

UNIVERSITY *of* WASHINGTON | BOTHELL

University of Washington Bothell Club Council Handbook 2023–2024

Club Council
ARC 130 Involvement & Leadership Office (ILO)
Email: uwbclubs@uw.edu
www.uwb.edu/sea/clubs



Club Council Handbook

Introduction

The Club Handbook is designed to help student club officers, advisers, and members have a streamlined and successful student club experience at UW Bothell. This handbook will help registered student organizations (clubs) understand the numerous resources and benefits available to them, and allow them to become more familiar with UW Bothell procedures and policies surrounding clubs. This handbook is meant to guide club officers with, but is not limited to: how to register a club, plan events, find funding, and market your organization.

In addition, the Club Council and Student Engagement & Activities staff are available as resources to help students find their passion while still recognizing that students and clubs have primary authority and responsibility for their activities and administration.

Student Clubs & the University

The University of Washington Bothell recognizes that self-governing student organizations, or student clubs, can and will contribute to the educational, social, recreational, and personal development of its students.

The University further recognizes that students should be free to organize and participate in voluntary associations of their own choosing, subject to University policies. This ensures that such associations are neither discriminatory in their treatment of other members of the academic community nor operate in a manner which interferes with the rights of others. This includes hazing, which is any activity that:

- exposes personal values to compromise or ridicule
- abuse the trust an organization is striving to build between its members and prospective members
- humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful
- are illegal or violate University policy, activities which interfere with academic pursuits or normal life functions

The University does not sponsor or accept responsibility for these voluntary, self-governing student organizations that register with the University, however, student organizations may use certain University facilities and resources as available and consistent with University rules and regulations. This provides opportunities and access to campus resources, university facilities, and student fee funding. As a result, clubs (including their guests) must also be responsible stewards and are subject to certain other policies and procedures as outlined by the university.

Club officers and leaders should read and understand the [Services and Activities Fee Committee Bylaws](#), and the [UW Bothell Code of Student Conduct](#) prior to registering their club. The two aforementioned documents, along with this handbook, outline university policy that all registered student clubs must adhere to. Note that there may be other policies and procedures outlined by the University that clubs are subject to follow.



Club Council

Mission Statement: Club Council aims to create an environment that fully supports student-led clubs who build our community at the University of Washington Bothell.

Club Council is an organization within Student Engagement & Activities that is composed of dedicated student leaders who are committed to serving clubs at UWB. These student staff members provide the foundation needed for students to make their passions come to life!

Clubs established on campus benefit students academically and socially, as well as improve our community. Club Council supports clubs, empowers students, and maximizes student voice in decision-making.

Club Council handles recognition, training, funding for clubs, and provides constant support for club success. Club Council business meetings are held on a regular basis with Club Council members, one ASUWB officer, and the Assistant Director of Student Engagement & Activities or Student Engagement designee.

Club Council must adhere to any and all applicable law, regulation, policy, procedure or stipulation established by the State of Washington, the University of Washington system, the University of Washington Bothell, the Services and Activities Fee Committee at UW Bothell, and Student Engagement & Activities in all their activities. Club Council must understand, follow, and uphold the policies and procedures relevant to Club Council.

Club Council is responsible for the following:

- Club registration
- Officer orientation
- Event Training
- Involvement Fairs
- Engagement Platform training
- Club awards and other recognition opportunities
- Event planning support, including funding
- Advocacy for club resources and concerns
- Club policy/procedure creation and interpretation

Contact Club Council

Email: uwbclubs@uw.edu

Facebook: UW Bothell Club Council

Instagram: [uwbclubcouncil](https://www.instagram.com/uwbclubcouncil)

Discord: discord.gg/upartKAxj

Student Engagement & Activities: You Belong Here

Student Engagement & Activities (SEA) is a department in the Division of Student Affairs. Their mission is:

Students are the center of our work. Our programs are student driven and grounded in equity, inclusivity, and social justice. We construct environments where students co-create collective learning experiences with their peers, which cultivates their agency. We support students as they navigate co-curricular educational opportunities to clarify their identities, purpose, and sense of belonging on campus. Through their involvement, students will be prepared to engage in their communities and contribute to meaningful social change.



Student Engagement & Activities
Club Council

SEA professional staff work with Club Council and clubs to support the overall club program at UW Bothell.

SEA staff provides helpful resources for clubs such as marketing ideas, leadership training, and event planning. The staff assists students in the following ways:

- Provide formal and informal opportunities for students to develop leadership skills
- Act as consultants to help with your club's growth and development
- Guide you through the channels of the University structure and keep you within the bounds of University regulation.
- Help with group motivation, membership recruitment, and programming options
- Work with club officers on complex event support

There are numerous ways to learn more about Student Engagement & Activities.

Room: Activities and Recreation Center (ARC Level 1, 140)

Website: www.uwb.edu/sea

Facebook: UWB Student Engagement and Activities

Instagram: [uwb_sea](#)

Other Important Contact Information:

Student Engagement & Activities

uwbsea@uw.edu

Devin T. Phinazee, M.Ed.

Assistant Director of Student Engagement & Activities

Club Program Oversight & Club Council Advisor

dphinaz@uw.edu

Jerald Santos

Program Manager of Student Engagement & Activities

Club Council Supervisor

jsanto12@uw.edu

GatherUWB (Presence)

[GatherUWB](#) (formerly known as Presence) is a group management software that helps keep you connected to the members of the UW Bothell Community! GatherUWB helps you meet and interact with other students and serves as your major resource for involvement on campus.

What you can do with GatherUWB:

- Join a campus club, organization, or recreational programs
- Contact leaders of current clubs, organizations, and recreational programs
- Find out additional information about specific organizations on campus
- Manage group membership for your various involvements on campus and manage your personal calendar with your groups' events
- Learn about other events that are happening on campus

Clubs can:

- Create events on the campus calendar and see events posted by other groups on campus
- Manage your club or recreational program roster and membership online
- Share information and files with your clubs' members
- Build polls and surveys for your membership and the campus



- Create and fill out forms to manage your group
 - Request funding, manage calendars and event planning, maintain informational club pages, and store group information to help build your organizations and much more
- Non-UWB students do not have access to GatherUWB (Presence).

Additional [Club Resources](#)

The Club Experience

Joining a club is one of the easiest ways to become involved on campus, and can lead to other involvement, internship, or career opportunities. By participating in a club, students will:

- Have access to leadership training workshops and programs
- Gain organization and project management experience
- Develop their resume
- Build their network and make new friends
- Improve decision-making, public speaking, and event planning skills
- Connect to the UW Bothell community

By registering with Club Council, clubs have access to many more resources and opportunities than any unofficial organized group of students. For more details about those resources, please see the “Event and Marketing Resources for Clubs” section of this Handbook.

Starting or Renewing a Club

New clubs may register at any time prior to the last five weeks of Spring quarter. Existing clubs must re-register each academic year. In preparation for the next academic school year, existing clubs may begin to register their club in the last 5 weeks of Spring quarter.

As Club Council is not in session during summer quarter, at the end of each academic year, student clubs may lose access to certain resources until the start of the autumn quarter. Existing clubs that do not re-register by the autumn quarter deadline will become inactive and will continue to not have access to the resources or benefits offered to registered clubs which includes, but is not limited to: space reservations, event supplies, event advising, Allocation Requests, etc.

These are brief descriptions of the 5 requirements for club status. More details on each of these are below.

- **5 Officers:** Each club must have five UW Bothell students as officers to lead the organization.
- **1 Adviser:** Clubs must have a permanent UW Bothell faculty or staff member serve as an adviser. The adviser must submit an Adviser Agreement Form to Club Council.
- **Training for at least 2 officers:** Two officers must complete Club Officer Orientation every academic year in order to become a recognized club.
- **Constitution:** At the beginning of the academic year, a club must submit an updated constitution for approval. The constitution must follow the guidelines described below and be approved by Club Council and Student Engagement & Activities.
- **Register with Club Council:** Clubs must register their organization with Club Council through the student engagement platform ([GatherUWB](#)) and be officially recognized for access to club benefits.

Officers and Members

Clubs must maintain at least five registered UW Bothell current students to be recognized as an official club with Club Council. Without five current student members, a group will lose their recognition status and opportunity for funding, as well as additional privileges. The five officers or representatives listed for



each club are the only five individuals of each organization permitted to act on behalf of the organization. Only two club officers who complete the [25Live training](#) can reserve space on behalf of the club. Only club officers who participate in Officer Orientation with Club Council are allowed to submit Funding Allocation Requests on behalf of the club.

All club officers should be knowledgeable about the activities of the organization. The officers of a club shall promptly notify Club Council of any changes in the club's officers, representatives, or constitution. Clubs shall hold elections or appointments of their officers in a timely manner and inform Club Council of their newly elected or appointed officers, in accordance with their constitution, prior to the start of autumn quarter.

It is the responsibility of the membership and particularly the officers of clubs to familiarize themselves with the contents of this Handbook, the [bylaws of the Service and Activities Fee Committee at UWB](#), and the [UW Bothell Student Conduct Code](#). It is important that this Handbook be passed along to, and understood by, new officers as they are selected.

Student clubs must be initiated and controlled by University of Washington Bothell students.

The active (voting) membership and officers of the club must be students who are primarily enrolled at UW Bothell and are also registered for classes. Between quarters, membership is construed to mean the membership of the previous quarter. Summer Quarter is not considered a regular quarter. The number of University of Washington Bothell student members shall always exceed the number of non-student members at meetings and programs not open to the general public.

Clubs that are set up as "chapters" on campus (such as honor societies) can benefit from their affiliate or parent organizations, but they should remain under student control. Students with questions about affiliate organizations should contact an advisor in Student Engagement & Activities.

Persons not associated with the University can be involved in clubs at the University of Washington Bothell as long as they are associate members (without vote or ability to hold office). University of Washington Bothell students must be in the majority and retain control of the organization. Individuals in the community who are associate members can be an asset to the club in areas such as networking with other groups and program planning.

Advisor

Each club needs a faculty or staff advisor that they (the club) select; being an advisor is at the invitation of the club officers and can be revoked or ended at any time. Advisors must be in a faculty or staff employee position (not a student employee) at UW Bothell. Student Engagement & Activities (SEA) professional staff cannot serve as faculty/staff club advisors.

If a club needs a faculty or staff advisor and does not know who to approach, the officers are welcome to ask Club Council or SEA for suggestions. Each advisor must sign and submit an Adviser Agreement Form to Club Council. Club advisor training and resources will be offered to faculty/staff advisors.

Advisors are necessary because the University supports the principle that it is the responsibility of students, faculty, and administration to work cooperatively for the attainment of the University's educational goals in the co-curricular as well as the academic life of the institution. Students should, however, remain in control of the club at all times.

Faculty or staff advisors can assist clubs by providing a continuous link to the University, as staff and faculty generally tend to remain at the University for longer periods of time



than students. In addition to providing a history for the club, the adviser can provide guidance in dealing with University policy and procedure. They can also help clubs manage conflict, set goals, and plan for the future. Advisors cannot vote or hold any office in the club.

Faculty or staff advisors fill the roles described above, while SEA professional staff facilitate purchases, guide clubs through Club Council process, and advise club members on navigating other aspects of university policy, especially as related to large scale event planning. Clubs typically benefit by seeking multiple points of view, such as those from both SEA professional staff and faculty/staff advisors.

Constitution

A club's constitution and bylaws guide its operations and activities and are intended primarily for the club's benefit and use. The constitution contains the fundamental principles and structure of the organization, as well as outlines the basic rules of procedure by which a group's membership governs their organization.

The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Each member of an organization should have access to a copy of the constitution and bylaws.

Constitution - Requirements & Considerations

Requirements for student club constitutions can be found in the [Club Constitution Guidelines Document](#).

Below are some important considerations as you write your constitution:

- **Purpose/Mission:** The stated purpose or mission of a club must be consistent with the mission of the University and the club must primarily serve the needs and interests of currently enrolled students at the University of Washington Bothell.
- **Naming Your Organization:** Clubs are not part of the University of Washington Bothell. Clubs may not use the University of Washington Bothell at the beginning of their organization name, or "...of the University of Washington Bothell" at the end of their organization name. You may use "at the University of Washington Bothell" or "UW Bothell Chapter" at the end of your club's name if your organization is affiliated with a national or regional organization.
 - Correct examples are: Health Education Club at the University of Washington Bothell; Biking Club, University of Washington Bothell Chapter.
 - Incorrect examples are: University of Washington Bothell Chess Club; Commuter Students of the University of Washington Bothell.
- **Affiliation:** Groups affiliated with a parent organization are considered a UW Bothell chapter of the parent organization and must submit operating documents of the parent organization, such as the constitution and bylaws.
 - Consistent with the [University of Washington Non-Discrimination Policy](#), a club which restricts membership on the basis of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status, shall not be allowed club status.
- **Private & Commercial Use:** In accordance with [Use of University Facilities policy](#), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register with Club Council and Student Engagement & Activities if they intend to sell, distribute, market, or advertise goods or services on behalf of any off-campus commercial entity or affiliate. Clubs that engage in these activities may have their registration revoked and be



subject to Student Engagement & Activities or UW Bothell Student Conduct disciplinary procedures.

- **Non-Discrimination Policy:** Every club's constitution must include a non-discrimination policy in Article I of their constitution that is at least as inclusive as the University of Washington Bothell's non-discrimination policy. An example of acceptable language is as follows: *"This organization and its members shall not discriminate against any individual(s) because of race, color, creed, religion, national origin, citizenship, sex, pregnancy, sexual orientation, gender identity or expression, genetic information, age, marital status, disability or status as a disabled or Vietnam era veteran."*

Guidelines and sample constitution can be viewed on our [Club Resources page](#). Once your club's constitution is completed, it should be submitted to Club Council via the student engagement platform referenced above.

Training

Club Council facilitates and provides access to multiple trainings for club officers which allow them to utilize various on-campus resources.

Officer Orientation

This training is required in order for each club to register and be recognized each academic year, regardless of previous registration status. In order to register, at least two (2) club officers must attend Officer Orientation each academic year, though all officers are welcome to attend.

Officer Orientation covers:

- the basics of club registration,
- the resources available to clubs,
- the requirements clubs must meet,
- Club Council and Student Engagement & Activities structure,
- several important university policies,
- event planning and programming,
- university policies connected to on campus events,
- consulting with Club Council and SEA professional staff,
- creating and submitting funding allocation requests.
- food policies,
- risk management,
- general timelines and deadlines of funding cycles,
- What clubs can request
 - Promotional items
 - Apparel
 - Supplies
 - Special Allocations
 - Etc.

If the trained officers leave the club and the club no longer has at least two officers trained in officer orientation for at least two weeks, the club will be transitioned to be inactive. Clubs will lose their recognition status and access to on-campus resources. Other club officers must attend officer orientation for the club to be reactivated.



On-Campus Space Reservation

During the club registration process, clubs must list two officers who will be permitted to reserve on-campus space on the club's behalf. Once a club has been officially recognized, only those two club officers are eligible to complete the 25Live training to reserve space on-campus. Club Council does not facilitate the 25Live training. This training is facilitated by UWB Event Services and UW Seattle. If questions arise, please email uwbecs@uw.edu.

To complete this training, please follow these [25Live Training](#) modules and submit the completion form at the end of the training.

Utilizing the GatherUWB Portal

Register or renew your club on GatherUWB by going to uwb.presence.io. Follow the steps from there and you'll be ready to create an involvement profile, join clubs, or even start a club of your own.

Registering a New Organization

Login to GatherUWB using your UW NetID. You can create a page for your club by clicking on "Forms", and click on "Organization Registration" following the steps.

During registration, you will need to determine which category your club falls under. Clubs are organized into one of several categories in order to promote communication between clubs with similar purposes, as well as to help students in finding clubs that match their interests.

- Academic
- Cultural/International
- Health & Wellness
- Honorary
- Political and Social Action
- Recreation and Leisure
- Religious
- Special Interest
- Visual, Literary, and Performing Arts
- Volunteer and Service

Re-registering / Transitioning your Organization

Login to GatherUWB using your UW NetID, you must be a current officer of the club your wish to re-register/transition. Click on the "Arrow Icon" next to your profile, click "Admin Dashboard", navigate to "Organizations" on the left hand toolbar, click on your organization's name, click the "Pencil Icon" in the top left hand corner, follow the steps provided and submit.

During Transition, it is imperative to update your officer list with the newly elected/appointed officer team in order to ensure that the correct people have access to the GatherUWB portal for the upcoming academic year. Make sure that new officers accept their invites to GatherUWB, they will be sent to their UW email addresses after they are added as officers in the GatherUWB portal.

A club that follows the requirements in this section is eligible to be registered as an official club at UW Bothell. Please note that if one of the above requirements is not satisfied later in the year, registration will be withdrawn. Beyond these initial requirements, clubs and club members are still responsible for their conduct. Prohibited or inappropriate behavior or actions may be addressed through Club Council or the UW Bothell Student Conduct process.



Event and Marketing Resources for Clubs

Student Engagement & Activities offers a number of resources for organizations to market on campus. Clubs should work with Club Council to assist with the following current services.

- Event supplies
- Posters and fliers
- Copies
- Large banners and paints
- Sandwich boards
- Black A-Frames
- BS Times

Event Supplies

Student Engagement & Activities keeps a small amount of supplies for events such as compostable plates, cups, forks, napkins, linens, etc. Please speak with the Club Council to find out more about these resources and get access to view our Inventory Lookbook to see what items we have available in storage. Please email Club Council (uwbclubs@uw.edu) the request at least one week prior to need the items. This will allow us time to ensure we have enough supplies for your club's needs. Club Council is not usually able to add more kinds of supplies to their inventory, so clubs should consider renting other supplies they may need and make that cost part of their funding requests.

Please speak with Club Council or contact uwbsea@uw.edu about other supplies located in Student Engagement & Activities (i.e. the button machine, paint/brushes, glitter glue, etc.). Any students using event supplies must clean up the work space immediately after use. Students must clean up any supplies like serving dishes and utensils no later than the next business day after their event.

Posters

Please fill out the [printing request form](#) that can be found on our [Club Resources](#) page. Current printing policies for clubs can be found on the printing request form. See the Campus Posting Policy (Appendix A), ARC Posting Policy (Appendix B), & Library Posting Policy (Appendix C) for information on how to display your posters. Speak with Club Council if you are in need of additional copies. Any students making posters must clean up the work space after use.

All posters must contain the following:

- Group name
- Date, time, and location of your event
- Contact information (no personal telephone numbers please)
- Add the SAF and Club Council logos or word marks
- Add co-sponsoring organizations' logos or word marks
- All fliers and banners must include the following disability statement in at least size 10pt font:
 - **For Events:**
 - *UW Bothell is committed to providing equal opportunity and reasonable accommodation in their services, programs, activities, education, and employment for individuals with disabilities.*

*To make a request connected to a disability or health condition to **UW Bothell**, students should contact **[INSERT CLUB email address]**, by **[INSERT specific date]**.*



Black and White/Color 8.5x11 copies

As a service, clubs can print 35 black/white or color photocopies/prints per month for each student group. Student clubs are asked to submit the [printing request form](#) that can be found on our [Club Resources](#) page. Please submit your printing request with 2 - 3 business days before you would like to have the copies prepared.

Sandwich Board Posters (24" x 36")

Clubs have the opportunity to print and post 4 sandwich board size posters per event. This is to cover both sides of the maximum (2) boards a club can check out. Student clubs are asked to submit the [printing request form](#) that can be found on our [Club Resources](#) page. Please submit your printing request with 2 - 3 business days before you would like to have the copies prepared.

Large Banners

There is butcher paper, markers, pens, paints and other supplies for student clubs to create large posters/banners. Please see the posting policy for more information about posting banners. Any students making banners must clean up the work space after use.

Sandwich Boards

Sandwich boards may be placed on campus, in designated areas, to publicize events. Boards can be placed along the Promenade, in front of the entrance of the Commons, and near the Library entrance. To check out a sandwich board, visit the Activities and Recreation Center front desk. Groups may post for a maximum duration of one week.

Black A-Frames

Black A-Frames with wet erase markers may be placed on campus, in designated areas, to publicize events. Black A-Frames can be placed along the Promenade, in front of the entrance of the Commons, and near the Library entrance. To check out a black a-frame, visit the Activities and Recreation Center front desk. Groups may post for a maximum duration of one week.

Button Maker

Button makers are available in the workroom inside the Activities and Recreation Center (ARC 135) and are available for use by student clubs. Supplies to make 1", 2", and 3" buttons are maintained in the workroom and there is a laminated instruction manual. Button templates are available by emailing Club Council at uwbclubs@uw.edu. If you need any assistance with the button makers, please connect with Club Council or SEA Project Assistants (uwbsea@uw.edu).

BS Times

The BS Times is a bi-weekly print publication of student events, posted in bathroom stalls in UW1 and UW2 and the ARC every other Friday. These services are only available to groups that are funded by student fees. Please submit information to the BS Times with the [BS Times Request Form](#).

Quick Overview of UW Bothell Posting Guidelines

- DO Market your activity or event. Include a contact name and phone number or club email address on the posted materials
- DO Post on bulletin boards or display rails using push pins.
- DO Post on concrete surfaces using blue painters tape. Your poster looks best if the tape is not visible but rolled back behind the poster.
- DO Remove materials when information becomes outdated.
- DO Use hanging wires and boards to post large size materials.
- DON'T Attach materials to painted surfaces: walls, window ledges, railings, etc.



- DON'T Attach materials to, or write on, glass surfaces like doors or windows.
- DON'T Attach materials to, or write on, surfaces of walkways or roads, outdoor signs or lamp posts, waste receptacles, trees, landscapes, or stakes.
- DON'T Post materials in restrooms, elevators, or classrooms, including classroom whiteboards.
- DON'T Make posters larger than the background you hang them on.
- DON'T Hang more than 2 posters or 4 fliers per floor in each building.

Logos and Trademark

The University of Washington Bothell, like most universities, monitors and regulates the use of its name, logo, images, and insignias on items such as T-shirts, novelty items, correspondence, and other emblematic materials. All such variances of names and visual representations are considered UW trademarks, for which approval from the [Trademarks & Licensing Office](#) must be obtained. Contact a Club Council member or Student Engagement & Activities staff for assistance with trademark and licensing questions.

When ordering products bearing the University's name, logos, and/or any verbal or graphic representation, which in any way implies affiliation with the University, Trademark & Licensing Office must be followed. All products produced utilizing the marks of the University must be manufactured by a university licensed vendor. Recommended vendors for UW Bothell are [PromoShop, Inc.](#), [Image Source](#), [4Imprint](#), and [ID ME College](#). Merchandise produced for resale (even for sale at cost) may require a royalty fee for use. If you give items away at no cost to the recipients, and the club pays the expense, the club can request a royalty waiver. Please work with Club Council or your SEA professional staff to process a royalty fee waiver to Trademarks & Licensing.

The Trademarks & Licensing Office will review the request to determine whether or not to waive the royalty. Some examples of internal trademark use include:

- T-shirts imprinted with the name of a student group or campus department
- Novelty items imprinted with the University's name and sold at a special function as a fundraiser
- UW emblematic items produced as gifts for business associates, sponsors, or friends of the University

We understand that navigating Trademark & Licensing policies can be confusing. Remember, Club Council and Student Engagement & Activities are happy to support you through this process. Club Council can also provide on-campus promotional ideas for your club to maximize exposure on campus.

Planning an Event and Using Club Funds

One of the most important activities a club does is plan events. Whether regular club meetings or elaborate programs, most clubs use some sort of event to meet their goals. The primary responsibility of Club Council is to support clubs in making these events possible, whether that is through sharing advice or knowledge, acting as free consultants for event planning, or providing funding.

The [Services and Activities Fee Committee \(SAF\)](#) has provided Club Council with funds to assist clubs in making activities and events possible. These funds are allocated based on various types of criteria that carry some restrictions. Some of these policies include: that the event/service must primarily benefit and/or target UW Bothell students; that the event must be initiated and controlled by UW Bothell students; that advocating legislation partisan political activity are prohibited; and that SAF funds cannot be used to make gifts or loans. The complete [SAF Bylaws](#) (including funding criteria and restrictions), can be found online at www.uwb.edu/studentaffairs/safc, or you can contact Club Council or Student Engagement & Activities to review for a better understanding.



Club Council will create and publicize a funding model each academic year with its criteria for funding requests based on the allocation it received from the SAF Committee.

The basic steps to requesting funds are listed below:

- Research any and all costs with support from a Club Council member and/or SEA club adviser. DO NOT spend any money before getting approval from Club Council regarding funding request.
- Submit funding request with support from a Club Council member and/or SEA professional staff.
- Present request at Club Council meeting.
- Wait for request to be approved.
- Meet all funding agreements stipulations conditions Club Council set for approval.
- Work with Club Council and SEA professional staff to facilitate purchases and plan logistics for a successful event.
- Execute event.
- Submit attendance sheets and program evaluation to Club Council.
- Check in with a Club Council member to talk about event success and areas of improvement!

Club Council allocates funds to clubs. Clubs must make a request to Club Council, receive approval, and meet any conditions on that approval before they can spend the funding. Club Council also acts as consultants in the event planning process to support club success.

Plan the Event

- Beginning Questions to Consider
 - Why do we program and have events?
 - What is your mission? How does the planned event connect to the club's mission and vision?
 - What goals would you like to accomplish?
 - What do you want to accomplish as a team?
 - Know your team.
- Assess Needs and Interests
 - Match purpose to target audience.
 - Is there a need for a certain program?
 - Is there an interest for a certain program?
 - How did you determine this need for campus?
- Develop a Purpose
 - Why do you want to host this particular program?
 - What do you want to accomplish with this particular program?
 - What is the team's vision from the program?
 - If something changes will your purpose still be met?
- Brainstorming
 - Remember club mission, target audience, event purpose
 - No idea is a bad idea
 - Assume no limitations for programs and marketing and let the creativity flow!
 - After brainstorming, narrow down ideas based on:
 - Event goals
 - Time
 - Funding
 - Space
 - Volunteers
 - Have buy in from all team members!
- Plan Program



- Programming checklist
- Set the budget
 - How much money do you need? Do you have multiple funding sources?
 - What are you allowed to purchase?
 - What additional costs should you think about?
 - Supplies, decorations, shipping, travel, gratuity, sales tax...
- Set possible dates, time, locations for your program
 - Start “backwards planning” and creating a timeline
 - Consider other campus events

Every event requires collaboration of many different offices. Therefore funding requests must be submitted well in advance. Refer to the current version of Club Council Funding Model for this academic year’s conditions of funding.

Club Council cannot guarantee that requests submitted later than the suggested timeline can be fulfilled.

The SAF Bylaws also explicitly state what items can be purchased or not purchased. SAF Bylaws (Section 5, A8) explicitly states that Services and Activities Fees may not be used to purchase or serve alcoholic beverages. Additionally, Club Council and Student Engagement & Activities does not provide resources (including funds, reserving rooms, and printing) for club events that involve alcohol. Clubs wishing to provide alcohol at an event must do so independently from all resources provided by Club Council and Student Engagement & Activities. Please see Club Council or a Student Engagement & Activities professional staff for a better understanding of what can or cannot be purchased and for what purpose.

Club Council Funding Model:

The Club Council Funding model details the amount of funds that have been allocated to the council, the council’s policies surrounding those funds, and the conditions that recognized student clubs must meet in order to be awarded funding.

Club Council votes on funding awards during business meetings based on the Services and Activities Fee (SAF) Committee’s guidelines for funding ([section 5](#)), this funding model, previous year’s assessment data, and student/club feedback.

Funds allocated to the council are primarily supplied via SAF, with additional funds provided by the UW Alumni Association (UWAA). Club Council must adhere to any and all applicable law, regulations, policy, procedure, or stipulation by the State of Washington, the University of Washington System, UW Bothell, the SAF Committee at UW Bothell, Student Engagement & Activities, and the UW Bothell Club Handbook (and the UWAA, where applicable).

Funding Requests

The funding allocation request form contains the elements needed by student groups to plan an event on the UW Bothell campus. The form can only be filled out by a trained officer (i.e., one who has attended Officer Orientation). Remember to submit funding requests as far in advance as possible. See Event Planning Timeline above.

After the funding request is received, Club Council will contact the club to present at an upcoming Club Council business meeting. This is an opportunity for Club Council to support the club in making their event happen. They may offer suggestions, recommend promotional opportunities, and help you find other clubs or offices to collaborate with. Club Council may then approve the request subject to funding guidelines.

If the request is approved, and the club has been notified that they have met all conditions that Club Council has set (e.g., confirming a room reservation or getting a food form approved), then the club may begin purchasing items. The club must work with Student Engagement & Activities advisers to facilitate purchases using the purchasing options they provide.

Funding request reminders:

- Submitting a funding request **does NOT guarantee** that a club will be able to hold the event.
- Clubs should check the SAF bylaws and Club Council funding model to make sure any funding requests fit within the spending guidelines.
- The request must receive approval from Club Council before proceeding with the event, advertising it, or making purchases for it.
- Clubs are encouraged to meet with Club Council or a Student Engagement & Activities professional staff before submitting a funding request to enhance and ease the process for approval.
- If a club is hosting a large scale event, club event planning members must meet with Club Council and a SEA professional staff **BEFORE** submitting the funding request for review.

Groups must receive prior approval from Club Council and Student Engagement & Activities before they can spend funds. No group may ever spend money without approval.

Clubs may consider collaborating with other clubs (including those at Cascadia College), other student organizations, academic departments, or community organizations for greater resources or publicity for their events.

Additional Policy – Food

Clubs are authorized to purchase, using Services and Activities Fees approved by the appropriate student governing organization, meals and light refreshments served to students and official guests (including non-students integral to the purpose of the event) in conjunction with meetings, formal non-instructional training sessions, and recognition events in accordance with the conditions specified below.

A determination of whether a meeting or event meets the guidelines must be made in advance of the meeting or event. Submitting a Food Approval Form will allow UWB Fiscal and Audit Services to determine whether food is an allowable purchase. Please note this form may only be filled out by club officers. If these requests are filled out by other parties, the request will not be approved.

Non-Allowable Expenditures

Meals or light refreshments may NOT be purchased for the following events/activities:

- Normal daily business of UWB employees (e.g., daily coffee, etc.)
- Regularly scheduled staff, faculty, or club meetings
- Anniversaries of units
- Open house events
- Receptions for new or existing employees
- Hosting, entertaining, or social activities
- Programs/Events where the club is not playing an active role in sponsorship
- Trainings/transition events where the group advisor is not present



Prior Approval

Please read Food Section of the Funding Model to meet all food funding deadlines. It is suggested that food expenditures be submitted 5 weeks in advance of the event, and in advance of making purchase commitments, however larger scale programs require 6 weeks. This is simply an estimated time frame to ensure that the paperwork can be processed and any concerns with food purchases may be addressed. In some instances, food forms may be processed in a shorter period of time, but advance planning is highly recommended. Items will not be reimbursed if approval is not secured in advance. Only after approval of a Food Form should food purchases occur.

Food Request Procedures

Prior to initiating any purchases for an event at which food or light refreshments will be served, the Food Approval Form must be completed, approved by UWB Fiscal and Audit Services, and received back by Student Engagement & Activities. Club Council will notify clubs when purchases of food can begin.

- Read [policy](#) for having food at events.
- Print and fill out the [Food Approval Form](#).
- Return the form to Club Council in the Activities and Recreation Center.
- Forms will then be sent to be approved by Student Engagement & Activities and Fiscal & Audit Services.
- Please email uwbclubs@uw.edu to follow-up on the progress of your form or if you have any questions. All follow up communication will occur through GatherUWB.
- Once approved, you will receive an email confirmation from Club Council.
- Follow stipulations for approval, such as submitting an invitee list, sign-in sheet, and/or itemized receipt.
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- Please see the University of Washington Bothell Food Form for complete information about conditions for approval for food. Visit [GatherUWB](#) to access the food request form.

