

BCM

Fly Fishing

Wooch.een

Ultimate Frisbee

2006-2007

Lacrosse

Global Connections

Printmaking

Environmental Science



Information Packet

UNIVERSITY OF ALASKA
S O U T H E A S T

University of Alaska Southeast –
Juneau Campus

Literature

Drama

Education

UAS Dance

Alpha Phi Omega

Gaming

Road Scholars

Fisheries

Chemistry

Important Information

- Welcome to another GREAT year!! This packet of information contains everything you need to know about running a campus supported club. All club information has been placed online. Some of the forms that you will need throughout the year are sample budget, Club Deposit Forms, Club Funds Request Forms, and others. All of which can be found at the Student Government web site.
- Please remember to update us when you have a change in advisor or student contact person. Also if you change your meeting dates, places, and time. All of your club information is posted on the Student Government web page and we wish to have as much accurate information as possible.
- This year again there will be a required reporting on the activities of each of the clubs. All the details are listed in this packet.
- Only those clubs recognized as official UAS Juneau Campus student clubs are eligible for using certain University facilities at no charge, able to recruit membership on campus, qualified to apply for funding from USUAS-JC, and allowed to post club information on University bulletin boards.
- Remember, each club has to be recognized annually and to attach all necessary paperwork **completely filled out**. Hand everything into the Activities and Housing Desk.
- Each club may request funding per academic year. Funding is handed out on a first come first served basis. If you hand in your budget after all the club funds allotments have been handed out, you will have to present to Student Government directly to receive club funds.
- If you earn additional funds for your club through fundraisers, sales, etc. you **MUST** deposit these fund into your club fund. If you do earn additional funds and still have those funds remaining after the academic year-ends, **YOU** are responsible for keeping track of this balance. You still must be approved in your budget to access funds.
- If you have any questions through the year, please feel free to contact any Student Government member at 796-6517 or the Activities and Housing Office at 796-6528.
- **Club Benefits** – access to workroom, making posters, color printed copies 8 ½” by 11”, access to REC center, Glacier View Room, Classrooms and other conference rooms.

Club Rules

Keep for your records!!!!

The following information is located in the USUAS-JC constitution.

Article VI - Clubs

- Clause One: USUAS-JC members may organize, establish, and conduct UAS Juneau Campus student clubs.
- Clause Two: Only those student clubs recognized as official UAS Juneau Campus student clubs are eligible for using certain University facilities at no charge, able to recruit membership on campus, qualified to seek funding from USUAS-JC, and allowed to post club information on University bulletin boards.
- Clause Three: To be eligible for recognition as an official UAS Juneau Campus student club, a prospective club must:
- (1) have at least five (5) USUAS-JC members;
 - (2) have a short, written club description and intent;
 - (3) have an advisor who is a UA faculty or staff member or a community member approved by the USUAS-JC Assembly;
 - (4) be open in all club branches to membership from any USUAS-JC member regardless of gender, race, national origin, age, creed, appearance, handicap, social status, economic background, religious affiliation, political affiliation, sexual preference, and/or lifestyle;
 - (5) have written procedures for selecting any officers;
 - (6) submit to the Student Activities Office and the USUAS-JC office information proving compliance with items 1, 2, 3, and 5 of this clause as well a phone number and address for a student contact person for the club.
- Clause Four: Student clubs may be officially recognized by the UAS Student Activities office or USUAS-JC (majority vote of the Assembly and signature approval of the President).
- Clause Five: The Assistant Director of Student Services is the formal authority for USUAS-JC clubs.
- Clause Six: The senate shall annually provide a club fund to be administered by the Assistant Director of Student Services. Unless otherwise acted upon, that transfer shall be five percent (5%) of the projection governance receipts.

- Clause Seven: Proof of activity or intended activity submitted to Staff Support or club liaison every other month.
- Clause Eight: Equipment purchased must be returned to USUAS-JC when club is inactive. Any club is considered inactive after two months of not actively holding club meetings, events, or any other activities. Inactivity is to be determined by Director or the Staff Support and Club Liaison. Activity may be demonstrated through club emails, newsletters, or any other proof of activity including event flyers, meeting announcements, facility usage, etc.
- Clause Nine: Must submit request for use of funds each time club wishes to access funds (This is additional to original budget approval).
- Clause Ten: Clubs' money deposits must be submitted to Support Staff with correct form.
- Clause Eleven: Any reusable equipment that clubs wish to purchase must be approved by Assistant Director.

UAS Student Club Request for Recognition

Academic Year 2006-2007

To be recognized by the United Students of University of Alaska Southeast – Juneau Campus as an official student club on campus you must provide our office with the following information:

Club Name: _____

Club Description and intent. *A short narrative that describes mission, objectives and intent of club:* _____

Club Advisor: _____ Phone No.: _____
Address: _____ E-mail: _____
(Must be UA faculty or staff. Community members only with approval by UAS-JC Senate.)

Student Contact: _____ Phone No.: _____
Address: _____ E-mail: _____
Note: will be published

Club Meeting Info: _____

Will your club be selecting officers? YES NO

The information above will be posted on the web site, please be sure to update it regularly with Activities and Housing. (times, dates, locations, special events)

Proposed Club Members: (please note membership must be open to all UAS students). A club must have at least five names of students enrolled and their Student ID #'s to be recognized. Each student must sign up for themselves.

	Printed Name	Student ID#	Phone#	E-mail
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

Recognition of Clubs:

Clubs should present their intended structure for officers, if any. Annually, a student contact person for the club must be named and a phone number and address provided to Student Government.

Recognition must be annual. Once recognized, student clubs are eligible for using university facilities at no charge, able to recruit membership on campus, and are eligible to seek funding from Student Government. Clubs have access to posting information on university bulletin boards. See the bulletin board policy at the end of this packet.

Those seeking recognition or soliciting interest may participate in the Club and Activities Fair, to be held on September 7th. Student Activities and Housing will provide the sign-up interest sheet. Training for Club Advisors will be held on Thursday, September 21st @ noon-Mourant Lake Room.

Student clubs may be officially recognized by the Director of Student Activities as designated by USUAS-JC or signature approval of the President.

Club meeting times and locations must be given to the Activities and Housing Office for their records and for posting to the UAS Student Body on USUAS-JC website.

Signature: _____
Student Club Organizer _____ *Date*

For Office Use:

Signature: _____
Director of Student Activities _____ *Date*

Or

Signature: _____
USUAS-JC Senate President _____ Date

Budget submitted at time of application? Yes No

Budget approved for \$ _____
Signature _____

Club Deposit Form

Date: _____

Club Name: _____ Depositor's Name: _____

Contact #: _____

Amount \$: _____

Funds from: _____

IMPORTANT!!!! The only funds that are transferable from one year to the next are funds that are earned, deposited, and unused. Monies left over from the original allotment **DO NOT** transfer to other accounts. Any remaining funds from the original allotment will be returned to Student Government's General Account after Commencement.

All forms can be found at Activities and Housing.

Club Deposit Form

Date: _____

Club Name: _____ Depositor's Name: _____

Contact #: _____

Amount \$: _____

Funds from: _____

IMPORTANT!!!! The only funds that are transferable from one year to the next are funds that are earned, deposited, and unused. Monies left over from the original allotment **DO NOT** transfer to other accounts. Any remaining funds from the original allotment will be returned to Student Government's General Account after Commencement.

All forms can be found at Activities and Housing.

Club Funds Request Form

Date: _____

Club Name: _____ Requestor's Name: _____

Contact #: _____

Vendor Name: _____ Amount \$: _____

Purpose: _____

Office Use Only:

Document #: _____

Date Completed: _____

Notes: _____

This form must be turned in 48 hours prior to the time you want to shop!

All forms can be found at Activities and Housing.

Club Funds Request Form

Date: _____

Club Name: _____ Requestor's Name: _____

Contact #: _____

Vendor Name: _____ Amount \$: _____

Purpose: _____

Office Use Only:

Document #: _____

Date Completed: _____

Notes: _____

This form must be turned in 48 hours prior to the time you want to shop!

All forms can be found at Activities and Housing.

Bi-Monthly Reporting Form

Per the USUAS-JC Constitution each club needs to supply a bi-monthly report to Activities and Housing. Bi-Monthly reports are due on the 1st and the 15th of each month, excluding Dec 15 and Jan 1, from club activation to April 15th. All reports are to be turned into Activities and Housing Desk. If you do not turn in a bi-monthly report you will no longer be able to use UAS funding and you will have your campus facilities privileges suspended.

Please fill in the following information:

Club Name: _____

Student Contact: _____ Contact Phone Number: _____

Club Advisor: _____ Contact Phone Number: _____

Total # of meeting you conducted during this reporting cycle: _____

Total # of UAS students that attended meetings during this cycle: _____

Total # of Non-UAS students that attended meetings during this cycle: _____

Activities that occurred during the last reporting cycle: _____

Upcoming events that your club will be conducting: _____

All forms can be found at Activities and Housing.

Sample Budget

Ultimate Frisbee Club Budget for 2006-2007

Beginning Balance:	\$300
Playing time during the winter	\$150
Food for End of the Year party	\$75
Rental of Rock Dump for party	\$75
Balance at the end of the year	\$0

Another Sample Budget

UAS Climbing Club 2006-2007 Budget

Item	Est. Cost	Further Info
February Climbing Competition Prizes	\$150	Climbing competition scheduled for Feb.
Portable CD Player	\$75	Will be used for Feb.
Extra Climbing Holds	\$75	For practices for comp.



The following is an adapted section from the IDEA Club Leadership Manual.

How To Plan an Event

Get Started Planning Your Event!

Any event takes planning, but with the help of a few friends, a little hard work create a very successful event.

First off, a number of questions must be answered. What is the vision and purpose behind the event. What are some ways you can accomplish your goal? When is the best time to hold this event? How many people do you want to have attend? Where can you accommodate the number of people at the time you want to hold the event? How much money will the event cost? How much money is available, and from where will it come? These are all questions which must be answered, but by taking them one step at a time, an effective successful event can be planned. Consider these steps to give you a framework to help plan your event:

1. Come up with an idea, vision, or set of goals for the event.
2. Determine what is necessary to implement the vision and create a budget.
3. Contact your school's administration and inquire about possible venues and available dates for the event. Make the reservations for the proper facilities to put on the event.
4. Identify possible sources of funding and begin to request money for the event.
5. Reserve the proper resources, equipment, and personnel necessary for the event.
(steps 3, 4, and 5 should happen at about the same time)
6. Publicize the event.
7. Host the event.
8. Follow-up from the event.

Picking an event location and date.

Campuses usually make their facilities available for student groups to use for events. Auditoriums and classrooms are a great place to bring a speaker, or host workshops, while theaters are better for videos or movies. Depending on the nature of your event, you might want to even look into using outdoor facilities.

School nights are usually the best times to host big events on campus as people are already on campus. (Plus people typically aren't interested in attending these sorts of events on weekends.) Somewhere in the middle of the term is the best time of the year to plan events, as people won't be studying as hard for tests and you'll have plenty of time for publicizing your event. Try avoid times of the year when many people are taking tests, such as close to finals week. Also, try to avoid the very beginning of academic terms, as you will need at least a couple of weeks to publicize the event. (Similarly, Mondays also aren't a great day, because it only gives one day of

the week of the event for publicity).

As zany as this may sound, through experience, we have found that it is best to plan events on Tuesdays, Wednesdays, or Thursdays somewhere in the middle of academic terms. Of course events don't have to take place at these times, these are just our general suggestions.

This information was pulled from these two web pages:

http://www.ideacenter.org/clubs/resources_event.php

Student Recreation Center Policy

The UAS Student Recreation Center exists primarily to enhance the recreation and educational opportunities available on the Juneau campus. The REC prides itself on a fun approach to health and wellness, individual and team oriented recreation for the entire UAS community. We also offer a variety of cultural and social events throughout the year at the Student Activity Center (SAC), located within the REC.

ENTRY PROCEDURES

Facility users must present student ID or a daily use pass for admission into the building. Anyone without ID desiring access to the REC must proceed to Student Activities and Housing on the first floor of the Mourant building to acquire an ID card.

Any attempt to enter the facility with an unauthorized ID card will result in the card being confiscated. The Recreation Manager will make a decision regarding the individual's eligibility for future use of the facility.

Workout shoes must not be worn in from outside the building. Shoes with clean, non-marking soles are required in the gym, dance studio, weight room, climbing gym, and on in the indoor running track surface.

A variety of balls and sports related equipment is available for check out, free of charge, at the help desk. Failure to return equipment will result in the loss of facility use privileges until items are returned or replacement costs are paid.

RECREATION & ACTIVITY AREAS

Climbing Wall

All climbers are required to complete a climbing orientation and sign a release before having access to the climbing gym. Climbing orientations offered on a regular basis for individuals and small groups.

Gymnasium

There is a multi-purpose basketball, volleyball, and badminton court in the main gym. The gym is available for use by members, student groups, clubs, and UAS sponsored groups. A variety of open gym activities are offered during the academic year as well.

Cardiovascular Equipment

Located upstairs on the far end of the running track are treadmills, stair-master machines, lifecycles, elliptical machines, and rowing cross trainers for patron use.

Weight Room

The weight room is equipped with a variety of free weights and paramount weight training equipment. This portion of the facility is off limits to anyone under 18 years of age. Weight room orientations are offered on a regular basis during the academic year.

Running/Walking Track

The indoor running track is located on the second floor, above the main gym. The track is a composite surface with banked turns. There are three running lanes, 16 laps equals one mile in the middle lane.

Fitness Studio

Aerobics, yoga, and dance classes are held daily in the fitness / dance studio. This space is also available for use by student groups, clubs, and for UAS sponsored activities. One wall is entirely mirrored and supports a ballet bar along its full length. A variety of training equipment is available in this room including dumbbells, jump ropes, balance balls, striking pads and gloves, weighted balls, and mats.

Student Activities Center

Many activities and events are held in the Student Activity Center (SAC). Dinner and movie nights, ice cream socials, dances, open mic nights, talent shows, musicians and special guests, televised big screen events, billiards & ping pong tournaments, are some examples. It is also a place where people can just hang out, socialize, do homework, listen to music or just relax.

Outdoor Recreation Center

The Outdoor Recreation Center (ORC) is a great resource for the UAS community. Rental equipment is available including, tents, backpacks, cooking gear, ocean and lake kayaks, camping, x-country skiing, safety gear, and many accessories to complete any outdoor adventure. Check in with the help desk for rates and policies pertaining to the rental of outdoor gear and equipment.

FACILITY USE REGULATIONS

Use of the Student Recreation Center and participation in sponsored events is voluntary and users must assume all risks of physical injury and / or loss of possessions incurred during participation.

Appropriate athletic attire is required at all times in the REC. No street-worn shoes are allowed in the gym, dance studio, weight room, climbing gym, or on the indoor running track surface. Sandals are not considered appropriate footwear and shoes that mark the gym or fitness room floor are not allowed.

Lockers are available and may be rented for the day, semester, or year. Personal belongings should not be left in any activity area, behind the help desk, or in the student activity center. Please use the locker rooms to store personal belongings.

Youth under age 14 are not allowed in the building unless there is a scheduled family night or event where they may be accompanied by an adult over the age of 21.

All food and drinks need to be kept in designated areas. No glass water bottles are allowed in the facility.

Smoking & tobacco products are not allowed in the building or front entry way. Alcohol is not permitted in or around the facility premises.

Bicycles are not allowed in the building. Racks are located at the front of the facility for lock-up.

Except for working animals and pets are not allowed in the building. Animal Control will be notified if any animal is left tied up in front of the building unattended for any length of time.

Head phones are required for any personal audio players as well as for use at the cardio equipment theatre stations. They are available for check out, free of charge, at the help desk.

Any sports equipment brought in to the building must be clean and inspected by the help desk staff before being used in the facility. Equipment that could be damaging to the building or floor surfaces will not be allowed.

Abusive or inappropriate language in or around the REC will not be tolerated under any circumstance. Violation of this rule will result in expulsion from the premises.

There is no spitting allowed in or around the REC.

Weight room, machine use:

The weight room is off limits to anyone under 18 years of age.

The use of spotters is required when lifting heavy weights.

Use of belts is strongly recommended with exercises involving lumbar spine. They are available in the weight room or at the help desk.

No clothing with belts, zippers, metal buttons, or sharp metals allowed at any time when using weight room

Check clearance to other lifters and equipment before starting repetitions.

Towels are recommended for use as covers on seats and benches. They are available for a minimal rental fee at the help desk.

Wipe down equipment after use with provided cleaning supplies and towels.

Weights must be returned to weight racks when not in use.

Do not lean weights against the walls, windows, or against any other equipment.

FEE INFORMATION

Full-time Students enrolled in 5 or more credit hours are assessed a Student Recreation Center fee at registration that covers facility use of the Student Recreation Center.

Part-time Students taking 4 credits or less may buy a Student Recreation Center membership for \$130 per semester. Valid UAS Student ID is required and fee must be paid at the Recreation Center help desk.

Student Spouse or Partners have the unique opportunity to purchase a Student Recreation Center membership for \$130 per semester. The UAS student affiliate must be present with their UAS ID as verification for spouse or partner membership.

Punch Cards are sold for \$60.00 with a valid UAS ID for 12 entries into the facility during open hours. The card is non-refundable, non-transferable, non-replaceable, and only valid during the semester purchased.

Day Passes may be purchased with a valid UAS ID or for guests accompanied by UAS affiliate at a rate of \$5.00 per day for a REC event, student activity center event, workout, climbing competition, or intramural activity.

Club Passes may be purchased for \$3.00 at the recreation center help desk and allows a non-UAS member accompanied by a UAS host access to a specific staged event or activity.

Lockers are available for rent at the help desk for \$1.00 per day, \$20.00 per semester or \$60.00 for the year.

To Reserve Rooms

The following is a list of individuals to contact for reserving a room through UAS.

Glacier View Room – Trisha Lee	796-6459
Lake Room – Anna-Mariah Kelly	796-6528
Lecture Hall –Trisha Lee	796-6459
Library – Circulation Desk	796-6300
Novatney Conference Room – Karen Cummings	796-6409
Pavilion – Vicki Johnson	796-6496
REC Center - Sondra Romano	796-6546
All other Classrooms – Trisha Lee	796-6459

Bulletin Board Policy

Poster policy: All on-campus posters must include contact information, a name (first name, university issued email or department), and an expiration date (or date of event). Posters may only be placed inside buildings and in places designated for such posters. Posters which announce activities to be held at the University or of special interest to the university community shall be posted. Limited space will be allocated for off-campus advertisements and the designated areas identified. Posters are limited in size to 14"x22" before needed additional approval by Activities Office. Posting and removal are the responsibility of the contact person or department.

On-campus posters with appropriate contact info may be posted on the following bulletin board areas without prior approval. They must be limited to one per bulletin board and must be taken down within two weeks of posting or within 2 days of the event ending. Student Housing and the REC Center control their own bulletin boards. Postings may be left in the Activities office to be delivered to those sites and they will be posted at the discretion of the management. The hanging of banners must be site approved by St Activities before placement. Chalking may be used outside if the rain can wash away the area. Chalkers must register with the St Activities office in lieu of chalking contact information. Student Election materials must follow the USUAS-JC guidelines and be in compliance with this policy.

Off campus posters must get stamped approval from the St Activities Office, 106 Mourant. This date stamp must be present on all posters to remain on Public area bulletin boards. Political and campaign posters are not allowed unless event specific.

Staples and thumbtacks should not be used, pushpins or tape only. No self adhesive stickers, labels or signs are allowed. Unauthorized locations include exterior walls, building entries, outside columns, walls along stairs, glass entry and exit doors, fences, trashcans or bathroom stalls, without prior approval. There can be no unofficial usage of the university logo in advertising. There can be no usage of alcohol logos or mastheads.

Violations of the poster policy will result in the posters being removed and discarded. It would be polite to use the contact information and inform the owners as to why it is being removed. Posters that abide by the policy should not be written on, removed, destroyed, made unreadable. If it is suspected that this has happened to a poster, the UAS Judicial Officer should be contacted. If you have a problem with the content you should use the contact information to inform the owner of the poster your concerns. St Activities will hire a bulletin board monitor and be checking for compliance twice weekly.

University posting areas for On-campus departmental events and notices:

Mourant

1st floor Stairwell

Activities and Career Services have designated board 1st floor

Elevator vestibule 1st floor

Café-2nd Floor- Pillars

St Govt and Wellness have designated boards 2nd floor

Mourant Café Electronic-2nd floor

Novatney-

1st floor central area and entry vestibule

Outside 2nd floor glass enclosed-designated REC center

2nd floor-designated Financial Aid

Whitehead

2nd floor-Computer Lab

Soboleff

1st floor- (1 designated glass covered for Art Dept) 1 general

2nd floor (6 glass enclosed designated for Art Dept, UAS in the news), south entrance area, by Dean's office

Hendrickson

1st Floor- 1 general, (1 designated Environmental Science Dept)

2nd Floor

Hendrickson Annex

entry

Egan

Library 1st, 2nd and 3rd floor

Spikes Signboard- new freestand in café area, 2nd floor

Spike's Electronic
Spikes (Egan) Electronic-submit for posting to Activities office
Anderson
 2nd floor
Marine TEC
 1st floor
Bill Ray Center-
 1st floor
Natural Sciences Lab
Rec Center
 1st floor entry
Housing Lodge
 2nd floor entry
Housing Lodge Electronic

Public posting designated bulletin boards (along with on-campus postings) for approved posters:

Mourant
 Café 2nd floor, (Pillar ea. for community events and sales)
 Stairwell landing
Novatney
 1st floor entry and central floor
Whitehead
 2nd floor Computer Lab
Soboleff
 1st and 2nd floor
Hendrickson
 1st floor
Hendrickson Annex
 entry
Egan Library
 1st, 2nd and 3rd floors
 Spike's Cafe signboard 2nd floor
Anderson
 2nd floor
Bill Ray Center-downtown
 1st floor
Marine TEC –downtown
 1st floor

Housing and REC center materials can be dropped off at their desk(s) or left at the Activities Office (106 Mourant) to distribute.