

ASNIC Student Government

Club Handbook

2023-2024

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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 personal and group development opportunities. Through clubs, students can experience leadership and community building firsthand. Recognized clubs can 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, assist in achieving their goals, and make a positive impact both on the NIC campus and in the community.

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

The ASNIC Club Handbook will be reviewed by the Vice President of ASNIC and the Intra-Club Council annually to ensure a consistent approach that aligns with NIC's code 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 / Organizations 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 is available to help students interested in being involved with Clubs at North Idaho College. The ASNIC Vice President and ASNIC Advisors can be helpful resources and support individuals interested in starting a club.

Please contact us for any questions not resolved in this handbook and any other concerns.

ASNIC Vice President &  
Marketing Coordinator  
[ASNIC.SG@nic.edu](mailto:ASNIC.SG@nic.edu)

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Coordinator of Student  
Involvement  
(208) 769-7841  
[Matthew.Huylar@nic.edu](mailto:Matthew.Huylar@nic.edu)

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

NIC Dining Services  
Sodexo Manager  
[Rcfawcett2@nic.edu](mailto:Rcfawcett2@nic.edu)

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. The Vice President of ASNIC will serve as the chair.

ICC typically meets on the first Thursday of every month during the academic school year. A representative from each club must be present at every meeting to remain active and have access to their club budget for club activities. Clubs may be excused with prior notice given to the ASNIC Vice President or Student Involvement Coordinator.

ICC has limited governance over club affairs related to authorizing new clubs and assisting in the sustainability of active clubs. ICC meets every month to approve new clubs, share projects, club activities, and any adjustments to procedures set within this handbook. ICC meetings are also designed to engage in discussion about how to make the clubs' program better and to improve outreach.

ICC members are encouraged to suggest changes to the ASNIC Club Handbook or Club procedures. Once ICC approves revision recommendations, the draft copy will be submitted to the ASNIC Student Government and approved by a 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. Clubs are open to all currently enrolled NIC students and are free to join.

NIC students may apply to start a new Club anytime during the academic 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, two of which must hold an officer position (President, Vice President, Secretary, Treasure, etc.)
2. Fill out and gather the 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: <https://www.nic.edu/clubs/club-resources/>):

- Application to Start a Club (*See Appendix*)

- Advisor Agreement
- Club Constitution
- Club Roster (with at least five members, two of which hold an officer position)

*\*All Within New Club Application*

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 the 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
- Ability to reserve campus facilities at no cost\*\*  
\*\*unless additional direct costs are generated
- Apply for additional club funding support via the ASNIC SG FAST Grant Application process.
- Access the ASNIC Suite in Edminster Student Union Building (SUB) 233 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 (end-of-year ICC awards)

## **ORGANIZATIONS**

Organizations, like Clubs, are student-led and serve various student needs and interests. However, an organization is a chapter or branch of a larger, recognized group. These special interest groups include honor societies, political groups, and established professional societies such as medical or business management associations. Organizations serve as an excellent opportunity for student involvement, leadership and professional development, and community building.

Organizations may also have special requirements for members like minimum GPA, field of study, or fees associated with membership.

Organizations are held to the same standards and entitled to the same resources as Clubs, with some differences in funding options which will be explained in the finances section of this document.

## **CLUB RESOURCES**

- ASNIC Suite Work Space
  - SUB 233
- ASNIC Student Government Marketing and Social Media Coordinator
- NIC Communications and Marketing
- Auxiliary Services Accountant for Budget Information and Access
  - -Operations Office SUB 114

## **ASNIC CLUB RESPONSIBILITIES**

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

### **Membership**

- Each club must maintain a minimum of five currently enrolled students at North Idaho College. (Five members are required to apply to start a new club, two of which hold officer positions.)
- Employees of NIC are not allowed to be club members except with prior approval.
- Individuals from the community are **not** permitted to be members of a NIC club. This includes NIC alumni and transfer students who may be enrolled elsewhere.
- The club/organization must be open to all students who are eligible or qualified for the club/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 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 an additional community advisor if they offer expertise that is otherwise not accessible through campus.
- Clubs may have up to three advisors.

### **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.
- Official club meetings off-campus require 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 be excused with prior notice given to the ASNIC Vice President or Student Involvement Coordinator.
- 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 on file with the Department of Student Involvement, including officer designation (*See Appendix*)
- Website Update: Club officers and website descriptions must be updated with accurate information each semester (*See Appendix*)
- Club Annual Renew Form: Must be submitted to the Department of Student Involvement at the beginning of each academic year for clubs to have access to their budget (*See Appendix*)
- Club Semester Overview Report: The 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 ICC awards (*See Appendix*)
- 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 either your club advisor or 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, Student Code of Conduct, and the ASNIC Student Government's Code of Ethics found in the 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.
- 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, employee injuries, or reputation damage.

## **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 ASNIC Vice President or Coordinator of Student Involvement 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.
- The benefits of club membership are suspended.
- Inactive status lasts up to four semesters, after which 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.

- Engaging in activities outside the student code of conduct (including drinking alcohol, smoking, or doing illegal drugs)
- Fundraising without express permission from the Foundation Office and the Department of Student Involvement
- Spending club funds without prior authorization

### **Returning to Active Status**

For inactive clubs to become reinstated, they must update all required forms (club roster, advisor agreement, etc.) and submit them to the 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 the Department of Student Involvement administrators 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 two 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 Event Request Form found on the NIC Event Services Website. This form gathers information for a event request, risk management procedures, travel to events, fundraising events, and food service requests. **It is highly recommended to submit this form 14 days before any event, one month before a large event.** 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 and must be discussed and approved by the Club President and Club Advisor before an event occurs. Events must be club-driven and led by its members. Club events may not be driven by outside entities. Student members should plan the majority of any club event in collaboration with their advisor.

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

## 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*).

According to the NIC Purchasing Guidelines, outside food is not permitted as part of a scheduled meeting, event, or activity. 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 the 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 prohibited except in special circumstances with prior approval. Examples may include events with a limited audience, off-campus events, and events receiving donated food products from a local commercial vendor. Exceptions must have prior approval from the Department of Student Involvement and NIC Dining Services.

- We have a verbal agreement with NIC Dining Services stating that if a gathering has 10 or fewer attendees, you may supply your own food. However, approval is still needed by NIC Dining Services. Approval should be requested by emailing the Sodexo Manager.

## 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 before the event by the Office of Finance and Budget. The Vice President of Finance, and Business Affairs is the sole party able to sign or execute a contract on campus. **No other person, 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 possible.

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 on the environment and use materials and goods that are environmentally friendly and can be reused.

If clubs are interested in obtaining on-campus storage, they must work with the 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 accommodation or have questions about the physical access provided, please call Event Services at 208-696-2016 before 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 hosting club's responsibility 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. Every fundraising event proposed by a club must be submitted via the Student Club Fundraising Approval Form for review and pre-approval. **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.**

\*NIC Foundation and Development Department only need to get involved when working with third-party vendors.

## **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.

## **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.

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

## **CLUB TRAVEL**

Club Travel is considered any travel outside of Kootenai and Spokane Counties.

All Club travel must begin with a Travel Authorization Form (*See Appendix*), which will be 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 unavailable 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 cannot 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 by emailing the Department of Student Involvement Student Involvement staff in extenuating circumstances. Final approval of the submitted request is at the discretion of the Dean of Student Services.

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

### **Individual Financial Contribution**

If individual members contribute 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 **at least 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 the Coordinator of Student Involvement to complete travel authorization.
4. All travel participants must complete the Events Release Form to turn in to their advisor or 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 Suite (SUB 233)
- Sidewalk chalk
  - Also available in the ASNIC Suite
- 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 flyers and posters, and social media graphics must include the following:

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



For assistance with designing and creating posters, fill out the online Project Intake Form (<https://www.nic.edu/project-intake-form/>) 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 requests details such as desired size or paper. All copies are purchased using an individual Club's existing funds.

To post flyers and/or posters on NIC social media pages, send a copy to the ASNIC Student Government Marketing Coordinator at [ASNIC.SG@nic.edu](mailto:ASNIC.SG@nic.edu).

### **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.

Club members may also distribute posters and flyers on campus bulletin boards. 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**

The Department of Communications and Marketing controls social media accounts. 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 can 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 an official representation of North Idaho College and must follow NIC's Communication Guidelines and 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 need to support for 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 North Idaho College and the division, department, team, or student club/organization. Utilize standards that convey the department/division/organization in a positive manner that encourages engagement.
- Administrators of college-authorized social media channels are acting as representatives of North Idaho College. Administrators shall use grammar and language professionally and exercise discretion and respect for employees, students, associates, and community members.
- Administrators shall treat the college's social media channels as a form of the 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 consented 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 on 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 are 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, so 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 the 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 Suite 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 a Club or Organization collects must be deposited into their associated account within seven business days following the event.** All deposits (cash or otherwise) are made directly to the Auxiliary Services Accountant or Coordinator of Student Involvement. Appointments should be made to ensure availability. The Auxiliary Services Accountant and Coordinator of Student Involvement are the only people 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 as a 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 Suite or as a .pdf at <https://www.nic.edu/clubs/club-resources/>.

A purchase order is an authorization number given to the vendor that verifies that Clubs have the 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 an 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 the event
- Description of the 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 Coordinator.

**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 Coordinator 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 requested 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.

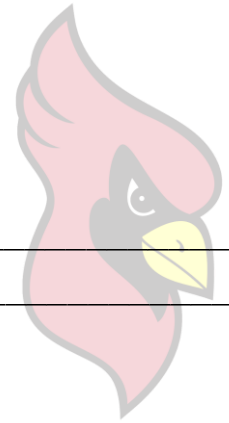
The club must be open to all current NIC students. Clubs are eligible to apply for up to 15% of the total FAST Budget for a given academic year.

The organization must be open to all students who are eligible or qualified for the organization. Because organizations are only open to those, who meet the set qualifications and not the entire student body, they are only eligible to apply for up to 5% of the total FAST Budget for a given academic year.

The ASNIC FAST board follows a set of guidelines outlined in a handbook found at <https://www.nic.edu/clubs/club-resources/>.

## **APPENDIX**

APPENDIX A: ASNIC Club Application



**ASNIC Club Application**

**Proposed Official Club Name:** \_\_\_\_\_

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

**Date submitted:** \_\_\_\_\_

**Is this a Club or Organization?** (circle one)    **Club**            **Organization**

A Club is open to all currently enrolled NIC students, while an Organization may have requirements for its members such as GPA, major, or membership to a larger organization.

**Club Advisor**

Advisor Name \_\_\_\_\_

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

**Club Roster**

Please list five (or more) currently enrolled NIC students. Include names and their NIC email on the attached roster template.

**Club Description** (please include all details to be added to the club website)

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

**Proposed Meeting Information**

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

**Please attach Advisor Agreement, Roster, Constitution, and/or By-laws to this form**

Electronic versions are available on the ASNIC Clubs Website: <https://www.nic.edu/clubs/club-resources/>

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*This section for office use only*

ICC Presentation and Vote Date \_\_\_\_\_ Vote Result \_\_\_\_\_

## APPENDIX B: Club Constitution Template

### (Club Name) Constitution

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

#### PREAMBLE

Associated Students of North Idaho College exists in order to provide students opportunities for learning outside the classroom; meet 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 membership meetings 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: \_\_\_\_\_.

\_\_\_\_\_.



**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.

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

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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.

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**ARTICLE VIII        Amendments**

Clause 1: State procedures for changing the Constitution.

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**ARTICLE VII        By-laws**

(By-laws define the articles of a constitution. This section should describe the process required to establish new by-laws or to revise established ones.)

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## **ASNIC Club Advisor Agreement**

### **Responsibilities of ASNIC Club Advisors**

Advisors to student organizations at NIC provide important assistance to student leaders. Advisors assist student groups to be effective in accomplishing organizational goals while helping enrich the personal and social development of students involved in student activities.

Each ASNIC Club must have an advisor who is a full-time employee of NIC. Student organizations may have co-advisors who are not NIC employees.

Advisors assist student clubs and organizations in the following ways:

1. Serve the club as a resource person to student leaders; knowledge of policies and procedures, benefits and opportunities that enhance the club's goals and objectives.
2. Assist students in the development and implementation of programs, activities, and/or events in order to achieve group goals and objectives.
3. Attend group meetings, scheduled events, and trips. Advisors are required to travel on club trips.
4. Assists students adhere to college and ASNIC policy and procedures. Review and become familiar with the material in the ASNIC Club Handbook published by ASNIC.
5. Assist the club in supervising the financial activities of the group using procedures established by the college business manager. Approve payment request forms submitted by student leaders when required.
6. Attend required club advisor training sessions.
7. Work closely with the Club members and Student Development staff in resolving problems that may arise with specific organizations, student leaders, and/or student-sponsored events.
8. Serve as a leadership role model and mentor to student members of the club or organization.

I, \_\_\_\_\_, accept the advisor responsibilities listed above for the  
\_\_\_\_\_ Club, for the \_\_\_\_\_ academic year.

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current Club President (Print)** \_\_\_\_\_

**Current Club President (Signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX D: Club Roster Template**

[Club] Member List				
Position	First Name	Last Name	Student ID #	NIC Email Address
<b>On-Campus Advisor</b>				
<b>President</b>				
<b>Other Executive Position</b>				
<b>Five Members total required</b>				



# 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: \_\_\_\_\_

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**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, embedded photo/flier, etc.): \_\_\_\_\_

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**APPENDIX G: Club Annual renewal Form**

**Club: Annual Renewal Form**

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

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

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

(If the club has a new advisor, a signed Advisor Agreement must also be submitted)

**Officers**

Officers President: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

Officer Position: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

Officer Position: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

Officer Position: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

(Please list any additional officers on backside of this form.)

Please update below any changes made to the club mission statement, member requirements, narrative, or other information you want prospective members to know about your club (to be added to your club's contact page): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return this completed form to  
The Department of Student Involvement, ASNIC Offices in the SUB, room 233  
or email to [Matthew.Huylar@nic.edu](mailto:Matthew.Huylar@nic.edu)

**APPENDIX H: 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 the level of involvement and impact of your club on campus and in the community.

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

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

Phone: \_\_\_\_\_ Preferred method of contact (circle):      Phone      Email

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

Did the club host any events?      Yes      No      If yes, how many attended? \_\_\_\_\_

Was the club involved in outreach or student support projects during the semester? (volunteer, workshops, conferences, tournaments, etc.):      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: \_\_\_\_\_

If more space is needed, please continue on the back side of this form.

Fall reports should be submitted by January 1<sup>st</sup> and spring reports should be submitted by April 15<sup>th</sup> to be eligible for that year's club awards.

Please return this completed form to

The Department of Student Involvement, ASNIC Offices in the SUB, room 233

or email to **Matthew.Huylar@nic.edu**



**APPENDIX I: Travel Authorization Form**



**North Idaho College**

**TRAVEL AUTHORIZATION**

Traveler: \_\_\_\_\_ ID# \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

**ESTIMATE OF COSTS**

Personal Auto Miles\* \_\_\_\_\_ miles x 62.5¢ (start at NIC or lesser distance) = \$ \_\_\_\_\_ -

College Auto Miles\* \_\_\_\_\_ miles x 65¢ (only for use of a College vehicle) = \$ \_\_\_\_\_ -

Rental Vehicle\* \_\_\_\_\_ include cost for rental and fuel = \_\_\_\_\_

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	\$ -

Total Meals \$ \_\_\_\_\_ -

**Additional Comments**

Airfare Amount \_\_\_\_\_

Lodging Amount \_\_\_\_\_

Registration Fee \_\_\_\_\_

Parking/Shuttle \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**TOTAL ESTIMATED COSTS** \$ \_\_\_\_\_ -

*\* If you are authorized to drive a vehicle on college business, you must read and acknowledge NIC's vehicle use guidelines. This includes all vehicles operated for college business, including personal vehicles and rental vehicles.*

To view the vehicle use guidelines, click [here](#) To view the travel guidelines, click [here](#)

**UPON COMPLETION OF TRAVEL, A REIMBURSEMENT CLAIM MUST BE SUBMITTED ALONG WITH ALL REQUIRED RECEIPTS.**

*\* By signing below, I have read and understand the travel and vehicle use guidelines. I also understand that costs I incur will not be reimbursed until the completion of travel with submission of original payment receipts.*

DATE SUBMITTED \_\_\_\_\_ SIGNED \_\_\_\_\_

DATE APPROVED \_\_\_\_\_ APPROVED BY \_\_\_\_\_

DATE APPROVED \_\_\_\_\_ APPROVED BY \_\_\_\_\_

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

APPENDIX J: 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 K: ASNIC/ICC Deposit Form**

**ASNIC Club Deposit Form**

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

<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, 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 L: 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 M: ASNIC Purchase Order/Payment Request Form**

<b>ASNIC Purchase Order / Payment Request Form</b>							
<b>Section A: Request and Distribution Type (Check All Applicable)</b>							
<b>Purchase Order Request</b>		<b>Payment Request (Check)</b>		<b>Payment Request (PCard)</b>			
<b>Mail Check</b>		<b>Interoffice Mail</b>		<b>Email Scan</b>		<b>Pick-Up</b>	
<b>Section B: Request Information</b>							
<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:</b>							
<b>Purchase Order / Payment Request Purpose:</b>							
<b>Section C: Supporting Documentation (Check Applicable) (Attach Copies Of All Supporting Documentation)</b>							
<b>Invoice / Receipt / Quote</b>		<b>W-9 Form</b>			<b>Contract</b>		
<b>Section D: Required Signatures</b>							
<b>Club Officer All Club Purchases</b>							
	Club Officer Signature			Title		Date	
<b>Club Advisor All Club Purchases</b>							
	Club Advisor Signature					Date	
<b>ASNIC Board President or ASNIC Board Designee All ASNIC Board Purchases</b>							
	ASNIC Board President or ASNIC Board Designee Signature					Date	
<b>ASNIC Student Events Board All Student Events Board Purchases</b>							
	ASNIC Student Events Board Signature					Date	
<b>Clubs and ASNIC Boards Purchases ≤ \$1,000.00</b>							
	Matt Huylar - ESU 230A					Date	
<b>Interim Dean of Students Director - Title IX, Student Conduct and Security \$7,500.00 Limit All Purchases &gt; \$1,000.00</b>							
	Alex Harris - ESU 200E					Date	
<b>Vice President for Finance and Business Affairs All Purchases ≥ \$7,500.00</b>							
	Sarah Garcia - LKH 114					Date	
<b>ASNIC Accountant Use Only</b>							
<b>Received Date</b>		<b>Colleague Entry Date</b>		<b>Purchase Order Date</b>			
<b>Payment Schedule Date</b>		<b>Colleague Voucher Number</b>		<b>Colleague Requisition Number</b>			