



## Club Affairs Committee FAQ Sheet:

Question	Answer
Who is a ClubSigner?	ClubSigners are the President and Treasurer of your organization.
How do I reserve rooms on campus?	Rooms are reserved through Virtual EMS
How do I use Virtual EMS?	<p>You must be a ClubSigner to make a reservation on behalf of your RSO. To register for Virtual EMS, you have to take a training and quiz. More information can be found here:</p> <p><a href="https://emsweb.uvm.edu/EMSWebApp/">https://emsweb.uvm.edu/EMSWebApp/</a></p> <p>Things to keep in mind:</p> <ul style="list-style-type: none"><li>• Some rooms and all technical needs require payment. Please work with the Davis Center (<a href="mailto:DCEvents@uvm.edu">DCEvents@uvm.edu</a>) or University Event Services (<a href="mailto:campusevents@uvm.edu">campusevents@uvm.edu</a>) to determine costs.</li><li>• Please ensure that you have enough funding in your 130 (budgeted) and 131 (fundraised) accounts to ensure you can cover costs.</li><li>• Space reservations are charged after the event and if your account is charged without sufficient funds,</li></ul>

	<p>your account will be in the negative and your account will be frozen. If you are still having issues with your account, please email the Virtual EMS services directly, <a href="mailto:campusevents@uvm.edu">campusevents@uvm.edu</a></p>
<p><b>How do I get approval for an off-campus event?</b></p>	<p>All RSO events off-campus must receive prior approval before they can occur. To request off-campus approval, below are instructions on where to submit your organization’s request.</p> <ul style="list-style-type: none"> <li>• Log onto UVM Clubs at <a href="https://clubs.uvm.edu/">https://clubs.uvm.edu/</a></li> <li>• Go to <u>your</u> organization’s UVM Clubs page.</li> <li>• Select the “Manage Organization”</li> <li>• Select the “Menu” tab (looks like 3 parallel lines next to your organization’s name on the top left-hand side.</li> <li>• Select “Events”</li> <li>• Select “Create Event”</li> </ul>
<p><b>How do I find out my club’s financial situation?</b></p>	<p>Please go to the Business Office to review your balance, see if you are in good standing, or have any outstanding balances.</p>
<p><b>I am a ClubSigner, but I am not receiving emails. Who should I talk to?</b></p>	<p>Email Ana Sola. Associate Director for SGA Operations, at <a href="mailto:ana.sola@uvm.edu">ana.sola@uvm.edu</a></p>
<p><b>How do I update the primary contact on UVM Clubs?</b></p>	<p>If you need to become the primary contact for your UVM Clubs page, you can either:</p> <ul style="list-style-type: none"> <li>• have the previous primary contact change it for you <u>or</u></li> <li>• contact the chair of the Club Affairs Committee to update it.</li> </ul>

<b>How do I change the name of my club?</b>	<p>Schedule a meeting with the Club Affairs Chair to fill out a form about what you want to change the name of your club to and why you want to change it.</p> <p>After, it will go up for approval by the SGA Senate. Once it passes, you are officially known by your new name.</p>
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