

MEETING OF THE CLUBS!

ANAGHA ANEESH AND ERIN ALBRIGHT

INTRODUCTIONS

Intros

- Anagha (she/her), senior, Interim Co-Treasurer
- Erin (she/her), senior, Interim Co-Treasurer
- Please reach out to us using the hc-treasurer@haverford.edu email address rather than our personal emails
- We are looking forward to working with you!

KEY GUIDELINES

Budget Guidelines

- Be realistic with your budget – request the exact amount that you need!
- Provide clear justification for each listed expense
- To qualify for funding you must have a Haverford co-head, treasurer, and 3 additional Haverford student members and be successfully registered as a Haverford Club in Engage (this includes Bi-Co clubs!)
- We will email out detailed PDFs and Word Docs with more expansive guidelines since we didn't want to overwhelm you with info at this meeting

SAMPLE BUDGET

Sample budget

Corn Club!

Event	Items + Cost	Reasoning
Cornstravaganza	Corn - \$25 Cooking ingredients - \$100	This event aims to educate the community about the ways different cultures prepare corn
Corn Symposium	Inviting a speaker (corn farmer) – \$250	One of the club's goals is to educate the Haverford community about the production of corn in America and this speaker is highly qualified to do so

PURCHASE REQUESTS AND REIMBURSEMENTS

Purchasing Guidelines

- Purchase requests must be submitted for items approved by Students' Council via [Engage](#), and will be received by Student Engagement staff
- All requests must be submitted **2 weeks in advance**
- Orders will only be placed on Tuesdays and Thursdays. Orders submitted by 10am on that day will be placed; others will wait for the next ordering day.
- Reimbursements **MUST** receive pre-approval from Student Engagement (hc-engage@haverford.edu) and based on specific scenarios (don't assume!)

FAQS

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- What can I request money for?
- Am I allowed to request an instructor for my club?
- What are the guidelines for requesting food?
- How does a club officially become a Bi-Co (or Tri-Co) club?
- What if I don't know what items to request for this round of budgeting?

Q&A

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- Any questions? Let us know!
- You can reach us by email at hc-treasurers@haverford.edu
- Or you can reach us at our office hours (TBD)
- You can also reach out to hc-engage@haverford.edu
 - Co-Treasurers approve clubs, budgets, and allocate club funding
 - Student Engagement has a broader mandate and handles reimbursements and purchase requests

Event guidelines

- Spaces need to be reserved in EMS - submitting a request does not guarantee approval/confirmation
- Events are not approved during Finals unless they have a “distress” focus
- Events taking place after 9pm in Founders Great Hall may require a RESE staff presence
- Dates to avoid: Alumni & Family Weekend*, Plenary 11/5
- In order to access approved funding, you must submit purchase requests in advance:
 - Up to 30 attendees: 2 weeks in advance required notice
 - Up to 100 attendees: 4 weeks in advance – may have additional insurance and liability / must be in email communication with hc-engage
 - Over 100 attendees: last day to communicate with hc-engage is September 20th, 2023 for events taking place this semester
- Event setup and takedown
 - Include time in your EMS reservation
 - Have people volunteer to do/check setup and clean up after
- Advertise in Engage - consider use of RSVP function to get idea of attendance
- Share with @hc_engage for promotion

Speakers/performers/vendors/etc.:

- You are welcome to communicate with them to inquire about availability, fee, and interest...
- HOWEVER, you are not authorized to sign contracts or make formal agreements on behalf of the college – that's where Student Engagement comes in!
- We will look over contracts, make edits, sign them, set up payments, negotiate rates (if needed), confirm other details, communicate with risk management, etc.
- We will keep you informed throughout that process and then club leaders are responsible for meeting any guests on campus, serving as point people, etc.
 - Can contact us as needed
- Food orders and deliveries:
 - Food service requires certification
 - Food has requirements about refrigeration, not sitting out long before consumption, etc.
 - On campus catering has new guidelines
 - Please work with our office as you identify a food vendor/supplier or plan catering for an event

Requests from Tina :)

- Food orders:
 - please create a separate purchase request for food orders
 - We do not have an Amazon Fresh account
 - Specialty food orders/large catering – please schedule a time to come into the office to place the orders yourselves. I will provide payment
- Receipts:
 - **ALWAYS GET A RECEIPT!!** – pizza deliveries, pick up orders at whole foods, gas, toll, etc – take photo of receipts and don't delete until it is processed in Engage
 - Itemized
 - We are tax exempt
 - Include receipts in Engage. Please do not send an additional email unless you have permission from our office.
 - *Per the controller's office – we will not be able to reimburse for receipts that are over 60 days old. No more submitting all of your receipts at the end of the semester. Please submit as soon as possible, preferably within a week so things aren't forgotten or misplaced.
- Lastly, you will receive an email when your items arrive. Please pick up your orders within 7 days of receiving your email! We have a very small space. Send a friend if you can't make it in.

Student Engagement is here for you!

We're here for support, but the responsibility for the event is on you. We won't plan the event for you nor will we carry it out for you. If you miss deadlines or do not respond in a timely manner to questions, we cannot proceed on your behalf.

We are people with a number of responsibilities supporting a high volume of events and programs. We ask that you communicate respectfully with all staff, from us and Tina to Housekeeping, Dining Services, and Grounds.

- We do this work because we believe in you!
- If you don't get a timely response from us, please feel free to "nudge" with respect
- We say "no" when we have to, but know that there's always a reason – inquire if you're not sure!
- We love helping you bring your amazing ideas to life!