

'24-'25
Welcome To
Being a
ClubSigner

UVM SGA

Agenda

Topics Covered:

People to Know

Club Operations

Financial Basics

Goal of the Training:

Provide understanding of introductory information needed to be a clubsigner and successful club leader

People to Know!



Bethany Wolfe

SGA Business Manager
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Ana Sola

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Meg McCormack

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Manages SGA Galaxy Space
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Matt Sorenson

SGA Treasurer
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McKenna Halvorson

Club Affairs Committee Chair
sgaclubs@uvm.edu



Eloise Murphy

Finance Committee Chair
sga.finance@uvm.edu

Helpful Terms

SGA Galaxy Space:

- SGA's office in the 3rd floor of the Davis Center to the right of Henderson's
- Open to all

Clubsigner:

- The president and treasurer of your club
- Could have 3rd (ex: VP)

RSO:

- Recognized Student Organization
- A club!

Gormley:

- SGA's conference room in the back left of the Galaxy Space

Supplemental Funding:

- Money set aside for unexpected or unbudgeted costs or expenses that is available to be requested on a rolling basis (ex: Nationals, Gas, broken equipment, etc.)

ClubSigner Responsibilities

FYI: You cannot serve in this role while abroad - please let us know if you are going abroad

- Communicate with SGA
- Watch all training/tutorials on SGA Website
- Attend all mandatory trainings
- Fill out SGA forms on time
- Maintaining a positive culture within your organization
 - expectations, participation, updating constitution as necessary
- Have financial signing authority of your organization
- Only ones that can submit spending requests + purchase orders/credit cards
- Maintain club financial records
- Request budgets + supplemental funding

Big Action Items by Month

May-July

- Supplemental Requests close 5/3 at 12pm
- Spending Requests close 5/3 at 4:30pm
- Club Sports practice requests due in May
- Re-registration opens April 30th

August

- New Student Orientation
- ActivitiesFest
- Registration due August 20th
- ActivitiesFest Registration due August 27th

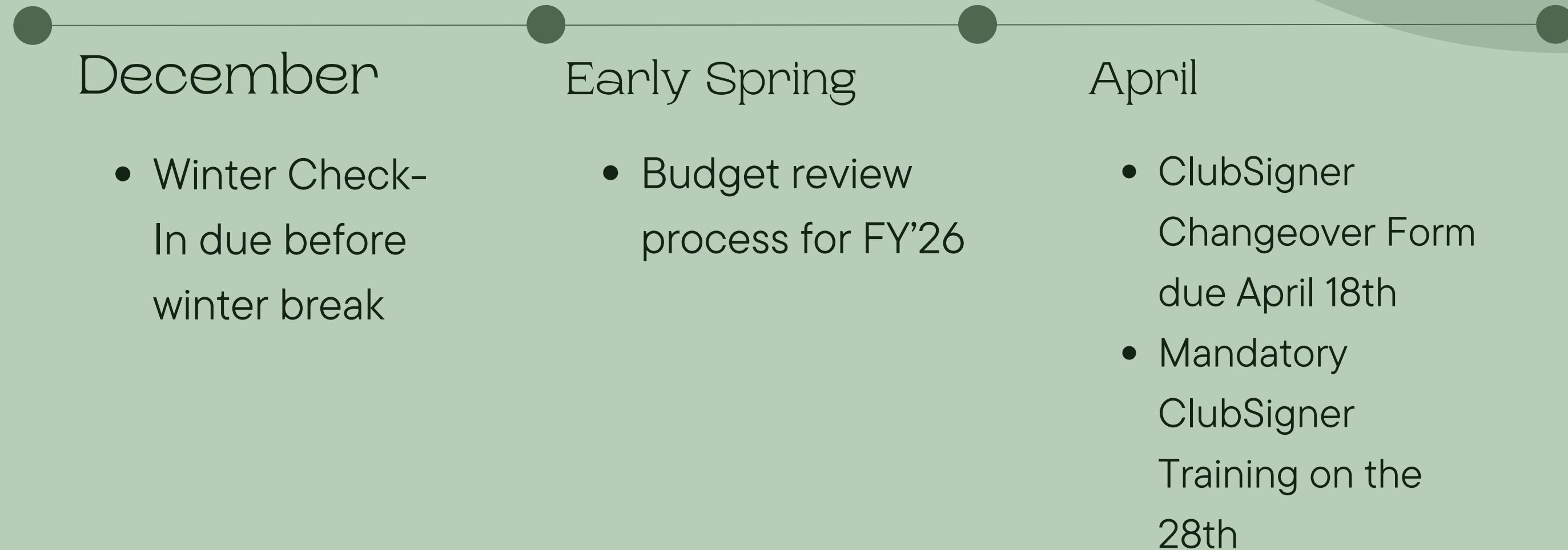
September

- Re-registration is due September 1st
- Check your email
- Mandatory ClubSigner Training on the 9th of September from 4-6

Late Fall

- Mandatory Budget Workshop

Big Action Items by Month



Finance Basics

- Fiscal year runs from July 1st to June 30th of the following year
- Each Club has 3 accounts with SGA
 - 130 Account - Budgeted Account
 - Funds from SGA (budgeted or supplemental)
 - Funds can only be spent on what they were requested for
 - Funds do not carry over year to year
 - 131 Account - Fundraised Account
 - Funds fundraised by your club
 - Spending up to ClubSigner discretion
 - Funds carry over year to year
 - 311 Account - Gifts and Donations Account
 - Held by the UVM Foundation
 - Can be spent at the ClubSigner discretion
 - Funds carry over year to year

Supplemental Requests 101

Step 1:

Submit your request on UVM Clubs

Step 2:

Supplemental Meeting gets scheduled and held

Step 3:

Finance Committee meets to discuss allocations

Step 4:

Allocation posted to UVM Clubs with explanation

Step 5:

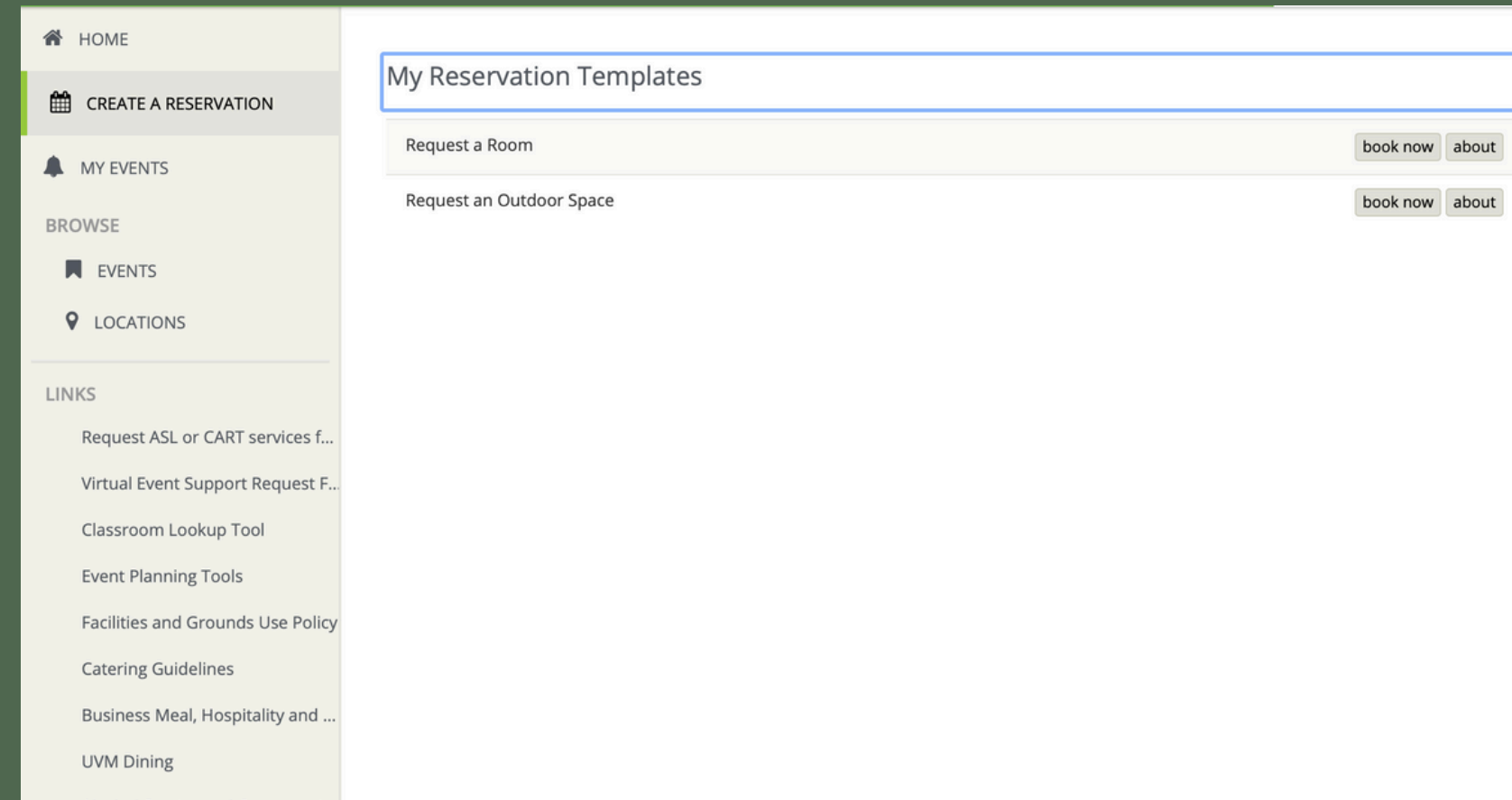
Money is posted to your 130 account

NOTE:

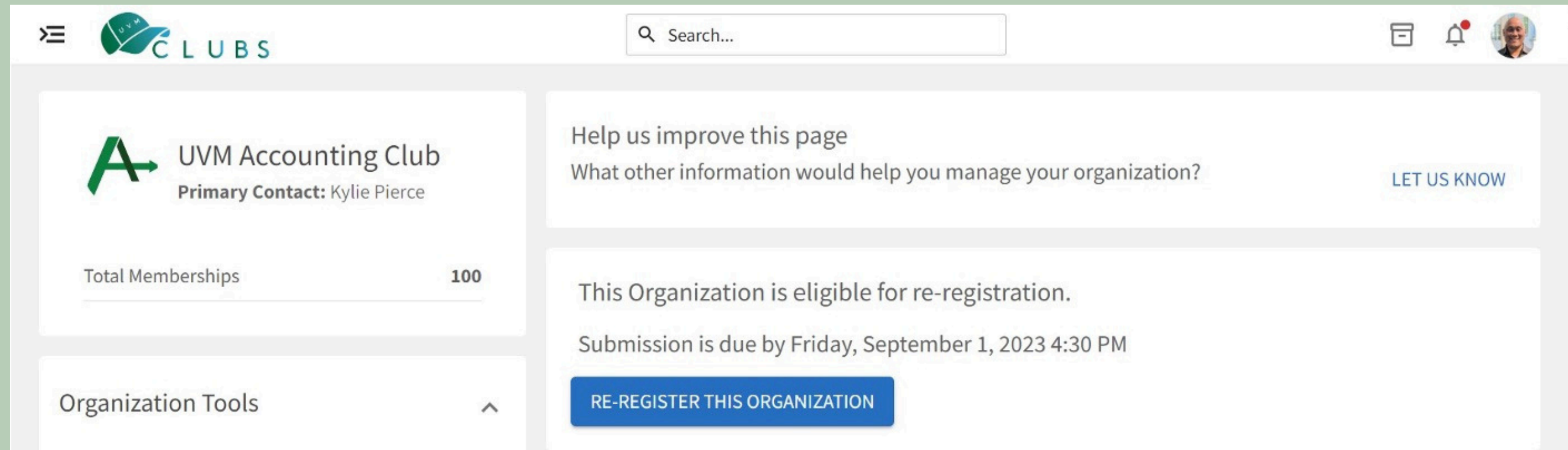
- Separate form for gas vs other supplemental requests
- Requests close Friday 05/03

EMS

1. Space Reservation Portal managed by the Davis Center and University Event Services (UES)
2. New ClubSigners will be updated by the Davis Center and UES throughout the summer. More likely, you will not be able to make reservations until after July 18.
3. Changes to ClubSigners can take weeks to be fully updated in EMS, so please only update if absolutely necessary!
4. For athletic spaces, please contact Ana Sola!
5. Club Sports
 - a. CANNOT book practices in Athletics spaces or Mann Hall yourselves
 - i. Schedules will be built in August on a rolling basis and in the order that they were received
 - ii. For competitions, contact Ana Sola



Annual RSO Re-Registration Process



Steps:

1. Go to your RSO's UVM Clubs page
2. Select "Manage Organization"
 - a. update organizational profile
 - b. update profile picture
 - c. organizational roster
 - d. annual risk assessment
 - e. constitution upload
3. Annual Registration will begin **April 30th**

Driver Certification: New Driver

1. If you are not driver certified, we recommend you get driver certified over the summer
2. July 1st: Van Certification Enrollment Period Begins
 - a. You will need your driver's license number to apply, so they can run a background check
 - b. After application, an automatic email will be sent with next steps
3. July 30th: Must have completed 4-hour driver certification training (instructions sent by email) by this date to guarantee certification by August 30th

To start this process:
Search UVM Driver Certification or click Driver Certification at the top to get redirected to the website

Driver Certification can take up to 30 days to complete the certification process! Please allow enough time between training + date you need a vehicle

Tip

Check with your personal insurance provider to see if you receive a discount for passing this certification process

ActivitiesFest



New Student
ActivitiesFest

The week before school
starts



ActivitiesFest

September 3-5



Cats Reconnect

2-3 weeks after

Useful Websites

SGA ClubSigners Website

- SGA ClubSigner Manual, links, other resources for assistance in running your organization

UVM Clubs

- RSO management
- Forms for finances, club signer changeover, and advisor agreements
- Can be utilized for information about club for prospective members ex: contact info for club signers, location/time of meetings

EMS

- Reservations for space on campus except for athletic spaces
- Athletic Spaces are made by contacting Ana Sola

UVM Bored

- Events Calendar

Additional Opportunities!



1. GroupMe
2. Join our meetings during public forum (7pm in the Livak Ballroom)!
3. Follow @uvmsga
4. Follow @uvmclubs (we will promote your club if you reach out!)

What You Need to Know Right Now

1. Re-register your organization starting April 30th
2. Start the driver certification process
3. Write down the dates for ActivitiesFest
 - a. New Student Orientation ActivitiesFest(August 24th 1-4 pm)*TIME TBD*
 - b. Week of Welcome ActivitiesFest (September 3-5 11am-2pm)
 - c. Cats Reconnect (2-3 weeks after Week of Welcome ActivitiesFest)
4. Supplemental Funding for '23-'24 closes Friday, May 3rd
 - a. Reopens in July
5. Heads up! The SGA "cage" will be organized this summer
 - a. SGA is starting a requirement for club materials to be sorted through every semester starting next year

Who to Contact:

(1, 3) McKenna (sgaclubs@uvm.edu)

(4) Eloise or Matt (sga.finance@uvm.edu)

(5) (uvmsga@uvm.edu)

Attendance Form:

