



TEAM MANUAL

2011-2012

Archery - Beach Volleyball - Brazilian Jiu Jitsu
Dancing Divas - Equestrian - Fishing - Hockey
Kiteboarding - Men's Lacrosse - Women's Lacrosse
Martial Arts - Paintball - Powerlifting - Roller Hockey -
Rugby - Sailing - Men's Soccer - Softball - Surfing -
Tennis - Tri-Eagles - Men's Volleyball - Wakeboarding
Water Polo - Wrestling

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2011-2012 Registered Sport Clubs

Club Team	Active Since
Archery	September 2010
Beach Volleyball	October 2010
Brazilian Jiu Jitsu	September 2010
Dancing Divas	August 2007
Equestrian	April 2010
Fishing	November 2008
Hockey	August 2007
Kiteboarding	October 2009
Lacrosse, Men's	October 2009
Lacrosse, Women's	August 2008
Martial Arts	October 2007
Paintball	August 2007
Powerlifting	August 2007
Roller Hockey	April 2010
Rugby	September 2011
Sailing	August 2007
Soccer, Men's	March 2009
Softball	February 2009
Surfing	October 2010
Tennis	October 2007
Tri-Eagles	October 2008
Volleyball, Men's	December 2009
Wakeboarding	September 2009
Water Polo	April 2010
Wrestling	August 2007
<i>All clubs are governed by the Sport Clubs Council</i>	<i>Updated Sept. 2011</i>

Sport Clubs Office Contact Information

Program Staff

Julia Stulock—Sport Clubs Coordinator
Phone: (239)590-7332
Fax: (239)590-1432
jstulock@fgcu.edu

Tommy Edwards—Undergraduate Assistant
Phone: (239)590-1420
tedwards@fgcu.edu

Mikey Garcia—Equipment Manager
mgarcia@fgcu.edu

Anna Radliff—Events Assistant
anradliff@fgcu.edu

Bryant Stewart—Field Supervisor
brstewart@fgcu.edu

Sport Clubs Office

Campus Recreation Modular, next to the Aquatics Center

Florida Gulf Coast University
Campus Recreation - Sport Clubs
10501 FGCU Blvd. South
Fort Myers, FL 33965

Phone: (239)590-1420
Fax: (239)590-1432

Office Hours

9:30 am – 4:30 pm
Monday – Friday

Website

www.fgcu.edu/campusrec/sportclubs

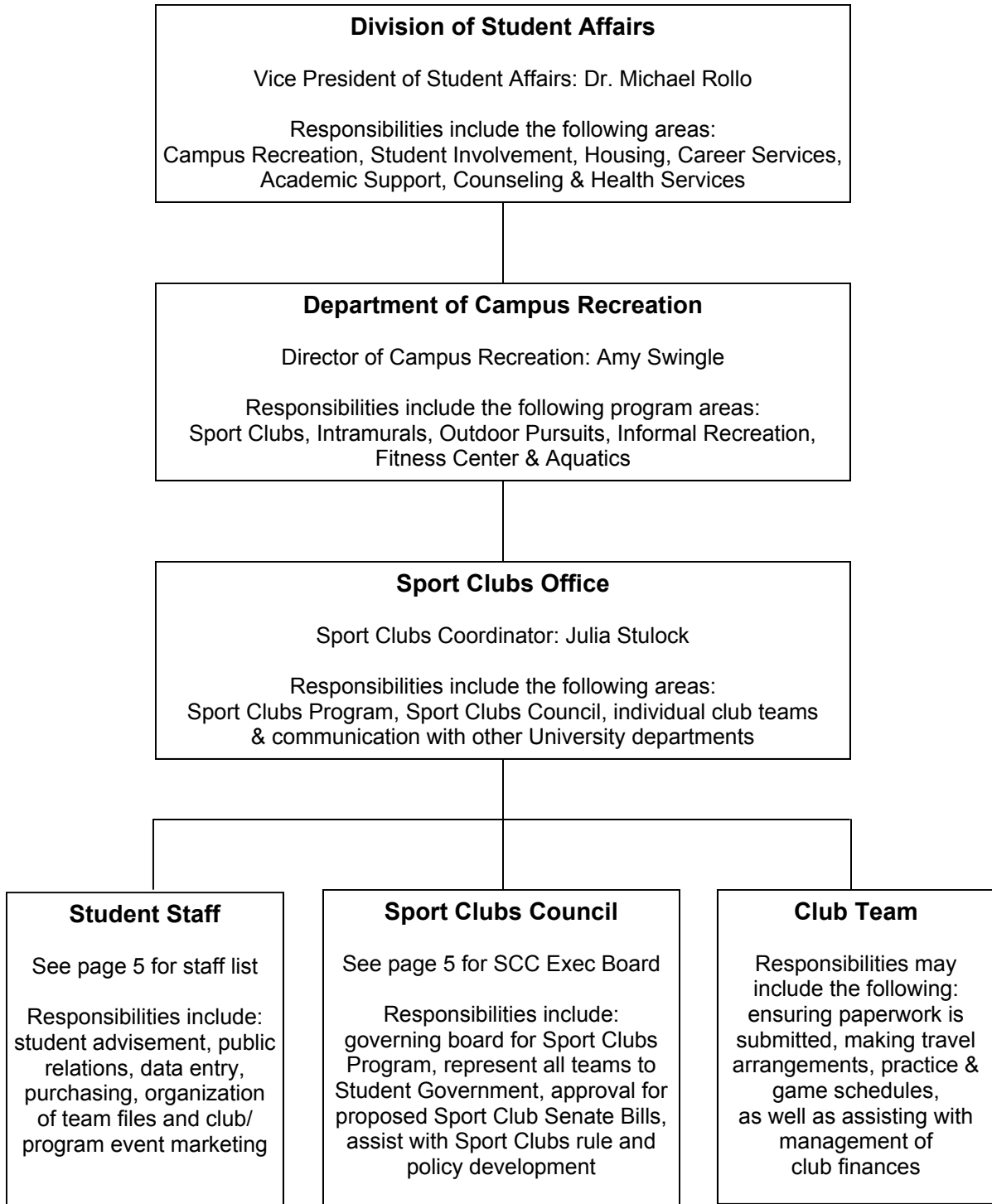
Sport Clubs Council

President
Vice President
Treasurer
Secretary
Budget Chair

Tommy Edwards
Michelle Perez
Demi Gainey
Bryant Stewart
Kacey Herrin

tedwards@fgcu.edu
perezmm@eagle.fgcu.edu
dngainey@eagle.fgcu.edu
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Sport Clubs Organizational Chart



FGCU Sport Clubs Program

This manual has been designed to serve as a resource guide for officers, coaches and advisors of Sport Clubs at Florida Gulf Coast University. The Sport Clubs Program is part of the Department of Campus Recreation and Division of Student Affairs. Both Campus Recreation and Sport Clubs continuously pursue their mission of playing a vital role in our students' development throughout their college experience by providing opportunities that encourage and develop healthy lifestyles, sportsmanship, leadership, teamwork, and responsibility.

WHAT IS A SPORT CLUB?

Sport Clubs are Registered Student Organizations (RSO's) that are athletic in nature, and have successfully joined the Sport Clubs Council. The most unique part of Sport Clubs is that they are managed, run, and organized by students - they are not NCAA varsity sports, nor intramural teams. The activities of these clubs may involve competition on a local, regional, and/or national level. ***No student may be denied membership to any sport club. There may be tryouts for a competitive travel team, however if a student does not make the travel team, they are still eligible to participate at practice.***

SPORT CLUBS COORDINATOR

The Department Campus Recreation employs a full time professional to supervise Sport Clubs and their activities. The Sport Clubs Coordinator is responsible for ensuring that the individual clubs operate in a safe manner benefiting both the club participants and the university community as a whole.

The Sport Clubs Coordinator serves as a consultant to clubs on both their day-to-day operations and special events. They act as an advisor to the Sport Clubs Council Executive Board and is responsible for ensuring that their efforts benefit all Sport Clubs participants equally, and ensuring that all rules and regulations are followed. The Sport Clubs Coordinator also serves as a liaison between the sport clubs programs' participants and the University's administration.

SPORT CLUBS COUNCIL

The Sport Clubs Council (SCC) consists of one representative of each Sport Club. The council meets monthly and topics pertinent to the teams are discussed. The council has an Executive Board which consists of 6 representatives elected by the representatives at the final SCC meeting in the Spring Semester.

Items will come before the SCC for a vote of approval, and the voting method shall be determined by the SCC constitution. Regardless of the number of club members in attendance, each Sport Club will receive only one vote per voting issue. At other times, Student Government representatives, Campus Recreation staff or other University administrators may be asked attend SCC meetings to discuss relevant topics.

The SCC Executive Board also plays a large part of the budget process for A&S allocations given to our Sport Clubs, in addition to giving input on program policy development. Please refer to the Sport Club Statute with Student Government and the "Funding & Purchasing" section of this manual for details.

OFFICER DESCRIPTIONS

All clubs are required to have at least a President, Vice President and Treasurer. It is also recommended that each Sport Club choose one member to serve as the Sport Clubs Council Representative. Optional officer roles can include secretary, public relations, fundraising chair, among many others.

President - Serves as the leader of the Sport Club; responsibilities may include organization of practices, events and tournaments. The President will serve as the Sport Club office's main contact, unless otherwise noted. Must be one of the officers to attend officer training.

Vice President - Serves as an assistant to the President; makes decisions in cases of the Presidents absence. Certain Vice Presidents may have specific roles within the club (e.g. organizing travel plans, facility reservations, running practices).

Treasurer - Controls the budgetary component of the Sport Club; all records of purchases, payments and/or deposits should go through the treasurer. Treasurer must attend financial training put on by the Sport Clubs Office.

Eligibility of Sport Club Officers

As outlined in FGCU Regulation FGCU-PR4.005 (section D, <http://www.fgcu.edu/generalcounsel/regulations.asp>), officers of any registered student organization must meet the following standards:

- Undergraduates must be registered for 9 credit hours in the Fall and Spring semesters and maintain a 2.5 cumulative GPA
- Graduate students must be registered for 9 credit hours in the Fall and Spring semesters, and maintain a 3.0 cumulative GPA
- Officers must be in good academic standing, free of conduct probation and be free of delinquent obligations for tuition and fees.
- A student in the last semester before graduation is eligible to hold a leadership position if the student is enrolled for the required number of credits needed for graduation that term and maintains the required GPA.

Accountability of Sport Club Officers

Club officers and members are accountable for all policies and procedures outlined in this manual, as well as the FGCU Student Code of Conduct. It is the student's responsibility to obtain copies of these documents and become familiar with them. These documents may change from year to year, so it is important to review them each year. *Failure to "know" is not an excuse for those not observing Program and/or University policies and procedures.*

CLUB CONSTITUTIONS

Each Sport Club must have a constitution on file with the Sport Clubs Office, and update it at least every four years. A constitution should include, but is not limited to, the following:

- Describes the purpose and goals of the club
- Rule and policies regarding: participation, facility usage, and FGCU
- Role and responsibilities of each officer position
- Officer election procedures
- Expectations for team members

SPORT CLUB MEMBERSHIP

Unfortunately, community members and non-students are NOT permitted to be a member of a sport club. FGCU Regulation FGCU-PR4.005 (section C) states that membership to a registered student organizations is restricted to currently enrolled students only. All club members must complete the participation waiver, emergency contact form, and conduct agreement prior to participating with any sport club.

ADVISORS

Sport Club advisors are a source of guidance that club officers and participants have, with regard to their specific sport. It is the advisor's responsibility to be familiar with the policies outlined in this manual, as well as the Registered Student Organization Manual produced by the Office of Student Involvement. In doing so, the advisor will be able to effectively assist the club with its activities.

Sport Clubs responsibilities to their advisor:

- Notify advisor of meetings and events you wish them to attend
- Consult with them in the planning of projects and events
- Talk over problems with the advisor
- Be clear and open about the team's expectations for your advisor

At the beginning of each academic year, clubs are required to re-submit the Advisor Acceptance Form, which requires their advisor's signature. It is required that advisors are full time FGCU faculty or staff.

COACHES

Some Sport Clubs may choose to have a coach and/or instructor, and have the right to hire/fire whom-ever they choose. In hiring a coach, the club assumes all responsibility for reviewing that individual's credentials. Coaches are not University employees, whether volunteered or paid. If a coach receives payment through University funding, they are paid as an "independent contractor" for the Sport Club.

A Sport Club is first and foremost a student organization, and, as such, the student officers should serve as the liaison between their team and coaching staff. A coach should be able to plan and/or oversee safe instruction and training for various skill levels. It is NOT the coach's responsibility to run the club.

Coaches, whether a University employee or not, are covered by any health or liability insurance provided by the University. They are strongly encouraged to purchase separate insurance prior to coaching for the Sport Club. All coaches must follow University and Department of Campus Recreation rules, regulations and procedures; it is their duty to educate themselves on these rules.

HOW TO START A CLUB

All sport clubs must be a Registered Student Organization (RSO) prior to joining the Sport Clubs Council. Please visit our website for the most up to date information on starting a sport club, and applying to join the Sport Clubs Council.

DIFFERENCE BETWEEN SPORT CLUBS & REGISTERED STUDENT ORGANIZATIONS

Sport Clubs are a program area within the Department of Campus Recreation but are also registered student organizations (RSO's) which have successfully applied to join the Sport Clubs Council. Sport Clubs report to and are supervised by the Sport Clubs Coordinator. Any Sport Club will primarily go to the Sport Club Office for purchasing needs, event planning assistance, campus facility reservations, among other services provided by the Office.

Registered Student Organizations are organizations formed by any group of currently enrolled students sharing a common interest and/or goal. These groups report to the Student Organization & Development Coordinator and follow the policies set by the Office of Student Involvement.

Benefits provided by Florida Gulf Coast University to RSO Sport Clubs, include, but are not limited to:

- Regular use of University buildings, grounds & classrooms
- Ability to request funds from the Sport Clubs Budgetary Committee, as well as Student Government and/or its designated student organizations.
- Access to the Sport Clubs Office resources, as well as the Office of Student Involvement.

Advertising

LOGO USAGE

Prior to printing any items that advertise/promote your club, **designs must be approved** by the Sport Clubs Office. Simply submit the artwork by email, or hand in a printed copy. All promotional items (flyers, banners, etc.) should attempt to incorporate either the Sport Clubs Logo or the FGCU Campus Recreation Logo.

Sport Clubs are authorized to use the “Eagle Head” logo, however, no other Athletics logos may be used. Artwork using this logo must meet the following guidelines for design approval:

1. Artwork should clearly show where the Athletic logo will be used on the items you wish to produce.
2. The words “Florida Gulf Coast University”, “FGCU” or “Eagles” in official Athletic Department fonts and colors cannot be located adjacent to the eagle head logo. However, alternate fonts and colors for these words may be used.
3. The Eagle Head logo cannot be altered in any way. This includes color (other than original or b&w), stretching and extreme close ups that do not show the whole eagle.

Refer to FGCU’s Visual Imaging Guidelines for further regulations regarding other FGCU logos and their usage: www.fgcu.edu/CRM/guidelines.html The official university colors are dark blue (PMS 288), emerald green (PMS 3415), with the eagle head beak color of gold (PMS 465).

SPORT CLUBS OFFICE RESOURCES

Teams have access to the Campus Recreation marketing and design team, who create many different forms of marketing, including flyers and posters. Our staff need 1-2 weeks to create your marketing, production time varies depending on their list of current projects and the number of edits requested. The office will also supply copies (color or black & white) of items printed in house free of charge. Simply contact the Sport Clubs Office to learn more about the options available and to submit a marketing request.

OFFICE OF STUDENT INVOLVEMENT RESOURCES

As registered student organizations, sport clubs also have access to the resources provided by the Office of Student Involvement. Some of the resources include:

- Computer and printer access
- Free black and white copies
- Free poster printing (up to 24” x 40”)
- Banner and paint supplies

For more information on utilizing these resources, contact OSI at (239) 590-7739 or osi@fgcu.edu
Office Hours: 9am-5pm, Monday - Friday, located in the Student Union, 2nd floor.

CAMPUS POSTING POLICY

There are certain areas on campus which are acceptable places to advertise your club or an event. Bulletin boards located around campus, inside the Student Union, Rec Center, and Library are all clearly marked for your use. If you wish to have your flyers posted in FGCU housing, please drop them off in the Sport Clubs Office for distribution. Sport Clubs must follow University Policy 4.007 when posting any type of material on campus, which outlines the following restrictions:

- No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas. (Chalking the side walks on campus is NOT permitted.)

To review all the information contain in this policy, please see http://www.fgcu.edu/generalcounsel/files/policies/4_007_Postings_Solicitation_on_Campus_08_14_09.pdf

ADVERTISING ON CAMPUS

Information Tables

The Student Union Information Booth is responsible for setting up information tables inside the Union, as well as signing out tables and chairs for reservations outside the Union. To make a table reservation, please email your request to rmsched@fgcu.edu. More information regarding rules and regulations will be provided at that time. For groups selling merchandise on campus, certain items may be prohibited from sale or distribution based on University contracts and/or policies. View the Table Zoning Map: http://www.fgcu.edu/CampusReservation/Images/Zone_and_Courtyard_Map-Satellite_View.pdf

Eagle News

The FGCU student newspaper sells ad space in each issue they release. Ad sizes and prices vary, visit www.eaglenews.org and click on the advertising header for print dates and guidelines.

Banner Hanging in Student Union

The following are guidelines for your organization to have a banner hung in the Student Union:

- Take your banner to the Office of Student Involvement to be reviewed before hanging.
- Banner will be hung for two weeks and taken down by OSI staff the day after your event, or at the end of your two week period.
- Submitting a banner is based on a first come first serve basis. If you want your banner hung in a certain spot, you will need to bring it to the Office of Student Involvement as soon as possible.

Axis TVs

The closed circuit televisions located in the Student Union and Howard Hall are available to advertise campus events. To get your event listed, send a marketing request to the Sport Clubs Office (see Sport Clubs Office Resources section on previous page).

SOCIAL MEDIA

Each Sport Club participant signs a player conduct agreement which holds them to not placing “pictures online (i.e. Facebook, Flickr and/or personal team websites) that contain alcoholic beverages or the illusion of alcohol consumption while in a team setting”.

This rule is in place to ensure a positive image is being promoted for the team and the Sport Clubs program as a whole. Be mindful of the images posted by your teammates or friends, in addition to any comments being posted on a team site, page, or blog.

FGCU WEBSITES & EMAILS

The FGCU Web Services department offers free space on University servers for student organization websites. Student organization sites must be designed and managed completely by the organization, and will not be monitored or maintained by IT staff. Please contact David Jaeger at djaeger@fgcu.edu or visit <http://www.fgcu.edu/WEP/Web.asp> to set up your site.

The FGCU Information Technology department can set up a @fgcu.edu email addresses for student organizations. Please contact them at 239-590-1188 or email helpdesk@fgcu.edu with your request.

Facility Reservations & Safety Requirements

FACILITY USE

Each facility that you may reserve will have different policies, rules and regulations, and it is the club's responsibility to know these rules. It is important that all teams abide by these policies, as they are representing FGCU and all other Sport Clubs. If you are utilizing any off-campus facility, it is the responsibility of the safety officers to familiarize themselves with the emergency action plan of that facility.

Any facility damage caused by the direct usage of a Sport Club is the responsibility of that Sport Club. The Sport Club Office and the Department of Campus Recreation will not pay for any damages incurred by the team using any facility, whether on or off campus.

Coaches or instructors that require access to the Rec Center must submit a Access Application. Forms can be found on the Sport Clubs website, and must be submitted to Coordinator Tia Freiburger.

CAMPUS RECREATION & ATHLETIC FACILITY RESERVATIONS

All Sport Club practice and competition reservations for Campus Recreation and/or Athletic facilities are made through the Sport Clubs Coordinator. Simply complete the request form, located on the Sport Clubs website, and you will receive a reservation confirmation via email.

STUDENT UNION, ACADEMIC & OTHER BUILDING RESERVATIONS

Reservations for space in the Student Union, Academic Buildings, and other buildings on campus are made through Campus Reservations. Special event requests must be made at least two weeks prior to the planned event. Requests that come in with less than two weeks notice will be denied and asked to reschedule to a later date. Space on FGCU Campus is sparse and it may be difficult to get the kind of facility that you may need for meetings, events, or even practice. Planning ahead is encouraged!

Visit admin.fgcu.edu/wv3 to first view space availability. Then email your request to rmsched@fgcu.edu to make a reservation. Reservation confirmation or any follow up questions will be emailed to you.

Note: All classroom space is blocked for academic use until the end of the second week of classes each semester (Fall, Spring & Summer). Only multi-purpose space is available for student organization reservations during those two weeks.

GUIDELINES FOR RESERVATIONS

- Do not promote your event until a reservation confirmation is received.
- Repeated failure to use a reserved space on campus (without proper notice) jeopardizes the club's future use of facilities.
- You are obligated to clean up after your event. The University may charge your team a cleaning fee for failure to pick up trash/debris left at the facility.
- Sport Club supervisors may visit practices, competitions and events to ensure Sport Club policies and procedures are being upheld. They should be given all information requested and treated with the same respect as any University staff.

EQUIPMENT STORAGE

Any Sport Club that wishes to store specific pieces of equipment on campus must request storage through the Sport Clubs Office prior to any equipment purchases. Space is not guaranteed and Sport Club equipment cannot be placed anywhere at random (outside, in hallways, under stairs etc.) without specific approval from the Sport Club Office.

Equipment purchased using A&S funds is the property of Florida Gulf Coast University, and must be tracked on the inventory report at the end of each team's season. Failure to demonstrate an effort to collect A&S items from teammates may result in the future removal of funding for such items.

To gain access to equipment that is kept in Campus Recreation storage, please contact the Sport Club Office. Items located in the Outdoor Pursuits base camp (behind Alico Arena) may be checked out during regular business hours - OP staff will be present in the front desk in the trailer.

MEDICAL & HEALTH INSURANCE

When participating in sport club activities, practices or competitions **NO SPORT CLUB PARTICIPANT, OFFICER, COACH OR INSTRUCTOR IS COVERED** by any blanket health/medical or liability insurance offered through Florida Gulf Coast University. It is strongly recommended that ALL Sport Club participants hold their own health/medical insurance.

PARTICIPATION WAIVERS

Every participant from all Sport Clubs must sign an Assumption of Risk waiver prior to their first day of practice. This is in addition to the player conduct agreement and emergency contact sheet that all participants complete as well. Waivers can be downloaded on the Sport Clubs website: www.fgcu.edu/CampusRec/SportClubs/Forms.html

FIRST AID & CPR CERTIFICATION

A safety officer is a member of the club who is currently certified in First Aid and CPR/AED. All Sport Clubs must have two safety officers on their active roster. The same requirements apply, even if your club practices at a facility that has employees with CPR and First Aid certifications.

CPR/AED and First Aid certifications can be obtained through Campus Recreation for a minimal cost, or through another agency. In either case, copies of the certification must be presented to the Sport Clubs Coordinator prior to any kind of practice or travel. Visit the FGCU Aquatics Center website for on-campus certification class details: <http://www.fgcu.edu/CampusRec/Aquatics/CertificationCourses.html>

Safety officers are also responsible for the following:

- Know emergency procedures at all facilities that the team use
- Keeping the activity safe for all participants
- Making sure all participants have signed waivers
- Maintaining that all participants are adhering to the rules and regulations of the facility

REPORTING ACCIDENTS

If an accident occurs, a Sport Club officer should follow the Emergency Action Plan (EAP) specific to the facility being used, which should be obtained prior to any practices/games beginning. A Sport Clubs accident report form must be submitted within one (1) business day of all accidents (form located on website). When completing an accident report form, always advise to discontinue participation and seek medical treatment.

Emergency Phone Tree

Department of Campus Recreation

Sport Clubs Program

If the accident is serious and the emergency services are called, the Sport Clubs staff must be informed immediately. If the Sport Clubs staff cannot be reached, a Sport Club officer must follow the Emergency Phone Tree until they reach a FGCU staff member.

In the case of an emergency, please call these contacts in the following order:

1. Emergency

911 or campus emergency (239) 590-1911

2. Sport Clubs Staff

Coordinator - Julia Stulock (239) 590-7332 or (734) 890-1974

Field Supervisor - Mikey Garcia (239) 691-4855

3. Fitness Center

Fitness Center Front Desk (239) 590-7935

Assistant Director - Suzanne Ries (239) 590-7709

4. Facility Areas

ALICO ARENA or ATHLETICS

Billy Blood (239) 590-7013 or Matt Fairchild (239) 590-7306

AQUATICS CENTER

Emma Reeners (239) 590-7701

STUDENT UNION or ACADEMICS

Eric Balmer (239) 590-1141 or Marie Josee-Hebert (239) 590-1238

WATERFRONT

Stephen Robinson (239) 590-1419

5. Director of Campus Recreation

Amy Swingle (239) 590-7936

When speaking to someone concerning the emergency speak in a calm manner giving as much detail as possible remember to include:

- Where you are
- Your name and contact number
- What happened
- What steps have already been taken

Regulations & Policies

UNIVERSITY POLICIES

Open Membership

Any Sport Club that receives University funding must have an open membership policy. This means Sport Clubs must welcome any interested student, and are not permitted to charge students membership dues to join the club. However, Sport Clubs may hold tryouts for travel teams, and are permitted to charge a travel team fee for students who choose to be more competitive.

Hazing

Any type of hazing, whether on or off campus, is prohibited by Florida Gulf Coast University. Hazing is defined by Florida state law as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student” for purposes including, initiation, membership, or as a condition of continued membership in a sport club operating under the sanction of the University. Florida law also states that the “expressed or implied consent of the victim will not be a defense” for any such actions defined as hazing.

In cases where an organization is found responsible, loss of privileges, temporary suspension of registration, or termination of the organization may be imposed. Such penalties may be in addition to any penalties imposed in court under Section 1006.63, Florida Statutes. More information can be found at www.studentservices.fgcu.edu/judicialaffairs/conduct.html

Gambling

Gambling is defined as an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization, and is not permitted at any club event. To wager on a University team or organization in a competition, with a direct interest in the success of the competition, falls under the definition of gambling.

Fundraising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion, which are strictly regulated, as the law requires specific disclosures and procedures, 849.0935, Florida Statutes. Permission for student organizations to organize "drawings by chance" on University premises or at any club event must be secured from the Sport Clubs Office prior to any advertising.

Other Policies of Interest

Alcohol Policy: http://www.fgcu.edu/generalcounsel/files/policies/4_002_Alcohol_Policy_06_20_08.pdf

Club Officer GPA & Enrollment Requirements: http://www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4_005_Student_Activities_042010.pdf

Campus Posting Policy: http://www.fgcu.edu/generalcounsel/files/policies/4_007_Postings_Solicitation_on_Campus_08_14_09.pdf

SPORT CLUB OFFICE POLICIES

Field Conditions

Hazards on the field noticed during practice need to be marked and announced to any players that may be affected, as well as reported to the Sport Clubs Office. If inclement weather occurs during competition or practice, a Sport Clubs Office staff member will suspend and/or cancel the event if conditions are viewed unsafe for the participants.

Equipment Inventory & Care

Sport Clubs should assign an officer to check all team equipment for safety (wear and tear, breakages etc.) and to keep an ongoing inventory which must be handed in to the Sport Club Office at the end of each academic year. It is required that any A&S purchased equipment be turned in by students at the end of each academic year.

All club members are responsible for the care of team equipment and ensuring it is safe for proper use. Any general equipment concerns or deficiencies should be reported to the Sport Clubs Office. If a necessary piece of equipment is deficient, it should be marked and/or removed from use. Any damage to equipment that costs over \$500 must be reported to the Sport Club Office within one business day of the damage.

Team Responsibility

Sport Clubs are required to abide by federal, state, and local laws. Student Organizations that violate any law, University regulation or policy, or policies outlined in this manual will be subject to disciplinary action pursuant to the Student Code of Conduct. An Sport Club may be classified inactive at any time and will lose all University privileges until reactivation is completed. Examples of why a Sport Club may be declared inactive are located in the Recognition System section of this manual.

Teams may be held responsible for the acts of individual members. Acts include but are not limited to the following types of circumstances:

- When a member of a club sport is violating federal, state, or local law or University standards, and other members present fail to indicate their disapproval, or by their continued presence, without objection, implicitly condone the behavior.
- When the act(s) grow out of or are directly related to the club's activities or an environment created by the organization; are those of the guests of a club sport organization, committed during, in conjunction with, or related to the activities of the organization; are those of a person authorized to represent themselves as connected with the sport club.
- When a sport club organizes members in subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership (hazing).

The team's responsibility may be diminished if members of the organization take reasonable steps to prevent the incursion of infractions by their fellow members. Such steps may include clear establishment and member notification of standards (in writing), documented education of members as to the standards established, and documented enforcement of standards when violations occur. Organizational resources and services may be restricted or suspended as a result of a violation of any University policies by the team or its members as described above.

Travel

TRAVEL APPROVAL

Any travel where you will be representing FGCU off campus at a location outside of Lee County must be approved by the Sport Clubs Coordinator. This is to ensure the safety of the students traveling and that the Sport Club Office is aware of who is traveling, and where you are traveling to, in case of an emergency. Below are the steps to follow to obtain travel approval:

1. Complete a Travel Packet found here: www.fgcu.edu/CampusRec/SportClubs/Forms.html
2. Submit the Travel Packet to the Sport Clubs Office at least 1 week prior to travel.
3. If stopping somewhere overnight while traveling, please attach directions to your Travel Packet.
4. Before departure, it is the president's responsibility to ensure that all drivers have a valid driver's license and vehicle insurance.
5. Take your emergency contact folder on the trip. Should anything occur, they contain emergency contact information for each club member.

RULES OF TRAVEL

I understand that I represent FGCU and that my conduct is a direct reflection on my teammates, school, coaches and the reputation of this club as a whole. On the field, I will conduct myself with the highest level of sportsmanship and will respect officials, teammates, opposing teams, coaches, as well as the Sport Clubs Professional and Student Staff. I will also follow any facility regulations applicable to a venue which our team uses, and adhere to and follow applicable guidelines highlighted in the *Student Code of Conduct*.

Travel by Vehicle

Any time any Sport Club member travels by use of a vehicle (personal, rental or University) the following procedures must be followed:

- The team president is responsible for ensuring that all drivers have a valid license and insurance
- Drivers must follow all state and federal driving regulations
- Use of University vehicles is restricted to FGCU staff

International Travel

Sport Clubs looking to travel internationally, or to a non-contiguous state, must plan to have at least one advisor or coach accompany them on the trip. More advisors may be required by the Sport Clubs Office, dependent on the number of students traveling, and the competition destination(s).

FAILURE TO COMPLY

Sport Clubs will not be authorized to travel if the travel packets are not submitted in a timely manner. Any travel by Sport Club without authorization from the Sport Clubs Office will be subject to disciplinary procedures. In the case of gross misconduct, Sport Clubs may be suspended from activity and/or terminated as a Registered Student Organization.

Please see the SCC Exec Board Standards Policy Manual for information regarding the violation notification processes and hearing regulations.

BOOKING FLIGHTS

Teams wishing to book flights for more than 10 people must contact an airline to secure a group rate. A group rate locks in pricing, may include discounts, and allows for fee-free name changes.

10+ passengers:

- Team officer must contact the airline to secure a group rate
- Have a list of all persons traveling, with full name and date of birth, ready for the agent
- Request that the quote/contract to be emailed to you
- Submit quote/contract with purchase request

Less than 10 passengers:

- Airlines typically do not offer group sales for <10 people.
- Team officer may submit desired flight information with Purchase Request
- Must submit a complete roster of all persons traveling, including full name as it appears on their ID and date of birth

RESERVING HOTELS

If your team needs to book a hotel, a team officer must first make the reservations on their own credit card, and then obtain a credit card authorization form from the hotel. Hotels will not charge your credit card at the time of booking, unless explicitly stated on their website.

Prior to trip departure, the credit card authorization form will be completed by the Sport Clubs Office. This will allow the hotel to switch the pending charges to the University credit card, instead of your own. Please see the Funding & Purchasing section of this manual for more details on credit card purchases.

RENTING A VEHICLE

If renting a car using club funds, a purchase request form must be submitted, along with a quote for the rental price, before reservations can be made. Include a copy of the driver's license in order to speed up check in when you arrive at your destination.

Discounted Car Rental Rates

If your team is looking to rent cars/vans for an upcoming trip, please review the below information for discounted Enterprise rental rates – these rates are only available if reservations are made through the Sport Clubs Office. Rates listed below are applicable for both in and out of state travel, per day. Rentals are tax exempt in the state of Florida.

15 passenger	\$120	Full size	\$32.55	Compact	\$26.55
12 passenger	\$120	Standard	\$28.99		
Minivan	\$36.99	Intermediate	\$28.50		

FUEL REIMBURSEMENTS

Teams may reimburse club members for money spent on fuel during approved Sport Club trips. Cash Account and/or A&S travel funds may be used to cover the reimbursement, as long as the club has a positive balance in the appropriate account.

To receive a fuel reimbursement, you must submit a Sport Clubs Mileage Log with your reimbursement form and original receipts. It is a University Finance policy that requires the Mileage Log; please see the Funding & Purchasing section of this manual for more info on reimbursements.

Funding & Purchasing

CHECKING YOUR ACCOUNT BALANCE

All Sport Club officers are able to check their team's balances online through ANGEL, for both cash and A&S accounts. "FGCU Sport Clubs" should show up in the "Community Groups" section of your ANGEL homepage once you have been added as an officer. If this link is not visible, please email sportclubs@fgcu.edu from your FGCU email account, and ask to be added.

TYPES OF ACCOUNTS

There are three different types of accounts that Sport Clubs can utilize:

1. Cash Account (general and travel)
2. A&S Account (general and travel)
3. Outside Bank Account

CASH ACCOUNT

This University account can be used for depositing any fundraising money that the Sport Club collects, and is where checks made out to "FGCU {club name}" can be deposited. Money in the cash account may be used on any purchase that a team chooses, and can be accessed using the Sport Clubs Purchase Request form.

Deposits

Teams can make deposits into their cash account by using the Deposit Log form located on the Sport Clubs website. The club treasurer will be required to sign off on the Deposit Log to complete the form. All deposits may then be taken by any club member to the Cashier's Office windows outside McTarnaghan Hall from 8am-5pm, Monday-Friday.

A&S ACCOUNT

The Activity & Service fee paid by each FGCU student is used to fund this second University account, where a team's annual allocation is deposited. Any unused funds in this account are swept at the end of each fiscal year (June 30). There are two ways to receive A&S funding:

1. Annual A&S Budget Request - allocated by the SCC budgetary committee each Spring
2. Senate Bill - funding requests for unforeseen costs in the middle of the year

Annual A&S Budget Request

The Sport Club Office requests an annual budget on behalf of all active Sport Clubs. In order for a club to receive part of this funding, the team officers will submit a budget application to the *SCC Budgetary Committee* in the Spring. Any club that does not submit a budget by the deadline will not be eligible to receive an allocation from that year's budget. Please refer to the Sport Club Funding Guidelines on our website for details on timelines, application requirements, and an outline of items that are funded.

Senate Bill

A Sport Club can request extra funding for unexpected expenses in their budget application. This funding comes from outside the Sport Clubs Budgetary Committee, and is not guaranteed. Senate bills are submitted through a Student Government Senator sponsor and voted upon by the whole FGCU Senate. The process to request additional funding through a bill takes approximately 6 weeks, and is outlined in the appendix of this manual.

SCC Budgetary Committee

The Sport Clubs Council Budgetary Committee is headed by the Treasurer of the SCC Exec Board and includes the other five Sport Club Council Exec Board members. The Sport Club Coordinator will oversee the Budgetary Committee and will approve all Sport Club Budgets. For details on the annual allocation process, please visit the Forms page of our website to view the "Funding Guidelines" PDF. The use of any A&S funding will follow the current SG Finance Code rules for University Departments.

In addition to overseeing the distribution of the annual A&S funding, the allocation committee will meet weekly to review Sport Club senate bill requests, National Contingency Fund requests and any other items related to Sport Clubs budgets.

National Contingency Fund

A nation contingency fund shall be set aside as part of the Campus Recreation budget each year, in order to assist those clubs who have *qualified* for National Championships. The eligibility for this funding is outlined in the "Funding Guidelines" packet on the FGCU Sport Club website.

To request money from this fund, the club must meet with the budgetary committee and prove that they meet the standards set forth in the Funding Guidelines.

OUTSIDE BANK ACCOUNTS

Sport Clubs are allowed to have outside bank accounts, as these accounts are still subject to FGCU Sport Club policies and disciplinary procedures. Balance and transaction history for these accounts may be requested by the Sport Clubs Office and/or Student Government. The following regulations apply to outside bank accounts:

- Must not use "Florida Gulf Coast University", "FGCU", the university's tax identification number, any FGCU address, or FGCU department name in conjunction with the account.
- If the outside account used by the Sport Club is overdrawn, it is the responsibility of the team to pay all fees associated with the overdraft. A&S funds cannot be used to pay the fee(s).
- Alcohol shall not be purchased from the account under any circumstances.
- Funds from A&S accounts cannot be transferred to an outside bank account.
- Misuse of an outside bank account may result in disciplinary hearings and/or the suspension/termination of the Sport Club.

CAUTION - Any individual who opens an outside bank account under their name must declare that account on their individual tax return. If they do not it is considered tax fraud/evasion! Please meet with the Sport Clubs Coordinator in order to establish the correct steps to take BEFORE opening an account.

PURCHASING

When a team needs to make a purchase using funds from either of their University held accounts (cash or A&S), a club officer will need to complete a Sport Clubs Purchase Request form. Detailed examples of completing purchase request are covered in Treasurer Training each fall – it is highly encouraged that both presidents and treasurers attend the training.

It takes a minimum of 5 business days to process a purchase request. Please plan your purchases ahead of time to avoid having your purchase denied, or missing payment deadlines.

In the back of this manual you can find the purchase request checklist to assist you with completing the Purchase Request form. For specific instructions on travel purchases, please see the Travel section of this manual.

TYPES OF PAYMENT

The Sport Clubs offers three forms of payment: check, credit card, or purchase order. Each type of payment has different time lengths and benefits, as outlined here:

Check

It takes 2-3 weeks for the University to process a check request. Helpful hints for purchases that require payment by check:

- Let us know if you want to pick up the check, or have it mailed to the payee
- Plan ahead! We cannot guarantee making payment deadlines if your request is turned in late
- Always include an invoice with your purchase request – we need this to complete the paper-work

Credit Card

It takes approximately 5 business days to process a credit card request. Helpful hints for purchases that require payment by credit card (over the phone or online):

- There may be a processing fee associated with paying by credit card
- The more detail you provide, the less likely we are to have questions, and the quicker we can make the purchase
- Travel items (such as airfare, hotels and car rentals) require specific information, see the Travel Section of this manual for details

Purchase Order

It takes approximately 1-2 weeks for the University to produce a purchase order number. A purchase order is a special type of payment, which sets aside your money for a vendor to be paid at a later date. This “later date” is typically when equipment/uniforms have been received, or when a service has been completed. Helpful hints for purchases that require a purchase order:

- Good payment choice when you’re not sure how much the final cost of something will be
- Plan ahead! We cannot guarantee making payment deadlines if your request is turned in late
- Always include an invoice with your purchase request – we need this to complete the form

REIMBURSEMENTS

Club officers and members can make purchases out of their own pockets and get reimbursed. Reimbursement is not guaranteed by the Sport Club Office, and no tax will be reimbursed on any in state purchases. A reimbursement will not be issued if there are not sufficient funds in the Sport Club’s account. *In the back of this manual you can find the reimbursement checklist to assist you with completing the Reimbursement form.*

FINANCIAL TRAINING

It is mandatory for all treasurers to attend one of the Campus Recreation Sport Clubs Treasurer trainings. Additional purchasing and account training may be offered and treasurers will be highly encouraged to attend these as well. If you have any questions concerning purchasing procedures please contact the Sport Clubs Office at sportclubs@fgcu.edu.

FUNDRAISING

All Sport Clubs are required to fundraise a certain percentage of their annual A&S allocation. For details, please see the next section of this manual, or the Club Recognition as outlined on the Sport Clubs website. A fundraising completion form is required to receive credit for funds raised.

Before beginning a fundraising activity which involves a raffle, lottery, game of chance or drawing, please contact the Sport Clubs Coordinator to ensure it is in compliance with the University and state gambling/raffle policy, outlined on page 15.

Club Conduct

Club Standards

The FGCU Sport Clubs Recognition System is in place to recognize the effort and hard work put forth by our teams on an annual basis. The criterion listed below will help determine a team's funding for the upcoming fiscal year, based on the level achieved, as well as maintaining a team's status as a registered Sport Club. Each criterion, as listed in the Conduct Manual, must be met in order to complete a specific level.

Base Level (White)

This is the level we expect every team meet each year to maintain their status as a Sport Club. Clubs which may be more recreational or clubs rebuilding their membership base can still achieving these base requirements in fundraising, hosting activities on campus and other requirements.

Above Average (Blue)

The mid-level for recognition is for the clubs which are visible to the campus community, by providing competitive or spectating opportunities for students, in addition to going a little beyond the average fundraising and community services requirements of all Sport Clubs.

Outstanding (Emerald)

The highest level in recognition is reserved for the teams which achieve excellent fundraising levels, are very active in the community, as well as on campus, and support other Sport Clubs in their activities. This elite group will represent a small number of exceptionally dedicated teams.

RECOGNITION ITEMS

Fundraising
Community Service
First Aid/CPR Certifications
Attendance at SCC Meetings & Officer Trainings
Attendance at other Sport Club's events

Additional items to achieve Blue or Emerald level: hosting a home event, type/amount of travel, alumni engagement & coaching staff CPR/First Aid certification.

RELATIONSHIP TO A&S FUNDING

Funding for the upcoming academic year is determined by the number of points and/or level achieved the previous year. Specifics on funding associated with each level will be released annually during the Sport Clubs budget hearings (held during the Spring Semester) and calculated based upon the number of clubs expected to maintain status.

REMOVAL OF SPORT CLUBS STATUS

If a club does NOT meet the criteria for any of the three levels, they must meet the standards of the Blue or Emerald level the following year to remain a Sport Club.

The registration status of a Sport Club may also be called to review in front of the SCC Executive Board if moderate to major rules infractions occur. The procedures of such a situation are outlined in the SCC Exec Board Conduct Manual.

SCC EXEC BOARD CONDUCT MANUAL

The goal of this particular manual is to ensure that club adhere to internal Sport Club policies and standards, to resolve conflicts within the community, and to improve the participation of teams by promoting high standards. Below is a list of actions that may call for Sport Club sanctions and/or proceedings in the University Student Conduct system; this list is not comprehensive:

- No safety officers present at practice
- Failure to report an accident/incident
- Purposeful or reckless damage to facility or equipment
- Traveling without Sport Club Office approval
- Misuse of funds, or ordering items without Sport Club Office approval
- Hazing of club members
- Failure to abide by Sport Clubs Conduct Agreement
- Failure to abide by FGCU Code of Conduct, as determined by Student Conduct Office

Directly following a vote of “responsible” in the standards process, representatives must agree upon a sanction level for the offense by three fourths vote. Votes will be cast in secret ballot. Sanction levels shall be:

- Level 1: Mandatory Makeup Event
- Level 2: Club Privileges Revoked
- Level 3: A&S Funding Approval Suspended
- Level 4: Removal of University Registration Status

For the full Conduct Manual, please visit the Sport Clubs website.

Program Forms

The following forms can be found online on the Sport Clubs website. In order to view your club's budget tracker on ANGEL, please contact the Sport Clubs Coordinator to be added as a user of the page.

Page Mentioned
in Manual

Deadline

Signatures
Required?

MEMBERSHIP FORMS

All Sport Club participants must submit these forms on or before the 1st day of practice.

Participation Waiver	8	9/30/2011	Yes
Player Conduct Agreement	8	9/30/2011	Yes
Emergency Contact Information	8	9/30/2011	Yes

FORMS FOR OFFICERS

Advisor Acceptance Form	9	9/30/2011	Yes
Athletics Logo Usage Request	10	1 week before printing	No
Community Service Completion Form	22	after event(s)	Yes
First Aid and CPR Verification Form	13	10/12/2011	No
Fundraising Completion Form	21	after event(s)	Yes
Inventory Report	16	5/4/2012	No
Roster Form 2011-2012	-	10/12/2011	No
Semester Report	-	11/30/11 & 5/4/12	No
Sport Club Re-Registration Form	-	5/4/2012	No

FINANCES

Treasurer Forms			
Annual Funding Application 2012-2013	19	TBA	No
Annual Funding Guidelines & Instructions 2012-2013	19	-	No
Cash Account Deposit Log	19	w/ deposit	Yes
Purchase Request Form	20	-	Yes
Reimbursement Form	21	-	Yes

TRAVEL

Travel Form	17	1 week before trip	Yes
Travel Mileage Log	17	w/ reimbursement	Yes

COACH RESOURCES

Coach Agreement (optional) [.docx - 29kb]	9	w/ purchase request	Yes
Rec Center Access Application [.pdf - 22.5kb]	-	-	Yes
Tips for Obtaining a Coach [.pdf - 111kb]	-	-	No

APPENDICES

Mission Statements

DIVISION OF STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs is a partner in achieving the academic mission of Florida Gulf Coast University. We accomplish this by enhancing our students' ability to learn and by promoting their development as productive members of the greater community.

We are dedicated to improving students' decision making skills, facilitating their personal development, enhancing leadership development, promoting healthy lifestyles, and assisting in developing their sense of purpose.

Our leadership in these endeavors provides a vibrant campus life that increases student engagement in the university community and creates a culture of civility and care. Through our efforts, students will develop a lifelong affinity for the University.

DEPARTMENT OF CAMPUS RECREATION MISSION STATEMENT

The Department of Campus Recreation offers quality programs, services, and facilities that contribute to the overall educational experience at Florida Gulf Coast University.

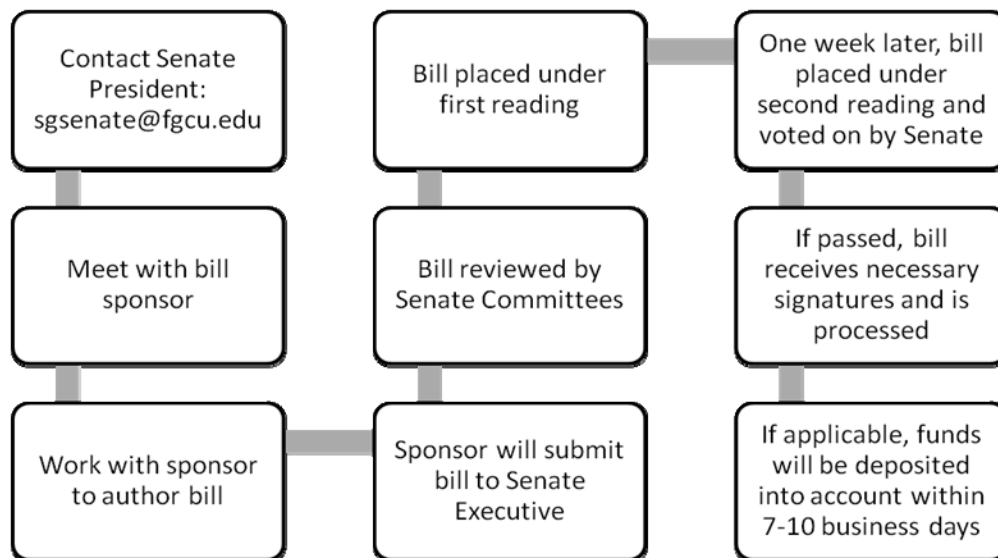
As a student-centered department we provide opportunities that encourage and develop healthy lifestyles, sportsmanship, leadership, teamwork, and responsibility. Campus Recreation is dedicated to the promotion and support of diverse ideas, beliefs, cultures, and abilities. Through these endeavors we cultivate skills that enable lifelong learning and community engagement.

SPORT CLUBS MISSION STATEMENT

The Sport Clubs Program at Florida Gulf Coast University aims to facilitate the growth of students on campus through hands-on experiences, and by providing an atmosphere that encourages teamwork. This aim is facilitated by students taking the lead in the daily organization and management of current clubs, as well as the development of new Sport Clubs.

Student Government Senate Bill Process

The process to request additional funding through a Bill takes approximately 6 weeks, depending on how quickly the Bill is written, and submitted to Senate Executive (SenEx). An extra step is added between steps #3 and #4 for Sport Clubs - a letter of recommendation from the Sport Clubs Council is required before the Bill is submitted to Senate Executive. Bills without letters will be rejected by SenEx.



Definitions of Common Finance Terms

Activity & Service Fees	Each student pays \$11.24 per credit hour in A&S fees. These fees are allocated by Student Government to various offices and student groups.
A&S Account	Student Organizations and Sport Clubs that receive funding from Student Government will have an A&S account opened for them. This on campus account is where your allocations will be deposited. The compliance check for these accounts is performed by the SG Treasurer.
Cash Account	Sport Clubs that create revenue via fundraising, donations or sponsorships can deposit their funds in this on campus account.
Fiscal Year (FY)	Used to describe what budget season we are in; FY 2012 refers to July 1, 2011-June 30, 2012.
Purchase Request (PR)	A form that each team fills out for the Sport Clubs Office; used to gather the necessary information to make a purchase, PO or check.
Purchase Order (PO)	A University document, submitted by the Sport Clubs Office, which sets aside funds to pay a vendor once goods/services have been delivered.
P-Card	“Purchasing Cards” are University credit cards issued to staff members.
SCC Budgetary Committee	The committee, comprised of the SCC Exec Board, which determines the A&S allocations for all Sport Clubs on an annual basis.
Reimbursement Form	(also called Payee Invoice) A form used to process reimbursements, which is sent to the Procurement Office for processing.
W-9	An IRS form that documents a vendor’s Tax Identification Number. Each vendor must have this form on file with the University before they can be paid for any products or services.



Checklist for Purchase Requests

Funding Documentation Requirements: a completed Sport Clubs Purchase Request will have the following information listed or attached to the form prior to submitting it to the office.

Recipient's or Vendor's Contact Info

- Name
- Complete Address
- Phone number
- E-mail address
- Federal Tax ID# (company) or SSN (individual) and completed W-9 Form

- Deadline dates for registration and/or payment** (please highlight)

Verification of services/duties described in full detail

- Date
- Cost
- Location
- Name of tournament/competition
- If payment is for an official or coach, a W-9 and Independent Contractor's Form must be completed and attached. **Social Security # or other proof of U.S. citizenship is absolutely necessary to process payment.*

Examples of Verification

include as many of these documents as possible

- Invoice or price quote
- Document including mailing address of where to send payment
- Event flyers or copy of website event page
- W-9 and/or Independent Contractor's Form
- Other (receipts, emails, etc.)

Payment Information

- Check off account type - A&S 7300T, Cash 7300, etc
- Indicate payment method - check or credit card



Checklist for Reimbursements

Funding Documentation Requirements: a completed Payee Invoice/Reimbursement will have the following information listed or attached to the form prior to submitting it to the office.

Recipient's or Vendor's Contact Info

- Name
- Complete Address
- Phone number
- E-mail address
- UIN (student) or completed W-9 Form (non-student)

Proof of Payment

- Original sales receipts
 - Copy of paid invoice from vendor
 - Copy of cashed check (or proof that the check was cashed)
 - Credit card statement with charge(s) highlighted
- Sport Clubs Mileage Log** for any fuel reimbursements

Payment Information

- Check off account type - A&S or Cash
- Delivery of check - mail or pick up from Procurement