College of Engineering
Club Guidebook
A list of common tasks, tips, and tricks for clubs
Fall 2018

Compiled by the Engineering Council
Thank you to all our contributors from E-Council, SWE, and others.
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FINANCIAL

Buy Something on the P-Card

Note: All P-card users must complete the P-card training before using the card. The P stands for Purchase.

If your club has a P-Card, you may find the following guidelines helpful as you use it.

1. Double check and make sure your organization doesn’t already have what you need
2. Get large payments approved with your faculty advisor and/or the Dean’s office first.
3. BEFORE making purchase tell cashier it is tax exempt. Depending on when the card was issued, you may need to know the pin and run it as a debit card.
4. Sign the receipt, write a note on the receipt saying what the purchase was for, and give it to your organization’s treasurer (or other designated financial officer).
5. If you buy food, be sure to collect the NAMES or A-numbers of people who ate the food. Also include the date and location of the activity.

P-Card Training

Go to [http://controllers.usu.edu/team/p-card_training](http://controllers.usu.edu/team/p-card_training). Click on the circled button below for the P-card training.

The USU log-in will pop-up and you just log in and continue with the steps provided.

If it gives you an error of “no user found” contact your faculty advisor and they can get you access.
Get a Donation From the Campus Store

Go to the window in the southeast corner of the north half of the campus store and ask for a donation request form. They’ll tell you the details. As of Fall 2015, they give out $50/month to deserving organizations, so make your application good and then get some sweet swag to raffle off or whatever.

Get a USU W-9 Form

Go to the basement of Old Main to the Controller’s office, ask for Abby Garrity, and tell her what you need. She has a bunch of them and can just give you one.

Print Something from the TSC Copy Center

_Pro Tip:_ You do not need to use a P-Card here. If you have the index number for the account that will be paying for the copies, prints, etc. then you can just give the index number for payment.

Call or visit probably works, or email pdf to mtscopycenter@usu.edu with your organization’s index number if your club has an account. Tell them how many, what size, and what kind of paper. They will charge it to your organization’s account. If you want to advertise with yard signs, see the instructions for yard signs in this document.

Rent a Card Reader

_College of Engineering Card Reader._ Clubs are allowed to check out the PayPal/iPad, which has a card reader, from the engineering advising office. Note that you can take payments, but you will not be able to give refunds. Only the supervisors, Valerie Daines and Levi Sanchez, are authorized to give refunds. To check out the iPad, you must:

- **Complete the cash handling** training at [https://controllers.usu.edu/training-security](https://controllers.usu.edu/training-security). Contact Shanell Johnson with questions.
- **Fill out the check-out form** for the iPad in the advising office, and check out the iPad. The form is especially important because without it, the advising office won’t know who to send the money to.
- Note that Levi Sanchez (levi.sanchez@usu.edu), the college webmaster, will also help with advertising your event on your website, the university calendar, and the televisions in the college and throughout campus. Send Levi an e-mail with the information for your event and he can work with you to get it advertised.

_USU Card Reader._ Go to [http://usucard.usu.edu/information/credit-machine-rental](http://usucard.usu.edu/information/credit-machine-rental) for instructions on renting/using the USU credit card reader for a club event.
FUNDRAISING

Academic Opportunity Fund

The Academic Opportunity Fund is grant money specifically allocated to give to students to be used to present research or participate in an academic competition. Up to $500 may be awarded to individuals, and up to $2000 may be awarded to teams. The dean has encouraged teams to apply. Follow the links shown below at www.ususa.usu.edu, or download the application directly from https://ususa.usu.edu/files/funding/AOFapplication.pdf.

Note: You must make a presentation to a board who will determine if the money will be allocated for your expenses.
What is USUSA?
The Utah State University Student Association (USUSA) represents every student at USU. Under the leadership of the Student Involvement and Leadership Center at USU, elected student leaders work with the student body and the administration at the university, level-to-level events, campaign for student-centric initiatives, and advocate for students at USU.

Academic Opportunity Fund
The purpose of the Academic Opportunity Fund (AOF) is to provide financial support to undergraduate students who have been accepted or invited by a reputable organization to present a scholarly achievement or participate in an academic competition.

Individuals are awarded up to $500.00. Groups are awarded up to $2,000. You may apply as early as 6 months prior to the conference. You must have submitted your completed application at least 4 weeks before your conference.

The AOF Application process is now entirely electronic. Please complete and sign the application using Adobe Reader (version 8.0 and above). Submit the application via email to admin.ususa@usu.edu.

Before filling out this document, download it to your computer (don’t fill it out in your browser) to make sure your changes are saved.

For assistance, please email us (admin.ususa@usu.edu) or visit us at TSC 326.

Individual and Group Application
Aggie Funded

Aggie funded is a crowd-sourced fundraising opportunity similar to GoFundMe created for USU clubs and events. To create an Aggie Funded fundraiser, go to https://www.usu.edu/aggiefunded/.
Club Fundraising Events
Pro Tip: This method will help you to get tax deductible receipts for your donors.

All fundraisers must be approved 10 business days before the fundraising event begins. Go to https://www.usu.edu/advancement/clubfundraising and click on the link pictured below, or download the form directly at https://www.usu.edu/advancement/studentfundraise.
The Dean

Pro Tip: The dean appreciates outreach to high schools and the community. Search to promote his vision in some way with your activity/project/team and he’ll be more likely to offer funding. Also, be sure to report your club’s events throughout the year so that he is aware of how the money is being used and how the club promotes the mission of the college.

The dean has money each year set aside for student programs and events, such as competitions, conferences, and research presentations. Clubs may request a meeting with him to discuss using these funds for club events and activities.

1. Fill out the funding request form for student outreach programs found on the college of engineering website as shown below or at the link: https://engineering.usu.edu/files/pdfs/funding-request-form-for-student-outreach-programs.pdf
Email Melanie Ivans (melanie.ivans@usu.edu), Assistant to the Dean, with the following information:

- Completed “Funding Request Form for Student Outreach Programs”
- A-number and dates/times that your club, with your advisor, could meet with the dean.

2. Prepare a presentation of your project/travel/outreach to present to the dean of Engineering.
   - Include a budget
3. Ensure that your club/organization advisor is present for the presentation.
4. Prepare club outreach ideas to present to the dean, as he will discuss outreach with you during the presentation.
5. Have several club members attend the meeting, not just the president.
6. Wear appropriate business attire.
COMMUNICATION

Send a Mass Email from your Email Account Without Exposing Email Addresses

In the “To:” field, click on bcc (which means blind carbon copy) and put all the email addresses in the Bcc field.

Make a Website for your Club

Contact Levi Sanchez (levi.sanchez@usu.edu), the College of Engineering webmaster. He’s a big help and happy to work with you, whatever your level of experience is with web design. If you want to be prepared when you work with him here are the things he will talk about.

1. Plan your website’s **purpose and goal** and identify your **target audience** (users). Try to answer questions that identify who you want on your website and what you want them doing while on your site.
2. Then **create content** for your users that helps you reach your goals. Major types of content to consider include:
   - Photos
   - Written descriptions
   - Fliers
   - Videos (Nina Glaittli has a Go-Pro clubs can use)
3. Think about your website’s layout as a whole. In web-development, this is process is known as **site taxonomy or site-mapping**. Identify how many pages your site has and what the purpose of each page is. This is also a good time to consider some logistics such as how often these pages should be updated and who is collecting or creating the content to maintain these pages.
4. After you know what pages you want on your website and the purpose of each page, start thinking about what the style and layout should be for each page. It can be useful to create a **wireframe**, or a rough outline of the page (see image).
5. Once you are ready, send an email to Levi or meet with him in person and he will work with you to put the website you have designed on the internet. If you want to create your own website without his help, he will work with you to let you have that access. He can also provide training as needed.

*Note: Creating content is the most important step and it is where most people struggle.*
ADVERTISING

Put an Event on the Engineering and USU Calendar

Pro Tip: Be sure to mark the event sponsor as the College of Engineering to make sure that is shows up on the correct calendar! And put which club is sponsoring it! This is good for advertising your club!

Fill out the form here: https://www.usu.edu/calendar/?newevent

Get Events or Results on the TV Screens in ENGR Buildings

Go to http://engineering.usu.edu/students/digital-signage (go to the link and follow the instructions there… email either Levi Sanchez or Matt Jensen if you have any questions)

Have a College-Sponsored Media Spotlight (on the College Web-page, Facebook Page, Etc)

To have a media spotlight on the college webpage, use the information given on this link: https://engineering.usu.edu/students/advertise-events

To have a media spotlight on the college facebook page, email the E-Council Advertising VP at advertising.ecouncil@usu.edu.

Have an Email Sent to the Whole College of Engineering

Send an email to Valerie Preston (valerie.preston@usu.edu). Emails go out once a week on Monday morning, so send it to Valerie before then. Valerie also has email lists such as just the women in the College of Engineering, if you ask her she will send out an email like that as well.

Properly Use the USU Logo

See https://www.usu.edu/prm/identity/pdf/USU_Visual_Identity.pdf for logo guidelines, especially the following paragraph from page 51 of that document (below).

Clubs

Use of university logos and marks by student groups and organizations is restricted. In most cases the use of university logos, marks and indicia on advertising posters for student groups and organizations is optional. Student Services advisors and college/department student club advisors, in coordination with officially recognized university communication personnel, should be consulted first in cases where student groups or organizations request to use the official university logo in advertising or promotions.
Advertise in the USU Statesman (Campus Newspaper)

1) Go to: http://usustatesman.com/
2) Under the Events Tab click on Add Event
3) Login (you can use your AggieMail Account if you sign-up through Google)
4) Fill out the form
5) Submit
Yard Signs From USU Publication, Design, and Production (PDP)

Create a PDF of the poster you want to have printed and send the file to Greg Christiansen (greg.christiansen@usu.edu) or the PDP email (pdporders@usu.edu). PDP is located in the stadium parking lot right by the parking building and the USU Surplus Store.  http://www.usu.edu/pdp/

Get the Go Pro from Nina

Note: She has been repeatedly trying to get clubs to use it, go take videos of your events and show them off to the college!

Just set up a meeting or send an email to Kristina Glaittli (kristina.glaittli@usu.edu) explaining who you are and what you plan on using it for. Every club has free access to it.

USU Mobile App Request

Pro Tip: Not likely an effective way to advertise as usage of the app is likely very low.

Go to https://ususa.usu.edu and scroll down to the “What We Do” section. Click on the “USU Mobile App Event Request” button shown and fill out the form.
USUSA Graphic Design Request

Pro Tip: USUSA typically has a large workload and can be difficult to get a hold of. It may be better to try to work with Matt Jenson or the college’s graphic designer first.

USUSA can help design graphics for your club or club events. You will need to submit your request at least 6 weeks before your event to ensure enough time to complete the process. There are two methods to request help.

Option 1. Go to https://ususa.usu.edu and follow the link shown. Fill out the form.
Option 2. On [https://ususa.usu.edu](https://ususa.usu.edu) scroll down and click the design request button shown.
You will need to choose a suitable package as part of the form.

USUSA Social Media Advertisement Request

Go to https://ususa.usu.edu and click on the “Social Media Request” button shown below. Fill out the form. Options to post to Facebook, Twitter, and/or Instagram.
USUSA Videography Request

*Pro Tip: USUSA is usually bogged down with projects and is hard to contact. Maybe try Matt Jensen and his team first; they are usually willing to help.*

Go to [https://ususa.usu.edu](https://ususa.usu.edu) and click on the link shown. Fill out the form. This is to request a videographer for any of the following types of videos:

**Promos (30 seconds):** Video designed to increase participation or awareness of an event.

**Events:** Live event coverage. A highlight/recap may be requested as well. No ballroom events.

**Profiles:** Interviews, participant highlights, for in-event use.
EVENT ORGANIZATION AND TRAVEL

Driver Training

“All employees or volunteers who operate University automobiles or their own automobiles on University business must complete an approved driving course every 2 years.”

- USU Risk Management Services

1. Go to https://parking.usu.edu/fleet-operations/driver-training

2. Watch the Video link in the first step for step by step instructions.

3. Click on link in step 2 shown below.
4. You can then login from that same page. That will take you directly to the your portal where there should be a link for taking the driver training. If there is not, following the instructions in the video.
5. SAVE a copy of your certificate when you are done with the course.
6. Click this button. If you don’t fill out the form you can’t drive!
7. On this form… For the Department/USU Telephone/Supervisor’s Email put the information for the faculty advisor for the club you are associated with.

Rent Vehicles from USU for Tours, Competitions, and Other Events

*Note: All drivers must complete the USU driver training, as outlined in the “Driver Training” section of this document.

Rent an Aggie Shuttle. Go to [http://parking.usu.edu/aggie-shuttle/charter-bus-request](http://parking.usu.edu/aggie-shuttle/charter-bus-request) and read the terms on the webpage. Click the “I have read the contract” button and accept the terms and conditions.

From there, fill out everything that it asks for (if you do not know something, ask your faculty advisor, they can help you). After that you should get a confirmation email and most likely a phone call to verify a pick-up/drop-up location and time.
Rent Other Vehicles. See http://parking.usu.edu/vehicle-rentals/index

Reserve Rooms in ENGR

Email rooms@usu.edu for most rooms. For rooms managed by the dean’s office, such as ENGR 326 and the atrium, talk to the dean’s office on the 4th floor.

Notes for Student body events

Please do not give out cash prizes. Tax law requires that such gifts must be reported in USU’s taxes similar to payroll, meaning that anyone given a cash prize must give USU their personal information including their social security number before receiving the prize. It is better to purchase prizes beforehand to avoid this headache.
**Administration**

**Access USU Domain Email**
The email passwords for USU domain emails expire after 1 year. To get logged back into the club email:

1) Contact your Faculty Advisor and tell them you can’t get in
   a) They should be able to reset the password
2) If they don’t know how, contact campus IT and they will give you instructions on what to do next

**Log outreach hours (and see how many hours you’ve done)**
Go to [https://www.usu.edu/ags](https://www.usu.edu/ags) and sign-in with your normal USU login.

**Report an Event**

*Note: The purpose of reporting events is to document and showcase what the clubs are doing, which helps USU maintain accreditation. Nina compiles the events that have been reported and gives that report to the dean. If the dean knows the wonderful things you are doing, you will be much more likely to get funding!*

Fill out the online form at [https://usu.co1.qualtrics.com/jfe/form/SV_1ZFtbWkto0IIChf](https://usu.co1.qualtrics.com/jfe/form/SV_1ZFtbWkto0IIChf)
Alternatively, you can find the page from [http://engineering.usu.edu](http://engineering.usu.edu) using the following steps:
NASA Launches USU Experiment

Student-built technology could revolutionize space industry
Schedule a Meeting with the Dean

Contact Melanie Ivans (melanie.ivans@usu.edu) by email, or alternatively visit her in ENGR 413F to schedule a meeting. Below is an example email structure.
It is best to provide Melanie with multiple potential meeting times. As the meeting date approaches, follow up with Melanie to confirm the scheduled meeting and to provide any additional information.
APPENDIX A - CLUBS BEST PRACTICES STANDARD

Introduction

This document serves to outline common practices that clubs should follow in order to benefit the College of Engineering as a whole. Clubs have important relationships with four principal bodies within the college: the student body, the Engineering Council, individual departments, and the Dean of the college. The practices outlined here are those that will serve to improve the previously mentioned relationships and will render the clubs more effective at promoting the vision of the college.

Student Body

- Have and maintain a current website (preferably on the USU domain). Website must contain current contact information: Club email, meeting times and location (if applicable), and faculty advisor contact information.
- All events (socials, workshops, competitions, etc.) should be posted to the College of Engineering calendar.
- Host at least two professional/technical development activities per semester (e.g. soldering workshop, welding workshop, industry tour, industry presentation, resume/cover letter workshop, etc.)

Engineering Council

- Have a representative present in monthly Club Representatives Meeting hosted by Engineering Council Clubs & Organizations VP.
- Participate in Community Night during Engineer’s Week by signing up for a booth and bringing something to show (poster, visual demonstration, tri-fold board, etc.)
- Maintain a continuing email address that can be used each year as a contact email address (e.g. asmeaggie@gmail.com, president.ecouncil@usu.edu)

Departments/Dean

- Fill out post-event report survey with detailed information and pictures of event
APPENDIX B - DIRECTORY OF SELECTED COLLEGE OF ENGINEERING STAFF

Note: a complete directory may be found at https://directory.usu.edu/ for all USU staff

Leonardo Alfonseca  
Lab Business Manager  
Email: leonardo.alfonseca@usu.edu  
Office: 413J  
Phone: 435-757-7968

Amber Buatte  
Financial Officer  
Email: amber.buatte@usu.edu  
Office: ENGR 413P  
Phone: 435-797-5691

Peggy Cooper  
Business Officer III  
Email: peggy.cooper@usu.edu  
Office: 413G  
Phone: 435-797-7512

Scarlet Fronk  
Academic Recruiter  
Email: scarlet.fronk@usu.edu  
Office: ENGR 413Q  
Phone: 435-797-4201

Melanie Ivans  
Executive Assistant to the Dean  
Email: melanie.ivans@usu.edu  
Office: ENGR 413F  
Phone: 435-797-2021

Matt Jensen  
Director, Public Relations & Marketing  
Email: matthew.jensen@usu.edu  
Office: 413M  
Phone: 435-797-8170

Val Potter  
Executive Director of Development  
Email: val.potter@usu.edu  
Office: 413L  
Phone: 435-797-8012

Levi Sanchez  
Webmaster  
Email: levi.sanchez@usu.edu  
Office: ENGR 411B  
Phone: 435-797-2413

Shelly Wardell  
Senior Staff Assistant  
Email: shelly.wardell@usu.edu  
Office: ENGR 413E  
Phone: 435-797-2762

Kristina 'Nina' Glaittli  
Specialist for Recruitment, Retention, E-Council, and Ambassadors  
Email: kristina.glaittli@usu.edu  
Office: ENGR 314A  
Phone: (435) 797-2705