

STUDENT ORG DOCUMENTS AND FORMS

KNOW YOUR DOCS

THERE ARE A NUMBER OF DOCUMENTS THAT STUDENT ORGANIZATIONS SHOULD BE AWARE OF AND COMPLETE FOR A SUCCESSFUL EVENT SUCH AS PERFORMANCE CONTRACTS AND LIABILITY WAIVERS.

- SAI's Guide To
- Performance Agreement
- Services Agreement
- Supplier Set-Up Form
- ASBC Check Request
- Credit Card Form
- Liability Waiver
- UC Ticket Box Office Selling Form
- Card Services Campus Cash Form

SAI'S GUIDES TO

The “SAI’s Guide To...” is a set of resources created to explain USD’s unique systems and to empower student leaders to plan and put on successful events for their organization. These documents can help educate members on USD’s different policies and processes or serve as a quick refresher for returning members.

Topics covered by the guides include:

- The Creative Zone
- Food Safety
- Funding Your Event
- Green Event Planning
- Starting a New Student Org
- Re-registering a Student Org
- Event Registration (EvR)
- Marketing Your Event
- Travel
- Student Org Budgets
- Student Giving
- Navigating Student Involvement

BRINGING A GUEST TO CAMPUS?

If you are thinking about bringing a performer, artist, lecturer, etc. to campus for one of your organization's events, you will need to complete one or more of the following documents:

Performance Agreement

- Agreement between the organization and the performer/speaker/guest
- Helps build accountability for USD guests and ensures that guests are in alignment with USD's mission and values
- Submit to Associate Director of Student Activities and Involvement in SLP 301A for approval

Supplier Set-Up Tax Form

- Needed for payment on the taxable income any vendor/performer will be receiving from your organization
- Must be turned in at least 10 business days in advance

NEED TO ACCESS FUNDS?

Received money from ASBC or want to use funds from your organization's account? There are a couple of options.

Associated Student Government Card Request

- Phone/Online purchases do not need to be made out of pocket and reimbursed at a later time
- If you would like to use one of the professional credit cards, please make an appointment or just walk-in and see an Involvement Consultant in SLP 308

ASBC Check Request

- If you choose to buy your event supplies with your own money, you can be reimbursed (either with a check or direct deposit) with this online form
- Can also be used to request checks for performers
- The completed ASBC Check Request form can be submitted online, please submit all back up documentation to SLP 308
- If check request is over \$100, please submit proof of payment (copy of credit card or statement) and copy of receipt.

LIABILITY WAIVERS

- **Liability waivers are used when student organizations partake in any events that include risk or liability.**
- **Common student org activities requiring liability waivers include:**
 - Any events requiring members driving
 - Any event taking place off-campus
 - Organization retreats
 - Social events
- **Paper forms to be filled out at events can be used and are generally helpful to have**
- **Liability waivers can be turned in to SLP 308**

UC TICKET OFFICE

The UC Ticket Office is an easy way to sell tickets to members of the university. If you would like to sell your tickets through the Ticket Office, you will need to complete a UC Ticket Office Contract Agreement and turn it into UC Ticket Office

If you would like to sell tickets through the Ticket Office, please have the following information available:

- Name of Event
- Event Date
- Event Time
- Event Location
- Sponsoring Organization
- Cost of Tickets
- Target Customers
- On-Sale Date
- POETS

Please submit all ticket requests in advance of *at least* one week.

WANT TO ACCEPT CAMPUS CASH AT YOUR FUNDRAISER?

In collaboration with Campus Card Services, student organizations can accept Campus Cash at their fundraisers

Fundraiser Forms can be found in the Campus Card Services office, UC 127

Please fill out the Campus Card Services Fundraiser Form and turn in to Campus Card Services at least five business days prior to the event

TIPS FOR SUCCESS

- Plan ahead and use the timelines in this presentation to make sure things are turned in on time
- Be prepared, have your signatures ready, make sure you have your ID card, and keep your itemized and original receipts
- Get to know and build relationships with the departments you work with and ask any questions you might have
- Be patient!
- Have an action plan for all the forms you need to turn in and do not purchase things until the event is approved

Contact Us!

Involvement Consultant Desk – SLP 308

IC Desk Hours – Mon-Thurs: 9AM-7PM, Fri: 9AM-5PM

Phone – 619-260-4802 or x4802

Email – usdinvolvement@gmail.com