



Council of the Clubs FALL 2020



Purpose of Student Government

- **Representative body for undergraduate students**
- **Advocate for student need and change**
- **Govern and assist student clubs and organizations**
- **Sponsor events and contribute to student life**



2020-2021 Executive Board

President: Kevin Long (kevin.long@wilkes.edu)

Vice President: Brooke Mazzotta (brooke.mazzotta@wilkes.edu)

Recording Secretary: Lauren Harner (lauren.harner@wilkes.edu)

Executive Treasurer: Ben Wojciechowski (benjam.wojciechowski@wilkes.edu)

Corresponding Secretary: Nataliya Scarantino (nataliya.scarantino@wilkes.edu)

Parliamentarian: Bobby Wagner (robert.wagner1@wilkes.edu)

Sergeant-at-Arms: Nathan Pitcher (nathan.pitcher@wilkes.edu)



Student Government Website

www.wilkes.edu/studentgovernment

- Lists all **contact information** for every SG member and official social media
- Contains links to club **constitutions** and **guides** to starting new clubs
- Hosts **forms** for submitting club requests, club reports, and more
- Houses information on class and Mega Council **elections**
- Provides links to reserve **SG Traverses**

So, you were born with a gavel in your hand and have Robert's Rules of Order memorized?! If you want to have your finger on

Government is right up your alley!

Student

Government is the mother of all clubs on campus and serves as a sounding board for students' concerns. SG formulates the student-activities budgets and approves fund requests for all clubs. It also is responsible for the coordination of some of the largest events on campus and within the community.



Student Government

Leaders

Clubs

Forms

Elections

Student Government

Vehicle Reservations

What's Happening

Contact Us

Alana Guerrero
Student Body
President

Bryanna Polascik
Commuter Council
President

DeAndre DePass
Programming Board
President

Ivy Kusi
Residence Hall
Council President

Brianna Rowland
Multicultural Student
Coalition President



SG Social Media



Wilkes University Student Government



@WilkesSG



@wilkesSG



SG Club Requirements

All clubs must:

1. Attend Council of the Clubs
 - a. Both semesters
2. Perform community service and log it
 - a. No minimum or maximum amount
3. Give 1 club report per year
 - a. Form available on SG website
4. Serve club mission statement
 - a. AKA do not be exclusive



Presence & The Colonel Guide



- Presence allows clubs to track student attendance and engagement at events
- Presence generates events to post on **The Colonel Guide** app
- This can be used by **any** campus club or organization



Benefits of Presence

- Record Attendance
- Promote Your Events
- Streamline Club Forms and communication
- Manage and simplify Organizational Processes
- Keep your rosters up to date
- Transition your organizations more effectively
- Track student involvement
- Access to awesome data analytics
- Club day visibility



Presence Example

Demographics

Class

Major

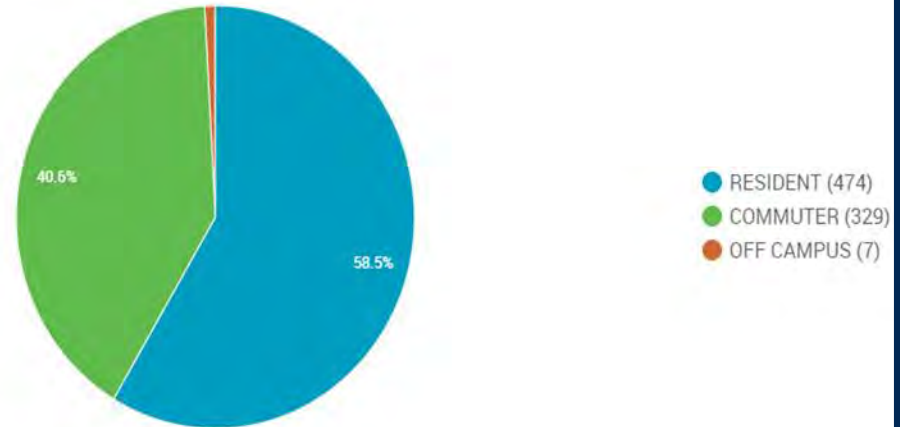
Ethnicity

Birth Date

Gender

Residency

Citizenship





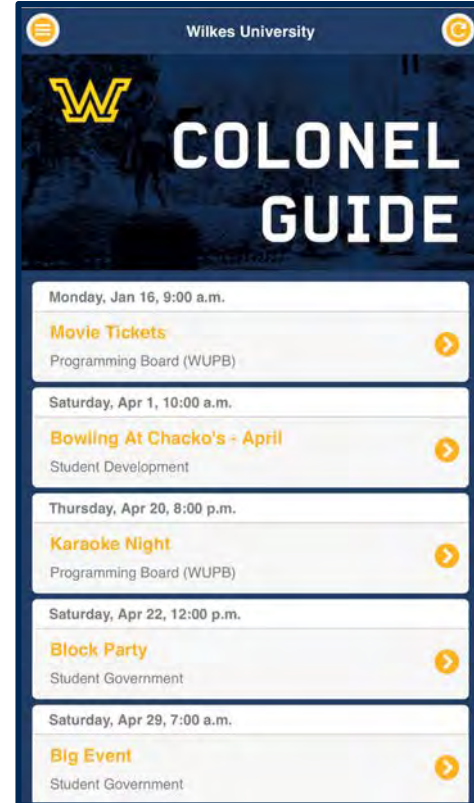
Tracking Virtual Engagement

- Presence is excited to announce their new Zoom integrations to help clubs track virtual engagement.
- They have made it simple for students to find and join virtual events. After the event, they will automatically check-in attendees to these events that you as clubs have created in Presence.
- This process will be rolled out in a few weeks and SG will send an email to everyone when this feature is available!



Downloading the Colonel Guide

- Once events are uploaded to Presence (wilkes.presence.io), they are transferred to the Colonel Guide app
- Events are shown 1 month in advance and can be added to Google Calendar





**Everyone take a
moment and download
the Colonel Guide!**



Virtual Club Day

- Club Day will be on Friday, September 18th from 2:00-5:00 PM
- All clubs will have the opportunity to share their club information and offerings through live Zoom sessions and Presence
- Please put together a 5 minute presentation for Club Day and send it to Student Government by September 16th. This presentation will be shared during your assigned Zoom sessions.
 - Club Name
 - Mission
 - Photos/videos
 - Why someone should join
 - Fun facts
 - Contact information



Virtual Club Day Continued

- In order to participate in club day, you will need to sign up. The form will be available early next week via Wilkes Today & Social Media.
- All clubs will have the opportunity to present via zoom and the sessions will be in 30 minute segments. The sessions will be guided so you will know when you are presenting. We will divide the clubs up by interest and you will receive the schedule once everyone signs up for club day. We ask that you have all your members participate.
- At the end of each session, there will be time for Q&A.

***If you have any questions about Club Day and your involvement, please email Megan Pitts (megan.pitts@wilkes.edu).**



Virtual Club Day & Presence

- This year we will be using Presence for Club Day
- Any club that filled out the updated club information form should have received a notice from Presence about your club transitioning. If you did not receive an email, please reach out to Megan Pitts (Megan.Pitts@wilkes.edu) so we can update your **organizational administrator** or provide you instructions on how to sign up for Presence. Once that is updated, you will receive instructions on how to update your club page.
- In order to participate in club day, you will need to transition by next Thursday at the latest.
 - Add club photos
 - Add a YouTube Video
 - Create a letter from the President
 - Meeting time (virtual meeting links)
 - Contact information & Rosters

wilkes.presence.io





Virtual Club Day Continued

Organization Registration

Basic Information

Organization Name *

About *



Categories

Meeting Time

Meeting Location

Contact Information

Contact Name

Contact Email

Cover Image *

UPLOAD SEARCH

Choose image

Letter from the Club President



About the Club

Video Prompts:

- Explain the purpose of your club
- Introduce your club leadership
- Share about your past events

Video Guidelines:

Your video should be less than 2 minutes in length, should not have any copyrighted music/ images, or contain inappropriate language/ images/ sounds.

All videos will be reviewed for content!

Video Instructions:

1. CLICK play button for the "Video" section below
2. PASTE the link to the YouTube video
3. SELECT "okay"
4. ADJUST video size: [We recommend 514x382](#)

Club Photo Gallery

Upload Club photos:

- Find a few fun photos of your Club and share them!

Photo Guidelines:

All photos will be reviewed for content!

Instructions:

1. DOWNLOAD the image of your Club onto your computer
2. CLICK the "Choose Image" button below
3. SELECT the image you want to upload from your computer

UPLOAD SEARCH

Choose image

UPLOAD SEARCH

Choose image

UPLOAD SEARCH

Choose image



Club Hub

- **Hours:** 9 AM - 7:00 PM, Monday - Friday
 - Accessible on weekends by asking a member of the SG Executive Board
 - Next to SG office in back of SUB

- Offers clubs access to items such as:
 - Poster materials
 - Color printer
 - Lawn games & program materials
 - Paint/chalk
 - Craft materials
 - And more!

- Staffed by a work-study student to help clubs with anything and everything!



Latex Policy

Examples

- Non-mylar balloons, gloves, condoms

Best Practices

- Don't use latex balloons for club events
- Check boxes of gloves for "latex-free" or "nitrile"
- If you see latex products on campus, alert Health Services through (570) 408-4730



Travel Policy

- **All student/club travel is currently restricted for the semester**
 - **Exceptions include academic requirement for graduation**
 - <https://wilkes.edu/about-wilkes/offices-and-administration/office-of-risk-management-and-compliance/student-domestic-travel-policy.aspx>
- **Club social outings and non-credit-bearing conferences are not considered essential and will not be permitted during while the COVID policy is in place.**



SG Traverses for event use ONLY

- 4 Traverses, available to all clubs
 - Located in the University Parking Garage on Main Street
 - Keys are to be picked up and returned to Public Safety
 - Gas is covered by SG
- Requests can be made through the Office of Student Development, sgvans@wilkes.edu.
- Drivers must be recertified EACH YEAR through forms at the Information Desk





SG Traverses (COVID Restrictions)

- COVID Capacity stands at one person per row (=3)
 - Masks must be worn at all times when more than one person is present
 - No food or drink permitted in vehicles
 - Driver is responsible for disinfecting the vehicle's interior surfaces (provided with keys)

***Use of vehicle will only be considered with proof of approval to travel**





Athletic and Public Safety Vans (with COVID Restrictions)

- Reservations made through Public Safety
- Require separate training and must be 21-years old
- COVID Capacity stands at one person per row (=4)
 - Masks must be worn at all times when more than one person is present
 - No food or drink permitted in vehicles
 - Driver is responsible for disinfecting the vehicle's interior surfaces (provided with keys)
 - Use of vehicle will only be considered with proof of approval to travel



Service Opportunities for Clubs

- All volunteers are required to follow the rules of the campus and community organization.
 - That means wearing masks, social distancing, and using hand sanitizer or washing hands.

- Transportation is not being provided unless groups are signed up well in advance. Transportation will also be socially distant.
 - If students wish to use the shuttle or a school bus, they should contact me to set up transportation. Students can transport themselves but are **discouraged** from carpooling.



Registering for Service Opportunity

- Registering for service for your club is very important for means of contact tracing should someone be exposed to the COVID virus. Clubs can use Google forms or VolunteerSignUp.org.
 - These sign-up sheets **MUST** be shared with the Civic Engagement Office.
 - The CE office also requires a reflection with 2 or 3 photos and a one to two paragraph explanation of the service provided that shares the group affiliation, the individuals who participated, the organization, and what it was like to volunteer for the org- what did you learn, how did you feel about it.
- Contact Megan Valkenburg (megan.boone@wilkes.edu) for information.



Immediate Service Needs

- The Food Dignity Project at Al Beech Food Pantry
 - 4 volunteers needed each weekend
 - Work Study positions available
- CEO Food Bank Packing
 - Dates can be pre-arranged for your group
- Centralia Clean Up - October 17th
 - Up to 20 volunteers
- Red Cross Blood Drives - September 15th
- St. Vincent DePaul Soup Kitchen
 - Bagged Lunches and Care Packages needed
 - Making masks or donating masks would be helpful
- [Colonels Care about the Community](#)



Fundraising

- All fundraisers must be submitted (www.wilkes.edu/fundraising) and approved by the Office of Student Development
 - Raffles & lotteries are not allowed as fundraisers
- All merchandise must be sold through an online store
 - U-Stores/Touchnet or outside company (Axelrad, etc.)
 - Merchandise should be shipped directly to customer or a distribution plan must be approved
 - There will be no in-person sales while the COVID restrictions are in place
- Any items featuring the Wilkes logo must be approved by Ashleigh Crispell (ashleigh.crispell@wilkes.edu) and the Marketing Department



SUB Table Reservations - Suspended for the semester

1

To reserve a table in the Student Union building, please visit the SUB Info Desk at least two weeks before desired date

2

You can also send a calendar invite to the rmrothconcourse@wilkes.edu to reserve a table

3

You must have a reserved table to use a table -- No "drop by" table sitting will be permitted



Club Meetings

- Any in-person club meetings must be limited to 25 people or less, regardless of the room's capacity.
- Virtual meetings are ALWAYS encouraged.



Club Sponsored Events (with COVID Restrictions)

- All events must be approved by the COVID Taskforce and Student Affairs
 - All clubs will be required to fill out an event form prior to hosting your events.
 - Event form must be submitted for approval
 - Approval may take up to one week.

- Event form can be found at wilkes.edu/studentdev or at wilkes.edu/eventrequest



SUB Room Reservations

To ensure room availability, contact the SUB Info Desk several weeks before desired your reservation date. Plan ahead -- these rooms are now being used as classrooms, so there is very limited availability.

The following rooms can be reserved: Ballroom, Miller Room, or the Lounge

- To reserve a room, send a calendar invite to the room for the desired date and time, or email studentdev@wilkes.edu. (More info on the Student Activities page on www.wilkes.edu)



Other Room Reservations

- **Savitz Lounge**
 - Dr. Georgia Costalas: georgia.costalas@wilkes.edu
- **Dorothy Dickson Darte Center**
 - Tom Rupp: tom.rupp@wilkes.edu
- **Rooms on Campus (Breiseth, Stark, etc.)**
 - Ellen Lohr: ellen.lohr@wilkes.edu
- **Outdoors**
 - Kenneth Hanadel: kenneth.hanadel@wilkes.edu
- **Athletic Facilities**
 - Phil Wingert: philip.wingert@wilkes.edu
 - Spaces are being used for Recreation Times
 - Limited to 25 people or less



Displaying Fliers

- All fliers must be approved through Student Development before being displayed on campus
 - Melissa Howells (melissa.howells@wilkes.edu)
 - Megan Pitts (megan.pitts@wilkes.edu)
- The flier must indicate the sponsoring organization and contact information
- All fliers must be hung with blue or masking tape on painted walls or push pins on bulletin boards (available in the Club Hub)



COVID Reminders

- Student travel is banned unless it is for academic requirements. All travel requests must be submitted and approved.
- Clubs are not allowed to reserve tables in the SUB this semester.
- Club hours will be held on Friday's from 2:00-5:00 PM.
- Fundraisers can only be held online for the semester through an online store.
- Events outside are limited to 60 people or less and must be approved by the Office of Student Development.
- Indoor event space is available, however, it is limited. Indoor events are limited to 25 people or less. There is no food allowed in the Ballroom & Miller room. Room reservations can be made submitted to the Office of Student Development.
- If you are hosting an event in the SUB lounge or on the Greenway and want to have food; it has to be catered by Aramark.



**What questions do
you have?**



Treasurer Summit FALL 2020



Goals of Treasury Summit

- Introduce those involved in the funding and allocation process.
- Learn what an SG recognized club consist of and the benefits that come with it.
- Learn how the allocation process works.
- Know what your options are when purchasing things for your club or events you may hold.
- Be informed on how the Cash Receipt and Check Request forms work.



People Involved in Funding Process

Executive Treasurer of Student Government:

Ben Wojciechowski

Email: benjam.wojciechowski@wilkes.edu

Responsibilities:

- Controls all fund movement in SG and initiates allocation of funds.
- Main point of contact between finance dept and SG clubs.

Associate Dean of Student Affairs:

Philip Ruthkosky

Email: philip.ruthkosky@wilkes.edu

Responsibilities:

- Accepts allocation request from executive treasurer and approves finance office to complete transfer of funds
- Oversees all allocations Student Government and associate organizations make.



SG Recognized Club vs Non-Recognized Club

SG Recognized Club

- Receives \$300 from SG into club account if Council of Clubs attended and follows SG Guidelines for a club.
- Can bring fund requests to SG.
- Receives access to Club Hub and its materials.
- Granted a club account number and access to use it
 - **NOTE: There are new fund numbers for each club this year!**

Non-Recognized Club

- No Student Government funding
- Can bring fund request to SG



SG Funding

- Clubs may request money from Student Government at any point throughout the academic year
- Requests are made by submitting a request form through www.wilkes.edu/studentgovernment > **Forms > Club Fund Request Form**
 - This form **MUST** be submitted **no later than the Friday before the meeting you want to attend**
 - SG meetings occur every Wednesday night at 6 PM
- Guides to presenting (what to include, what points to hit, etc.) can also be found under “Forms” on the SG website



Allocation Process

1. Club presents fund request to SG board on Wednesday night in 2 week process.
2. If request is granted by general board by majority vote then Executive Treasurer sends granted request to Dean Phil with account numbers to transfer funds and info on request.
3. Executive treasurer will be in contact with club for info and location of transfer if not directly into club account (Department Transfer)
4. Dean Phil will approve request once again and grant Finance Office to transfer funds into account.



Purchasing and Refund Options

Purchase Options:

- University Issued Purchasing Card (P-Card):
 - Can be used like credit card to make large purchases.
 - Can be granted by Department.
- Check Request: (To be covered on next page in detail)

Refund Options:

- Petty Cash: For \$25 or less, Can be picked up at info desk and returned for refund.
- Check Request: (Same As above)



Check Request and Cash Receipt

Check Request:

- **Can be used for refunds on purchases.**
- For **Purchases**, get an invoice and have vendor set up account with accounts payable (AP) office in finance building.
- For **refunds** fill out form at info desk, include the receipt/proof of purchase and drop off at accounts payable office.
- Accounts payable office is located at **Miller Hall, 32 W. South Street, 3rd floor.**

Cash Receipt:

- Used for depositing checks and cash into your club account.
- Sheet breaks down different types of money. (Ex. Check, Cash, nickels, dimes etc..)
- Drop off form as well as your funds being deposited to the service desk at **Miller Hall, 32 W. South Street.**



Any Questions?

Questions? Contact benjam.wojciechowski@wilkes.edu