This Manual has been developed to assist in the Administration of Club Sports by Sponsors, Leaders and Participants

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Introduction

Northwest Missouri State University is committed to providing opportunities for the campus community to participate in recreational sports and activities in fulfilling the special interests of students, faculty and staff to gain knowledge, skills, and to engage in social interaction in an organized setting.

The sport club program serves individual interests and is driven by the motivation of a group of individuals whom want to pursue the same recreational activities and sports. These interests can be competitive, recreational, or instructional, as clubs may represent the university in external competition, or conduct intra-club activities such as a practice, instructional clinics, and organized social events. The success of sport clubs is dependent on student involvement, availability of facility space, volunteer coaches and advisors, educational opportunities and effective student leadership. All clubs are self-administered by elected officers and financially supported by membership dues, fund-raising efforts, donations and student activity fees. It is the responsibility of the club members to coordinate activities, instructional clinics, social events, marketing efforts, practices and transportation, community service efforts, schedule competitive events, recruit coaches and advisors, complete membership documents, administer fund-raising events, and administer budgets. The quality of experience of each club is dependent upon effective leadership and active involvement of the members.

Definition

A sport club is a group of students that voluntarily organize to further their common interests in recreational activities through participation and competition in a sport. Sport clubs are strictly voluntary.

The key to success of sport club programs is student leadership, interest, involvement, and participation. The club should be a learning experience for the members through their involvement in fund-raising, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their particular sport. Involvement in a group and team setting enhances the students’ overall education in developing collaboration and communication skills, while engaging in team oriented activities in social environments.


Purpose

The purpose of the sport club program is to:

▪ Offer a sporting and competitive activity for any interested student, who has the desire to participate and develop skills in specific sports.
▪ Provide an opportunity for extramural competition.
▪ Foster the development and growth of individuals through satisfying competitive club sport experiences.
▪ To utilize university recreational facilities and equipment in activities geared toward orientation and learning of sport skills for implementation into a lifestyle conducive to health and wellness.
▪ To serve as a guiding force to perpetuate existing clubs and to remain dynamic in promoting new sport clubs.
▪ To provide a basis for fellowship among students, faculty and staff in common recreational activities and sport interests.

Philosophy of the Sport Clubs Program

All clubs served by campus recreation services are oriented toward physical activity and sport. In every case, the underlying purpose of any individual club is to join together those members of the University community that share a common activity interest. A club’s focus may be recreation, instructional, competitive or a combination of the types of the activities. For each club, however, the scope of the clubs activities must be consistent with its constitution or guidelines.

Calendar Deadlines

This table provides the calendar deadlines for completion of various tasks that are required by Campus Recreation. The officers of each club are responsible for making sure these tasks are completed by the given deadlines.
<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
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<tr>
<td>Sport Club Officer Meeting</td>
<td>9/10 or 9/11 in SRC</td>
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<td>Fall Funds Request w/line item budget</td>
<td>Before 10/8</td>
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<td>Fall Facility Request</td>
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<td>Practice Schedule Request</td>
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<td>Practice Schedule</td>
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<td>Game Schedule</td>
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<tr>
<td>Roster and Liability Forms/Travel</td>
<td>Before 10/8</td>
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<tr>
<td>Sport Club Officer Meeting #2</td>
<td>10/8 or 10/9 in SRC</td>
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<td>Spring Funds Requests</td>
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<td>S. Roster &amp; Liability Forms</td>
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<td>Annual Report</td>
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<td>Summer/Fall Contact Info</td>
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**Club Tier Program**

The tier system is in place for a variety of reasons, including assisting the sport club administration with managing a dynamic sport clubs program, as well as establishing clear expectations for individual clubs and clearly defining what the sport clubs administration shall provide to each individual club and the general club membership. It is important to note that all clubs within the program receive priority access (compared to registered campus organizations) to department
managed facilities, have access to department funding, and have access to
department staff including the Coordinator of Competitive and Club Sports and
competitive sports staff regardless of tier classification. The Campus Recreation
Unit and its staff serve as the administrator of each club within the sport clubs
program. The Sport Clubs program uses a tier classification system to allocate the
funds among all active clubs. The system consists of four tiers of club membership:
Tier I, Tier II, Tier III, and Tier IV (Recreational/Instructional Club).

A club tier classification is established by level of competition, level of involvement
with the campus and department, affiliations with regional/national organizations,
number of active student members, annual operating expenses by the club, ability to
complete administrative requirements of the Campus Recreation Unit and club
conduct. It is important to note that this system is not in place to serve as a status
system or to designate which clubs are more or less important; regardless of tier all
clubs shall be treated equitably. This system is in place to assist each club with self-
selecting, based on the desire of the club’s membership, the tier that they choose to
be at and to clearly identify the expectations of the individual club. The decision to
self-select a tier is completely up to the club officers and the club membership. This
system shall be formally reviewed each May by the Coordinator of Competitive and
Club Sports. Evaluation and classification of each club will determine their tier
placement for the following academic year. Club Presidents will be notified by June
of their club’s tier placement and budget allocation for the upcoming year. A club
must reapply for Tier Classification each year. Please Note: Maximum budget
allocations are subject to change from year to year based on funds allocation to the
Campus Recreation Unit.

**Tier I = up to $5,000 per year (2,500 per trimester):**

This tier is designated for clubs that are highly competitive, compete at the national
level by means of being part of a regional conference and national governing body,
have a superior leadership operating structure and have a coach or instructor
working with the club. These clubs require a high level of commitment from its
members for competition preparation and travel.

**Criteria:**
• Must be a member of National or Regional Sports Association (example include: USA Rugby, USA Cycling, USA Water Polo, College Squash Association, State Club Field Hockey League).
• Must be competing in an intercollegiate regional league or conference that schedules competitions for the club.
• Must have enough active-members to field two full teams for their sport (for example:
  • Club Soccer must have at least 22 active members, Basketball should have 10, and Rugby should have 30)
• Must hold organized club practices at least 3 times/week during competitive season.
• If a club practices less than 3 times/week they must provide an explanation as to why.
• Must have a coach, instructor or advisor of some capacity working with club. Coaches may be volunteers or paid through dues/gift funds. Student coaches will qualify as student coaches.
• Must have at least 8 intercollegiate scheduled competitions (amount of actual games). If less than 8 competitions must be able to justify why.
• Club’s annual operating expenses exceed $5,000.
• Clubs must have an on campus account.
• Club must be in good standing with Campus Recreation, the Office of Student Involvement and Northwest Missouri State University.

Annual Requirements:

• Must have an updated and accurate roster for the club at the beginning and end of each trimester outlining the active-members.
• Club Leaders must meet with Coordinator of Competitive and Club Sports at the beginning and end of their competitive season.
• Team members are expected to pay dues annually in the amount determined by the club leaders, coaches and Campus Recreation staff.
• Must designate a Safety Officer and/or Coach to complete online Concussion Training annually.
• Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time (as determined by Coordinator of Competitive and Club Sports).
• Must have representation at each Sport Club Officer Meeting each trimester (3 per trimester).
• Must have a team website or method of sharing news/updates (i.e. FB page, website, etc).

**Tier II = up to $3,000 (1,500 per trimester):**

This tier is designated for clubs that are competitive at the national level, have a superior internal operating structure and require a moderate level of commitment from its members for competition preparation and travel.

**Criteria:**

• Must be competitive in nature and competing against external institutions.
• Must be a member of National and/or Regional Sports Association or League that schedules organized competitions for the club.
• Must have enough members to field one team for competitions (for example: Basketball must have at least 5 members, Squash must have at least 10 members to fill a ladder for competitions).
• Must have at least 4 intercollegiate scheduled games or competitions.
• Must practice 2 times/week or a minimum of 20 practice sessions during the competitive season.
• Club’s annual operating expenses exceed $4,000.00.
• Club must be in good standing with Campus Recreation, Office of Student Involvement, and Northwest Missouri State University

**Annual Requirements:**

• Must have an updated and accurate roster for the club
• Club Leaders must meet with Coordinator of Competitive and Club Sports at the beginning their competitive season.
• Club members may be expected to pay dues annually in the amount determined by the club leaders and Campus Recreation.
• Must designate a Safety Officer or Coach to complete Concussion Training annually.
• Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.
• Must have representation at Sport Club Officer Meeting each trimester

**Tier III = up to $2,000 (1000 per trimester):**

This tier is designated for clubs that are moderately competitive and may or may not be competing at as part of a regional conference or league (i.e. may or may not be enrolled in a conference or league). This tier is also for moderately competitive clubs who, in generally, compete in close proximity to the Northwest Missouri State University campus and/or the newer clubs that are in the growth and development stage.

**Criteria:**

• Clubs may or may not be affiliated with a conference or league in the region.
• Must be competitive in nature and competing against external institutions.
• Must have enough members to field one team for competitions (for example: Basketball must have at least 5 members, Squash must have at least 10 members to fill a ladder for competitions).
• Must have 4 intercollegiate scheduled competitions or events annually.
• Must practice one time/week or hold at least ten practices during the competitive season.
• Team’s annual operating expenses meet or exceed $1,000.00.
• Club must be in good standing with Campus Recreation, Office of Student Involvement, and Northwest Missouri State University

**Annual Requirements:**

• Must have an updated and accurate roster for the club
• Club Leaders must meet with Coordinator of Competitive and Club Sports at the beginning their competitive season.
• Club members are encouraged, but not required, to pay dues annually in the amount determined by the club leaders and Director of Recreation.
• Must designate a Safety Officer to complete Concussion Training annually.
• Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.
• Must have representation at Sport Club Officer Meeting each trimester.

**Tier 4 = up to $1000.00 (500 per trimester):**

This tier is designated for clubs that are recreational in nature and rely on unit-managed space. These clubs are generally less competitive or non-competitive in nature. These groups are focused on a particular sport or skill development.

**Criteria:**

• Must have a minimum of 5 active members.
• Must have at least one event during the academic year.
• Event may be an internal competitions, tournament, and conference or be an on-campus event/program to showcase your recreational sport and enrich the campus or Maryville community.
• Must have representation at Sport Club Officer Meetings.
• Follow Northwest Sport Clubs rules/guidelines and submit all appropriate paperwork on time.
• Annually expenses are $1000.00 or less.
• Clubs can apply for additional funding for competition-related expenses as part of a demonstrated effort to become more competitive and move into Tier III.
• Club must be in good standing with Campus Recreation, Office of Student Involvement, and Northwest Missouri State University.

**Requirements:**

• Must designate a Safety Officer to complete Concussion Training annually.
• Must have representation at Sport Club Officer Meeting each trimester.
• Must successfully complete and submit required paperwork to Campus Recreation staff on time.

**Approval Process**

**Starting a New Club**
The following are some suggested policies on starting a new sport club or re-establishing an existing club. Students may petition the university to add a new club at any time. It is the responsibility of those students interested in initiating a new club sport to meet with the Coordinator of Competitive and Club Sports. Groups that desire recognition or renewal as a Club Sport must complete a Start-Up Information Form, or a Renewal Form and satisfy several criteria:

**Requirements for Recognition by the Northwest Campus Recreation Department**

- All Sports Clubs are to be chartered and approved as recognized campus organizations by the Associated Student Government (These procedures are listed below, and are also available in the Associated Student Government office and on the web).

- Undergraduate students, Graduate students, and Faculty and Staff of Northwest Missouri State University are eligible for membership in sport clubs.

- Student members must be enrolled in at least twelve (12) hours, **(9) hours for graduate**, as verified by the Registrar.

- Formation of a written constitution and bylaws in accordance with guidelines.

- Sufficient membership interested in the sport-at least 5 members must join to receive group sponsorship by the Campus Club Sports Department. If a competitive team fields more than 5 people to participate at one time, then the sport club must have at least that many members.

- Each member must be listed on the sport club membership roster

- Each member must have read and signed the liability waiver and informed consent document.
The sport club membership roster and liability waiver and informed consent documents must remain current at all times. This duty is the responsibility of the sport club president or his or her sport club officer designee.

Once the above has occurred the information will be submitted to Ruth Kemper for approval and insurance then if this is approved the club will go before the student senate for a hearing and then invited to be approved by the full senate.

How to Construct-A-Sport Club

Haven't found a sport club that serves your interest? Make your own!! Follow the checklist below to make your own sport club

Checklist:

1. Start with an idea/name for your Sport Club!
   - Have you checked to make sure there is not other organization like this already formed? Check out: http://www.nwmissouri.edu/studentaffairs/organizations/index.htm to make sure
   - Make the name something memorable that clearly describes the nature of the organization.

2. Register as NEWBIE Organization!
   - Form is located at: http://www.nwmissouri.edu/studentaffairs/ssenate/PDF/NewbieOrgForm.pdf
   - Print form and turn it in at Campus Activities on the 2nd floor of the J.W. Jones Student Union in the Student Engagement Center.

* If you already have an Advisor, Exec Board and at least 10 members, you can go directly to Step #7 and register for Senate Recognition!

3. Stir up interest and get other involved!

NEWBIE status allows you to:
• Reserve rooms
• Post approved fliers
• Reserve info tables

2 x each while you organize!

NOTE: You may NOT fundraise or collect dues while in NEWBIE status.

4. Get an Advisor!

An Advisor MUST:

• Be WILLING
• Be full-time Northwest faculty or staff member
• Complete Federally-mandated Risk Management Training
• Act as a budget custodian for on-campus banking

5. Elect/Appoint a President or Student Leader

Must be a full-time student (minimum of 12 Credit hours). This student should be the individual to complete the organization registration form in Bearcat Link.

6. Checklist

Before completing the organization registration form be sure you're able to complete the checklist below.

• Organization Name
• Advisor - must be full-time Northwest faculty or staff member
• President or Student Leader
• Full Roster including S-numbers
• Organization's Constitution/By-Laws
• Sample organization and bylaws and a guide can be found on the Student Senate website Here:
  http://www.nwmissouri.edu/studentaffairs/ssenate/resources.htm

7. Register your Organization in Bearcat Link

• Log into Bearcat Link using your email credentials underneath the green Bearcat Link banner select the organization tab
• Located towards the bottom the left margin you'll see the "register a new organization" button which is what will direct you to the registration form.
• Please fill in each area of the form to the best of your knowledge as the information requested is vital to your organization's presence on this campus.

8. Meet with Senate Org Affairs Committee

After completing the registration form, you will be sent an invitation to talk about your Organization with the committee of Org Affairs.

9. Attend full Senate meeting for Formal Recognition

If the Org Affairs committee votes to approve your organization you will be invited to a second meeting where you will present before the entire student senate.

YOU ARE NOT RECOGNIZED WITHOUT COMPLETING THIS STEP!

10. Set up an on-campus account through Cashiering

This will help you organization live beyond your years at Northwest!

Have your Advisor full out a FOAP request:
http://www.nwmissouri.edu/services/controller/pdf/RequestFOAP.pdf

11. Schedule Organizational Meetings, reserve Info Tables, hold events!

To reserve meeting or event space, or to request info tables, go to Astra

12. Go to Campus Activities for:

• Your organization mailbox
• Reserving bulletin board
• Sidewalk Chalk
• Flier Approval
• Event planning help
• Questions of any kind

13. Get Involved!

• Hold Events!
• Participate in Homecoming!
• Sidewalk chalk your events!
• Participate in Org Fairs!
• Post Fliers!
• Be Successful!

**Club Advisor**

Every club sport must have an advisor. The advisor is appointed by the club membership and approved by the Coordinator of Competitive and Club Sports. It is required that every advisor have a high level of interest in the activity and be at every meeting (this doesn’t include practices or games) that the club has.

Individual clubs are responsible for recruiting and securing an advisor. Advisors must be employed as Northwest Missouri State University faculty or staff. Exceptions to this criterion may be granted on a case-by-case scenario by the campus recreation staff.

1. The advisor must be aware of all University, Club Sports, and NCAA policies and procedures.
2. Advisors typically volunteer in a personal capacity and not as employees who serve as club representatives or agents of the university. University employees who serve as club sports advisors are covered under the university’s liability insurance. Non-university employees are no covered under the University insurance for liability associated with their advisor activities.
3. Advisors serve to guide student organization members through the process of effectively operating an organization.
4. Advisors provide continuity to the program from year to year by assisting the new officers during the transition process. They can also provide helpful information about the organization’s history and tradition.
5. Advisors can be beneficial to a club by giving advice based on experience and insight into university operations.
6. Advisors should encourage the development of leadership initiative and the ability to accept responsibility among all members and officers of the club.
7. Advisors help ensure that the activities and undertakings of the club are sound and reflect the favorably on the university.
8. Advisors can assist in the development and implementation of club sports goals and objectives by attending organizational meetings and consulting with the officers, coaches and campus recreation staff.

9. Advisors should be available to the club sports officers during the development of projects and programs to provide expertise and direction to help insure that activities are well planned and reflect favorably on the university.

10. Advisors should be prepared to act as a confidant in both individual and organizational related matters.

11. When applicable, the advisor may provide input into the recruitment, selection, hiring evaluation, and termination process of any coach, as well as monitoring their effectiveness within the club.

12. Advisors should attempt to attend club meetings, practices, and competitions when convenient.

13. All advisors are required to attend the Fall Coach/Instructor and Advisor Workshop

Getting an Advisor

Advisor - definition

ad·vis·or

n.

1. One that advises, such as a person or firm that offers official or professional advice to clients.

2. An educator who advises students in academic and personal matters.


Who can be an Advisor?

In order to be recognized by Northwest's Student Senate, an organization must have an Advisor of Record who is a fulltime Faculty or Staff Member of Northwest Missouri State University. This is the person that the University will
communicate with regarding this organization, along with the student President (or equivalent). Most of this communication will be conducted through Northwest emails.

**What does being an Advisor entail?**

**Advising student organizations is what you make of it.** Individuals asked to advise a student organization should be mindful of the following when agreeing to advise:

1. There is Federally Mandated training involved.
   - Federal law now requires that all Advisors complete an online training module. When an organization registers to become recognized by Student Senate, the Advisor listed is then required to complete the training module. This process is managed by University Police to ensure compliance.

2. There is currently no University requirement for Advisors to be present for all organizational meetings or events, but...
   - Please be mindful that your name will be listed as the official Advisor for the organization. If there are decisions being made that affect the way your organization impacts the University and the larger Maryville community, you will need to be aware.
   - Ideally, we would like for only individuals who really want to be involved with student organizations to agree to advise them. Absentee Advising does not help to build strong leaders and organizations.

3. You may be required to be a signator on the organization's account.
   - If the organization does any money collection, it is highly suggested that they create an account ON CAMPUS with the University, rather than at an off-campus bank. The reason for this is longevity for the student organization. If a student leader's name is on the account and the student leader graduates or leaves Northwest, on campus accounts can be easily accessed and transferred within the organization to another leader. With off-campus accounts, when the student leader on the account leaves, there can be difficulty transferring the account to the new leadership.
• Banking on campus requires that there are two signators on the account: 1 student leader (President or Treasurer) and one Advisor. **This does give you some responsibility for the funds of the organization.**

4. Students are still "in progress" and need some guidance.

• That being said, you should understand that if the students within the organization make poor choices which result in adjudication of the organization, you will be asked to be involved and **you may have some responsibility for the organization's actions.** Continual involvement with the organization is a way to mitigate this.

• **As the Advisor, you are the communicator of University Policies and Guidelines to the student organization.** While ignorance of these policies is no defense when they are violated, one of the main reasons for requiring Advisors is to maintain institutional integrity among student organizations.

5. You can greatly enrich the college experience of the students in your organization through your mentorship and guidance.

• Students who are connected to campus through student involvement are more likely to persist through graduation. Involved students are RETAINED students.

• According to Astin's Theory of Involvement, the most important types of involvement for students are "academic involvement, **involvement with faculty**, and involvement with student peer groups" (Astin, 1996, p. 126).

**What are my Resources as a student organization Advisor?**

Campus Activities is your primary resource for everything and anything that student organizations might need.

• Come by! Campus Activities is located in the Student Engagement Center on the 2nd floor of the J.W. Jones Student Union. Dee Dino, Campus Activities Specialist is here to support student organizations.

• Email Campus Recreation or Campus Activities!

  Campus Recreation- rec@nwmissouri.edu
  Campus Activities/ Student Involvment- osi@nwmissouri.edu
Dee Dino, Specialist- ddino@nwmissouri.edu
Student Orgs- orgs@nwmissouri.edu
Student Senate Org Affairs- senorg@nwmissouri.edu

Additional resources are listed elsewhere on this Campus Activities website you are currently on. If you find other helpful resources, please share them with us so we can add to our resource list.

We are currently developing additional Advisor Training. Check back here!
Here is a helpful article on the role of a student Organization Advisor: http://www.kstate.edu/osas/advisor/Nov%2006%20What%20Kind%20of%20Advisor%20Are%20You.pdf

Membership and Eligibility
Membership in any club sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation, or veteran status. Each club must complete and submit a team roster at the beginning of each academic year. Rosters will be official on BearcatLink. The roster should include the following completed information about each member of your club. This form will be can be found in the appendices section of this manual. The following information will be needed when filling out the form. Name, 919#, year in school, gender, major, phone number, email, and local address. Each member will also need to fill out a liability waiver and release form, participation agreement. If someone joins the club sport after that time then these forms should be filled out prior to any practice or participation should be allowed. The medical insurance verification and health history forms should be kept readily available at any practice or competition in case of emergency should arise. For clubs that have not begun practice by Friday September 7th please submit these forms for your club officers including a note of your first scheduled date of practice. These forms and your club roster will be due on the first business day after the first practice.
• Membership may consist of current student ONLY. For further stipulation see the NCAA bylaws below.
• Current varsity athletes are not allowed to participate in the current sport they are competing in.
• High School students in grades nine and above are not eligible for participation in club events.

• Members may not use Sports Clubs to promote individual financial gain or private practice.
• Presidents of each Sport Clubs are responsible for checking the eligibility of their players.

Budgeting and Fundraising

Establishing ON-CAMPUS Banking for your Student Organization

One of the first things you should do once your club or organization has been recognized by Student Senate is to establish ON-CAMPUS BANKING. Why? So your organization will live past you!

To establish an organizational account, have your Org Advisor fill out this form:

http://www.nwmissouri.edu/services/controller/pdf/RequestFOAP.pdf

Please submit the form to:
Denise Workman
Budget Analyst
dwork@nwmissouri.edu
660-562-1101
The individual that needs to sign the FOAP request form is the organization’s advisor. The advisor would be the Custodian, Department Head and need to sign on the Authorized Account Signature line. If you need assistance filling out the form contact Denise Workman. Organization officials need to work with advisors to manage their account.

**Budgeting and Tracking Expenditures**

Student organizations should become familiar basic budgeting and financial management. There are three primary purposes for developing a budget:

- to put the group's plans into monetary terms
- to provide a means of allocating limited resources among the organization's activities
- to aid in tracking the organization's actual revenues and expenditures against its goals

If you need additional help setting up or tracking your student org budget, see your Advisor, or stop by Campus Activities and ask for assistance.

**Need an infusion of funds for an event or endeavor?**

Student Senate has funds that you can apply for! Fill out the Allocation Request at [http://www.nwmissouri.edu/studentaffairs/ssenate/forms/appropriation.htm](http://www.nwmissouri.edu/studentaffairs/ssenate/forms/appropriation.htm).

**Planning a campus-wide event open to all students? On a weekend?**

Explore the possibilities of collaborating with Student Activities Council to take your event to the next level! Bearcats After Dark may partner with you and may provide some funding for events that are open to ALL Northwest students.

Planning on selling items to raise funds?

Before launching a fundraiser, visit with the Bursar's Office to determine if your group can charge student's Northwest accounts. Contact Ashley Greeley 660.562.1106.

**Other fundraising ideas:**

Applebee's works with organizations to hold Flapjack Fundraiser events on the weekends. For more information, call 660.562.3161
How to Reserve Rooms and Meeting Structure

Rooms can be reserved on campus, at no charge to student organizations and departments. If you are not with a recognized student organization or Northwest department, please contact:

Mark Hendrix, University Events Scheduling Coordinator
660.562.1420
mhendrix@nwmissouri.edu

Astra is the room scheduling system utilized at Northwest Missouri State University. Below are links and instructions based on the facility you would like to reserve, which should answer most questions. If you experience issues or have additional questions, please contact:

Mark Hendrix, University Events Scheduling Coordinator
660.562.1420
mhendrix@nwmissouri.edu

Schedule an Event through Astra

http://www.nwmissouri.edu/studentaffairs/auxiliary/schedule.htm#form

Astra Schedule Guide


Effective Meetings

Why do we have meetings?

- To give members a chance to discuss goals and objectives and keep updated on current events.
- A chance to communicate and keep the group cohesive.
- They allow a group to pull resources together for decision making.
What to do before a meeting:
- Define a purpose for the meeting.
- Create an agenda.
- Hand out the agenda and pass out any background material.
- Set a time and place for the meeting.

What to do during a meeting:
- Greet members.
- Be sure to start and end on time.
- Stick to the agenda and your purpose.
- Encourage everyone’s participation and ideas.
- Keep the conversation topic constructive.
- Delegate responsibilities and establish due dates.
- Have someone record and keep meeting minutes.
- Summarize any decisions made.
- Set a time and date for the next meeting.

What to do after a meeting:
- Pass out minutes within 24 hours
- Discuss problems during the meeting with officers to ensure future improvements.
- Make sure people are carrying out their delegated responsibilities.
- Give recognition to those doing a good job.
- Prepare for the next meeting.

Adapted from:
http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings

Other tips on holding effective meetings:
http://humanresources.about.com/od/meetingmanagement/a/meetings_work.htm
http://www.askmen.com/money/career_100/114_career.html
Event Planning

Campus Activities and Campus Recreation can help you with event planning! Use the tools below, or come to Campus Activities on the 2nd floor of the J.W. Jones Student Union for ideas, tips & tricks and who to ask for what!

Event Planning

- When you choose a place for your event, try to take into account everything that could go wrong.
- Have a secondary plan in case of bad weather.
- Reserve your place in advance, allowing plenty on time that day to complete the event.
- Assure that your location has all necessary lights and power sources.
- Ask if the location requires any sort of insurance policy or liability forms. When dealing with insurance issues, have all players involved sign a consent form.
- If the event is on campus, make sure you go through the proper authorities in reserving the facility, especially if hosting a speaker.
- It might be helpful to make an accurate map of how to get to the event or service project, so that participating chapters will be able to make it on time.

Checklist

Campus Activities has prepared a blueprint for planning most any event! Use it, customize it for yourself and keep as a tool for your organization.

University Marketing and Communication has put together an event planning guide. The purpose of this guide is to assist students, faculty and staff with event planning at Northwest. Events are most successful when they are well organized and planned in advance. The events that you plan define the quality of your organization or department. They also have a direct reflection on the University and its public image.
The use of this guide will make your planning easier, less stressful and more successful. If you have questions regarding the "nuts and bolts" of planning an event, you may contact the **Office of University Marketing and Communication at ext. 1143.**

This guide can be found here:  
[http://www.nwmissouri.edu/marketing/events/index.htm](http://www.nwmissouri.edu/marketing/events/index.htm)

If you have needs for special rental equipment please visit the Facility Services website at  
[http://www.nwmissouri.edu/services/facility/special.htm](http://www.nwmissouri.edu/services/facility/special.htm)

**Showing Movies on Campus**

*Can we show a movie on campus?*

Movies are a great way to reach out to other students and community members, but most are copyrighted and cannot be legally shown in a public setting without the proper permission from the copyright. **It does not matter whether or not you charge attendance, collect donations or that the showing is free.** The following are some brief guidelines that you should follow when considering whether or not you can show a movie as part of your planned activities.

**Do I need To Obtain Public Performance Rights?**

**Yes…**

- If the screening is **open** to the public, for example, if you are advertising it to the entire campus community as an event for others to attend.
- If the screening is in a location where access is not restricted.
- If the persons in attendance are **outside the normal circle** of family and acquaintances, such as showing a film to a club or organization, or showing a film for class but inviting others to attend.

**No…**

- If privately viewing the film in your room with your friends.
- If an instructor is showing the film as an “integral part of a class session” and is supervised by an instructor in a classroom and attended only by students enrolled in a registered course.
More information on Copyright and Public Performing Rights is available from Swank Motion Pictures, Inc. at

http://colleges.swankmp.com/Media/College/PDF/SwankCopyright.pdf

*Do I need a license for a movie released in the public domain?*

No

*Where can I get Public Performance Rights for a film?*

There are a variety of ways to get public performance rights for a film. Many titles are available from the following sources:

- SWANK Motion Pictures, Inc. [www.swank.com](http://www.swank.com)
- Criterion Pictures, USA [www.criterionpicusa.com](http://www.criterionpicusa.com)
- Kino International [www.kinolorber.com](http://www.kinolorber.com)

Please contact the Office of Campus Activities with any questions about how to acquire Public Performance Rights or if you are unsure if you need Public Performance Rights for the film you are interested in showing.

**Promotions/Media**

*Add your events to the University Calendar*

Submit your calendar requests to us and we'll add them to the calendar for you! Please be sure to include as much detail as possible, so we can help to promote your event.

Submit your events to:

[http://www.nwmissouri.edu/campusactivities/calendarform.htm](http://www.nwmissouri.edu/campusactivities/calendarform.htm)

**Posters & Digital Signage**

Promote your Student Organization or Event all over campus!

Get your postings approved by Campus Activities. Once you have our Stamp of Approval, there are XX Bulletin Boards all over campus to promote your event. (Please allow 42 hours, excluding weekends for approval.)
If you submit your postings electronically, we can get the Student Union Manager to post them digitally in the Union. Everyone who comes through the Union will see it for two weeks!

Make sure your posting includes:

1. Who (name of organization)
2. What (what is the event?)
3. When (when is the event?)
4. Where (where is the event?)
5. How to contact for more information (appropriate contact information)

Submit electronic fliers for approval to:
oca@nwmissouri.edu

**Sidewalk Chalking**

Want to write the story of your event's success ALL OVER CAMPUS? Sign up to sidewalk chalk!

Up to 2 groups can chalk at the same time, but not in the same locations. FREE CHALK available at Campus Activities courtesy of Student Senate.

Chalking forms are available on the Astra main page (link below). Turn these in to Campus Activities - 2nd floor, J.W. Jones Student Union.


**Campus Activities Bulletin Board**

Need a bigger posting than just a flier? Reserve half of the Campus Activities bulletin board on the 2nd floor of the Union for a week at a time. THIS IS PRIME REAL ESTATE!!

Postable side is the right-hand side. 46.5" (height) x 52" (width).

Go to the front desk in the Student Engagement Center and sign up now!

**Hang a Banner!!**
Get your banner approved through Walter Redden, Union Manager. Forms can be found at (link) or on the Astra webpage. Banners should include:

1. Who (name of organization)
2. What (what is the event?)
3. When (when is the event?)
4. Where (where is the event?)
5. How to contact for more information (appropriate contact information)

Contact Mark at 660-562-1420 or mhendrix@nwmissouri.edu with Banner content, size and location you wish to hang it.

http://www.nwmissouri.edu/studentaffairs/auxiliary/pdf/BannerRequest.pdf

**Press Releases**

Contact Mark Hornickel with University Marketing and Communication at 660-562-1704 or email mhorn@nwmissouri.edu.

The link to submit a news item to University Marketing and Communication is:

http://www.nwmissouri.edu/media/submit.htm

**Promotional Items**

4Imprint is the current vendor contracted to provide Promotional Materials to Northwest Missouri State University. If your organization has a University account, THIS IS THE VENDOR THAT MUST BE USED UNLESS they do not carry (and won't) what you are looking for. For help ordering items from them with a University account, contact Dee Dino in the OCA at 660.562.1226 or stop by Campus Activities.

To see what they have available, check out their website:

http://www.4imprint.com/?mkid=14i_01_002&s_kwcid=TC|6256|4imprint||S|e|30496858922&gclid=CNvy78i607oCFYZaMgodXyoAPw

**T-shirts**
Student Body is the current vendor contracted to provide T-shirts, Sweatshirts and Polos to Northwest Missouri State University.

If your organization has a University account, THIS IS THE VENDOR THAT MUST BE USED UNLESS they do not carry (and won't) what you are looking for. For help ordering items from them with a University account, contact Dee Dino in the OCA at 660.562.1226 or stop by Campus Activities. Contact Student Body at 660.582.8889 or stop by at 221 W. 4th Street, Maryville, MO

**Public Relations**

Make sure and utilize the University Marketing and Communication resources available including the Social Media Guide which can be found here: [http://www.nwmissouri.edu/marketing/socialmedia/index.htm](http://www.nwmissouri.edu/marketing/socialmedia/index.htm)

**Media**

Need more attention?

**Press Releases and News Stories**

Contact Mark Hornickel with University Marketing and Communication at 660-562-1704 or email mhorn@nwmissouri.edu.

The link to submit a news item to University Marketing and Communication is: [http://www.nwmissouri.edu/media/submit.htm](http://www.nwmissouri.edu/media/submit.htm)

Other campus media resources:

- Northwest Media
- Alumni Magazine
- Bearcat Connection
- Foundation Focus
- Northwest Bearcats
- The Northwest Missourian
- KXCV-KRNW Radio
- KNWT-TV Channel 8 Maryville
- Framework Interactive
Philanthropy vs. Service/Volunteering

Philanthropy and Service (or Volunteering) are very different activities.

- If you are doing an activity in order to fundraise for a charitable organization, this is a Philanthropy activity.
- If you are simply volunteering your time to a service project, this is considered Volunteering or Community Service.
- These activities are tracked in separate ways.

Philanthropy:

The effort or inclination to increase the well-being of humankind, as by charitable aid or donations

Service Volunteer:

A person who performs a service willingly and without pay

Service Volunteer Opportunities:

GET Engaged Make a Difference

Go to Northwest Homepage (http://ww.nwmissouri.edu/studentaffairs/volunteer/)

Click “Campus Life”

Click “Volunteer Services”

Check out “Volunteer Calendar” (Right side) or Upcoming Service Events

NW Track Your Service:

Go to Northwest Homepage
Click “Campus Life”
Click “Volunteer Services” Go to Green Tab
Click “Track Your Service” and Fill Out Form

*NOTE: To request a copy of your community service hours (24 hours advance notice required)

Contact:
Amy Nally
Director of Volunteer, Service Learning & Civic Engagement
anally@nwmmissouri.edu

Risk Management

It is important to operate Sport Clubs in a manner that the utmost care is exercised in providing for the safety of the participants. Each sports club is responsible for seeking and maintaining a sponsor/advisor who actively participates in the supervision of the sports club during its activities. Each sports club is responsible for determining a set of written rules and regulations that must be adhered to at all times to insure the safety of its members. It is very important that extraordinary emphasis be placed on practicing responsible leadership and maximizing participant safety.

- The Officers of each Sport Club should determine the individual safety needs for its respective sport. These rules should be in writing, updated on an annual basis, and be based on published governing body rules where applicable.
- Purchase the safest and best equipment available. It will last longer and will provide for a safer club atmosphere. Equipment should be examined thoroughly prior to being stored or issued to club members. In addition Sport Club Officers should make sure all personal and club equipment is checked again before its actual use. Equipment should also be checked frequently throughout the competitive and practice seasons.
• All club members and participants must sign liability waivers stating their awareness of the risk and inherent dangers of the activity that could lead to possible injury or loss of life.

• Each Sport Club should have a written policy for medical emergency procedures that includes emergency telephone numbers and the step-by-step procedures to be followed. This information should be shared with all members of the Sports Club.

• Accident and Emergency Reports must be turned into the Coordinator of Competitive and Club Sports at the earliest possible time after an incident, no later than 24 hours. Accident and Emergency Reports should be available every time the club meets for any of its activities.

• Emergency contact information for members and insurance information should be available at every club activity. This information should be transported to all contests and practices home and away.

• If an individual should become injured and require professional care, the Student Health Center on the Northwest Missouri State University campus is available for services for Northwest students. Others, who may become injured or ill will have to be cared for by professional medical personnel at emergency care facilities available to the general public. Anyone needing emergency care should seek ambulance services by calling 911 and/or emergency medical care located at St. Francis Hospital 2016 S Main St.

• It is required that at least 1 Sport Club member seek training in first aid and CPR. It is also recommended that it be known which individuals of the club hold such certifications. It is recommended that the sponsor/advisor have training and current certification in first aid and CPR.
• A First Aid Kit should be available at all sport club practices and competitions. It is recommended to keep the kit stocked with fresh and necessary supplies.

• No One is allowed to participate in Sport Club activities including practice and competitions unless they have a signed liability release form on file in the Campus Recreation Office. This includes coaches and volunteers.

EMERGENCY RESPONSE

Every incident requiring the rendering of professional medical aid should be reported to the Northwest Missouri State University Police and Campus Safety department by calling 660-562-1254. If the incident is critical in nature and requires the immediate assistance of emergency personnel, assistance should be sought by calling 911 and requesting the proper assistance. This incident should also be immediately reported to the Northwest Police and Campus Safety Department at the previously listed number. These procedures should be written and accompany the sports club at all of its activities. A good place to store this information is with the sport club participant’s insurance information.

ACCIDENT REPORT FORMS

It is essential that each club take the responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. It is important that individuals follow appropriate documentation procedures should an accident or injury occur. All accidents/injuries/incidents that occur to a club member during a club meeting, contest, practice or activity that pose concern to a club, it’s members or the university, should be reported on an Accident Report Form. Accident Report Forms are also available at the Student Recreation Center in the Coordinator of Competitive and Club Sports office. It is recommended that supplies of these forms
are available for easy access to all club activities. Reports should be turned in within 24 hours to the Coordinator of Competitive and Club Sports, so that he/she is informed and may follow up with all involved parties, as necessary.

**INSURANCE**

Northwest Missouri State University does provide limited types of insurance for Sports Club members or any other individual affiliated or associated with a specific sport club. It is also recommended that all individuals affiliated or associated with Sport Club activities provide his or her own insurance.