

OPERATING GUIDELINES AND PROCEDURES

	<u>Page</u>
Administrative Assistance	33
Equipment	
Ownership of Equipment	33
Insurance	33
Storage of Equipment	33
Facilities	
Reservations	34
Care of Facilities	34
Admittance to Fike Recreation Center	34
Travel	
Authorization for Travel	34-35
Trip Leaders	35
Use of University Vehicles	35-36
Lease of Private Vehicles	36
Air Travel	36-37
Travel Advance	37
Reimbursement for Travel Expenses	37
Insurance	37-38
Accident Procedures	38
Reporting of Loss or Damage	38
Accident Review	38
Finance	
Student Government Funding	38
Budget Allocation Process	39
Budget Preparation	39-40
Budget Categories	40-41
Expenditure of Funds	41
Purchases	41-42
Payment of Entry Fees	42
Contractual and Other Services	42-43
Reimbursements	43-44
Fundraising	
Guidelines for Fundraising	44-45
Authorization of Fundraising Activities	45
Contributions	45-46
Gifts in Kind	46-47
Publicity	47

OPERATING GUIDELINES AND PROCEDURES

ADMINISTRATIVE ASSISTANCE

Mail Boxes

A mailbox for each sport club is provided in the hallway on the second level of Fike Recreation Center across from the Program Desk. Correspondence and notices from the Club Sports Office will be placed in the boxes. Mailboxes should be checked at least weekly.

FAX

A fax machine in the Club Sports Office is available on a limited basis to sport clubs for official business.

Copy Service

The copier in the Club Sports Office is available on a limited basis for making up to 50 copies of material related to club function. For copies to be made at University Printing Services and paid for from a Club's University account, a Job Request form must be completed and approved through the Club Sports Office.

EQUIPMENT

Ownership of Equipment

For University purposes, equipment is considered any single item valued at \$1,500 or more. Equipment purchased with Student Government allocated funds belongs to Clemson University and cannot be sold, traded, or otherwise discarded by a club. University equipment no longer being used by a club must be either declared surplus through the University or used as a trade-in toward the purchase of new equipment, subject to approval by the University and the Materials Management Office of the State of South Carolina. These transactions must be initiated through the Club Sports Office.

Equipment valued at \$5,000 or more appears on the University inventory. Location of the equipment is to be verified annually. Inventory Control provides a University decal to be attached to each piece of equipment.

Insurance

Insurance on club equipment is available through the Department of Risk Management. To obtain a cost estimate, submit a list of equipment to be insured along with the University decal number, serial number, and current value for each piece of equipment to the Club Sports Office. There is a \$250 deductible on each occurrence.

Storage of Equipment

Each club is required to indicate the location of stored equipment on the Club Information Form. Some storage areas are available in Fike Recreation Center for use by clubs upon request.

FACILITIES

The Department of Campus Recreation operates various indoor and outdoor recreation facilities including Fike Recreation Center, sports fields, and tennis courts. These facilities may be reserved by sport clubs for their activities and events.

Reservations

Since recreation facilities are shared by the different program groups and individual members of Campus Recreation, clubs are encouraged to submit requests for meeting space early, preferably at the end of each semester for the next semester. Requests for use of facilities for either regular club meetings or for special events should be made through the Club Sports Office by completion of a Club Sports Facility/Field Reservation Form. Reservations will be confirmed by email, with a printed copy of confirmations placed in the club mailboxes.

Facilities at the J.R. Roy Cooper Recreation Area may be reserved by contacting the Foothills Area Family YMCA at 654-9622. For information on reservation of facilities operated by the Edgar A. Brown University Union/Hendrix Student Center or by other departments on campus go to the University Union and Student Center Web site (<http://union.clemson.edu/operations>. Click on "Reservation Services")

Care of Facilities

Clubs are expected to treat University facilities with care and to leave all areas clean and returned to their normal setting following use. At the completion of outdoor events, trash is to be bagged and placed in the nearest dumpster. Any damage or maintenance problem related to Campus Recreation facilities should be reported to the Associate Director for Facilities.

Misuse of facilities or failure to comply with the above guidelines by a club will result in loss of facility-use privileges.

Admittance to Fike Recreation Center

The members of clubs that meet in Fike Recreation Center must also be members of Campus Recreation for access to Fike. Admittance is by presentation of a coded University ID card that indicates "valid" on the card reader located at the control desk at the entrance to Fike. Coaches who are not members of Campus Recreation must have a Fike ID card for admittance. Following submission of a Coach /Instructor Agreement with the appropriate signatures to the Club Sports Office, and upon approval of the Club Sports Director, the coach will be issued a Fike ID card coded for admittance to Fike during the hours the club is scheduled to meet.

TRAVEL

Authorization for Travel

Clubs that travel are to inform the Club Sports Office of scheduled trips through completion and submission of A Trip Planning Form at least one week in advance. This form must be signed on the back by the club's president, treasurer (if University funds are to be used), and advisor. A Travel Roster listing the names of those club members making the trip is to be prepared and submitted at least three (3) working days prior to departure. It is imperative that all club members included on the travel roster have a signed Release and Waiver of Liability/Informed Consent form on file in the Club Sports Office.

Club members who will miss classes should discuss the situation with their professors well in advance of the trip dates. When requested, the Club Sports Office will prepare a memo verifying the club's status within the Department of Campus Recreation and authenticating the trip. However, it's the professor's prerogative as to whether he or she will permit students to make up any work missed.

For additional information on the procedures to follow for travel, refer to the Checklist for Club Travel (*Club Sports Manual*, "Checklists")

Trip Leaders

Clubs are required to have a trip leader for all club trips, and his or her name should be entered on the Trip Planning Form. Trip leaders should be mature, experienced club members who are willing to accept responsibility. For a listing of responsibilities refer to "Club Sports Leadership" in the *Club Sports Manual*. A *Trip Leader Guide* with additional information and forms for use by trip leaders is available in the Club Sports Office.

Use of University Vehicles

Sport clubs may reserve University vehicles for trips provided they have funds designated for travel in their University account administered by Campus Recreation. Vehicles are in great demand, so requests for their use should be submitted as soon as travel dates are known.

The following guidelines apply to the reservation and use of University vehicles:

1. Requests should be made on the Trip Planning Form (completion of the section on "Transportation") to be submitted to the Club Sports Office.

Please note: For safety reasons the Motor Pool is phasing out 15-passenger vans. Clubs should plan to reserve 7-passenger or 12-passenger vans, as use of the remaining 15-passenger vans will be restricted to trips within the Clemson area only.

2. The Club Sports Office prepares a Request for Motor Vehicle form to be sent to the Motor Pool. The club will receive confirmation by email regarding the availability of a vehicle on the requested date(s). If a vehicle is not immediately available, the club will be placed on a waiting list in the event of a cancellation.
3. Once reserved, vehicles must be picked up and returned promptly at the times noted on the request form. Vehicles to be used on weekends must be picked up by 4:30 p.m. on Friday.
4. Each driver must give proof of a valid driver's license. He/she is required to read and sign the Regulations Governing Use of University Vehicles indicating that he/she understands and agrees to abide by these regulations. Once this form has been signed by those club members who are qualified and will be driving on a trip, it needs to be turned in to the Club Sports Office. A copy will be provided to the club.

Note: Drivers of 12-passenger and 15-passenger vans must be at least 20 years of age, and they must have completed the National Safety Council's Van Course #1 or #2. Course #1 is a self paced video course offered through the Motor Pool. Individuals may arrange a date and time to take the course by contacting Jim Castle at 656-2436. Course #2 is offered in a class format. The course includes a video presentation on safety issues related to van driving along with related class exercises and discussions.

5. All transactions regarding the use of University vehicles should be handled through the Club Sports Office.
6. Failure to cancel a reserved vehicle that will not be used will result in assessment of an administrative charge to the club by Transportation Services.

Rental charges for University vehicles are as listed below, and these will be paid by purchase voucher from the club's University account.

<u>Type Vehicle</u>	<u>Mileage Rate</u>	<u>Daily Rate</u>
Intermediate Sedan (Cavalier, Neon, Breeze)	\$.31 per mile	\$30.00
Full Size Sedan (Taurus, Stratus)	\$.33 per mile	\$32.00
7-Passenger Minivan	\$.37 per mile	\$38.00
12-Passenger Van	\$.45 per mile	\$46.00
15-Passenger Van	\$.45 per mile	\$46.00
1/2 Ton Cargo Van (2 passengers)	\$.40 per mile	\$39.00
1/2 Ton Pick-up	\$.35 per mile	\$35.00

Note: Rental charges include all expenses - fuel, maintenance, and liability insurance. The daily rate is based on a minimum charge of 100 miles. *A one day rental charge is assessed for failure to cancel a reservation.*

Additional information on the appropriate uses of University vehicles and the responsibilities of drivers can be found in the Regulations Governing Use of University Vehicles. For important safety information on the use of 15-passenger vans, refer to "Safety Advisory : 15 Passenger Vans" in the *Club Sports Manual*.

Lease of Private Vehicles

If a club submits a request for use of a University vehicle, and the request cannot be honored by the Motor Pool, the club may lease a vehicle from outside the University. The club pays the lease fee from its outside account, but it may seek reimbursement from its University account provided the conditions for reimbursement are met. The lease of a car and/or mini-van is limited to the rental company that has been awarded the State contract for the current year. Larger vans (12-passenger and 15-passenger) are not covered by this contract and may be leased from any company. If the cost exceeds \$1,500, however, the State bidding process applies (*Club Sports Manual*, "Operating Guidelines and Procedures", pages 41-42).

In order to receive the contracted rates and benefits from the rental company awarded the State contract, the club must provide the reservation agent with the University's corporate identification number, which is available through the Club Sports Office.

Air Travel

For air travel, a Purchase Request Form must be submitted in advance of purchasing tickets. Airline reservations may be booked through any travel agency, directly with the airlines, or on various Internet sites. If tickets are purchased with funds from an outside account, the club may seek reimbursement from its University account provided the conditions for reimbursement are met (*Club Sports Manual*, "Operating Guidelines and Procedures", pages 43-44). Reimbursement may not be requested until after the trip and all cancelled tickets and receipts are turned in to the Club

Sports Office (Exception: When tickets are nonrefundable, they can be reimbursed prior to the trip.)

Travel Advance

A club may request a Travel Advance in the form of petty cash from the Bursar's Office (University Revenue and Receivables) in Sikes Hall for registration and lodging expenses by completing the appropriate section of the Trip Planning Form. When the club returns from its trip and submits acceptable receipts, the petty cash is reimbursed to the Bursar's Office from the club's University account. *Clubs are not eligible to receive a travel advance until all past travel advances have been repaid to the Bursar's Office.*

Reimbursement for Travel Expenses

Reimbursement for travel expenses can be made only for authorized trips for which a Trip Planning Form has been properly prepared and submitted to the Club Sports Office in advance of the trip. The procedures for reimbursement can be found under "Operating Guidelines and Procedures" (pages 43-44) in the *Club Sports Manual*.

Insurance

Sport Clubs traveling to games, tournaments, or other events are encouraged to use University vehicles when available. When using University vehicles on approved trips, club members are covered for bodily injury and property damage liability and personal injury under the University's transportation insurance. *When personal vehicles are used, the University's comprehensive insurance policy provides only excess liability protection (excess insurance over any other valid insurance carried by the individual). In this situation there is no personal injury protection under the University's policy.* Owners of personal vehicles taken on trips should carry insurance that provides personal injury protection coverage on passengers, bodily injury and property damage liability coverage, and uninsured motorists coverage (minimum of \$25,000 each person, 50,000 each accident for bodily injury liability, and \$25,000 each accident for property damage).

When leasing a vehicle outside the University, the rental agency is responsible for liability coverage, while the individual or institution assumes responsibility for collision coverage (unless collision insurance is purchased through the rental agency). If the individual or institution does not have collision insurance and chooses not to purchase this insurance through the rental agency, a collision deductible waiver must be signed.

Clemson University's comprehensive insurance policy provides excess collision coverage on leased vehicles when they are being used for approved club activities. The University's insurance policy has a \$250 deductible and pays in excess of other valid and collectable insurance.

If the rental agency will accept the rental under Clemson University, claims will be submitted on the University's policy. Otherwise the rental agency will file first with the insurance coverage of the individual whose name appears on the rental agreement, in which case the University's insurance is excess over the individual's coverage. If the individual does not have rental car coverage under his/her personal automobile insurance, the University's insurance becomes primary.

If the individual wishes to protect his/her own insurance policy from a claim, then the comprehensive and collision insurance should be purchased at the time of rental. The employee is responsible for obtaining any information from the rental agency relating to any deductibles that

may apply.

When the employee rents a vehicle from the rental agency awarded the State contract, the insurance is automatically included. The contract does not apply to any vehicles other than private passenger automobiles (i.e., coverage is not included for vans, trucks and other vehicles that may be rented.)

Accident Procedure

In the event of an accident on the road, the driver of a University vehicle should notify the local police or highway patrol immediately. The driver should also notify University Police to make them aware of the incident and ask them to notify Campus Recreation, Risk Management, and Transportation Services (if the vehicle is from the Motor Pool). If the accident occurs on campus, the University Police should be notified. Individuals involved in an accident should not admit responsibility.

At the time of an accident involving a Motor Pool vehicle, the driver (if he or she is able) should complete the University's Motor Vehicle Accident Report Form (CUBO 505), which is kept in the vehicle folder (noting the name and address of the owner and driver of any other vehicle involved in the accident, his or her insurance agent and company, and any witnesses). In addition to the CUBO 505, the driver should obtain a copy of the official accident report from local law enforcement. If the report is not available at the scene, the case or accident number as well as a contact phone number should be obtained so that a copy of the accident report may be requested. The CUBO 505 form along with the accident report form (or contact information) should be turned into Transportation Services immediately upon return to campus. The University Police, Club Sports Office, Risk Management and Transportation Services should be notified of any accident resulting in bodily injury or major property damage as soon as possible after its occurrence

Reporting of Loss or Damage

The Club Sports Office should be informed within 24 hours (if on a trip within 24 hours of returning to campus) of any Loss or damage to property, and a Report on Damages/Missing Equipment form (Available in the Club Sports Office) should be completed and submitted as appropriate.

Accident Review

The Accident Review Board of the University reviews all accidents involving University vehicles. A driver who is found negligent in the operation of a University vehicle involved in an accident may be held liable for up to \$200 in damages. The Board also recommends appropriate corrective action ranging from verbal counseling concerning responsibilities while driving state vehicles to permanent suspension from driving state vehicles.

FINANCE

Student Government Funding

The Club Sports office administers the University accounts of those sport clubs that receive Student Government funding. These funds may be used only for Student Government approved budget expenditures within specified expenditure categories.

Budget Allocation Process

Student Government receives state funds each year that are designated for distribution among the recognized student organizations on campus. The budget allocation process includes the following steps:

1. Budget packets, including guidelines, forms, and a summary of exact dates for submitting budgets and scheduling hearings will be made available for pick-up in the Student Government Office by the end of January.
2. Clubs attend a Budget Information Meeting scheduled by Student Government in late January or early February for reviewing the budget allocation process and answering questions.
3. Clubs schedule a review of their budget requests with the Club Sports Director.
4. Clubs submit their budget requests to the Student Government Office by a designated date in mid February.
5. Clubs sign up for hearing times for presenting their budget requests to the Student Government Finance Committee.
6. Hearings are conducted by the Finance Committee from mid February to mid March.
7. Proposed budget allocations are sent to the Student Senate for approval by April 1.
8. Approved budget allocations are ready for clubs to pick up at the Student Government Office by mid April.
9. Funds allocated to the clubs are transferred to the club accounts administered by the Club Sports Office on July 1. Clubs may access their funds after July 1 through completion and submission of the required paperwork.

For additional information, refer to the Student Organizations Web site at <http://stuaff.clemson.edu/organizations>.

Budget Preparation

Clubs should consider the following in their budget request preparation and presentation:

Suggestions for developing the club budget ...

- Involve all club officers.
- Seek input from club members.
- Think in terms of next year for formulating club goals and objectives and determining club financial needs.
- Determine what can best be funded from the club's University account and what can best be funded from the club's outside account.
- Follow Finance Committee guidelines in preparing the budget.
- Be detailed yet concise and succinct in preparation of the budget.
- Be accurate and realistic in putting together the request. Ask only for funds for which the club has intended purposes. Remember that Student Government allocated funds can not be carried from one year to the next.

- Meet all scheduled deadlines!

Suggestions for presenting the club budget ...

- Ensure that a knowledgeable person(s) presents the budget request.
- Be prepared to justify proposed expenditures.
- Realize that the club may not receive all requested funds; be able to identify priorities for funding.

Other points to keep in mind ...

- Each funded organization is expected to generate 35% of its budget for each academic year, which must be documented on the Budget Summary Form.
- Students (no more than two) must make the budget presentation to the Student Government Finance Committee.
- There are limited funds for allocation among a number of student organizations. Those organizations that do the best job of developing and presenting their budgets and can show how they benefit and serve students and the University stand the best chance of being funded at their requested level.

The Club Sports Office is ready to assist clubs as necessary with budget preparation.

Budget Categories

2XXX PERSONAL SERVICES

2118 - Graduate Administrative Assistants

3XXX PERSONAL SERVICES

6XXX TRAVEL

6030 – Club Travel and Registration

7XXX - OPERATING EXPENSES

7004 - Professional Fees

7006 - Freight

7009 - Telephone

7012 - Repairs: External

7013 - Repairs: University Facilities

7015 - Printing

7032 - Other Services: Game Officials, Seminar Leaders, University Services other than Repairs

7200 - Supplies

7216 - Minor Equipment (Single items valued at \$1000-\$4,999)

7301 - Sales Tax

7303 - Other Taxes

7310 – Insurance

7313 – Rent

8XXX - EQUIPMENT

8104 – Equipment (Single items valued at \$5,000 or more)

Expenditure of Funds

Student Government funding may be expended from July 1 through June 1, but only within those budget categories for which funds have been allocated. However, clubs may request a reallocation of funds from one budget category to another through completion and submission of a Budget Reallocation Request Form to the Student Body Treasurer through the Student Government Office (with a copy provided to the Club Sports Director) prior to the end of Spring Semester. Both the club and the Club Sports Office will receive a written reply to action taken on the request. *Student Government allocated funds can not be carried over from one fiscal year to the next.*

Monies received from dues and fundraising projects by the club should be deposited into the club's outside account. These funds may be expended on budgeted items as approved by the club.

Purchases

Purchases may be made with funds from a club's University account according to the amount allocated for this purpose or with funds from an outside account maintained by the club. It is recommended that each club limit authority for making purchases to one or two club members.

When a club wishes to purchase equipment and/or supplies, it should:

1. Investigate reputable vendors and select the one that will provide the desired quality for the best price.
2. Prepare and submit a Purchase Request Form to the Club Sports Office. *Use a separate form for each vendor.* Make item descriptions specific and detailed (number, sizes, color, dimensions, brand name, catalog number, etc.) to ensure receipt of the desired item. The vendor's Federal Tax ID Number is required for payment to be made. If you are ordering from a catalog, you may complete the vendor's order form and attach it to the Purchase Request Form.

For a purchase that will not exceed \$2,500 (including freight, but not South Carolina Sales Tax) and will be made with funds from the club's University account, the Club Sports Office will prepare a Direct Purchase Voucher to be mailed or faxed to the vendor as authorization for purchase of the desired item(s).

Note: If the vendor does not require a Direct Purchase Voucher, you may contact the Club Sports Office to get a Purchase Order number and then order directly from the vendor (in person, by telephone, or by email). A Purchase Request Form must still be completed and submitted authorizing payment to be made from the club's account once an invoice is received.

For a purchase that will exceed \$2,500 (including freight, but not South Carolina Sales Tax) and will be made with funds from the club's University account, at least three quotes must be sought. Once the purchase request has been received and approved, the Club Sports Office will prepare a Purchase Requisition. If possible, the club should provide the names and addresses of three (3) acceptable vendors on the Club Purchase Request Form. The approved Purchase Requisition is forwarded to the Purchasing and Supply Services Division for the initiation of the bid process.

After the quotes have been received, a Purchase Order is prepared and sent to the lowest bidder to authorize shipment of the requested item(s).

The bidding policy is governed by the dollar value of the purchase according to the following categories:

1. *Purchases from \$1,500.01 to \$5,000...* require verbal or written quotes from a minimum of three qualified sources.
2. *Purchases from 5,000.01 to \$10,000...* require written quotes from a minimum of three qualified sources.
3. *Purchases from \$10,000.01 to \$25,000...* require written solicitation of written quotes from a minimum of five qualified sources and advertised at least once in *South Carolina Business Opportunities*.
4. Purchases that exceed \$25,000... require written solicitation of written, sealed bids from a minimum of ten qualified sources, and advertised at least once in *South Carolina Business Opportunities*.

Payment for goods received is initiated by the Club Sports Office upon receipt of an itemized invoice from the vendor. Some vendors, however, may require a partial or full prepayment. This can be done if an invoice marked "Prepayment Required" is sent in advance.

For information on trading with stores on campus and utilizing other services available on campus, clubs may contact the Club Sports Office.

Payment of Entry Fees

When a club wishes to make advance payment of a conference or tournament entry/ registration fee, it should:

1. Prepare and submit a Purchase Request Form to the Club Sports Office.
2. Provide an invoice or a flyer from the host organization listing the amount of the fee.

Once these items are received, the Club Sports Office will initiate payment through the Union Budget Center.

Contractual and Other Services

Payment for services provided by a coach/instructor or an independent contractor (consultant, lecturer, game official, etc.) may be made from a club's University account provided Student Government has allocated funds for this purpose.

The procedure for compensating a coach or instructor is as follows:

An Agreement for Services form (Available in the Club Sports Office) is prepared for acceptance by the provider of services, the club, and the Department of Campus Recreation in advance of any services being performed. *If the coach or instructor is currently employed by a State Agency...* a Dual Employment Request form is initiated and forwarded through the appropriate administrative channels for approval in advance of any services being performed. Upon completion of the agreed

upon services, the Club Sports Office prepares a Special Pay Form for processing payment by University check.

If the coach or instructor is not currently employed by a State Agency... he/she must be paid as an intermittent employee through a special payroll category. The coach/instructor is required to fill out employment papers (Employment Eligibility Verification form, federal and state withholding forms, Non-Election Form for retirement purposes) in the Club Sports Office. Upon completion of the agreed upon services, the Club Sports Office prepares a Special Pay Form for processing payment. Withholding and employment taxes are deducted from the paycheck. (Note: The coach/instructor has Workmen's Compensation benefits, but he/she is not eligible for accident/medical insurance or other benefits available to full time University employees. He/she is covered for personal liability under the University's insurance policy.)

The procedure for compensating an independent contractor is as follows:

An Agreement for Contracted Services form (Available in the Club Sports Office) is prepared for acceptance by the provider of services, the club, the Department of Campus Recreation, and Clemson University (as appropriate) in advance of any services being performed. (Note: *If the contract exceeds 2,500, it must be bid out through the Purchasing Office.*) Upon completion of the agreed upon services, the Club Sports Office prepares a Direct Purchase Voucher for payment through Accounts Payable. In this case no withholding or employment taxes are deducted from the paycheck, and the provider of services receives a Form 1099 for tax purposes at year-end. (Note: The coach/instructor is not covered for personal liability under the University's insurance policy. He/she is responsible for any medical or other costs arising out of bodily injury sustained while performing the contracted services.)

Reimbursements

A club may be reimbursed from its University account for expenditures from an outside club account or personal expenditures by a club member on behalf of the club, provided there are funds remaining in the appropriate budget category, the expenditures were authorized by the club, and there is proper documentation (itemized receipts and support documents). The club is responsible for reimbursing an individual for his/her personal expenditures from the club's outside account.

To be reimbursed, a club must follow these guidelines:

Telephone Calls ... Provide documentation of club related calls along with a copy of an itemized billing statement, and complete and sign a Reimbursement Form. Calls may be documented on a Record of Club Telephone Calls form (Available in the Club Sports Office). Reimbursement can be made up to the amount that was approved for this budget category.

Club Travel ... Complete a Trip Planning Form and Travel Roster in advance of any club trip and submit these to the Club Sports Office for review and filing. Following the trip, complete and submit a Reimbursement Form and provide original receipts for travel by commercial carrier and/or lodging, as well as a support document (mailing, flyer, or registration form for the activity in which the club participated). Receipts for lodging must be itemized, showing charges broken down by room number, date, and type of charge - room, tax, etc. (Sample receipt available in the Club Sports Office). Reimbursement for lodging is based on four persons per room and is limited to a maximum of \$50 per room per night. Receipts for travel by commercial carrier must include the carrier's name, the travel itinerary, and the charge per individual ticket.

The club member who makes payment (with a personal check/credit card or a check from the club's outside account) for commercial carrier reservations and/or lodging expenses must sign as "purchaser" on the reimbursement form, and either the club president or club treasurer must sign as the approving officer. The purchaser and the approving officer cannot be the same person.

Travel by personal vehicle may be reimbursed at the rate of \$.15 per mile. To be reimbursed, drivers are required to keep an accurate record of official miles traveled for recording on the Reimbursement Form, and they must sign as "driver" on the Reimbursement Form.

Other Expenditures (purchases, entry/registration fees, etc.) ... Provide the Club Sports Office with copies of original receipts that are in the name of the club, imprinted with the name and address of the vendor, include an itemization and description of charges, and include the signature of an official of the sponsoring organization (for the receipts for registration fees); and complete and submit a Reimbursement Form. The club member who makes the purchase must sign as "purchaser" on the reimbursement form, and either the club president or club treasurer must sign as the approving officer. The purchaser and the approving officer cannot be the same person.

For reimbursement of entry/registration fees for a conference or tournament, a copy of a canceled check is acceptable in lieu of a receipt, provided a support document (mailing, flyer, or registration form indicating the amount of the fee) is attached.

Note: Requests for reimbursement for club travel (lodging and registration expenditures) and/or purchases made from an outside account should be submitted within one month of their occurrence but no later than the first week of April to ensure that reimbursements are received prior to the end of Spring Semester. Charges for club travel to be incurred after this time should be paid with petty cash issued to the club as a Travel Advance.

FUNDRAISING

Self-support is an essential principle of any sport club program. Fundraising projects are an excellent way for clubs to supplement allocated funds, and currently Student Government requires every funded organization to have at least one fund-raising project each semester.

Guidelines for Fundraising

Suggested guidelines for fundraising include the following:

1. Discuss your fundraising project with the Club Sports Director.
2. Center the fundraising activity around some specific event or goal.
3. Register the activity and have it approved by the University Union (Required for any solicitation on campus).
4. Complete and submit a Fund-raiser Registration Form to Student Government.
5. Choose a chairperson to direct and coordinate the fund-raising effort.
6. Assign specific tasks to committees.
7. Allow sufficient time for planning and promoting.

8. Coordinate with other campus events as appropriate. Avoid scheduling conflicts with similar fundraising events.
9. Ensure that the event is well publicized.
10. Reserve necessary facilities well in advance.
11. Inform the appropriate authorities.
12. Keep accurate records of all monies received and expended.

Authorization of Fundraising Activities

All fundraising activities to be conducted on campus must be authorized through the Hendrix Center. This requires completion and submission of an Event Registration/ Sales & Solicitation Form (<http://union.clemson.edu/operations>. Click on “Reservation Services”. Click on “Service Forms”. See “Other Forms”.) to the Hendrix Center for approval by the Director of Programs and Activities. Signatures of other University officials whose area of responsibility may be affected by the fundraising activity are also required.

Contributions

Clubs may seek to generate income through charitable gifts from businesses, alumni, and parents of members. Annual support campaigns involving solicitation by mail or telephone are to be coordinated through the Development Office and the Club Sports Office. The Development Office will offer its fundraising expertise, provide pledge cards and return envelopes, assist with the preparation of mailings, and process gifts. To be tax deductible, gifts to clubs must be made through the Clemson Fund. To avoid conflict with the Student Affairs Parents Fund campaign held during the fall semester, club campaigns should be conducted during the spring semester according to the following guidelines and procedures:

1. The club informs the Club Sports Office of plans to conduct an annual support campaign (by the end of the fall semester).
2. The club appoints a campaign chair and/or committee (by the end of the fall semester).
3. The club prepares a prospect list of former club members and parents and a solicitation letter (by the end of the fall semester). The solicitation letter should indicate the club’s needs and how gifts will be used to meet those needs, and it should include the following information:
 - Checks must be made payable to the Clemson Fund with notation made on the “memo” line:
“For (name of your club).”
 - Contributions should be mailed to: Development Office
Annual Giving Division
P.O. Box 1889
Clemson, S.C. 29633-1889

4. The campaign chair schedules a meeting (during January) with Ann Smith (Director of Annual Giving) at the Development Office (110 Daniel Drive) to discuss campaign details. He/she should bring a copy of the club's solicitation letter and prospect list for review and approval.
5. The annual support mailing is made from the Development Office (during March). The cost of postage and letterhead must be assumed by the club.
6. As gifts are received, the Foundation Office posts them to a donor's record to ensure proper tax deductibility and sends an acknowledgment with receipt.
7. The club is encouraged to send a personal letter of appreciation for gifts received (The Club Sports Office can provide the club with the names and addresses of contributors.)
8. The Development Office provides the Club Sports Office with a monthly Gift Report that includes a listing by club of contributors and gift amounts. The Club Sports Office also receives a monthly Budget Status Report indicating those gifts to date that have been deposited to the club's revenue account administered by the Department of Campus Recreation.
9. The club completes a Designation of Gifts Form at the Club Sports Office indicating how undesignated gifts are to be distributed among the budget expenditure categories.

Please Note:

- Companies will not generally match gifts for sport activities.
- Individuals and corporations are not to be contacted for gifts without prior approval of the Development Office.
- Clubs are not to deposit contributions into their outside accounts. Any contributions received directly by the club should be taken to the Annual Giving division of the Development Office. Contributions deposited to accounts outside the University are not tax deductible.

Gifts in Kind

Gifts in Kind require:

1. A letter from the donor stating his/her intent to make a Gift in Kind, the condition of the gift, and the estimated value of the gift.
2. Inspection of the gift by a knowledgeable club member, the advisor, and the Club Sports Director to determine its condition and suitability for club use.
1. A written appraisal indicating the value of the gift by a staff member at the University with expertise in establishing proper market value. Gifts of real and personal property with a value greater than \$5,000 require an independent appraisal from a qualified source outside the University.
4. The Certificate of Title and Certified True Bill of Sale from the donor for gifts of boats, boat motors, or vehicles. These documents are necessary to apply for Transfer of Registration & Title.
5. Preparation of a Gift in Kind Report by the Club Sports Office. This report is submitted to the Gift Management Office for acknowledgement and gift recording purposes.

6. A letter of appreciation to the donor from the club once the gift has been approved by the University and received by the club.

Equipment valued at \$5,000 or more will be listed with Property Control and marked with a University decal.

PUBLICITY

Publicity is important to the sport club for attracting new members and informing the University community of club activities and accomplishments. Clubs are encouraged to use the following means for promotions:

1. Student Digest - Go on-line at <http://digest.clemson.edu> for current announcements with information on activities and events of interest to students. To post an announcement, scan down to the bottom of the page and click at the appropriate location.
2. The Tiger - Submit notices of events for inclusion in the Campus Bulletin and articles about club accomplishments.
3. Inside Clemson - Submit notices of events by 1:00 p.m. on Thursday of the week before pay-week (656-3860; FAX: 656-0812; Email: inside@clemson.edu).
4. Master Calendar of the University – Submit notices of events through an event information submission form available on-line (<http://calendar.clemson.edu>).
5. University News Services - Contact Peter Kent (656-0382; FAX: 650-7899; Email: peter.kent@clemsonnews.clemson.edu) for assistance with news releases regarding club activities and achievements.
6. WSBF-Student Radio Station (656-4010; FAX: 656-4010)
7. WCCP FM Radio 104.9 Foothills (654-4004)
8. Clemson Cable Network (CCN) (656-1226)
9. Northland Cable Television - Contact the News Department at 654-7201.
10. Signs, flyers, and posters - Approval for posting these on campus must be sought through the appropriate offices.

Kiosks/General Use Bulletin Boards - 602 University Union
Residence Hall Bulletin Boards - Central Housing Office (201 Mell Hall), East Campus Office (Mauldin Hall), West Campus Office (701 University Union)
University Dining Facilities - Facility Location Manager
Fike Recreation Center - Club Sports Office

The placement of flyers on vehicle windshields, trees, sidewalks, trash cans, or light poles is prohibited.

11. Newsletter - submit notices of events and/or club accomplishments to go in *Club Sports Notes*.