



ASNIC Student Government

Club Handbook

2021-2022

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## **INTRODUCTION**

The North Idaho College Department of Student Involvement and the Associated Students of North Idaho College Student Government (ASNIC) prioritize student success and opportunities for personal and group development. Through clubs, students can experience leadership and community building firsthand. Recognized clubs have the ability to create lasting connections and provide ways to be active and involved in campus life.

This handbook is provided to ASNIC Clubs on behalf of the ASNIC Student Government to support their organizational development, guide their planning of activities and events, to assist in reaching their goals, and making a positive impact both on the NIC campus and in the community.

The ASNIC Student Government has additionally established the Intra-Club Council (ICC) to provide clubs with the opportunity to receive official recognition from the college while offering a public forum in which to present their needs and interests. The ASNIC Constitution and Bylaws provide the scope of authority and purpose for ASNIC clubs.

The ASNIC Clubs Handbook will be reviewed by the Vice President of ASNIC and the Intra-Club Council on an annual basis to ensure a consistent approach that aligns with NIC's standards of conduct and mission statement. The ASNIC Club Handbook presents a guide to the creation, policy development, operations, and management of ASNIC Clubs.

ASNIC Clubs are affiliates of NIC and are herein referred to as Clubs.

## **ASNIC STUDENT GOVERNMENT & STUDENT INVOLVEMENT OFFICE**

The ASNIC Student Government and Student Involvement office are available to help students who are interested in being involved with Clubs at North Idaho College. The ASNIC Vice President and ASNIC Advisors can be helpful resources and provide support for individuals who are interested in starting a Club.

For any questions not resolved in this handbook and any other concerns, please contact us.

ASNIC Vice President  
(208) 769-5459  
[www.nic.edu/asnic](http://www.nic.edu/asnic)

Dodi Stilkey  
Director of Student Involvement  
& SUB Operations  
(208) 796-3351  
Dodi.Stilkey@nic.edu

Matt Huylar  
Coordinator of Student  
Involvement  
(208) 769-7841  
Matthew.Huylar@nic.edu

ASNIC Office  
(208) 769-7761  
[www.nic.edu/clubs](http://www.nic.edu/clubs)

Auxiliary Services Accountant  
(208) 769-5913  
[Steven.McGroarty@nic.edu](mailto:Steven.McGroarty@nic.edu)  
*Appointments are encouraged*

**Mailing address:**  
North Idaho College  
Edminster Student Union Building  
Second Floor c/o ASNIC  
1000 W Garden Ave.  
Coeur d Alene, ID 83814

**Office Hours:**  
Monday-Thursday 7:30-5:00  
Friday 7:30-2:30  
*Appointments are encouraged*

## **Intra-Club Council (ICC)**

Members of ICC consist of a representative from each ASNIC Club, two ASNIC-appointed senators, and the Vice President of ASNIC Student Government. The Vice President of Student Government will serve as the chair.

ICC meets on the first Thursday of every month during the academic school year. A representative from each club must be present at every meeting in order to remain active and have access to their club budget for club activities. Clubs may have one excused absence per semester with prior notice.

ICC has limited governance over club affairs as it relates to authorizing new clubs and assisting in the sustainability of active clubs. ICC will meet on a monthly basis to approve new clubs, share projects, club activities, and any adjustments to procedures set within this handbook. ICC meetings are also designated to engage in discussion about how to make the clubs program better and to improve outreach.

ICC members are encouraged to suggest changes to ASNIC Club Handbook or Club processes. Once revision recommendations are approved by ICC, the draft copy will be submitted to the ASNIC Student Government and approved by simple majority vote.

## **STARTING A NEW CLUB**

Clubs are student initiated and student led, and they serve a variety of student needs and interests. Club activities serve as an excellent opportunity for student involvement, leadership development, and community building.

NIC students may apply to start a new Club at any point during the year by completing the application procedure below.

### **Starting a new Club takes four steps:**

1. Assemble a group of at least five currently enrolled NIC students to form a club
2. Fill out and gather required documents (*listed below*)
3. Meet with ASNIC Vice President OR Student Involvement Coordinator to review paperwork, ICC requirements, campus policies and procedures.
4. Present the new club proposal at an upcoming ICC meeting.

Required Documents (can be found at the NIC Clubs website: [www.nic.edu/clubs](http://www.nic.edu/clubs)):

- Application to Start a Club
- Advisor Agreement

- Club Constitution

After presenting new club information at ICC, ICC members will vote on club status. New clubs must be approved by a majority vote of ICC Participants (one vote per club).

The Student Involvement staff and the ASNIC Student Government (ASNIC SG) are available to assist in this process of starting a new club.

Clubs officially recognized by ICC receive the following benefits:

- Receive one-time startup funds of \$250\*  
*\*dependent upon available funding*
- Access and reserve campus facilities at no cost\*\*  
*\*\*unless additional direct costs are generate*

Apply for additional club funding support via the ASNIC SG FAST Grant Application process.

- Access the ASNIC Commons in Edminster Student Union Building (SUB) 220 and use the sandwich boards and supplies
- Receive invitations to student development opportunities
- Advertise on campus bulletin boards and other official outlets
- Conduct approved fundraising for club activities
- Are eligible for ASNIC-related awards and prizes

## **CLUB RESOURCES**

- ASNIC Commons Work Space
  - SUB 2<sup>nd</sup> Floor
- ASNIC Student Government Marketing and Social Media Coordinator
- NIC Communications and Marketing
- Auxiliary Services Accountant for Budget Information and Access
  - 1st floor Operations Office room 114

## **ASNIC CLUB RESPONSIBILITIES**

To be officially recognized by ICC, all ASNIC Clubs must adhere to the following:

### **Membership**

- Each club must maintain a minimum of three to five currently enrolled students at North Idaho College. (Five members are required to apply to start a new club.)
- Employees of NIC are not allowed to be members of a club except with prior approval.
- Individuals from the community are not permitted to be members of an NIC club. This includes NIC alumni and transfer students who may be enrolled elsewhere.

- The club organization must be open to all students that are eligible or qualified for the organization.

### **Officers**

- The club must designate two officers for the club, fulfilling the role of President and one other role.
- Officers are encouraged to rotate roles among club members annually. Officers cannot exceed a term of four semesters in any one position.

### **Advisor**

- All club advisors must be employed as a full-time faculty or staff member of North Idaho College.
- Advisors must agree to roles and responsibilities outlined in the ASNIC Club Advisor Agreement (*See Appendix*)
- With prior approval, clubs may enlist a community advisor if they offer expertise that is otherwise not accessible through campus.
- Clubs may have up to three advisors with special permission from the Department of Student Involvement.

### **Club Meetings**

- Clubs are required to meet at least twice each semester during the academic school year.
- Meetings must be advertised via the NIC Events Calendar in order to count toward club meeting requirements.
- Clubs may not meet during the summer without prior approval.
- Meeting off campus requires an advisor to be present.

### **ICC Meetings**

- A representative from each club must be present at every ICC meeting in order to remain active and have access to their club budget for club activities. Clubs may have one excused absence per semester with prior notice.
- Individuals may represent no more than two clubs at a given ICC Meeting.

### **Club Reporting**

- Club Roster: Maintain an up-to-date official club roster including officer designation, on file with the Department of Student Involvement.
- Website Update: Club officers and website description must be updated with accurate information each semester.
- Club Semester Overview Report: Fall semester's report should be submitted by January 1<sup>st</sup> and spring reports should be turned in by April 15<sup>th</sup> to be eligible for that year's club awards.
- Events Release Waiver (*See Appendix*)
- Events Release Waivers are required for any clubs traveling off-campus.



- Events Release Waivers are required for any clubs whose meetings include any inherent physical danger.
- All Events Release Waivers must be kept current and on file with the Department of Student Involvement.

### **Applicable NIC Policies**

All clubs must adhere to all NIC policies. Any conflict of information in this handbook defers to the [NIC Policy Manual](#) and the Administrative Services Operational Guidelines Manual found on the NIC website at [www.nic.edu](http://www.nic.edu).

- [Student Code of Conduct and Title IX](#)
  - All clubs and organizations must comply with North Idaho College's policies and Student Code of Conduct and the ASNIC Student Government's Code of Ethics found in their Constitution. The ASNIC SG Constitution can be found at [www.nic.edu/asnic](http://www.nic.edu/asnic)
  - Additional details and resources are provided in the NIC Student Handbook at [www.nic.edu/studenthandbook](http://www.nic.edu/studenthandbook)
- NIC Non-Discriminatory Policy
  - All club policies, procedures, and actions must follow North Idaho College's Non-Discriminatory Policy.
  - The club organization must be open to all students that are eligible or qualified for the organization.
  - All ASNIC Clubs shall not discriminate on the basis of; race, color, religion, sex, age, national or ethnic origin, disability, military status, status as a veteran, or on the basis of sexual, racial, or ethnic orientation in the selection of its members or in its programs, unless federal or state laws allow for such exceptions.
  - *North Idaho College encourages persons with disabilities to participate in its programs and activities. If a club anticipates needing any type of accommodation or has questions about the physical access provided, please call the Coordinator of Student Involvement in advance of participation.*

### **Risk Management**

All ASNIC recognized clubs must adhere to [North Idaho College's Risk Management Policies](#). North Idaho College strives to provide a safe environment for employees, students, and visitors. Risk Management includes activities that reduce the college's risk of financial loss from property and liability claims, injuries to employees, or damage to reputation.

## **INACTIVE, DISBANDED & PROBATIONARY STATUS**

Clubs that do not meet all outlined requirements or fail to comply with ICC procedures will be deemed inactive. In this case, the ICC Chairperson will notify clubs of such status, and confirm the change in status at the next ICC meeting.

### **Inactive Status**

- No official club activities, events, and meetings are permitted until status is regained
- All access to club funds is suspended.
- Benefits of club membership are suspended.
- Inactive status lasts for up to four semesters after which time club membership and funds are officially disbanded.

### **Disbanded Clubs**

Clubs are considered disbanded if they spend more than four consecutive semesters in inactive status. Any remaining funds in the club account are returned to the ASNIC SG Reserve Account for future dispersal among clubs. To reform a disbanded club, members must reapply as a new club. Reactivated clubs are not eligible for new club startup funds.

### **Probationary Status**

An ASNIC club may be placed on probation due to the actions of any of its members if they fail to adhere to the policies in this document while participating in a club activity on or off-campus. While in this status, the club is restricted from club travel and access to funds. Activities that may render a club in probationary status include but are not limited to the examples given below.

- Attempting to spend funds without permission
- Engaging in activities outside the student code of conduct (including drinking alcohol, smoking, or doing illegal drugs)
- Fundraising without express permission of the Foundation and the Department of Student Involvement
- Spending club funds on something other than authorized

### **Returning to Active Status**

For inactive clubs to become reinstated, they must update all required forms (club roster, budget submission, etc.) and submit them to Student Involvement staff.

Disbanded clubs are not eligible to return to active status. Students must submit paperwork as a new club and adhere to all policies outlined in this document.

If a club is put on probation, they must work with administrators from the Department of Student Involvement to develop a plan to return to active status.

## **MEETINGS & EVENTS**

Clubs are expected to meet and invite all NIC students throughout a semester (minimum of three meetings and/or events). ASNIC Clubs may request the use of NIC facilities at no cost for events associated with their club purpose. The following guidelines are in place to assist and aid in the successful event planning process and must be adhered to by all clubs.

All meetings and events must be approved via the Facility Use Request Form found on the NIC Event Services Website. This form gathers information for a facility request, risk management procedures, travel to events, fundraising events, and food service requests. It is highly recommended to submit this form 14 days in advance of any event, one month in advance to a large event, and at least six weeks in advance of travel. Clubs are encouraged to schedule events a semester in advance. Short notice requests for meetings and events may not be fulfilled.

Advisor approval is required to conduct an event must be discussed and approved by the Club President and Club Advisor prior to an event taking place. Events must be club driven and led by its members. Club events may not be driven by outside entities. The majority of any club event should be planned by student members in collaboration with their advisor. The recommended participation at a club event is that at least 80% of the participants are club members, and up to 20% may be an outside entity.

Club events should be held on-campus as much as possible. Off-campus events must have prior approval from staff within the Department of Student Involvement and adhere to Risk Management procedures. Travel off-campus must include the Club Advisor unless prior approval has been obtained.

### **Catering**

NIC Dining Services in the NIC Marketplace offers many catering options for club events. Food requests must be placed 14 days before an event. All catering on campus must be requested through NIC Dining Services (*link below*).

Outside food is not permitted as part of a scheduled meeting, event, or activity according to the NIC Purchasing Guidelines (*See exceptions below*). All catering starts by submitting an event with NIC Event Services and indicating that catering is requested.

To request catering at an event:

- 1) Create an event via NIC Event Services website
- 2) Create your catering order at <http://northidahocollege.catertrax.com/>
- 3) Complete a Purchase Order Request (*See 'Club Finances'*)
- 4) Enter generated Purchase Order number to NIC Dining Services to complete the order

NIC Dining Services retains the *right of first refusal* to provide all food services on the NIC campus and for NIC activities. Using club funds to purchase food from any vendor other than NIC Dining Services is not permitted except in special circumstances with prior approval. Examples may include: events with limited audience, off campus events, and events receiving donated food products from a local commercial vendor. Exceptions must have prior approval through both the Department of Student Involvement and NIC Dining Services.

### **Contracts, Vendors, Performers, and Films**

For Club events that employ outside performers or vendors, clubs should work closely with the Club Advisor and review campus policies before the event. Any contract use must be reviewed well in advance of the event by the Office of Finance and Budget. The sole party able to sign or execute a contract on campus is the Vice President of Finance and Business Affairs. *No other persons, student or staff, should ever sign an outside contract.* A certificate of insurance is required from outside vendors and performers. This process can take time, so it is strongly encouraged that Clubs submit the proper documentation as soon as they are able.

Clubs that plan to show a commercial film at a meeting or event must work with the Department of Student Involvement to obtain viewing rights. Films obtained for club meetings and events must be for educational purposes, not solely for entertainment.

### **Sustainability and Club Footprint**

When planning an event, clubs should keep in mind the impact to the environment and use materials and goods that are environmentally friendly and can be re-used.

If clubs are interested in obtaining on-campus storage, they must work with Student Involvement staff before purchasing items or storage containers to ensure there is a designated place to keep items. Storage for items is very limited on campus. Club items may not be stored off-campus.

### **Universal Design**

Universal Design is an approach used to make facilities, information, and activities accessible to and usable by everyone during events. Universal Design means that instead of designing for the average attendee, an event organizer must design for people with a broad range of characteristics such as native language, gender, racial and ethnic background, age, and disability. Presenters and staff must be trained to support people with disabilities, respond to specific requests for accommodations in a timely manner, and know who to contact regarding disability-related issues. Clubs are responsible for ensuring that everyone feels welcome to club activities. The following accommodation language is required on all promotional materials:

*North Idaho College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the*

*physical access provided, please call [telephone number of the club event coordinator] in advance of your participation or visit.*

To request accommodations for Club events, Disability Support Services can be reached at 208-665-4520.

### **Damages to Event Space**

Damages to an event space are the responsibility of the hosting Club and will be charged to the Club account at the discretion of NIC Facilities.

### **FUNDRAISING**

Active ASNIC Clubs may conduct fundraising events following the guidelines listed below. As with all events, every fundraising event proposed by a club must be submitted for review and preapproval. Clubs that proceed with a fundraising effort without review and approval by the Department of Student Involvement may have their club placed in probationary status. ***Under no circumstance may a Club fundraise off campus without written pre-approval from the NIC Foundation and Development Department and the Department of Student Involvement.***

For clarification on cash handling procedures, see the financial section of this document.

### **On-Campus Fundraising**

All fundraising activities must have prior approval from the Coordinator of Student Involvement and be reviewed and approved by the Club Advisor. Clubs may have as many fundraising events as they wish, up to three of which may be located in the Student Union Building. Lockboxes and receipt books are available for club use. The only person on campus who may provide Clubs with bank money or accept cash deposits from Club members is the Accountant of Auxiliary Services.

Club fundraising must follow NIC Fundraising Policy and Procedure.

- The full Foundation Fundraising Policy can be found [here](#).
- The full Foundation Fundraising Procedure can be found [here](#).

### **Off-Campus Fundraising**

Clubs are required to work with the Department of Student Involvement and the NIC Foundation and Development Office when considering fundraising with off-campus businesses.

Off-campus fundraising (solicitation) requires approval because often the Foundation and Development Office is officially working with an off-campus company or organization to secure donations and build relationships. If numerous affiliated NIC groups approach them with funding requests it may jeopardize the Foundation's work. The Foundation office can provide direction and

assistance for raising funds off campus. Therefore, all off-campus solicitation requests must follow the procedures outlined above.

Every fundraising event or activity proposed by a Club must be submitted first to the Department of Student Involvement. Upon approval, staff within the Department of Student Involvement will guide the Club through the appropriate process.

## **CLUB TRAVEL**

All Club travel must begin with a Travel Authorization Form (*See Appendix*) which is submitted to the Department of Student Involvement by the Club Advisor. Planned travel must follow NIC Travel Procedures, and use a college vehicle (if driving).

### **NIC Travel Procedures**

A comprehensive outline of NIC's Travel Procedures can be found on the [NIC Office of Finance and Business website](#).

*"NIC Board of Trustees policy governs travel for college personnel. Administrators, instructors, classified personnel and students may travel on college-sponsored trips, provided they have sufficient budget to accommodate travel costs. NIC encourages travel to events like conferences, conventions, and convocations that are thought to improve educational quality."*

Clubs must have their Club Advisor present when traveling. If the Club Advisor is not available to travel, Clubs must work with their Club Advisor and the Department of Student Involvement to find an alternative college non-student employee.

Each student planning to travel must have a Travel Authorization Form submitted by their Club Advisor to participate. Individuals who do not submit a Travel Authorization Form are not permitted to participate. All participants will travel as a group. Students will not travel in personal vehicles or by any means not listed on the Travel Authorization Form.

Exceptions to personal vehicle travel may be requested in extenuating circumstances by emailing the Student Involvement staff. Final approval of the submitted request is at the discretion of the Vice President of Student Services.

Club members who are under 18 must submit parental/guardian approval to travel by submitting the Events Release Form. (*See Appendix*)

### **Individual Financial Contribution**

If individual members are contributing to the cost of travel, they must first deposit their personal contribution into the Club account by meeting with the Accountant of Auxiliary Services. All costs

associated with travel should be paid from the Club account with supporting documentation. At no time is a Club allowed to spend more than the current balance of their Club account.

Clubs are required to pay for/make payments towards their trip (i.e. reservations, conference registration, lodging, etc.) prior to travel.

Incidental costs (including tips) are the responsibility of the individuals traveling.

### **Step 1: Authorization and Planning Club Travel**

1. The Club Advisor must start all travel by submitting a Travel Authorization Form to the Department of Student Involvement, a minimum of six weeks before the travel date. Detailed route/flight and hotel information is required.
2. Traveling Club members should schedule a meeting with the Coordinator of Student Involvement to review travel plans.
3. The Club Advisor will work in conjunction with Coordinator of Student Involvement to complete travel authorization.
4. All travel participants must complete the Events Release Form to turn in to the Department of Student Involvement prior to travel.

### **Step 2: Guidelines During Travel**

Travelers should always prioritize the safety of individuals within the group. Travelers must always travel with others and alert their Advisor if they plan to separate from the group. All travelers must refrain from any illegal activities during travel and should not drink alcohol during Club activities.

Travelers must save all receipts during travel for documentation of pre-approved expenditures.

### **Step 3: After Travel Documentation**

A Travel Recap Form must be completed by the Club Advisor and turned in to the Coordinator of Student Involvement *within two weeks* of completing travel. (See Appendix)

## **ADVERTISING & RECRUITMENT**

The North Idaho College Communications and Marketing Office is available to help Clubs promote large events and social media advertising options. Clubs may also use the materials and resources listed below to promote their Club's events and involvement.

### **On-Campus Advertising Resources**

Possibilities for advertising on-campus include:

- Plastic tabletop display
- Sandwich boards
  - check out sandwich boards from the ASNIC Commons
- Sidewalk chalk
  - Also available in the ASNIC Commons
- Table space in the Student Union plaza
  - An event request must be completed to request a table in the Student Union, and a club member must be present at all times during the reserved times.

### **Creating Flyers and Posters**

Club fliers and posters and social media graphics must include:

- Club name
- Date(s) of the event
- Contact information (use NIC email)
  - Avoid posting personal contact information
- Accommodation language similar to the following:

*Persons with disabilities who anticipate needing accommodations or who have questions about physical access may call [telephone number of the club event coordinator] in advance of the program (or film, event, etc.).*

For assistance with designing and creating posters, fill out the online [Project Intake Form](http://www.nic.edu/marketingprojectform) [www.nic.edu/marketingprojectform](http://www.nic.edu/marketingprojectform) to collaborate with the Communications and Marketing Department.

To print Club flyers, Clubs may email the Copy Center at [copycenter@nic.edu](mailto:copycenter@nic.edu) with your Club budget account number, number of desired copies, and other copy request details such as desired size or paper. All copies are purchased using an individual Club's existing funds.

### **North Idaho College Official Club Website**

Clubs may request and customize a website devoted to them on the NIC website. These websites are all linked to [www.nic.edu/clubs](http://www.nic.edu/clubs) and include contact information for prospective Club members. Website requests may be emailed to the Department of Student Involvement, or in person via the Website Request Form (*See Appendix*).

Club websites outside of the nic.edu domain are not allowed. Unauthorized websites may lead to the Club being placed in probationary status.

### **Bulletin Boards & Electronic Posters**



Flyers can be sent via intercampus mail or emailed to the Communications and Marketing Department to be distributed across campus on bulletin boards and campus screen savers.

Posters and fliers may be also distributed on campus bulletin boards by club members. Clubs are not to post anywhere besides designated areas. (Faculty boards are **not** designated boards.) Refer to NIC administrative guidelines for specific bulletin board locations and procedures.

## **Social Media**

Social media accounts are controlled by the Department of Communications and Marketing. In some cases, clubs may have established accounts prior to current social media policies. **Clubs are not allowed to establish new social media accounts.** Clubs are able to advertise and share information on established NIC and ASNIC based social media channels by contacting the ASNIC Student Government Marketing Coordinator.

All club marketing materials are considered official representation of North Idaho College and must follow [NIC's Communication Guidelines](#) as well as the Student Code of Conduct. Club members creating content to post on these platforms are considered administrators for the purposes of these guidelines.

- Use of social media sites on behalf of North Idaho College shall be in support of the college's mission, vision and values and provide a positive image of the NIC brand.
- Avoid social media dialogues or speculation related to official college internal policies or operations of which you are not designated to represent the college's official viewpoint.
- All college social media channels reflect the integrity and professionalism of not only North Idaho College but also the division, department, team or student club/organization. Utilize standards that convey the department/division/organization in a manner that is positive and encourages engagement.
- Administrators of college-authorized social media channels are acting as representatives of North Idaho College. Administrators shall use grammar and language in a professional manner and should exercise discretion and respect for employees, students, associates and community members.
- Administrators shall treat the college social media channels as a form of public and permanent record.
- Social media is as much about listening as it is about posting news and information. Be actively engaged in social media channels, responding to questions or comments posted as well as distributing information.
- Social media administrators shall take steps to ensure that all information is accurate prior to posting.

Utilizing the college's social media channels and accounts indicates that you have read and consent to abide by these guidelines.

Clubs may also utilize the ASNIC Social Media Coordinator who can help promote club presence online.

Clubs that create social media accounts may be placed in probationary status.

## **CLUB FINANCES**

As North Idaho College is a public institution, it is subject to state laws governing the handling of funds. This includes annual audits of all club accounts. NIC has established policies and procedures that govern financial practices for the college. All recognized clubs must abide by these practices to maintain their active status. All club financial procedures must adhere to NIC's financial policies and purchasing guidelines found on the [NIC Office of Finance and Business](#) website.

In a partnership between Auxiliary Services and the Department of Student Involvement, an individualized account and budget number is provided for each club. Club account balances and history may be discussed with either the Coordinator of Student Involvement or the Auxiliary Services Accountant.

### **Maintaining Positive Balance**

Negative club balances are not permitted, and as such clubs may not spend more money than they have in their club account at any time. Clubs must confer with the Auxiliary Services Accountant before expenditure of Club funds to ensure adequate funds are available.

### **Cash Handling & Deposits**

Clubs are encouraged to check out a secure cash box from the ASNIC Student Government office whenever handling cash. Cash handling procedures can be reviewed by the Department of Student Involvement or with the Auxiliary Services Accountant for special events or activities.

All cash collected by a Club or organization must be deposited into the Club account within seven business days following the event. All deposits (cash or otherwise) are made directly to the Auxiliary Services Accountant located in the Student Union Operations Suite. Appointments should be made to ensure availability. The Auxiliary Services Accountant is the only person who can accept cash for deposit.

To complete a deposit, clubs must completely fill out the ASNIC/ICC Deposit Form (*See Appendix*). The Club member acting in a treasurer function for the purposes of depositing cash will receive a deposit receipt after making the deposit. The Club treasurer, in conjunction with the Club Advisor, should keep records of all transactions.

## Purchasing

### *Purchase Order/Payment Request Form (PO/PR)*

To access Club funds the Club must first complete a Purchase Order/Payment Request Form (PO/PR). This one form can be used for either a purchase order request or a payment request depending on the type of purchase. Hardcopies are available in the ASNIC office or as a .pdf at [www.nic.edu/clubs](http://www.nic.edu/clubs).

A purchase order is an authorization number given to the vendor that verifies that Clubs have authority to spend money on behalf of their Club account. Using a purchase order has several advantages: it saves 6% by not paying sales tax, it ensures that the purchase follows guidelines in a timely manner, and it keeps a required audit record of club expenses.

Not all vendors accept purchase order numbers however. An ASNIC credit card may be used from the Department of Student Involvement for online purchases where a purchase order is not accepted. Using the same form, a payment request may be selected to preauthorize the use of the credit card. The ASNIC credit card cannot be taken off-site and Student Involvement staff will assist any clubs who wish to use it.

Club purchases must be delivered to an on-campus address and purchases may not be stored off-campus.

### *Amazon Purchases*

All Amazon purchases must go through the Department of Student Involvement administration using a PO due to vendor agreements with NIC.

### *Reward and Prize Purchases*

Recipients of gift cards and prizes must provide a signature in order to claim and event or door prize. Club representatives must collect the following information to document a prize giveaway item for audit purposes.

- Recipient's first and last name
- Student ID number
- Date and name of event
- Description of prize received (e.g. gift card, gift basket, etc.)

Clubs may also use the Reward or Prize Audit Tracking Form (*See Appendix*) to record this information.

### *Planning a Purchase*

**Step 1:** An ASNIC club representative completes a Purchase Order/Payment Request Form (PO/PR) (*See Appendix*) and submits it to Student Involvement staff.

**Step 2:** The Department of Student Involvement provides the PO number and/or authorizes credit card use.

**Step 3:** The ASNIC Club Representative communicates the PO to the appropriate vendor and/or meets with the Department of Student Involvement staff to use the credit card.

**Step 4:** The vendor submits an invoice upon providing goods or services. The Club representative must provide this invoice directly to the Coordinator of Student Involvement within two days of receipt.

### **ASNIC Student Government Funding Approval Student Taskforce (FAST)**

The ASNIC Student Government allocates funds on an annual basis for clubs to financially support leadership development opportunities including but not limited to conference registration, educational opportunities, hosting guest speakers, club retreats, and team building activities. Funds can also be request to help support club activities that fulfill their mission including events on campus, volunteer projects, supplies, and materials. Funds are allocated for this purpose annually dependent on overall budget availability.

The club organization must be open to all students that are eligible or qualified for the organization.

The ASNIC FAST board follows a set of guidelines outlined in a handbook found at [nic.edu/clubs](http://nic.edu/clubs).

The ASNIC Student Government Board Officers can serve in place of the FAST Board in cases where the FAST Board is not able to meet time-sensitive requests (e.g. at the start of a semester before the first FAST Board meeting is scheduled).

**APPENDIX**



**APPENDIX A: ASNIC Club Application**



**ASNIC Club Application**

**NEW CLUBS START HERE**

**Official Club Name** \_\_\_\_\_

**Acronym/Nickname** \_\_\_\_\_

**Contact Information**

**Primary Contact (Advisor) Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone/Ext.** \_\_\_\_\_

**Club Roster** (this section may be substituted by a completed club roster) (*minimum 5 students*)

\_\_\_\_\_  
\_\_\_\_\_

**Club Advisors** (*minimum 1 full time faculty/staff*)

\_\_\_\_\_

**Club Interests** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Meeting Information**

**Time & Frequency** \_\_\_\_\_ **Location** \_\_\_\_\_

**Club Description** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX B: Club Constitution Template**

**(Club Name) Constitution**

**Year:** \_\_\_\_\_

**PREAMBLE**

*Associated Students of North Idaho College in order to provide students opportunities for learning outside the classroom; meeting people with similar interests; developing life, work, and leadership skills; gaining a broader experience and a greater perspective, and engaging students as citizens of the campus community have established ASNIC Clubs.*

**ARTICLE I ASNIC Club Name**

The ASNIC Club under this Constitution shall be known as \_\_\_\_\_. The official abbreviation shall be \_\_\_\_\_.

**ARTICLE II Purpose Statement**

Clause 1: The mission of the ASNIC Club shall be

\_\_\_\_\_.

Clause 2: The mission of the ASNIC Club shall be consistent with the mission of NIC.

Clause 3:

\_\_\_\_\_.

**ARTICLE III Membership**

*All ASNIC Clubs shall be open to all students of NIC. The Associated Students of North Idaho College does not discriminate on the basis of race, color, religion, sex, national origin, age, genetic information, veteran status, sexual orientation, gender identity or disability.*

Clause 1:

\_\_\_\_\_.

**ARTICLE IV Meetings**

(State how many and when meetings of the membership will be held during the year. State procedures for calling regular and/or special meetings.)

Clause 1: \_\_\_\_\_

\_\_\_\_\_

**ARTICLE V Club Leadership**

(ASNIC Clubs must have at least three identifiable leadership positions.)

Clause 1 Position Descriptions: \_\_\_\_\_

\_\_\_\_\_

Clause 2 Officers Selection and Vacancy Procedures: \_\_\_\_\_

\_\_\_\_\_

Clause 3 Transition and Training: \_\_\_\_\_

\_\_\_\_\_

Clause 4 Provisions for Removing an Officer: \_\_\_\_\_



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**ARTICLE VI        Elections/Selection Process**

Clause 1: State officer positions that will be selected by the membership, length of term for each officer, and how many times a person may hold the same officer position.

Clause 2: State the procedures for nominations and timeline for when they take place.

Clause 3: State how nominees will present their qualifications and how and when elections are held. State procedures in case a run-off is necessary.

**ARTICLE VIII        Amendments**

Clause 1: State procedures for changing the constitution.

**ARTICLE VII        By-laws**

(Bylaws define the articles of a constitution. This section should describe the process required to establish new bylaws or to revise established ones.)

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## APPENDIX C: Becoming an ASNIC Club Advisor

Advisors to ASNIC Clubs at NIC provide important assistance to student groups, helping them to be effective in accomplishing organizational goals while also enriching the personal and social development of students involved in Student Involvement activities. Club Advisors should sign and date a new Agreement for every school year they act as advisor unless the Department of Student Involvement receives a written notice stating otherwise.

Each ASNIC Club must have an advisor who is a full-time employee of NIC. Community volunteers must alert the Department of Student Involvement to obtain approval from NIC Human Resources to serve as a volunteer prior to participation.

Advisors are expected to assist and are responsible for student clubs and organizations in the following ways:

1. Serve as a procedure and policy resource for club leaders and members. An advisor provides knowledge of ASNIC and NIC policies and procedures required to function as an ASNIC Club. Advisors also highlight benefits and opportunities that enhance the club's goals and objectives. Assist members in adherence to NIC and ASNIC Student Government policies and procedures such as travel, risk management, and purchasing. Review and become familiar with the material in the ASNIC Club Handbook published by ASNIC.
2. Assist club members in the development and implementation of programs, activities and/or events in order to achieve club goals.
3. Mandatory presence during group meetings, scheduled events and trips. Advisors are required to travel with their club during any/all travel events.
4. Supervise financial activities of the club using procedures established by the college business manager. Approve Payment Request Forms before submission to the Auxiliary Services Accountant by student leaders.
5. Complete Travel Authorization Forms and Travel Recap documentation.
6. Attend required Club Advisor training sessions.
7. Work closely with Club members and the Department of Student Involvement staff in resolving any problems or miscommunications that may arise as the club conducts business.
8. Maintain an updated roster of Club members every semester with names and contact information for each.
9. Ensure a Club Semester Overview Report is submitted by Club members in a timely fashion.
10. Serve as a leadership role model and mentor to student members of the club or organization.

I, \_\_\_\_\_, accept the Club Advisor role and responsibilities listed above for the \_\_\_\_\_ Club, for the \_\_\_\_\_ academic year.

**Club Advisor Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### STUDENT CLUB OFFICERS

**President:** \_\_\_\_\_

**Officer(s):** \_\_\_\_\_



# North Idaho College

## EVENT RELEASE AND ACKNOWLEDGMENT

I, the undersigned, have volunteered to participate in a Student Development Program; an event (henceforth designated as “Event”) associated with North Idaho College (NIC). For and in consideration of participation in the Event and in recognition of my own personal benefit from the Event, I hereby agree as follows:

**Acknowledgement.** I acknowledge that I am in good health and have no physical conditions that affect my ability to participate in the Event and have not been advised otherwise by a medical practitioner. I expressly acknowledge that it is my responsibility to ensure that I am covered by medical insurance, individually or as a part of an organization, and that NIC will not provide such coverage.

**Assumption of Risk.** I acknowledge and agree that my participation in the Event may expose me to hazards or risks that may result in; my illness, bodily injury, emotional injury, loss, death and/or damage to property. I understand and appreciate the nature of such hazards and risks and I, individually, and on behalf of any; community, estate, heirs, executors, administrators, assigns, insurer, and entity, assume all risks inherent in my participation in the Event.

**Liability Release.** I, individually and on behalf of any; community, estate, heirs, executors, administrators, assigns, insurer, and entity; release, waive, discharge, and acquit; NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all; liability, claim (including claims for attorneys’ fees), damage, loss, injury, expense, cause of action, dispute and cost that may arise from, result from or occur during my participation in the Event, including my coming and going from the Event, whether caused by the negligence of; NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

**Indemnity.** I agree to indemnify, defend and hold harmless; NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all; liability, claim, damage, loss, injury, expense, cause of action, dispute and cost (including payment of fees as incurred) that may arise from, result from or occur during my participation in the Event, whether made by me or on behalf of me to the extent permitted by law, and whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever. **Infancy.** The undersigned “Parent/Guardian” hereby acknowledge and consent to their minor child, (henceforth designated as “Participant”), participating in the Event. Additionally the Parent/Guardian hereby acknowledges and agrees to the following statements:

Parent/Guardian expressly authorizes Participant to participate in the Event and acknowledges that Participant is in good health and has no physical conditions that may affect Participant’s ability to participate in the Event and has not been advised otherwise by a medical practitioner. Parent/Guardian expressly acknowledges and covenants that Participant is covered by medical insurance.

Parent/Guardian acknowledges and agrees that Participant’s participation in the Event may expose Participant to hazards or risks that may result in Participant’s illness, bodily injury, emotional injury, loss, death and/or damage to property. Parent/Guardian understands and appreciates the nature of such hazards and risks and Parent/Guardian, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, assumes all risks inherent in Participant’s participation in the Event.

Parent/Guardian, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, releases, waives, discharges and acquits NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim (including claims for attorneys’ fees), damage, loss, injury, expense, cause of action, dispute and cost that may arise from, result from or occur during Participant’s participation in the Event, including Participant’s coming and going from the Event, whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

Parent/Guardian agrees to indemnify, defend and hold harmless NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim, damage, loss, injury, expense, cause of action, dispute and cost (including payment of fees as incurred) that may arise from, result from or occur during Participant's participation in the Event, whether made by Parent/Guardian or Participant or on behalf of Participant to the extent permitted by law, and whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

**Understand.** Parent/Guardian and Participant acknowledge and agree that they have read this agreement in its entirety, understand the terms herein and agree to be bound thereby.

**Severability.** If any provision of this agreement shall be found to be void, such determination shall not affect any other provision of this agreement.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PARENT/GUARDIAN: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PARTICIPANT: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

Club Website Request Form



Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred method of contact (circle): *phone* *email*

Club Narrative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Social media**

Please list any social media accounts you'd like listed on your club webpage:

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Discord: \_\_\_\_\_

Other: \_\_\_\_\_

**Adding Documents and Photos**

Please email photos and documentation (such as club constitution, flyers, waivers, etc.) in .pdf format to [asnic.clubs@nic.edu](mailto:asnic.clubs@nic.edu).

Please specify how you would like submitted items displayed (i.e. photo slideshow, imbedded photo/flyer, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX F: Club Semester Overview Report**

**Club: Semester Overview Report**

Please fill out this form at the end of every semester in which the club is active. The information you provide here will be used to gauge level of involvement and impact from your club on campus and in the community.

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred method of contact (*circle*):      *phone*      *email*

Number of planned club meetings: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Were any events hosted by the club? *yes*      *no*      If yes, how many attended?: \_\_\_\_\_

Was the club involved in outreach or student support projects during the semester?(examples here): *yes*      *no*

If yes, please include here: \_\_\_\_\_

---

Did the club travel for events or projects?      *yes*      *no*

If yes, please include below:

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX G: Travel Recap Form**



**AFTER TRAVEL RECAP**

Traveler: \_\_\_\_\_ ID# \_\_\_\_\_ Destination: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Mileage Per Diem for Vehicle Use**  
*Traveler must have a signed Vehicle Use Agreement on file*  
[To read Vehicle Use Guidelines - Click here](#)

**Personal Auto Miles:** \_\_\_\_\_ miles x 57.5¢ (start at NIC or lesser distance) = \$ \_\_\_\_\_ -  
**College Auto Miles:** \_\_\_\_\_ miles x 65¢ (only for use of a College vehicle) = \$ \_\_\_\_\_ -

Meal Per Diem	Idaho & Spokane	Out of State	
Breakfast	\$ 10 x _____ days	\$ 12 x _____ days	\$ _____ -
Lunch	\$ 15 x _____ days	\$ 17 x _____ days	\$ _____ -
Dinner	\$ 20 x _____ days	\$ 22 x _____ days	\$ _____ -
<b>Total Meals:</b>			\$ _____ -

**Airfare, Lodging, and Registration**  
 (Must attach receipts for Airfare not booked with Travel Leaders. Please include the PO# if applicable)

Airfare Description _____	Direct Bill/PCard? _____	Airfare Amount: _____
Hotel Description _____	Direct Bill/PCard? _____	Lodging Amount: _____
Registration Description _____	Direct Bill/PCard? _____	Registration Amount: _____

**Miscellaneous**  
 (Must attach receipts for any miscellaneous items listed below)

1. Parking/Shuttle _____	Direct Bill/PCard? _____	No	_____
2. _____	Direct Bill/PCard? _____		_____
3. _____	Direct Bill/PCard? _____		_____
4. _____	Direct Bill/PCard? _____		_____
<b>Miscellaneous Total</b>			\$ _____ -

**TOTAL TRIP EXPENSES**

<b>Notes for Accounts Payable</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Mileage	\$ _____ -
	Meals	\$ _____ -
	Airfare	\$ _____ -
	Lodging	\$ _____ -
	Registration	\$ _____ -
	Miscellaneous	\$ _____ -
	<b>TOTAL SPENT ON TRIP:</b>	\$ _____ -
	<i>Less prepaid by NIC or Direct Billed to NIC:</i>	\$ _____ -
	<i>Less PCard charges:</i>	\$ _____ -
	<i>Less Travel Advance to Traveler:</i>	\$ _____ -
<b>BALANCE DUE TO TRAVELER:</b>		\$ _____ -
<b>OR BALANCE DUE TO NIC FROM TRAVELER:</b>		\$ _____ -

Department Account Number: \_\_\_\_\_ - \_\_\_\_\_ - 8010

*I certify that this is a true and correct claim for necessary travel expenses incurred by me while performing authorized college business. No other payment or refund has been received by me.*

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX H: ASNIC/ICC Deposit Form**



ASNIC Club Deposit Form

This form requires full completion with appropriate signatures and supporting documentation. Please return completed form to the **ASNIC Accountant** in the Auxiliary Services Student Union Operations Office accompanied by the deposit. **Only the ASNIC Accountant may accept deposits.**

<b>Event Date(s)</b>	
<b>Date Submitted</b>	
<b>ASNIC Club Name</b>	
<b>ASNIC Club Account Number</b>	
<b>ASNIC Club Representative Name</b>	
<b>ASNIC Club Representative Signature</b>	
<b>Deposit Activity (i.e. Fundraising, Donations, Raffle, etc)</b>	

<b>Deposit Detail</b>	
<b>Currency</b>	<b>Amount (\$)</b>
Penny (\$.01)	
Nickel (\$.05)	
Dime (\$.10)	
Quarter (\$.25)	
½ Dollar (\$.50)	
Silver Dollar (\$1)	
One (\$1)	
Two (\$2)	
Five (\$5)	
Ten (\$10)	
Twenty (\$20)	
Fifty (\$50)	
One-Hundred (\$100)	
Number of Checks	
<b>Total Deposit</b>	

	<b>ASNIC Representative Use Only</b>	<b>ASNIC Accountant Use Only</b>
Date Received	/ /	/ /
Amount Received (\$)		
ASNIC Representative Signature		
Deposit Date		/ /
Colleague Journal Number		
Colleague Journal Date		/ /
Colleague Entry Date		/ /



**APPENDIX I: Reward or Prize Audit Tracking Form**

<input type="text"/> <b>ASNIC CLUB NAME</b>	<b>RECIPIENT INFORMATION</b>	<b>EVENT INFORMATION</b>
	<b>FIRST/LAST NAME</b> <input type="text"/>	<b>NAME OF EVENT</b> <input type="text"/>
	<b>STUDENT ID #</b> <input type="text"/>	<b>DATE OF EVENT</b> <input type="text"/>
	<b>EMAIL (OPTIONAL)</b> <input type="text"/>	<b>DECRPTION OF PRIZE</b> <input type="text"/>

## **APPENDIX J: FAST Board Guidelines**

### **ASNIC Student Government**

#### **Funding Approval Student Task Force (FAST) Club Guidelines for ASNIC Student Government Grants**

##### **Section 1: Introduction**

The ASNIC Student Government allocates funds on an annual basis for clubs to financially support leadership development opportunities including but not limited to conference registration, educational opportunities, hosting guest speakers, club retreats, and team building activities. Funds can also be request to help support club activities that fulfill their mission including events on campus, volunteer projects, supplies, and materials. Funds are allocated for this purpose annually dependent on overall budget availability.

The Funding Approval Student Taskforce (FAST) is the mechanism through which these funds are awarded to clubs through an application and review process.

FAST is comprised of at least five students attending North Idaho College. The Vice President of the ASNIC Student Government serves as the chair of FAST. Two additional Student Government members serve on FAST and are appointed through a committee assignment. The last two positions are selected from Intra Club Council (ICC) through an application process. The ICC approves FAST representatives at the September ICC Meeting and as needed for vacancies throughout the year.

All FAST representatives will abstain from voting in matters that impact clubs in which they are members.

Any Intra Club Council approved club in good standing is eligible to apply for funds based on the guidelines provided herein this document.

##### **Section 2: How to Request Grant Funds**

Funding requests will be reviewed by FAST on a monthly basis during the fall and spring academic semesters. The ASNIC Student Government may serve in the place of the FAST group if a request is made early in the fall semester prior to the development of FAST. The process to apply for funding through FAST are as follows.

1. The FAST Grant Application found on the ASNIC Clubs page on Cardinal Life must be submitted to request funds.
2. Requests must be submitted by the first Tuesday of the month by five (5:00 P.M.).
3. The application must include a detailed budget and narrative to accompany the request
4. The club advisor must review and approve the club funding request as part of completing the application.

5. Any FAST Grant Applications received after this deadline will be reviewed at the following month's meeting.

ASNIC Student Government funding to clubs is not available for use in summer months except in special circumstances and with prior review of the ASNIC Student Government and written permission of the Director of Student Engagement and SUB Operations. Appeals to this special exception process may be brought to the Vice President of Student Services.

### **Section 3: Criteria and Guidelines for Grant Funding Projects**

The following section outlines the rubric that is used to review applications to FAST.

FAST will use a grant application grading rubric that has been developed to ensure requests are in line with the purpose of FAST as well as NIC Mission, Vision, and Values. FAST members are required to complete the FAST Grant Application Rubric for each application. Digital copies of this rubric will be kept by staff in the Office of Student Life and Leadership.

Allocation decisions are made according to the following criteria:

1. Club financial management and responsibility (past and present).
2. Club organizational responsibility.
3. Clarity of proposed budget.
4. Cardinal Life participation and active campus involvement.
5. How funding the proposal will benefit the whole campus.
6. How funding the proposal will benefit students in the club.
7. How funding the proposal fulfills the club's Mission.
8. The funding proposal supports NIC's Mission, Vision, and Values.

Funding will be distributed under the following categories:

1. Newly formed clubs.
2. Amounts less than or equal to \$2,500.
3. Amounts greater than \$2,500.

Fund requests in excess of \$2,500 must be reviewed and approved by both FAST and the ASNIC Student Government.

### **Section 4: Review and Approval Process**

The following section outlines the process, dates, and review process for applications after submission.

1. FAST reviews the application. Any outstanding questions will be sent to the applicant and the club advisor no less than five days before the FAST meeting.
2. FAST meetings are held on the third Tuesday of every month. Clubs may formally present their application and answer additional questions. Attendance at meeting is not required but strongly encouraged.

After all presentations have been completed, FAST will meet and discuss the funding requests. They shall, at that time, determine which applications were successful.

A club can receive up to 15% of the total FAST Budget in a given fiscal year. Clubs can appeal to ASNIC Student Government if they wish to receive more funding after reaching the 15% threshold.

If a request is denied, the club may appeal to the ASNIC Student Government through written request to the Vice President of ASNIC Student Government.

### **Section 5: Distribution of Grant Funding**

The following section outlines how funds are distributed including how funding can be used and the auditing process for the grant.

Once approved for a grant, clubs will have access to spend funding. FAST Grants are not intended to be transferred into a club account. There is not an increase to a club's account balance after receiving a grant. All expenses will be applied directly to the FAST account and must be approved prior to spending.

To use grant funding, clubs must complete a Payment Request/Purchase Order to initiate spending. Clubs have the opportunity to use the ASNIC Credit Card for online purchases. To do this, clubs can set up an appointment with the Coordinator for Student Life and Leadership.

Audits may happen as soon as one month after FAST requests have been approved. Reviews are conducted by the Coordinator for Student Life and Leadership and the Auxiliary Services accountant.

1. Student Life and Leadership staff will work in conjunction with the Auxiliary Services Accountant to identify clubs that have not spent their full FAST Grant Award.
2. In the case that the event related to the FAST Grant has ended, staff will work with club to ensure proper close out of the award. Any unspent funding from an award is eligible to be awarded to other clubs.
3. If the club chooses to cancel their event or purchase, all unspent funding is eligible to be awarded to other clubs.
4. If the club wishes to allocate money in a different way than what was approved, club leadership must submit a new request through the FAST Grant Application on Cardinal Life. These applications will be reviewed at monthly FAST Meetings.

Organizations that have failed to manage their money effectively are subject to the following:

1. FAST reserves the right to deny a club access to grant funding based on concerns related to properly managing grant funding until a review can be conducted by staff.
2. FAST reserves the right to levy the following penalties that may include, but are not limited to the following:
  - a. Loss of grant funds that have been allocated.
  - b. Loss of ability to apply for funding for a period up to one year.
  - c. Request outstanding debts related to improper management of funds be collected from an outside agency.
  - d. Referral of the case to the Director of Student Engagement and SUB Operations for review.
  - e. Clubs may be required to meeting with FAST to provide additional details or documentations related to grant awards.

### **Section 6: Spending Guidelines**

The following section provides spending guidelines associated with grant funding through the ASNIC Student Government. These funds

1. **Can fund** events that are open to the entire student body. An all campus event must welcome all student and be publicized through a college outlet (e.g. posting flyers in highly trafficked campus areas and on Cardinal Life).
2. **Can fund** resources such as books, magazines, and videotapes only if they are available for use by the entire North Idaho College community. Such resources must be held in the Molstead Library if the library wishes, if not they must be available upon request.
3. **Can fund** up to ninety percent (90%) of total hotel costs
4. **Can fund** up to ninety percent (90%) of national and individual memberships that have direct benefits to the College.
5. **Can fund** conference registration expenses for each individual for up to ninety percent (90%) of total costs not to exceed three hundred dollars (\$300) per person.
6. **Can fund** up to ninety percent (90%) of transportation to and from conferences (excluding NIC vans which can be funded in full).
7. **Can fund** the use of ground transportation for events that are open to the entire North Idaho College campus.
8. **Can fund** all mileage reimbursement expenses when the proper form is filled out and with prior approval.
9. **Can fund** up to ninety percent (90%) of transportation of Uber, Lyft, taxis, and other transportation at conferences.
10. **Can fund** the entire cost of a trip or conference (including transportation, lodging, and conference registration fees) for a full-time faculty or staff member advisor if attendance is required to travel.
11. **Cannot fund** tips for transportation.
12. **Cannot reimburse** clubs for purchases made in excess of their approved budget.
13. **Cannot reimburse** clubs for funds spent prior to FAST review and approval.

14. **Cannot fund** any purchase of food for groups traveling off campus. This does not apply to meals that are included with conference fees.
15. **Cannot fund** any purchase of alcohol or tobacco.
16. **Cannot fund** direct monetary donations to any charitable organizations.
17. **Cannot fund** direct donations to scholarships
18. **Cannot fund** hotel costs or conference housing expenses of persons other than authorized NIC students, faculty, or staff.
19. **Cannot fund** or reimburse any purchases or expenses incurred between the spring semester spending deadline and the following fall semester first day of class.
20. **Cannot fund** insurance for individuals.

### **Section 7: Reporting**

Any club that receives funding is required to return receipts to the Coordinator for Campus Life and Leadership within one week of spending (and prior to the end of the semester). If an expense was not preauthorized using a Purchase Order, there is no guarantee that the funds will be reimbursed. In this case, a Payment Request form must accompany the receipt in order for staff to review if the expense will be reimbursed. All forms must be signed by an executive member of the club and the advisor before turning into Student Life and Leadership staff.

Any club that uses the ASNIC Credit card must a signed Purchase Order prior to the expenditure. This form needs signatures from an executive member of the club and the advisor before turning into Student Life and Leadership staff. No purchased may be made without prior approval.

The club is required to complete the FAST Reporting Form on Cardinal Life once FAST Grant spending is complete. The FAST Reporting Form responses must detail the outcomes and impact that the funding has had on the campus and for club participants.

Clubs that do not complete this form may lose access to applying for grant funding for the remainder of the fiscal year.

### **Section 8: Transparency**

Robert's Rule's of Order will be applied in all formal FAST meetings in which grant funding decisions are made, minutes will be maintained, and minutes will be made public.

All meetings in which FAST proposals are presented by club members will be open to other clubs, NIC staff, and students.

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## **FAST Member Composition**

### **HOW TO SERVE AS A MEMBER ON FAST**

#### **ICC Representatives serving on FAST**

The ICC Chair will facilitate application and selection process of FAST members at the ICC meeting in September and throughout the year based on vacancies. Interested students must apply on Cardinal Life by the first Tuesday in September. The ICC will confirm up to four committee selections at the first meeting in October.

#### **ASNIC Student Government Officers serving on FAST**

Two ASNIC Student Government Officers will serve on FAST and be appointed by nomination of the ASNIC Student Government.

#### **Conflict of Interest**

All FAST members must abstain from voting in matters that impact clubs in which they are members

#### **Expectations**

- Students selected will serve from September to May
- Attend and participate in all prep meetings before FAST meetings (8 meetings)
- Attend and participate in all ICC Meetings (9 meetings)
- Understand all ASNIC Club Policies and Procedures
- Maintain knowledge of campus activities and events
- Hear and review all ICC requests in an impartial manner, engage in funding conversations, and determine funding requests by all ICC clubs
- Remain impartial and judge requests based on criteria outlined by ICC and the merit of the request
- Respond to group correspondents and be available for additional meetings as necessary
- Treat all members of the campus community in a professional and courteous manner

#### **Benefits of being a FAST Representative**

- Improve leadership skills
- Develop group dynamic, communication, and public speaking skills
- Network with faculty, students, and administration
- Enhanced resume experience
- Tuition waiver of \$500 per semester awarded at the end of each semester (dependent of availability of funds/not available to Student Government members)

#### **Requirements to apply**

- Enrolled in fall semester with plans to continue enrollment at NIC in the spring
- Past or current club participation
- Must meet Student Academic Standards with a minimum 2.5 GPA as outlined in the ASNIC Constitution.

**ASNIC Student Government Grants for Clubs  
FAST Funding Request Review Rubric**

The funding proposal indicates enhancement of the student experience across campus.				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
The funding proposal will directly benefit members of this club.				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
The funding proposal fulfills the club's mission.				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
The funding proposal supports NIC's Mission, Vision, and Values.				
<b>Student Success</b>				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>Educational Excellence</b>				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>Stewardship</b>				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>Community Engagement</b>				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>Diversity</b>				
Strong Agree	Agree	Neutral	Disagree	Strongly Disagree
Cardinal Life Participation and Campus Involvement (Describe level):				
Comments:				
<b>Overall Ranking:</b> _____  <b>4 – Outstanding</b> <b>3 – Good</b> <b>2– Adequate</b> <b>1 – Unsatisfactory</b>			<input type="checkbox"/> Approved <input type="checkbox"/> Amended & Approved Amount Requested: \$ _____ Amount Awarded: \$ _____ <input type="checkbox"/> Denied <input type="checkbox"/> Tabled	



**APPENDIX K: Club Sponsored Large Event Form**



**Club Sponsored Large Event Form**

Club Name (event sponsor): \_\_\_\_\_

Any additional event sponsors: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Is this event recurring? If so, please list additional dates and times: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please submit any event flyers along with this form.*

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ Desired Location: \_\_\_\_\_

Will this event require catering? (circle):                      *Yes*    *No*

I, the undersigned, hereby acknowledge the sponsorship of the above listed event.

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Acting Club Officer: \_\_\_\_\_

**APPENDIX L: Club Roster Template**

[Club] Member List								
First Name	Last Name	Position	Phone	Email Address	Date	Attendance (circle one)	If Event, list here	Present
		On-Campus Advisor				Meeting    Event		Yes___ No___
		President						
		Other Executive Position						

# ASNIC Purchase Order / Payment Request Form

## Section A: Request and Distribution Type (Check All Applicable)

	<b>Purchase Order Request</b>		<b>Payment Request (Check)</b>		<b>Payment Request (PCard)</b>
	<b>Mail Check</b>				<b>Deliver to ASNIC Office</b>

## Section B: Request Information

<b>Date Submitted:</b>		<b>Amount (\$):</b>	
<b>Vendor (Payee Name) / if Student, include NIC ID#:</b>			
<b>Mailing Address (if new):</b>			
<b>ASNIC Account / Club Name:</b>			
<b>ASNIC Account / Club Number:</b>			
<b>ASNIC Board / Club Representative Name, Email (Print):</b>			
<b>Purchase Order / Payment Request Purpose:</b>			

## Section C: Supporting Documentation (Check Applicable) (Attach Copies Of All Supporting Documentation)

	<b>Invoice / Receipt / Quote</b>		<b>W-9 Form</b>		<b>Contract</b>
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## Section D: Required Signatures

<b>Club Officer</b> All Club Purchases			
	Club Officer Signature	Title	Date
<b>Club Advisor</b> All Club Purchases			
	Club Advisor Signature		Date
<b>ASNIC Board President or ASNIC Board Designee</b> All ASNIC Board Purchases			
	ASNIC Board President or ASNIC Board Designee Signature		Date
<b>ASNIC Student Events Board</b> All Student Events Board Purchases			
	ASNIC Student Events Board Signature		Date
<b>Clubs and ASNIC Student Events Board</b> Purchases ≤ \$500.00			
	Matt Huyler - Coordinator for Student Involvement Edminster Student Union Building 233		Date
<b>Student Involvement</b> ASNIC Board All Purchases Clubs and Student Events Board ≥ \$500.00			
	Dodi Stilkey - Director of Student Involvement and Student Union Operations Edminster Student Union Building 113		Date
<b>Student Services</b> All Purchases ≥ \$1,000.00			
	Graydon Stanley - Vice President for Student Services Edminster Student Union Building 200A		Date
<b>Office of Finance and Business</b> All Purchases ≥ \$5,000.00			
	Chris Martin - Vice President for Finance and Business Affairs Lee Kildow Hall 114		Date

## ASNIC Accountant Use Only

Received Date		Colleague Entry Date		Purchase Order Date	
Payment Schedule Date		Colleague Voucher Number		Colleague Requisition Number	