@kgi.edu

Campus Safety
909.607.8736

Facilities
Facilities@kgi.edu

IT Department Services
909.607.0387 | helpdesk@kgi.edu

Marketing
Marketing@kgi.edu

Student Affairs
student_affairs@kgi.edu

Student Government
studentgovernment@kgi.edu

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