

General Info – Student Club Events

The first step in planning a club event is to fill out the Student Club Event Request Form!

Event Request Forms should be submitted a month prior to your event date and at a minimum two weeks prior. If the form has not been submitted within this time frame, your event is subject to denial.

Here are a few things to have prepared prior to filling out the form:

1. Event date, time, and preferred location.
2. Total amount of funds being requested and where they will be spent.
3. Business Purpose/Justification: This is a short 2-3 sentence summary of what the funds requested will be used for and how this purchase benefits both your clubs as well as the school.
 - a. As a reminder, the person who fills out the form is responsible for expense processing whether it be via PCard or reimbursement.

Remember, the more detail provided on the Event Request Form, the better!

Payment Options

1. Purchasing via PCard: PCard holder (ASU staff member aka Gabriela) purchases items needed on their ASU PCard.
2. Purchasing via Reimbursement: Club member purchases items with their personal card and will get the funds reimbursed to them post event either via direct deposit (ASU employee) or via mailed check (non ASU employee).
 - o When purchasing via reimbursement, whoever is requesting the funds on the Event Request Form must be the person making the purchase and the form of payment used must be in their name. This also applies for purchases made on subscription websites such as Amazon.

Event Spaces

There are three rooms available in Wexler allowing food & beverage:

- WCLR 021: max capacity 100
- WCLR A202: max capacity 15
- WCLR 206: max capacity of 30 – 50 depending on event set up.

Classrooms across campus are also available for events and meetings not serving food & beverage. Serving food & beverage inside an ASU classroom is strictly prohibited and may result in a fine.

What if my club wants to submit a request for an ongoing hold on a room?

Rooms, especially food and beverage friendly spaces, are at a premium at ASU. Clubs will be permitted to book internal event rooms WXMLR A202 or WXMLR 021 assuming the room is available. WXMLR 206 will not be available to book for reoccurring events during working hours. After hour reoccurring events may be permitted in WXMLR 206 depending on availability and SoMSS school event schedule. When booking WXMLR 206, please be aware that this room may be needed with short notice for the many school sponsored events it hosts. Clubs are encouraged to book WXMLR 206 on a case-by-case basis.

Next Steps After Completing the Event Request Form

SoMSS Event Coordinator (Gabriela Burnett) will touch base with you regarding your form within 48 hours of submission. Once event has been confirmed with Gabby, please add your event to the Student Club Events calendar. Gabriela, the club and any other parties involved will collaborate on event needs.

PURCHASING PACKETS

Purchasing packets are due withing a maximum of 48 hours post event for BOTH PCard purchases as well as reimbursements.

The following documents make up a purchasing packet:

1. Business Meals Form (BMF) – if applicable
 - a. A BMF is only needed when purchasing food and/or beverage including water and ice.
2. Itemized Receipt
 - a. Receipt must show ALL items purchased; a receipt showing just the total is not valid.
 - b. DO NOT
 - i. add on a tip if purchasing via PCard, Gabriela will include tip when placing the order.
 - ii. sign the copy of the receipt being turned in if purchasing via PCard.
 - iii. Combine personal items with club items on the same receipt.
Personal items should be purchased SEPARATELY.
3. Copy of Approval Email
 - a. An email with event details will be sent to Beth Fiacco or Erin Stephens to obtain business office approval for use of club funds shortly after event

planning details have been finalized with Gabriela and the requesting club. Gabriela will copy the club event requestor for documentation purposes.

4. Event Announcement – If applicable

- a. Event announcements are not needed if supplies being purchased are nonperishable and for general club use, not for a specific event. If what is being purchased is specific to an event, even if it is a weekly meeting, it must have an event invitation.
 - i. Example: Purchasing paper plates and cups for stocking club supplies does not require an event invite. Purchasing pens and stickers to give out at an upcoming career fair, does.
- b. If purchase is for a reoccurring event and needs an invitation, we encourage making a general email event announcement to be set out to club members reflecting the continuation of the event. For example, “Every Thursday night in WXL R 021 from 5:00 – 6:00 pm”

5. Sign In Sheet – If applicable

- a. Sign in sheets must have signees first and last names, event name, club name, date, and location. These can be handwritten or typed.
- b. Please ensure if sign in sheets are handwritten that they are legible, clear, and neat.
- c. Similar to the event invitation, if what is being purchased is not for a specific event, no sign in sheet is needed.

After Collecting/Completing All Packet Documents

Please send to Gabriela to review and sign. If packet is complete and purchasing was done via PCard, there is no further action needed. If purchasing was done via reimbursement, after receiving the documents Gabriela will send the packet to Beth for processing and copy club member. Beth will oversee reimbursement process from then on.

- After Beth has processed your reimbursement, the club member will receive an automated email from workday to “approve” the reimbursement. If the club member does not do this, the funds will sit until this action is taken. Please, be on the lookout for this email which should arrive within 2 weeks of turning in the reimbursement.