General Info – Student Club Events

Use this guide to help plan your student club event. If you have questions or concerns, contact the SoMSS Event Coordinator, Anabel Kopp (akopp12@asu.edu).

*Reminder: Clubs must be officially registered through Sun Devil Central to host events and utilize university funding.

Quick Steps:

1. Complete the ASU Event Registry Form
2. Book room for the event through Astra (you will need the event registration number)
3. Complete the SoMSS Student Club Event Request Form
4. Submit documentation post event, if applicable

It is best practice to submit Event Request Forms as far in advance as possible to the event date, and at a minimum one week 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 SoMSS Event Request 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 club 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 SoMSS Event Request Form, the better!

Payment Options

It is always preferred for payment to be made with an ASU PCard, if possible.

1. Purchasing via PCard: PCard holder Anabel Kopp purchases items needed on their ASU purchasing card.
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).
    - 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 Hall allowing food and beverage:

- WXLR 021: max capacity 100
- WXLR A202: max capacity 15
- WXLR A206: max capacity of 30 – 50 depending on event set up

Classrooms across campus are also available for events and meetings NOT serving food and beverage. Serving food and 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 WXLR A202 or WXLR 021 assuming the room is available. WXLR A206 will not be available to book for recurring events during working hours. After hour recurring events may be permitted in WXLR A206 depending on availability and SoMSS school event schedule. When booking WXLR A206, be aware this room may be needed with short notice for the many school sponsored events it hosts. Clubs are encouraged to book WXLR A206 on a case-by-case basis.

Next Steps After Completing the Event Request Form

SoMSS Event Coordinator, Anabel Kopp, will touch base with you regarding your form within 48 hours of submission. The Event Coordinator, the club and any other parties involved will collaborate on event needs.

PURCHASING PACKETS

Purchasing packets are due within 72 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. Receipt must show the last four digits of the card used to purchase.
    c. Things not to do:
        i. Do NOT add on a tip if purchasing via PCard, Anabel will include tip when placing the order.
        ii. Do NOT sign the copy of the receipt being turned in if purchasing via PCard.
        iii. Do NOT 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 Erin Stephens to obtain business office approval for use of club funds shortly after event planning details have been finalized with the Event Coordinator and the requesting club. The Event Coordinator will copy the club event requestor for documentation purposes. Approval MUST be given BEFORE making purchases, whether with an ASU PCard or personal card for reimbursement.
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 recurring event and needs an invitation, we encourage making a general email event announcement to be sent out to club members reflecting the continuation of the event. For example, “Every Thursday night in WXLR 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. 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

Send to the Event Coordinator 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 the Event Coordinator will send the packet to Erin Stephens/Beth Fiacco for processing and will copy the 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. Be on the lookout for this email which should arrive within 2 weeks of turning in the reimbursement.