

Student Senate's RSO Survival Guide

Steps to Running a Successful Club

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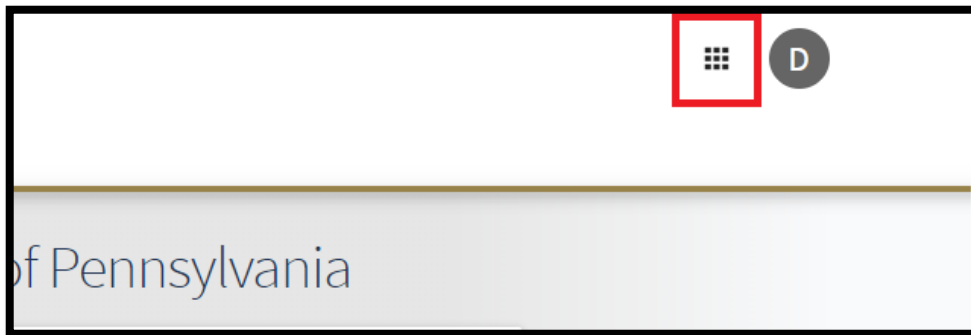
How to Recover Club Email, CU Connect password, and Gemmell mailbox

If you do not know your club email or have lost the password to the email and CU Connect account, then you will need to email Support System analyst, Virgil Daughtry vdaugherty@clarion.edu, for help accessing your account. If you need to know your RSO's Gemmell mailbox number, please visit the help desk on the second floor in Gemmell.

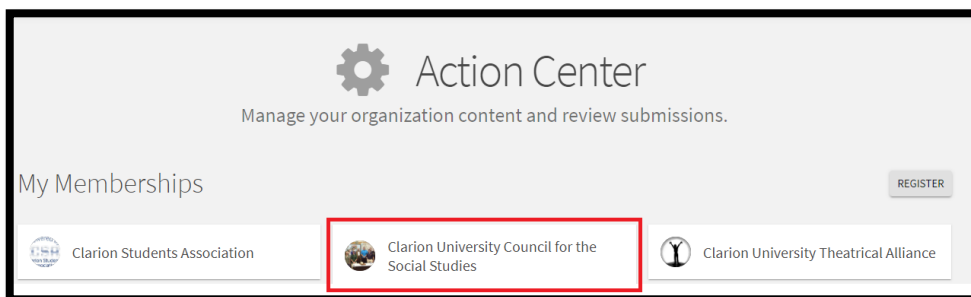
Steps for Re-registering the RSO on CU Connect

In order for a club to be acknowledged and to receive proper funding, it must be re-registered once a year.

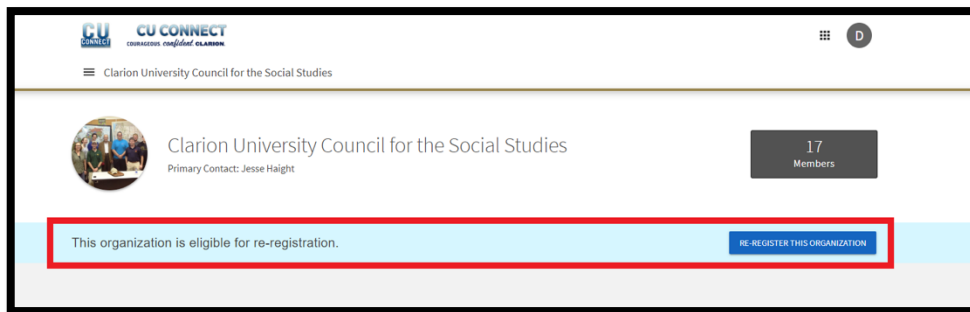
1. [Sign in](#) to your RSO's CU Connect account, **NOT** your personal account. Change the view to *Manage View* by clicking on the small square in the top right corner of the page.



2. Click the Membership button.



3. Click the *Re-Register this organization* button and follow the on-screen steps.



Note: When completing the registration a few key things are required to be in your CU Connect page.

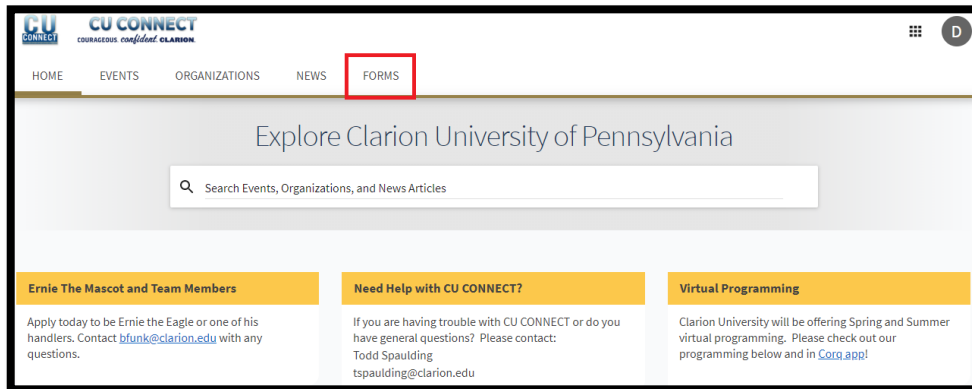
- Current Constitution
- Updated Roster of current members only
- The club's email as the primary email
- The school's address in the first address line
- The club's Gemmell mailbox Number in the second address line

Fundraiser Form

If your club would like to do a fundraiser you first need to submit a form to get the event approved. This form must be submitted at least 2 weeks prior to the start of the fundraising event. Keep in mind that the submission for approval is not approved instantaneously and will take up to two weeks to be approved. Approval must be given (Sent by email to the club's email address) before proceeding with the event.

Note: Event though the minimum is two weeks' notice for the fundraising form, it is recommended that you submit the space request as early as possible to assure that you reserve the space which you need.

1. First make sure to be logged into you club's CU Connect account. Once at the home screen, click the *Forms* button.

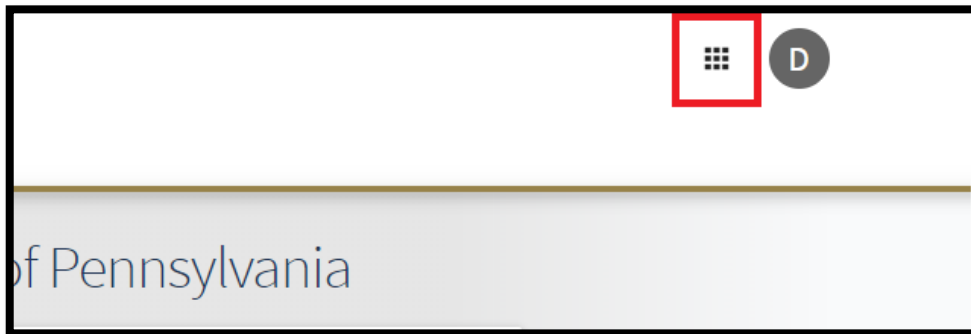


2. Once at the Forms page click the *RUO/RSO Fundraising Form* and complete the on-screen steps.

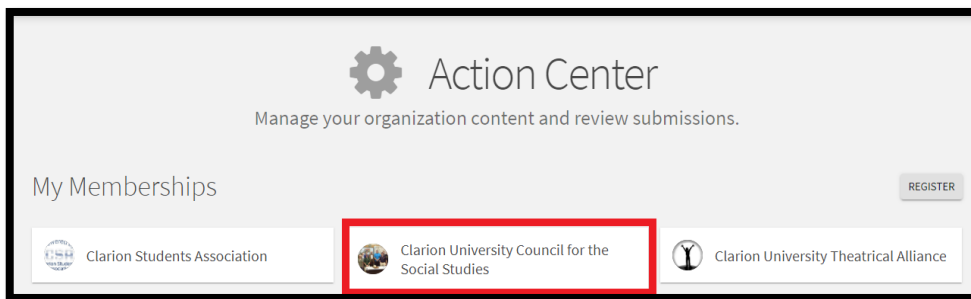
Add, Remove, and Change Officers

When club members join, leave, or are elected to an officer position it is required to update the roster. Having an updated roster with current Clarion students helps the club keep in contact with each member and will be a crucial part in the amount of funds received in the budget season by CSA (Clarion Students Association).

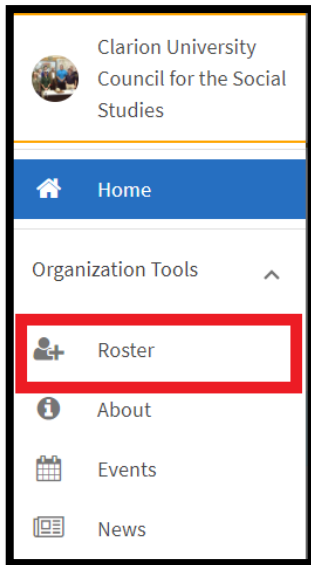
1. Make sure to be signed into the RSO's CU Connect account
2. Using the square in the top right corner switch from Explore view, to Manage view



3. Click on the RSO's button

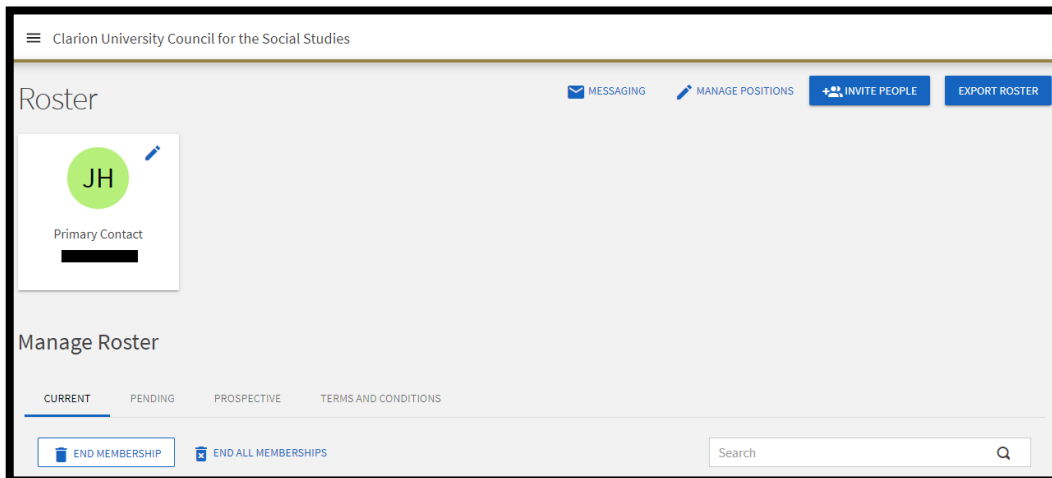


4. Using the menu button on the top left corner, you can access all the tools in CU Connect. For managing the Roster, click on the Roster icon.



5. While in the Roster menu you can:

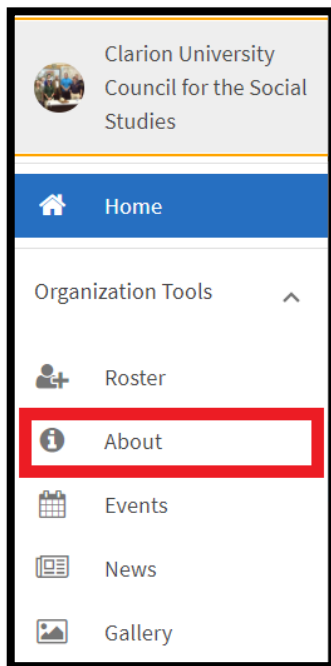
- End memberships
- Change the position of each member by pressing the pencil:
- Invite new members by their Clarion email address (Make sure to use ONLY Clarion Emails)
- Export a list of all members and their email addresses to an excel file for an easy mailing list



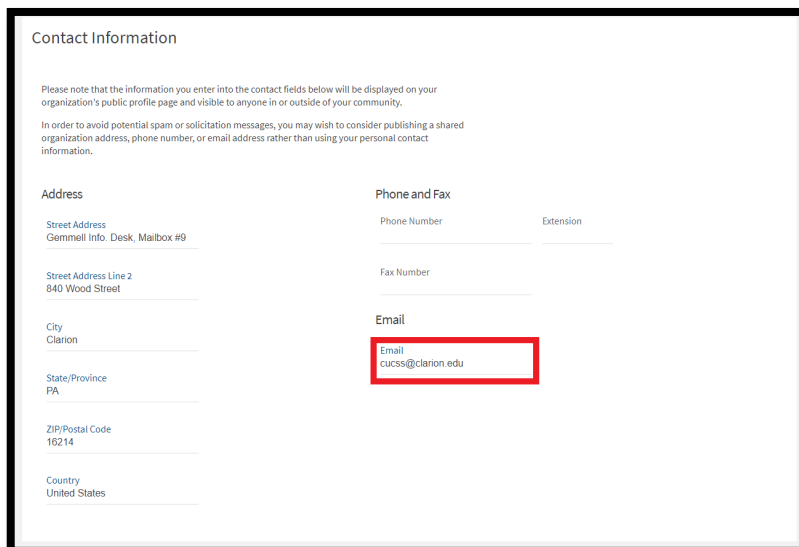
Change the Primary Contact to the RSO's Email

If your club is already registered for the academic year, but the primary email is not RSO's email address, it is vital that it is changed to the RSO's respective email address. This will allow interested members to inquire about joining, as well as allow you to file space request forms, fundraiser forms, and yearly budgets.

1. Again, from the manage view, go to the CU Connect tools and click on the "about" button:

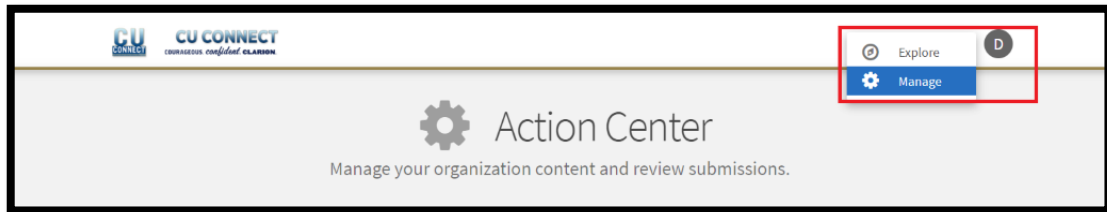
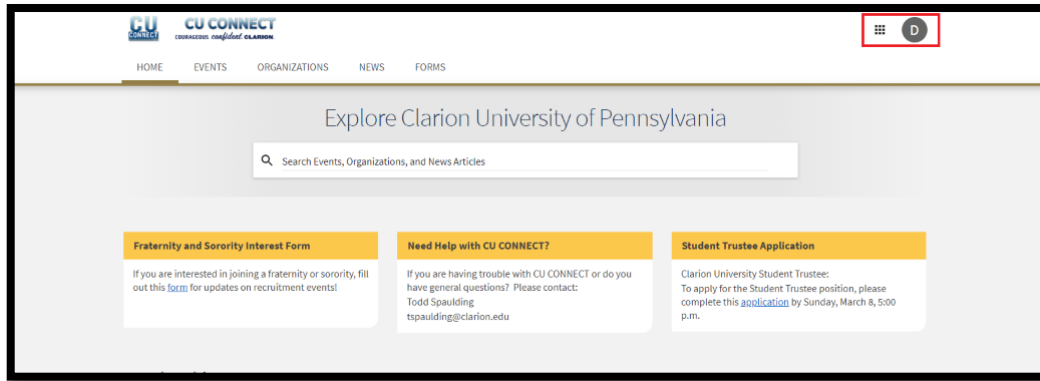


2. From here, all the settings of the RSO's CU Connect page can be changed. Scroll down to the Contact information section and change the email address to the RSO's email.

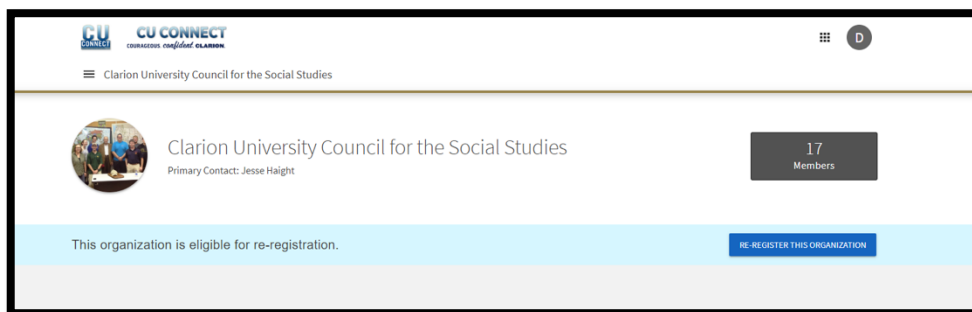
A screenshot of the 'Contact Information' form. At the top, there is a disclaimer: 'Please note that the information you enter into the contact fields below will be displayed on your organization's public profile page and visible to anyone in or outside of your community. In order to avoid potential spam or solicitation messages, you may wish to consider publishing a shared organization address, phone number, or email address rather than using your personal contact information.' The form is divided into two columns. The left column contains fields for 'Address' (Street Address, Street Address Line 2, City, State/Province, ZIP/Postal Code, Country) and 'Phone and Fax' (Phone Number, Extension, Fax Number). The right column contains an 'Email' field. The email field is highlighted with a red rectangular box and contains the text 'cucss@clarion.edu'. Other fields in the form contain placeholder or example text like 'Gemmill Info. Desk, Mailbox #9', '840 Wood Street', 'Clarion', 'PA', '16214', and 'United States'.

Adding Documents to a CU Connect Page

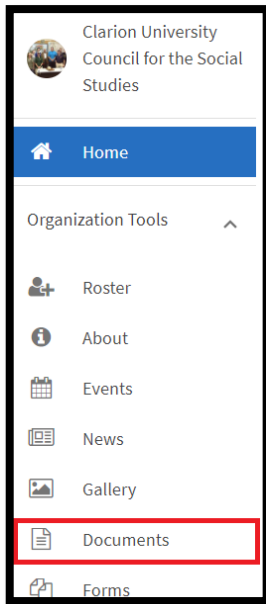
1. [Sign in](#) to your RSO's CU Connect account, **NOT** your personal account
2. Access the action center from the main page, using the drop-down menu (the square) in the top right-hand corner of the page.



3. From the Action Center, click on the club you wish to add documents to. This will take you to a page that looks something like this:

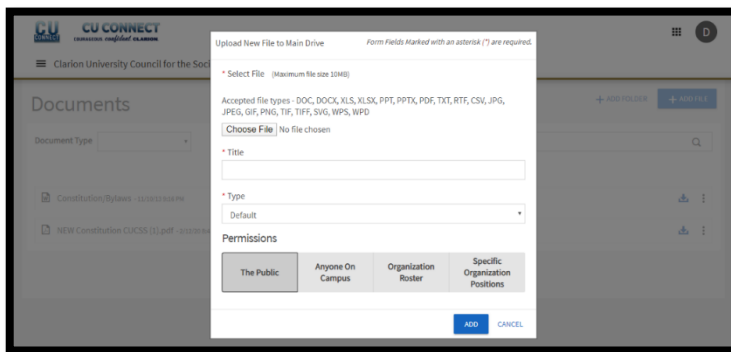
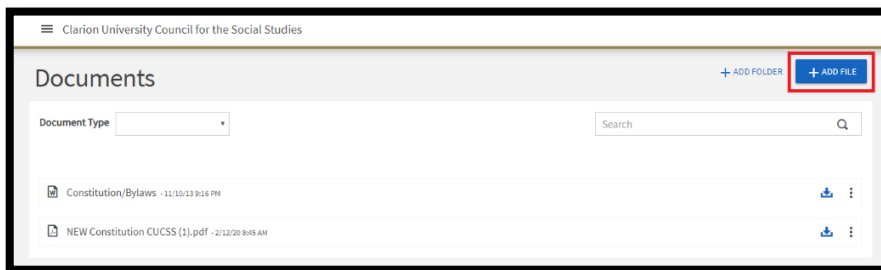


4. From here, click the left-hand sidebar and navigate to the “documents” tab.

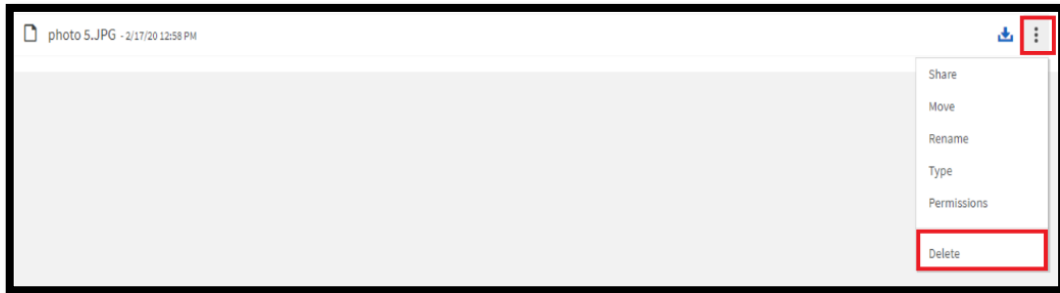


5. From this page, click on the “Add File” button in the top right-hand corner, and add whatever documents need to be added to your RSO’s CU Connect page. Documents which should be on the CU Connect page include:

- Constitutions and Bylaws
- Minutes (If you choose to make them public)
- Etc.

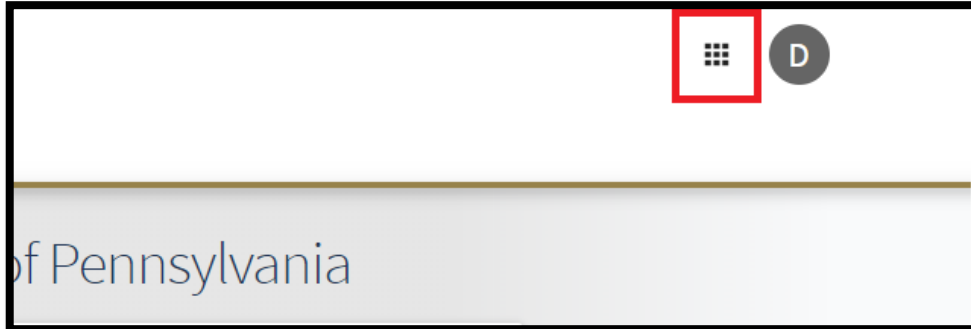


6. Should you need to delete a file, click the three dots on the right side of the document's name, and select "delete" from the drop down menu.

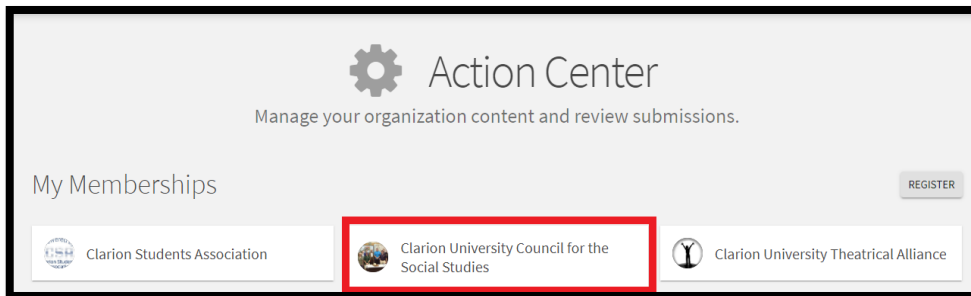


Service Hours

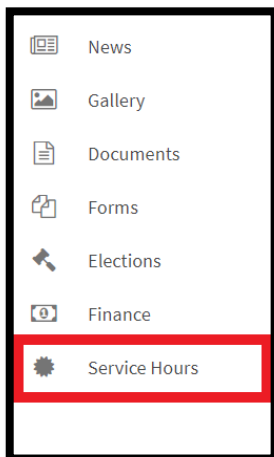
1. Sign in to your RSO's CU Connect account, NOT your personal account.
2. Change the view to Manage View by clicking on the small square in the top right corner of the page.



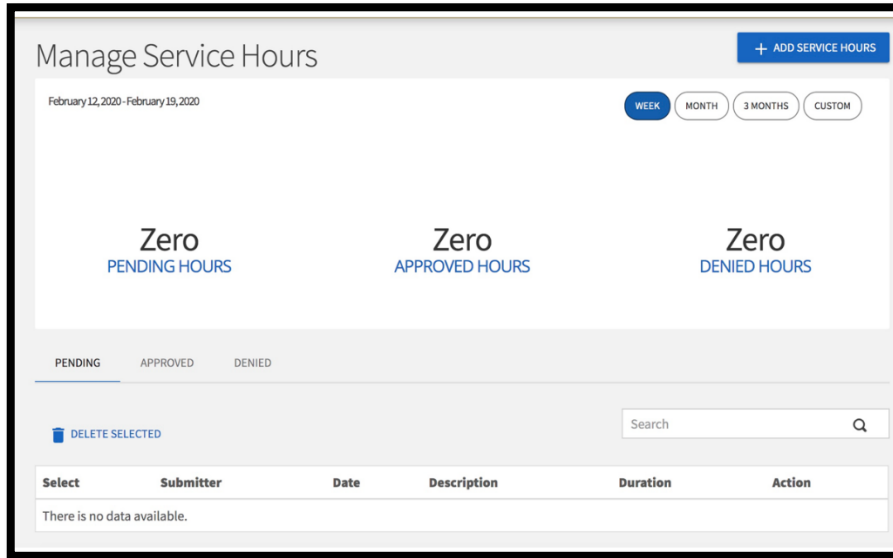
3. Click on the RSO's page.



4. Using the menu button on the top left corner, you can access all the tools in CU Connect. For managing the hours, click the Service Hours icon.



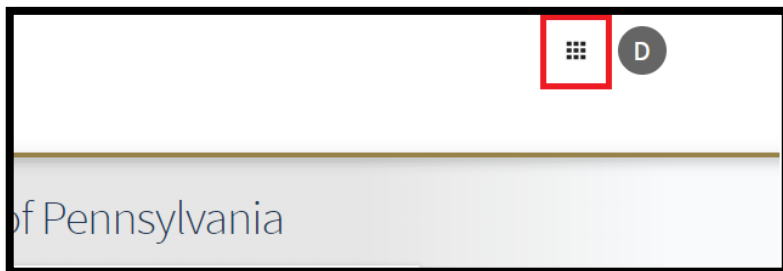
5. After clicking Service Hours, your screen will look like this.



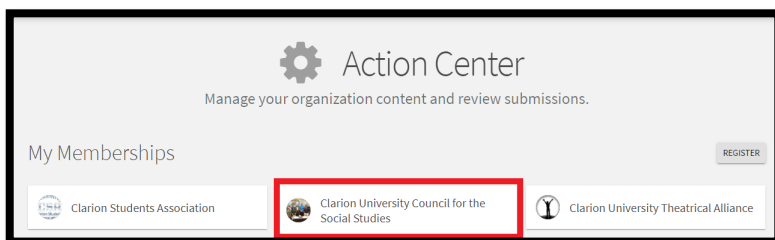
6. To add hours, click on “add service hours” at the top right of your screen. Your screen will then appear with a form to fill out. All the fields are required. You can select a date and time for the hours. Along with that you also enter the students email to assign the hours. After filling out the information you hit create (blue box in the bottom left hand corner of the screen).

How to Upload Photos to CU Connect

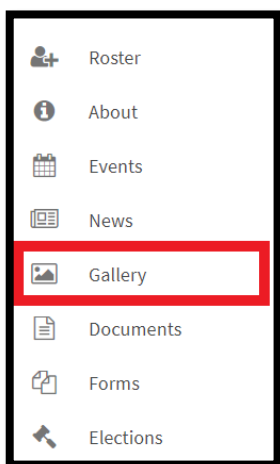
1. Sign into the RSO's CU Connect
2. Change to Manage View by clicking on the square in the top right corner of the page.



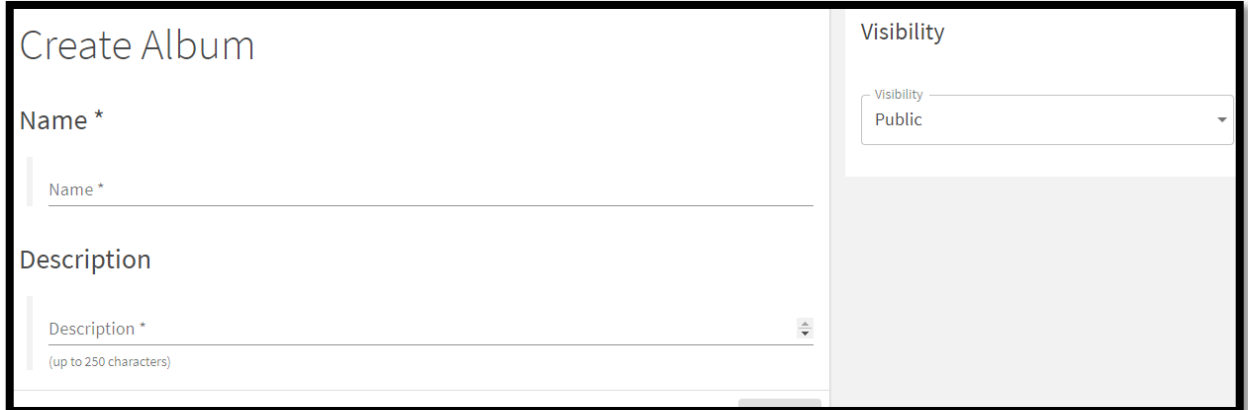
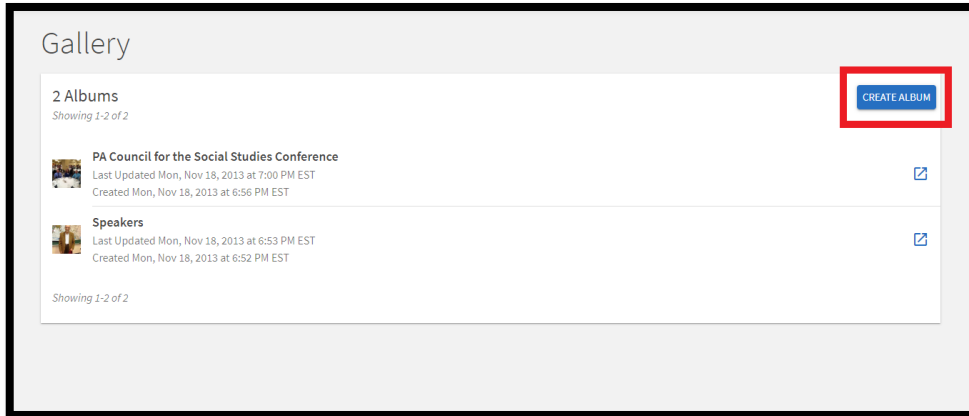
3. Once on the Action Center, click on your RSO under My Memberships



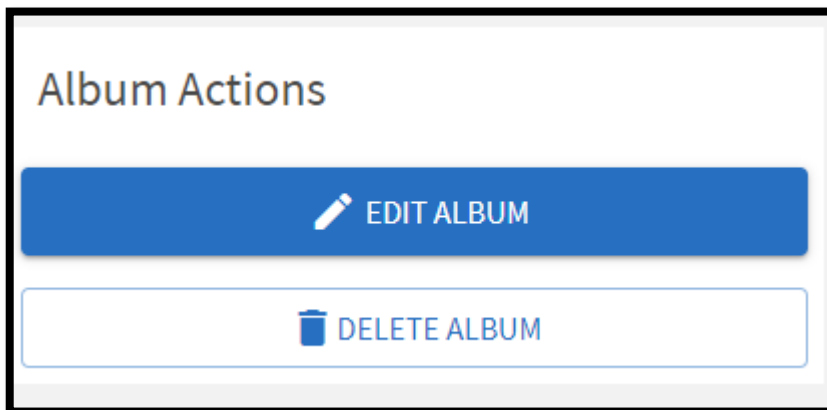
4. Click on the sidebar, then select Gallery.



5. Click on the Create Album button and make it public.



6. From there, select the album you've just created, and use the "Edit Album" button to add photos.

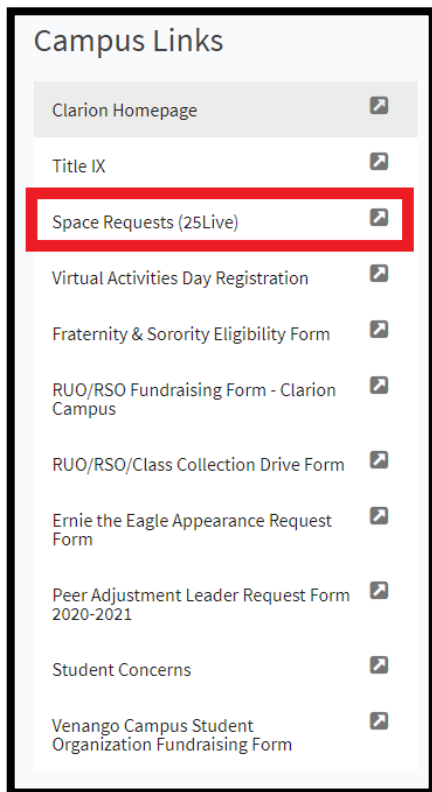


Requesting an Event Space on Cu Connect

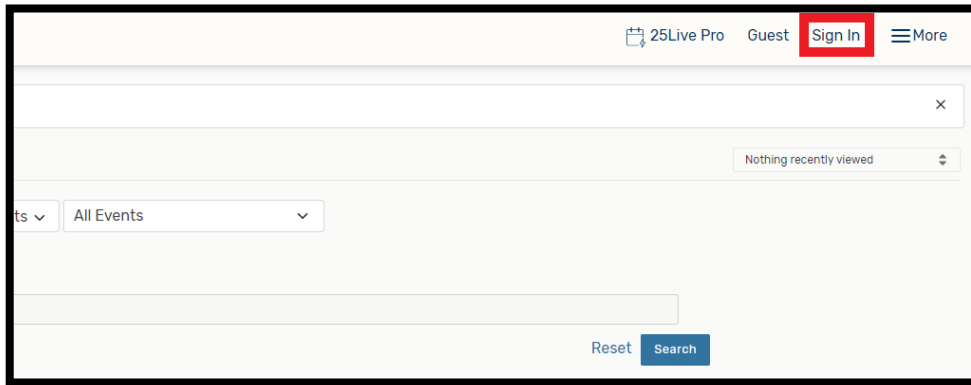
If your club would like to host an event on campus, you will need to reserve the location. This request should be submitted at a minimum two weeks prior to the event occurring. Just because a space request is submitted does not mean the space will be approved for your use. Approval must be given (sent through an email to the club's email) before proceeding with the event.

Note: Should you require technical assistance in planning your event (chairs, tables, microphones, music, etc) please contact the current auditorium manager (ccallenburg@clarion.edu as of spring 2020).

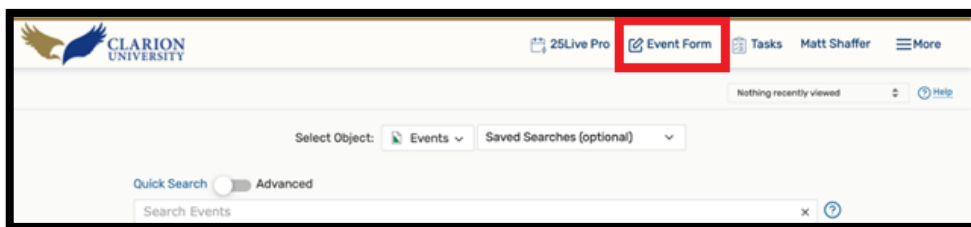
1. First make sure to be logged into your club's CU Connect account.
2. Scroll down on the CU Connect homepage and select "Space Requests (25Live)".



3. Sign into this program as your organization.



4. Select the “Event Form” to begin your space request.



5. For the first section of the application, place the name of your event and the name you want the event publicized as, they can be the same name. Then use the down arrow to select the type of event your hosting, which organization is hosting it, and the expected headcount. We recommend you estimate above your expected head count will be because it is better to be more overprepared for guests than underprepared.

A screenshot of the event form application. The form contains several sections, each with a title, a required field indicator, and an information icon (i). The sections are: 'Event Name - Required' with a text input field containing 'Wingo'; 'Event Title for Published Calendars' with a text input field containing 'Wingo'; 'Event Type - Required' with a dropdown menu set to 'Social Activity'; 'Primary Organization - Required' with a dropdown menu set to 'Student Senate' and a red 'Remove' button; and 'Expected Head Count - Required' with a text input field containing '300'. The bottom of the form shows the start of an 'Event Description' field.

6. In the next section you will put your event description. Be as detailed as you can about your event.

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

← ↶ B I U A ▾ Font Family ▾ Font Sizes ▾

Please list everything you can about your event in detail.

Date and Time - Required ⓘ

Instructions

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, takedown, or for mingling before or after the event, click down arrow on the additional time and add the appropriate number of minutes or hours desired so the space usage can be accurately reserved.

Tue FEB 25 2020

11:00 am

To:

12:00 pm

Cancel Preview Save

Additional time ^

Setup Time

0 Days 0 Hours 0 Minutes

Pre-Event Time

0 Days 0 Hours 0 Minutes

Post-Event Time

0 Days 0 Hours 0 Minutes

Takedown Time

0 Days 0 Hours 0 Minutes

Reservation Start: **Tue FEB 25 2020 11:00 am**

Reservation End: **Tue FEB 25 2020 12:00 pm**

Reservation Duration:
1 Hour

Click on the calendar below to add dates or click the button below to select a date pattern.

Repeating Pattern

7. If set up is needed for your event. Please include the additional time required for set up and tear down here.

- Next, you will need to select the location of your event. You will use the scroll down menu to select the building and then use the additional options provided to select the area of the building for your event.

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Eagle Commons

[Reset](#) [Search](#)

Add	Name	Title	Capacity	Availability	Conflict Details
Request	DINE 107	Eagle Commons Meeting Room 107	40	1/1	None
Request	DINE 107/108	Eagle Commons Meeting Room 107/108	80	1/1	None
Request	DINE 108	Eagle Commons Meeting Room 108	60	1/1	None

- Under “Resources” you will select if you need additional help from dining, facilities, or public safety for your event. For example, UAB usually has public safety at their Drag Show because it is a high capacity event.

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

[Reset](#) [Search](#)

Pre-Defined Groups

- Your Starred Resources
- Public Searches**
 - Chartwells Catering Resources
 - At** Conference & Events Resources
 - Facilities Management Resources
 - Cr** Public Safety Resources

- In the “Contact Roles” section, please include your name, your advisors name under additional contact, day of contact and whomever is coordinating your event.

11. Under “Requirements” please answer the following questions as thoroughly as possible.

Contact Roles ⓘ

Requestor Shaffer, Matt ☆	Scheduler Shaffer, Matt ☆	Additional Contact Search contacts
Day of Contact Search contacts	Event Coordinator Search contacts	

Requirements - Required ⓘ

A. Will catering be used? If so, please contact Chartwells Catering.
Comment: _____

B. Will event involve minors?
Comment: _____

C. Are parking accommodations required? If so, please specify quantity.
Comment: _____

D. Are you requesting publicity for this event?
Comment: _____

E. Have you secured Copyright Permission for film/movie?
Comment: _____

F. Will you require technical assistance for this event? If so, please describe.
Comment: _____

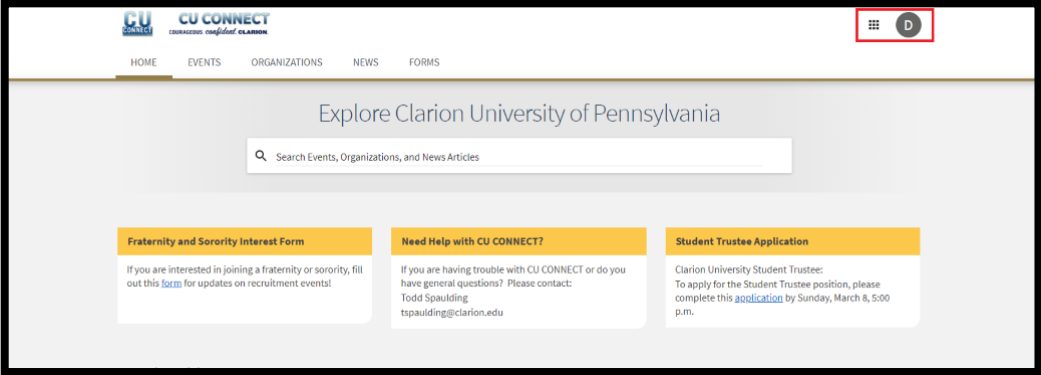
G. * I acknowledge that I do not need any of the above requirements.
Comment: _____

12. Your event should be approved or denied in approximately 10-14 days. If you have questions, please contact Conference & Events Services (mgatesman@clarion.edu as of Spring 2020).

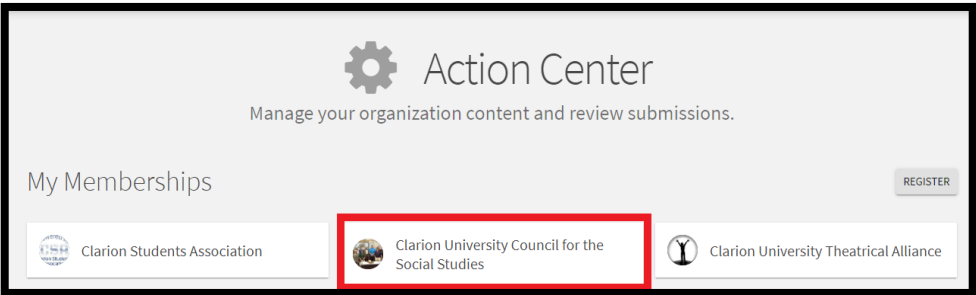
Making an Event on CU Connect

If your RSO wants to advertise when you will be having meetings or hosting an event, then creating an event on CU Connect will help you get the word out. Also using the Corq and check in apps require that an event be posted on CU Connect. Before starting this step make sure to have your event scheduled on the space request application, Live 25. You will need the reference number that corresponds with space request. In addition to this you will need a Image to post with your event (Usually it looks like a flyer you would hang up).

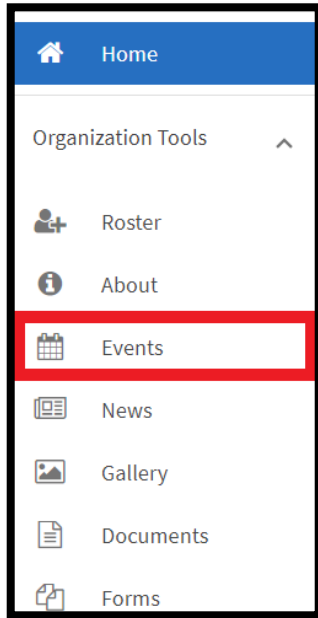
- 1. Sign into the RSO’s CU Connect Page.
- 2. Change the screen to the manage using square icon in the top right corner.



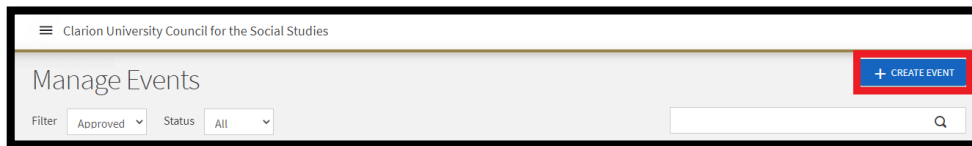
- 3. Select the RSO under “memberships.”



4. Select the Events tab from the menu on the left side of the page



5. Now select the “Create Event” button to start creating an event. Follow the on-screen instructions. Once you have completed all the tasks you will be sent a confirmation email when approved.



Requesting for Funding

1. Determine if your club/event is eligible for funding
 - You can find the requirements on clarion.edu under CSA Forms and Policies
2. Fill out the proper form
 - You can find the Supplemental Request form at clarion.edu under CSA Forms and Policies the link for each RSO and RUO can be found there
 - An example of each form is on that page for reference
3. Turn in Supplemental Request as soon as possible so there is time for your request to be reviewed and funded before the money is needed.
 - Email request to csa@clarion.edu and ssac@clarion.edu
4. Once the request is received, allow the Appropriations Committee 2 weeks to review the request.
5. After the request is reviewed you will receive an email from the ssac@clarion.edu stating your request has been reviewed and is awaiting approval. The email will also tell you to attend a Senate Meeting Monday night at 7:30 to describe the request and answer questions
 - Senate members will vote on whether to allocate funds
6. If the funds are allocated, they will be transferred to your organization's account



Clarion Students' Association

Clarion University of Pennsylvania
 278 Gemmill Student Complex
 840 Wood Street
 Clarion, Pennsylvania 16214-1232
 Phone: 814-393-2423
 Fax: 814-393-1760
 Text Telephone (TTY/TDD): 814-393-1601

**STUDENT SENATE
 RSO SUPPLEMENTAL Appropriations Request Form**

Project Number		246 FS	
Date Submitted:	04/01/25		
This Request is for:	The More Information Than Your Brain Can Handle Conference		
Capital Account		Supplemental Account	X
Large Item Capital		Supplemental Reserve Account	
Name of Organization:	CUP Student Senate	Organization E-mail:	senate@clarion.edu
Number of Members	35	Verified to CU Connect Roster	X
Advisor:	Mr. Shawn Hoke	Phone:	814-393-2714
		Email	shoke@clarion.edu
Campus Address of Advisor:	251 Gemmill Complex		
Officer: Position	Officer Name:	Phone:	Organization E-mail
President	S. Tudentpresident	Phone: 111-111-1111	Email S.t.pms@clarion.edu
Vice President	S. Tudentvicepresident	Phone: 222-222-2222	Email S.t.vo@clarion.edu
Secretary	S. Tudentsecretary	Phone: 222-222-2222	Email S.t.sec@clarion.edu
Treasurer	S. Tudenttreasurer	Phone: 222-222-2222	Email S.t.treas@clarion.edu
Annual Amount Dues Paid per Member:	\$15.00		
Supplemental Amount Requested:	\$2,505.00		
Round Trip Y/N	1	\$38.50	
Appropriations Committee Recommendation			

IF THIS REQUEST IS FOR A CAPITAL PURCHASE:

Item Requested:	
Life Expectancy of Item:	
Contact Individual For Request:	

IF THIS REQUEST IS FOR A CONFERENCE, PLEASE ATTACH A COPY OF THE REGISTRATION FORM THAT

E-mail this form to csa@clarion.edu or deliver hard copies to the CSA Office at 278 Gemmill Complex. If passed by the Appropriations Committee, representatives of your group are **required** to attend the next Student Senate meeting for the request to be considered for approval. Failure to attend the Student Senate Meeting will result in tabling the motion to approve.

PLEASE ALLOW TWO (2) WEEKS FOR THE COMMITTEE TO REVIEW THE REQUEST!

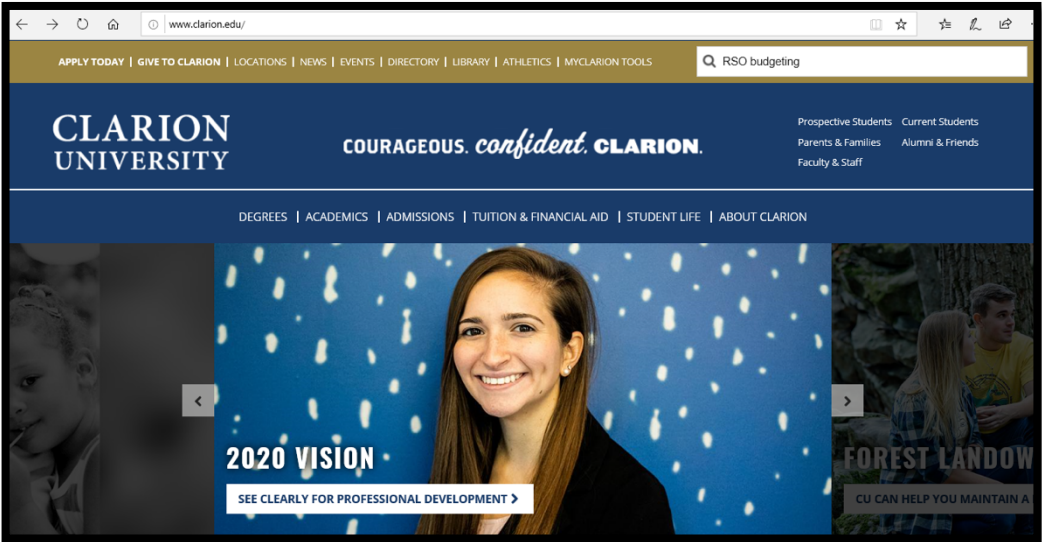
E-Mail or deliver to:	Clarion Students' Association Office
	csa@clarion.edu
	ATTN: Student Senate Treasurer
	278 Gemmill Student Complex
	Clarion University of Pennsylvania
	Clarion, PA 16214
	Phone: 814-393-2423

Budget Request Form Fiscal Year:

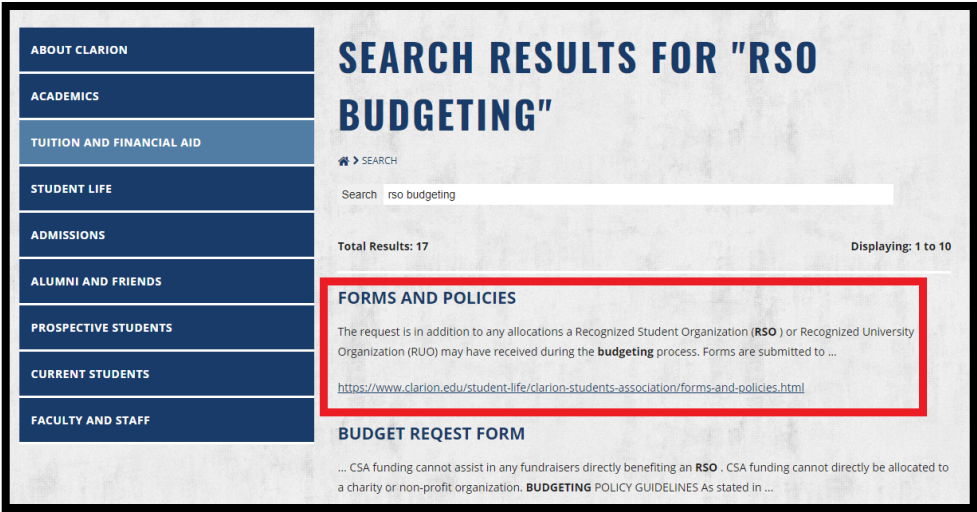
Every spring semester your RSO is required to fill out a budget request form. The budget request form is used by CSA and Student Senate to determine how much funding your RSO will receive for the upcoming academic year. It is essential to fill out this form every spring semester. If your RSO does not fill out this form it will affect the budget your RSO is allocated.

Follow the steps below to find the budget request form:

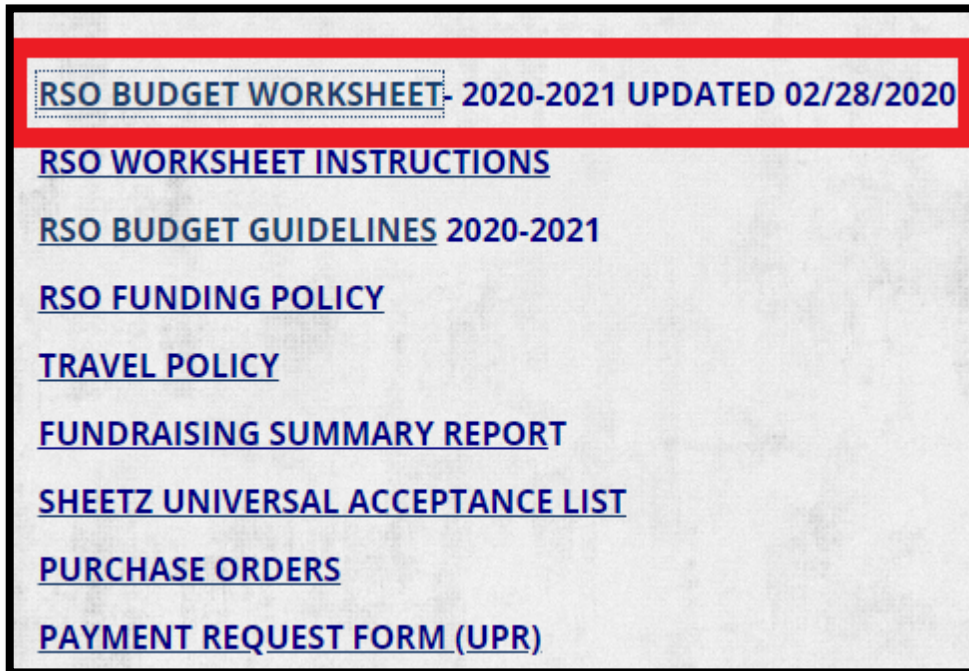
1. Go to www.clarion.edu. Once you are on the home screen type in “RSO budgeting” in the search bar.




2. Click on the first link that says “Forms and Policies”



3. Scroll to the part of the page with the links for RSO forms, and click on the “RSO Budget Worksheet.”



4. An excel sheet (like the one pictured below) will download. On this first sheet you will fill out the information that is requested. Make sure all information required is filled out.

		Clarion Students' Association		Clarion University of Pennsylvania 278 Gemmell Complex 840 Wood Street Clarion, PA 16214-1232 Phone: 814-393-2423 Fax: 814-393-1780 Text Telephone (TTY/TDD): 814-393-1601	
		Registered Student Organization (RSO) Budget Request Form Fiscal Year			
Please Complete this on-line form and email to: smachokas@clarion.edu					
Also print a copy, have appropriate signatures affixed and deliver to the CSA Office @ 278 Gemmell Complex.					
Name of Organization:					
Organization E-Mail					
Number of Members					
Advisor:			Email:		
President:			Email:		
Treasurer:			Email:		
Advisor's Signature			Email:		
President's Signature:			Email:		
Treasurer's Signature:			Email:		
Category:	AMOUNT REQUESTED		AMOUNT ALLOCATED		
Operating Expenses:			Amount Allocated		
Campus Programming:			Reduction for Non-Use of Corp App		
Total Amount Requested:			Net Amount Allocated		

5. At the bottom of the excel sheet there is a tab that says, "Specific Budget Items Requested." Click on that tab and fill out all the required information regarding the budget amount your RSO is requesting. This sheet will provide CSA and Student Senate with what the requested budget will be used for.
6. Save the budget request form and email it to smachokas@clarion.edu. Also a copy of the form must be printed and signed by the appropriate signatures and delivered to the CSA office in Gemmell Complex room 278.

How Budget Allocation Works

The amount of funds your RSO receives each year is 100% dependent on the number of students enrolled in Clarion University of Pennsylvania and Venango Campuses. The enrollment trend for the upcoming school year is the basis for that year's budget.

If your RSO does not use all of its funding within the next school year, any remainder of your budget will roll-over into next year's reserves. This enables us to distribute more funds in certain years. So, do not feel like if you do not spend all of your budget that you are losing money to the university because the money you do not spend goes back to being distributed to RSOs in following years.

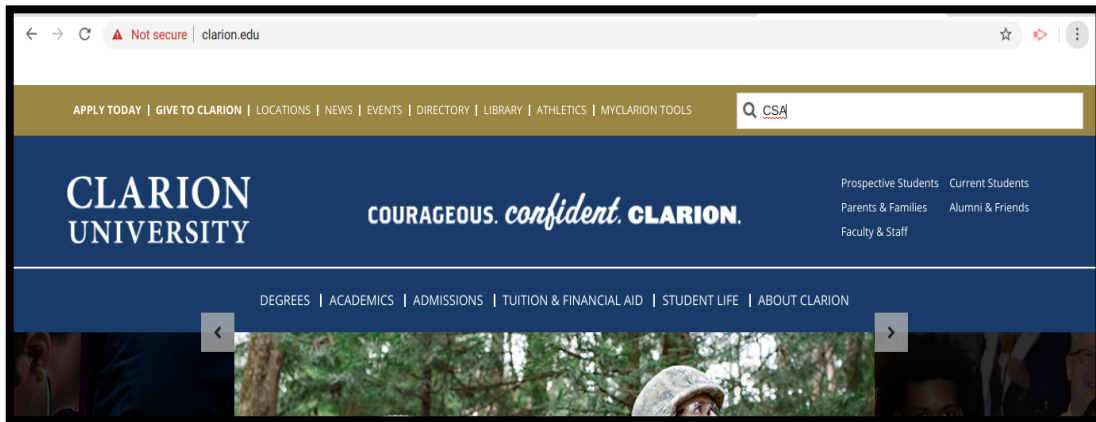
If you have any questions or concerns regarding the budget request form for the fiscal year, please do not hesitate to send us an email at ssac@clarion.edu.

Van Policy

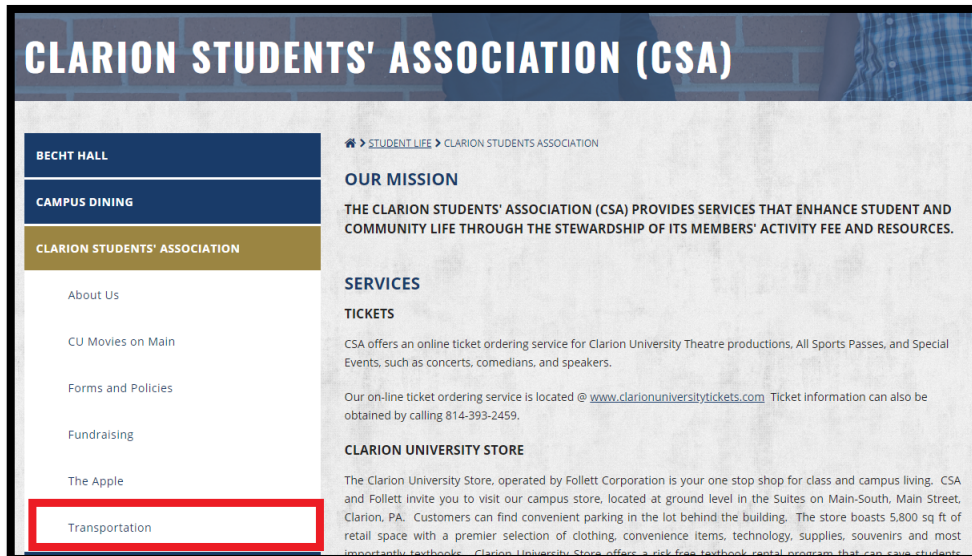
1. CSA offers two types of vans to use:
 - One (1) seven (7) passenger van (2014 Dodge Caravan)
 - One (1) twelve (12) passenger van (2012 Silver Ford)
2. How to get a van:
 - Call Anna Mills, 393-2138 to reserve a van.
 - The driver must come to the CSA Office (278 Gemmell) to complete the Commercial Drivers Questionnaire.
 - This form must be reviewed and approved by staff prior to issuing keys and driving instructions to the driver. Information needed to complete this form includes a valid driver's license and personal auto insurance information.
 - CSA encourages groups and organizations to schedule the request for the vans as far in advance as possible
 - The driver will be issued a set of keys for the rented van, a Sheetz fuel card along with instructions and CSA Travel Waiver and Release form (yellow), along with instructions on properly completing paperwork. The CSA Travel and Release form must be completed by all passengers for that van trip.
 - First come first serve basis - but CSA reserves the right to bump organizations if an emergency occurs which requires the vans
3. After you get the van:
 - Can be driven by students as members of CSA or by faculty and staff of the university
 - The Sheetz fuel card is located in the vehicle key case. This card is for gasoline purchases only.
 - Prior to your trip, please record the beginning mileage, AND your name, organization and destination on the Van Mileage Log. When you have returned, please record your ending mileage.
 - Return keys to 278 Gemmell by the morning of the next business day or a \$25.00 late fee will be implemented.
4. Rate on Vans:
 - 7-passenger van: \$0.75 per mile with a minimum fee of \$37.50 (includes gasoline)
 - 12-passenger van: \$1.00 per mile with a minimum fee of \$50 (includes gasoline)
5. "Organizations, groups, or individuals not funded through CSA will be billed independently to the department designated. If no department designation is given, those utilizing the vans will be asked to remit the estimated mileage fee in advance of travel."

6. “Organizations which are funded through CSA can utilize their budgets for approved travel and will be issued a statement of billed activity monthly, or their CSA self-support funds for trips not approved through the funding process. self-support balances will be encumbered prior to travel and a statement will be provided at the end of the month.”

For more rules and regulations go to Clarion University's Website and search “CSA” and click on the first result.



Then click the tab “Transportation” for more information regarding use of the vans.



CSA Explained

The Clarion Students' Association (CSA) provides services that enhance student and community life through the stewardship of its members' activity fee and resources. They are also financially in charge of the RSO's.

CSA Walmart Card

1. Head to CSA and ask an employee to use the Walmart Card. Make sure to mention what club you are using it for, and what you plan on getting!
2. You will be asked to sign a form which includes the card number. Sign the paper, date it, and list what club you are with. Remember that the card will be expected back to the CSA office within 24 hours.
3. When you check out at Walmart, hand the laminated card to the employee before they start scanning items, and ask to utilize a tax-exempt transaction. All the information they need will be on the card.
4. Have the President or Treasurer of the club sign the receipt and hand the receipt and card back into CSA. You will be asked to sign the same form you signed the card out with, to confirm that you brought it back.
5. For club records, remember to fill out a payment request form after your payment is taken care of. Remember to include the Account number of your club, what you bought, how much it cost, why you bought it, and have the correct signatures on the form!

Payment Request
Clarion Students' Association

Date: August 15, 2013
Request No. _____

ORGANIZATION NAME: WAB Multicultural ACCOUNT # 900 AMOUNT OF REQUEST: 1,000.00

QUANTITY	UNIT PRICE	TOTAL
Reason for purchase:		
<u>WHY? EFSN Programming event for opening weekend.</u>		
<u>WHERE? in Gemmill Multipurpose Room</u>		
Itemized purchases:		
<u>WHAT? Magician</u>		
<u>WHEN? Friday August 23, 2013</u>		
<u>WHO: Mr. Magician</u>		
Check payable to: <u>Mr. Magician</u>		
Mailing address: <u>400 Maple Road</u> <u>Anytown, PA</u>		

* Each P.R. must have justification

Original: Return to Clarion Students' Association, 278 Gemmill (attach original receipts). Yellow copy: keep for you files.

