

Things to Remember When Using Club/Class Funds

1. Club/Class Event & Fundraiser Form vs. Club/Class Meeting Form

- a. The [Event and Fundraiser Form](#) is to be used for large scale events, fundraisers, and volunteer events (i.e. NEST Week, Sweet to be a PA, etc.).
 - i. This form should be filled out at least 8 weeks in advance of date of event/fundraiser.
- b. The [Club/Class Meeting Form](#) is to be used for small scale events and meetings (i.e., general interest meetings, elections, table events, etc.).
 - i. These forms should be filled out at least 2 weeks in advance of date of event/meeting.
- c. Please submit 2 preferred locations for event if applicable in case your first choice is not available.
- d. Any event requiring extensive housekeeping or a materials management inventory request (extra tables, chairs, tablecloths, etc.) needs to be requested upon submission of the event form as those departments need ample time to coordinate.
- e. If your event has any non-EVMS affiliated guests or speakers, you must submit this information to Student Affairs:
 - i. Names or groups
 - ii. Bio's for speakers
 - iii. Reason for why you have invited them (what is the purpose of their visit)

2. Reimbursements & Purchases

- a. The use of club/class funds is limited to business-related purchases. Verify with Student Affairs that items qualify before purchase.
- b. Only EVMS students are eligible for reimbursement of business-related expenses.
- c. Reimbursement Voucher/Authorization of Payment Forms (available at Diane's desk located in the Student Affairs Suite) must be accompanied by the following:
 - i. The original itemized receipt including tip;
 - ii. An explanation of the business purpose of the purchase;
 - iii. A detailed list of attendees and their business relationship with EVMS (i.e. a student's program) for food purchases. For a group of more than 10 people, a description of the group or organization and their business relationship with EVMS will suffice; and
 - iv. If applicable, any advertisement distributed for the meeting or event.
- d. If you are requesting a check to pay a vendor, please submit the final invoice and a Reimbursement Voucher/Authorization of Payment Form to Diane Dougherty in

Student Affairs, at least 5 business days in advance. We recommend connecting with us as soon as possible to ensure the invoice is approved for payment.

- i. A receipt must be submitted to Student Affairs following payment to the vendor.
 - e. No gifts (including for raffles) or tokens of recognition may be purchased without prior approval from Student Affairs. Gifts are limited to a \$25 max and the names of recipients must be submitted with receipts.
 - f. The following purchases are not authorized using club/class funds:
 - i. Equipment
 - ii. Electronics
 - iii. Gift Cards
 - iv. Alcohol - This includes alcohol purchased for a club/class dinner or event.
 - g. Financial Services Related Polices: <https://myportal.evms.edu/financialservices/>
3. **Bake Sale Fundraisers:** All bake sales require a permit from the City of Norfolk; additionally, the food for sale needs to be prepared in a certified kitchen.
4. **Tipping Policy:** Student Affairs and Student Government Association support the use of class and club funds to tip local businesses. We understand class/club funding is limited and tip amounts can vary. As a guideline, we suggest that each class/club tip according to good business and financial practices.
5. **Event Contracts:** Events that require a contract need to be submitted to Student Affairs for approval. Students are not authorized to sign contracts; they will be signed by our Legal Department.
6. **EVMS Logos:** All merchandise and promotional items, including T-shirts, pens, and other giveaways featuring the EVMS and/or a program, department or center name, must be approved by Student Affairs. The 2018 EVMS Visual Identity Guide can be found here: https://myportal.evms.edu/administrative_services/marketing/creativeservices/visualstandardsstyles/
7. **Screening Movies:** Movies and documentaries are permitted for screening if the proper movie licensing requirements have been met. For more information go to www.swank.com or email their representative Mike Hasenmueller at mhasenmueller@swankmp.com.
8. **Club Closets:** If your club has designated club closet space, it is the responsibility of the club representatives to keep your space organized, clean, and functional throughout the year.
9. **Questions:** If you ever have any questions about planning your next meeting, event or fundraiser, Joann Bautti (BauttiJ@EVMS.EDU) and Diane Dougherty (DougheDE@EVMS.EDU) in Student Affairs are happy to help!