

Handy Campus Reference Sheet

Bulletin Board Postings

- Require approval of the Student Development Office
- The SD Assistant will post flyers/posters, and remove them once event dates have passed
- No fliers promoting alcohol consumption will be posted on campus

Campus Announcements

- A new campus announcements page has been created to cut down on campus wide emails. Please see that page to “submit a new announcement”, then create a new announcement. Please choose my name as your supervisor for any club announcements.

Events

- It is required that a Club Advisor be present at all club meetings and events

Finances

- Club budgets are established each spring semester
- Monthly budget reports are provided under the Club Advisor Link
- Jefferson College is exempt from sales tax. **Reimbursement will not be paid for sales tax on purchases**
- The college has Walmart & Sam's credit cards that may be checked out by the Club Advisors for club-related purchases. Payment is then made using an Order for Payment with attached Walmart receipts promptly following the purchase.
- **In some cases the Student Development credit card may be used for club purchases. (see Brandi Gallaway)**
- Club Advisors need to complete financial paperwork according to college policies. These policies are described in the “Procurement Policies and Procedures” manual in the Employee Channel of MyJeffco

Food

- Great Western Dining or **You may use the food provider of your choice.**
- If you choose an off campus food source, the club advisor will either need a check from the Business Office, after an Order for Payment (OFP) and invoice was sent to that office 2-4 weeks prior to the need for the check. Another option is to have the Club Advisor pay for the food at the time needed with either their

personal card, Student Development card or cash and get reimbursed minus the tax from the Business Office using the OFP procedure. Jefferson College will not pay tax. You can ask the food source if you can bring in a tax exempt sheet from The Business Office, but many places require more than that step.

- Decisions to purchase food for club events must be made judiciously and frugally

Fundraising

- General rule of thumb is 2 fundraisers per group per semester
- Club Advisors must approve the fundraiser(s)
- Contact Student Development to solicit approval
- Jefferson College Foundation approval is required via the form under the Club Advisor tab, a **30 day advance notice is requested**
- All funds raised will be deposited by the Jefferson College Foundation.

Graphics

- Assistance with fliers and other promotional materials is available through the campus Graphics Department. This department remains busy throughout the year, so planning in advance is necessary.

The Marketing Department is here to help you promote your event or program and represent the Jefferson College brand.

When you need marketing services to promote an event, program or create new collateral, we can provide you with graphic design, social media, website development, content creation, video production, and other marketing services.

To request help from the Marketing Department, [please submit this form](#). (This form is also available in MyJeffco>Employee>Marketing & PR.)

When to use it:

- If you have an idea or new program and need help executing a promotional campaign.
- If you need help producing marketing collateral like signs, graphics, and website pages.
- If you'd like support to update existing marketing materials that are outdated.

Details to include:

- The name of your department and contact info for primary stakeholder

- A name for the project and description of your needs
- The timeline for completion, including the first draft and final deadline
- Specifications like size, quantity, and any other requirements
- Any associated files or other notes

Off-Campus Advertisements

- Any club information that will be distributed off-campus must be approved by the Public Relations and Marketing department. Contact Erin Bova-ebova@jeffco.edu.

Supplies

- The college contracts office supplies through Office Max. Club Advisors can access the online ordering system through MyJeffco/Employee Tab/COS
- The college has a tax-free account set up with Amazon for College purchases. This may also be accessed by the Club Advisors through MyJeffco/Employee Tab/COS

Room Reservations

- Club Advisors will access EMS, the campus software program that manages spaces to reserve rooms for your meetings and events. If you need assistance with this contact Melissa Mueller from Buildings & Grounds-
mmuell21@jeffco.edu
- Reservation includes the event's date/time, location, set-up, needs such as tables and chairs, Smart Board, microphone, etc.

Social Media

- The use of social networking sites to promote your group requires approval from the College PR and Marketing Department. An application form to request such approval is located in MyJeffco in the Employee Channel
- If your group wants to promote something on the general Jeffco social media sites, your advisor may contact Erin Bova(ebova@jeffco.edu) or ext. 3103

Travel

- Plan as far in advance as possible
- **Employees cannot** transport students in their personal vehicles, so a rental car may be arranged through Enterprise (the College's selected service provider)**BUSINESS OFFICE CAN HELP WITH THIS PROCESS**

- The Business Office also has a gas card to check out for travel
- Driving reimbursement rates depend on distance of travel, and mode of transportation. The Club Advisors may consult Student Development for the specifics
- The Club Advisors may request a travel advance to pay for meals and other expenses, also, a check to pay hotel expenses. These need to be requested far in advance of the actual travel dates
- Expenses are submitted on a Travel Expense Voucher form. All receipts must be itemized and original
- Travel paperwork for payment or reimbursement must be submitted immediately following the travel dates

Web

- To update your club/organization web page, your advisor may contact Erin Bova at ext. 3103 or ebova@jeffco.edu for further instructions.

For Any Questions... Feel free to contact the Student Development Office for assistance on these and other matters. Contact information: Brandi Gallaway- 636.481.3231 or (bgallawa@jeffco.edu)