



COLLEGE OF EASTERN IDAHO STUDENT CLUB HANDBOOK & PROCEDURE MANUAL

Student Life Department and CEI Student Senate

CEI 1600 S 25th E, Idaho Falls, ID 83404

Last Revised August 2025



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Introduction

The College of Eastern Idaho Department of Student Life and the CEI Student Senate believe that student clubs and organizations are an integral part of the college experience. The Student Life Department prioritizes student success and opportunities for personal and group development. Through clubs and organizations, students foster connections, create community, develop transferable skills, and experience leadership firsthand. Student clubs and organizations can create lasting connections and provide ways to be active and involved in campus life.

The CEI Student Club Handbook presents a guide to the creation, policy development, operations, and management of CEI Student Clubs & Organizations. This handbook is provided to CEI Student Clubs & Organizations on behalf of the CEI Student Life Department to support club development, guide club planning of activities and events, provide resources, and act as a reference guide for campus policies and procedures.

The CEI Student Club Handbook will be reviewed by the Dean of Student Affairs and the Student Life Department on an annual basis to ensure a consistent approach that aligns with the College of Eastern Idaho's standard of conduct, core themes, and mission statement.

College of Eastern Idaho Mission Statement

"To provide open access to affordable, quality education that meets the needs of students, regional employers, and community".

College of Eastern Idaho Core Themes

Learning for Work and Life

CEI is a place of learning where students prepare for transfer, careers, and effective citizenship. The college embraces active learning and provides instruction that is not only academically rigorous but also tailored to the needs of the students and the community. Learning for work and life takes place in all areas of campus through transfer degrees, career-technical education, college and career readiness, and workforce training.

Student-Centered

CEI faculty and staff throughout the college are committed to students and their success. Well-functioning student support areas are critical to our students' success because they help model outstanding professional behaviors, and they provide comprehensive student support from first contact through degree and/or employment.

Community Engagement

CEI's focus on community is evident in a safe and inviting campus, which fosters communication, professional growth and adult enrichment through broad, collaborative relationships within academic and employer communities throughout the region.

CEI Student Life Department & Student Senate Office

The CEI Student Life Department oversees the operations of all CEI Student Clubs & Organizations. Student Life provides resources, assistance, and guides for CEI Student Clubs & Organizations to follow. All CEI Student Clubs & Organizations must follow the College policies and procedures. These policies and procedures pertain to all entities of the college including Student Clubs & Organizations. These policies include, but are not limited to:

- Student Rights and Responsibilities
- Student Code of Conduct
- Title IX, Equal Opportunity, Harassment, Hazing, & Non-Discrimination
- Security and Emergency Management
- Fiscal Management
- Risk Assessment
- Marketing and Publication Guidelines
- Travel
- Purchasing and Procurement

These policies are found within the Student Handbook and the CEI website. Questions about college policies and procedures should be brought to the Student Life Department for further direction.

The CEI Student Senate is the governing body of the CEI students and its groups, clubs, or student organizations. The Student Senate is a representative structure for students, through which they can become involved in the affairs of the school, working in partnership with school management, staff, and faculty for the benefit of the school and its students.

The CEI Student Life Department and CEI Student Senate members are available to help students who are interested in being involved with clubs at College of Eastern Idaho. The CEI Student Life Coordinator/CEI Student Senate Advisor and student senate members can be contacted for any questions pertaining to CEI Student Clubs & Organizations. Please see the listed contacts below:

Bailey Winn
CEI Student Life Coordinator
bailey.winn@cei.edu
208.535.5654
Building 1, Room 131

CEI Student Senate
Contact Student Life Department
for most recent email contact
Meetings: Every Monday @ 4 p.m.
Student Leadership Office
Building 1, Room 131

Starting a New Club or Organization

Student Clubs exist because there is an interest from our student body. Our students recognize a need and desire to gather with like-minded people to discuss academic interests, fulfill volunteer or community projects, and participate in commonly enjoyed pastimes. These opportunities for co-curricular learning foster an environment that respects diversity and the common good. The College of Eastern Idaho welcomes your ideas to expand current clubs/organizations or your pursuit to create a new one. CEI Student Clubs are open to all currently enrolled CEI students and are free to join, unless membership fees are established by the club in the club by laws. The CEI Student Life office is available to assist in the process of forming a new club.

Organizations, like Clubs, are student-led, and they serve a variety of student needs and interests. However, an organization is a chapter or branch of a larger, recognized group. These special interest groups range from regional to international, and may include honor societies, political groups, and established professional societies such as medical or business management associations. Organizations serve as an excellent opportunity for student involvement, leadership and professional development, and community building. Organizations may also have special requirements for members like minimum GPA, field of study, or fees associated with membership. Organizations are held to the same standards and entitled to the same resources as Clubs.

Please complete the following steps to form a new club:

1. Assemble a group with a **minimum** of **four** interested students who will be your club's founding members.
2. Find a full-time **Faculty/Staff** member to serve as your advisor.
3. Complete all required documents (listed below).
4. Submit all materials to the **Student Senate Advisor** in the Student Life Department.
5. Schedule a meeting with the **Student Senate Officers** for approval.

Required Forms for New Clubs: (links found in the Appendix section of Club Handbook)

- CEI New Club Application Form
- Club Roster Form
- Club Summary Form
- Club Advisor Agreement
- Club Constitution

After receiving all the required forms, the CEI Student Senate Advisor will schedule a time for at least one of the founding members to present the club information. The Student Senate will then vote on the status of the club. A majority vote is required for a club to form and be recognized.

Clubs officially recognized by CEI Student Life and Student Senate are eligible to receive the following benefits and resources:

- Use of CEI facilities, including meeting and conference rooms at no cost. **dependent upon availability*
- Eligibility to apply for club funding through CEI Student Senate. **see funding request section*
- Use of college vehicles for authorized trips and conferences if driven by a full-time college employee. **dependent upon availability*
- Use of the CEI Marketing office for press releases, PSA's, and the electronic reader board for all activities open to the community.
- Assistance from the CEI Creative Service Department to create marketing materials such as posters, flyers, digital marketing. **charges may apply*
- Right to advertise and promote events as a CEI Student Club and obtain an official club logo.
- Right to sponsor speakers and host events on campus.

Club Status

Recognized Student Club

A recognized student club is a group of students with a designated purpose who are specifically advised or regulated by a department. Because the existence of the club is initiated by student interest, student members carry out the direction and the day-to-day functions of the club. Clubs must have a full-time CEI employee as the Advisor. The Advisor may or may not have an affiliation with the group and is chosen by club members. In addition, all clubs must complete the recognition process (listed below) in order to be recognized by the CEI Student Senate. CEI Student Clubs are open to all currently enrolled CEI Students and are free to join, unless membership fees are established by the club in the club bylaws. Once recognized, clubs have access to the staff and resources and are eligible to receive CEI student associated funds. Clubs must register on an annual basis and abide by the policies of the College and the Student Association.

Existing Clubs

Every club will need to fill out the “Student Club Renewal Form” (see Appendix) and submit it to CEI Student Senate at the beginning of each academic year. Once renewed, a club will then be able to host events, request funding, and participate in student life activities. Club funds are awarded on a first come first serve basis, so clubs are encouraged to renew within the first 4 weeks of the semester.

Renewal Process

Complete Renewal Forms within the first 4 weeks of the semester

- Renewal Form Includes:
 - Updated Club Summary
 - Updated Club Roster
 - Review Club Constitution and verify on file with Student Life Department
 - Complete Account of Semester Activities from previous semester/academic year
 - Activities Info and Budget Report
 - Complete and Sign Club Advisor Form (each academic year)

New Clubs

Please follow the steps listed above and complete the “starting a new club” process. Once approved by the CEI Student Senate your club will be required to complete the “Student Club Renewal Form” (see Appendix) as existing clubs do.

Recognized Organization

Organizations, like Clubs, are student-led, and they serve a variety of student needs and interests. However, an organization is a chapter or branch of a larger, recognized group. These special interest groups range from regional to international, and may include honor societies, political groups, and established professional societies such as medical or business management associations. Organizations serve as an excellent opportunity for student involvement, leadership and professional development, and community building. Organizations may also have special requirements for members like minimum GPA, field of study, or fees associated with membership. Organizations are held to the same standards and entitled to the same resources as Clubs.

Inactive Club or Organization

Clubs that do not meet the outlined club responsibilities (listed below) or fail to comply with CEI procedures and policies will be deemed inactive. In this case, the CEI Student Senate will notify clubs of such status and confirm the change in status for the remainder of the current semester. Inactive status

can result in stoppage of official club activities, events, meetings, suspension of use of club funds, or loss of campus resources and club benefits until the status is changed.

Disbanded Clubs

Clubs are considered disbanded if they spend more than four consecutive semesters in inactive status. Any remaining funds in the club account are susceptible to being returned to the Student Life account for future dispersal among other clubs. To reform a disbanded club, members must reapply as a new club. Reactivated clubs are not eligible for new club startup funds.

Probationary Status

A CEI student club may be placed on probation due to the actions of any of its members if they fail to adhere to the policies in this document while participating in a club activity on- or off-campus. While in this status, the club is restricted from club travel and access to funds. Activities that may render a club in probationary status include but are not limited to the examples given below:

- Attempting to spend funds without permission
- Engaging in activities outside the student code of conduct
- Fundraising without express permission of the CEI Foundation and the Student Life Department, or using methods not approved by campus authorities to do so.
- Spending club funds on something other than authorized purchases or purchasing items outside of the CEI purchasing policy ([Policy 214 – Purchasing and Procurement](#)).

Student Club Responsibilities

To be a recognized CEI Student Club eligible for all benefits, student clubs must adhere to the following:

Status:

- All clubs and organizations so recognized must meet the requirements as set for clubs by the Student Senate and submit the “Student Club Renewal Form” (see Appendix) at the beginning of each academic year.
- The term “Student Clubs” shall apply to all structured groups, which conform to the qualifications of the Senate, Advisor, list of members, mission/purpose, club constitution, and have received Student Senate approval.
- Current College of Eastern Idaho Student Clubs will not discriminate on the basis of race, color, national origin, sex, disability, or age in any educational programs, activities, or employment practices. All Student Clubs and Organizations are expected to follow the Title IX, Equal Opportunity, Harassment, Hazing, and Non-Discrimination policy (Policy 601 - [Title IX, Equal Opportunity, Harassment, Hazing, and Non-Discrimination](#)).

Membership:

- All CEI Funding-Eligible Student Clubs must have at least four CEI students as members.
- At least 51% of the organization’s membership must be currently enrolled CEI students. Some student organizations may further define and limit their membership based upon non-discriminatory practices. Examples of further limitations include restrictions permitted under Title IX, limiting membership to CEI students, or appropriate G.P.A. requirements for honor societies.
- Individuals who are non-CEI students may join a student club as non-voting members at the discretion of the individual student club. Unregistered student members of the club may not receive club benefits that include but are not limited to items, food or travel purchased with club funding provided by the CEI Student Senate or the college itself.
- Personal beliefs or viewpoint specific beliefs may not be used as criteria for membership or for eligibility to hold an officer position within the student club, except that officers may limit membership to enrolled students who share the beliefs, values and purposes of the organization.

Officers:

- The club must designate two officers for the club, fulfilling the role of President and one other officer position.
- Only CEI students may serve as officers in student clubs.
- No student holding a Student Senate seat may fill the role as President of any student club or organization.

Advisor:

- Any recognized CEI club must have a full-time CEI employee serving as the Advisor-on-record with fiscal responsibilities. (A group may choose to have additional people serving in advisory roles that may or may not be CEI employees. However, only CEI employees can make purchases on behalf of the club).
- All club advisors must agree to the roles and responsibilities outlined in the CEI Club Advisor Agreement. (see Appendix)
- A club may have up to three advisors with special permission from the CEI Student Senate.

Club Meetings:

- CEI Student Clubs are required to meet at least **three** times each semester during the academic year.
- Meetings must be advertised through CEI Student Life in order to count towards meeting requirements. Meetings can be advertised on the CEI Event Calendar, through posters, digital hallway marquees, email, or other approved methods.
- Clubs must seek approval from the CEI Student Senate in order to count any meeting held during the summer semester as making the meeting requirement.
- Meetings off campus require an advisor to be present.

Club Reporting: (see Appendix for forms)

- Club Roster: Clubs are responsible for maintaining an up-to-date official club roster including officer designation.
- Website Updates: Clubs are responsible for updating club information listed on the website each semester. This includes a club description, purpose, meeting schedule/location, contact information of a club officer, and the club advisor's contact information.
- Semester Activities: Clubs are responsible for reporting an account of semester activities each semester in order to be eligible for future semester funding. Fall report due by Jan 1st – Spring report due by May 31st.
- Other Forms Related to Semester Activities: Clubs are responsible for submitting any subsequent forms related to the semester's activities with the summary form (i.e. donor information, travel forms, deposit forms, event forms, etc.)

Note:

- The CEI Student Senate may revoke approval of any clubs that fail to maintain the qualifications as required by the Senate.
- The Senate may extend approval to temporary groups or committees, as it deems necessary.

Student Club Resources

Forming a New Club

College of Eastern Idaho has many clubs and organizations for students to engage with. Clubs provide students opportunities for learning outside the classroom; meeting people with similar interests, developing life, work, and leadership skills, and engaging students as citizens of the campus community.

Since CEI has functioning clubs in different areas of the campus, it is encouraged for students to not duplicate the purpose or function of existing clubs or organizations. Please contact the CEI Student Life Department if you would like to start a new club in order to avoid duplication.

New student clubs and organizations may form anytime during the academic year. Please follow the listed steps to apply to start a new club. The CEI Student Life Department is available for assistance if needed.

Please complete the following steps to form a new club:

1. Assemble a group with a **minimum** of **four** interested students who will be your club's founding members.
2. Find a full-time **Faculty/Staff** member to serve as your advisor.
3. Complete all required documents (listed below).
4. Submit all materials to the **Student Senate Advisor** in the Student Life Department.
5. Schedule a meeting with the **Student Senate Officers** for approval.

Required Documents for New Clubs: (links found in the Appendix section of Club Handbook)

- CEI New Club Application Form
- Club Roster Form (if applicable)
- Club Summary Form
- Club Advisor Agreement
- Club Constitution

After receiving all required forms, the CEI Student Senate Advisor will schedule a time for at least one of the founding members to present the club information to the student senate members. The Student Senate will then vote on the status of the club. A majority vote is required for a club to form and be recognized.

Benefits of a Recognized Club

Recognized Clubs and Organizations are supported by various campus departments to ensure their safety and success. Clubs and Organizations enjoy the following benefits and resources:

- Use of CEI facilities, including meeting and conference rooms at no cost. **dependent upon availability*
- Eligibility to apply for club funding through CEI Student Senate. (see funding request section)
- Use of college vehicles for authorized trips and conferences if driven by a full-time college employee. **dependent upon availability*
- Use of the CEI Marketing office for press releases, PSA's, and the electronic reader board for all activities open to the community.
- Assistance from the CEI Creative Service Department to create marketing materials such as posters, flyers, digital marketing. **charges may apply*
- Right to advertise as a CEI Student Club and obtain official club logo.
- Right to sponsor speakers and host events on campus.
- Right to promote the club or organization and its activities on campus.
- Right to participate in Student Life activities hosted throughout the semester.

Roles of an Advisor for Student Clubs/Organizations

Advising a student organization or club provides important assistance to student leaders. This can be a fun and rewarding experience; however, it does require making a commitment to the student organization and forming a partnership with the Student Life Department and CEI Student Senate to understand the responsibilities of a Student Club Advisor role.

Advisors assist student groups to be effective in accomplishing organizational goals while helping enrich the personal and social development of students involved in student activities. Advisors are full time staff or faculty employees of College of Eastern Idaho who are willing to support a student club or organization as a volunteer or in some cases, position description outlined, by donation of their time, effort, and advice. Advisors are to guide student clubs in following procedures and best practices as student representatives of the college.

All advisors must sign the “Student Club Advisor Agreement” (see Appendix) in order to fulfil the role. In addition to the responsibilities outlined in this agreement and college employee fiscal responsibilities, advisor duties may also include:

- Approve fundraisers hosted by student clubs and organizations and ensure these activities align with the club’s purpose and mission.
- Attend club functions and programs as required, supervising and maintaining college standards of behavior, use of facilities and equipment, etc.
- Assume responsibility for club activities, programs, personnel, and seeing that programs conform to the educational purposes of the college.
- Assist in formulating long-range goals and in planning and initiating short-term projects.
- Assist with institutional procedural matters.
- Travel with the group on any college/club sponsored activity.
- Suggestions that will permit the officers to improve leadership skills
- Make suggestions of ways the group meetings or membership can be improved.
- Serve as representation of the group and its interests in staff and faculty meetings.
- Promote dialogue between club membership, college administration, student body, the college community, and the local community.
- Assist students in obtaining reasonable accommodations for club related activities.
- Assist in evaluating group projects, performances, and progress.

Please Note:

Advisors that violate the Student Club Advisor Agreement or that do not adhere to CEI policy and procedure when acting on behalf of a student club will receive written notice of this violation, and their supervisor will be notified. The club will be under review for status and could be placed on probation.

Further violation of the agreement or CEI policy and procedure will result in notifying the Advisor’s supervisor directly and placing the club on probation status until the club has taken corrective actions.

Drafting or Revising a Student Club Constitution

Groups lacking formal structure or a constitution seldom last more than a few months and struggle with sustainability and succession. A constitution serves as an outline of how a group will function and perpetuate itself without ongoing internal conflict and debate. If prepared well, your constitution will prove invaluable.

Drafting

Certain information must be addressed in a constitution in order for the group to function efficiently and to protect the rights of all members. Student organizations are strongly urged to use gender-free

terminology in the writing of their constitution. Keep in mind that your constitution should be specific to your organization and is meant to cover the basic functions of your group. Student Clubs may use the “CEI Student Club Constitution Form” (See Appendix) for assistance.

Areas the Student Club Constitution should address are:

- Preamble
- Name of Organization
- Purpose of the Club/Organization – describe the key factors of the group and the mission it wishes to accomplish.
- Membership (voting vs non-voting if applicable) – describe those eligible for membership and distinguish which have voting capability and which do not.
- Meetings – describe frequency, place and time for regular meetings, special meeting guidelines, quorum requirements, rules of order, parliamentary procedures, and agendas.
- Administration – list each office along with the duties and authority of each. Please be sure to include, President, Vice President, Secretary, Treasurer, and the process for removal should one ever need to occur.
- Elections – please describe your group’s election procedures including frequency of elections, method of announcing election, method of nomination, quorum for elections, procedures for vacated positions, and methods of announcing election results.
- Finances – describe the people responsible for collecting and disbursing club funds. Also explain the approval processes your group wishes to establish (majority vote, advisor approval, etc.).
- Advisor – Describe the relationship the club will have with the advisor, how many are installed, and any expectations that may need defining (Please see “Advisor Agreement” in the Appendix for reference).
- Amendments – describe the process for amending the constitution and by-laws if needed. Make note of the time requirements and the percentage of approval needed by members.

Revising

Club Constitutions should be reviewed by the club members annually. When amendments to the Club Constitution occur, an updated copy will need to be submitted with the Club Renewal Form.

Finances

Student Club Finances

College of Eastern Idaho is a public institution and is subject to state laws governing the handling of funds. This includes annual audits of all club accounts. CEI has established policies and procedures that govern financial practices for the college. All recognized student clubs or organizations must abide by these practices to maintain their active status. All club financial procedures must adhere to CEI’s financial policies and purchasing guidelines found in the CEI Policies and Procedure Manual.

Club Accounts

Each recognized club has an assigned account within the CEI Business Office. All club funds are to be held in their club account managed by the Club Advisor with the support of the CEI Business Office. All funds will be received and disbursed by the CEI Business Office.

Each Advisor is fiscally responsible for their club account. Club Advisors are authorized to make purchases and deposit funds from these accounts. It is advisable to allow students to assist in managing the funds, but ultimate responsibility lies with the Advisor. Adherence to policy and monitoring account statements is the responsibility of the club or organization and ultimately the Advisor. Policies and

procedures regarding the accounts are outlined below. Advisors are encouraged to contact the Student Life Department or CEI Business Office with questions in regard to these accounts.

Maintaining Positive Balance

Negative balances are not permitted and as such clubs may not spend more money than they currently have in their club account at any time. Clubs must confer with the CEI Student Life Department or Business Office before expenditure of club funds to ensure adequate funds are available. At no time will clubs be reimbursed or compensated for negative balances and are subject to probation or suspension of funds should they do so.

Handling of Funds and Deposits

Club advisors must make all deposits. Students are not to be in the direct chain of custody during transport of funds. While students may have responsibility for collecting funds, counting funds and managing funds, deposits must be submitted by the Advisor and received by a full-time regular employee in the CEI Business Office. A completed "Club Deposit Form" (see Appendix) must accompany all deposits.

Deposits include any funds collected by a club through checks, cash, electronic/online payments, donations, sales, membership dues, fundraising efforts or other methods of revenue. All money collected by student clubs or organizations must be deposited in a timely manner. Money should not be held by advisors or officers for an extended period of time. Deposits should be kept in a locked safe with limited access should a club need to wait until the following business day to make the deposit. At no time should club funds be collected or deposited into personal accounts (advisor or student) before the club account.

Cash Box Use

The CEI Business Office has secure cash boxes available for student club use to ensure proper security measures are taken when collecting funds. Club Advisors may request a cash box through the business office.

Returned Checks

All returned checks are the responsibility of the club or organization. Any returned check received by the CEI Business Office will be debited from the club or organization account and returned to the Advisor. Clubs and organizations are responsible for collecting on returned checks. Please contact the CEI Business Office should the club need to do so.

Request for Account Balance

All Advisors can receive a copy of their club account for review at the CEI Business Office. Any discrepancies should be noted, returned for correction, and should be brought to the attention of the Controller.

Funding

Available Club Funding

Student Club and Organization funds are intended to provide clubs with the means to carry out club business, make purchases on behalf of the club, provide or attend activities or events related to the club's purpose or mission. Club funds are not intended to be used for program expenses. Exceptions to this must be approved through the Student Life Department and CEI Student Senate. Clubs may receive funds in a variety of ways, including fundraising, collecting dues, sponsorships or donations, receiving national funds and receiving club stipend funds from the college.

Club Stipend Funds

The CEI Student Senate allocates funds each semester for clubs to financially support leadership development opportunities including but not limited to conference registration, educational opportunities, hosting guest speakers, club retreats, and team building activities. Funds can also be requested to help support club activities that fulfill their mission including events on campus, volunteer projects, supplies, and materials. Funds are allocated for this purpose annually dependent on overall budget availability.

Each semester the CEI Student Senate will accept applications for clubs to receive funds. These applications are received and evaluated on a first-come, first-serve basis and assessed based on how the club proposed to use these funds. Clubs and Organizations that request funds to enhance the purpose or mission of the club and the college will be given priority.

Allocations of Club Stipend Funds

Each student club or organization may apply for funds once each semester. The maximum allocation for active or renewed clubs is \$500 each semester. The maximum allocation for new clubs will be \$750 for the first semester of activation.

All awarded funds must be used to benefit the current students of CEI and are awarded at the discretion of the Student Senate and Student Senate Advisors. The awarded funds will be distributed at the end of the application timeline.

Process of Requesting Club Stipend Funds

In order to be eligible to apply for funds, a club must be in active status and have completed all the required reporting for the previous semester. Clubs will need to complete the “Club Stipend Request Form” (see Appendix). Clubs may also need to complete a “Proposed Event /Fundraiser Form” (see Appendix) if applicable for the use of stipend funds.

After completing the form, a representative of the club, (preferably a student on the executive/leadership council) will need to schedule a time to attend a Student Senate meeting to present the request. After reviewing the request, the Student Senate will vote to approve or deny the transfer of the stipend funds.

At the conclusion of the semester, clubs will be required to complete the “Account of Semester Activities Form” (see Appendix) by the listed deadline in order to be eligible for future funds.

Fundraising

Clubs are encouraged to raise funds to supplement their budgets but are encouraged to do so under the guidance of the Student Life Department. Since most fundraising is done by the CEI Foundation and the CEI Department of Strategic Partnership, all proposed fundraisers must be reviewed and approved by the CEI Student Life Department. Approval minimizes duplication, confusion, and conflict of interest, and can assist with planning, advertising, and gathering resources.

All funds raised are to be used for the ongoing support of the club’s activities and not personal gain. Fundraisers often have strict guidelines to adhere to with lotteries, raffles, games of chance or product sales. For these reasons, clubs and organizations must work with the Student Life Department and the CEI Business Office when planning to do so.

Fundraisers will need the approval of the CEI Student Life Department at least two weeks prior to advertising or hosting the fundraiser. Clubs may use the “Event/Fundraiser Proposal Form” (see Appendix) to do so.

Any club or organization planning to solicit cash or in-kind donations from the community **MUST** provide a list of intended targets to the Student Life Department to review with the CEI Foundation and other applicable departments prior to solicitation.

Product Sales

The College often holds contracts and MOUs with vendors to supply the campus with products and services. These contracts often give the vendor exclusive rights for sales on campus. Clubs or organizations may be restricted from selling some items and/or services. When selling products or fundraising clubs must adhere to the proper methods of collecting funds in campus owned accounts. At no time should clubs be taking funds in through personal accounts to re-deposit into club accounts at a later time. Please check with the Student Life Department before planning to sell products or services to ensure the proper procedures are acknowledged and understood.

CEI Online Marketplace

The College of Eastern Idaho has an online store front available through the CEI website called Marketplace. Clubs are encouraged to utilize this tool for sales of products, especially when collecting electronic payments. This resource is available free of charge for club use, and ensures deposits are made directly in the club account (minus the sales tax collected). Clubs will need to complete the Request for Online Marketplace Store Form and the Product List for CEI Marketplace U-Store Form (see Appendix) in order to utilize this tool. Clubs will need to complete the appropriate requests and related forms at least 10 business days prior to the start of sales. Setting up the online store requires several departments to take action and may require the full 10 business days to complete.

Donations

Donations are not tax deductible unless they are processed through the College of Eastern Idaho Foundation. The CEI Foundation is a registered 501(C)3 and must review and approve all donation solicitations and donation acceptance. Please contact the CEI Foundation Department to plan and discuss the parameters of soliciting and collecting donations for any student club fundraisers before doing so.

Other Areas To Be Aware Of

- A club or student cannot use raised funds to support non-CEI students, faculty, or staff.
- A club or student cannot use funds to receive personal gain that is not an educational benefit or career advancement for the club members or the student.
- A club or student cannot use raised funds to cover the required educational expenses for the students or the club members program. If a club or student wishes to use raised funds to cover educational/program expenses, approval from the Student Life Department is required.
- Club members and advisors are prohibited from entering raffles or giveaways of the club they belong to or host. (whether on or off campus)
- Advertising or promotion of club fundraisers will follow the Advertising Procedures outlined in this handbook.
- All funds and donations acquired during the club fundraiser will be routed through the CEI Foundation or Business Office. The funds or donations that require donation tax receipts will be routed through the CEI Foundation. Funds that do not require a tax receipt may be routed through the CEI Business Office.
- Club will be required to track all donations and sales of the fundraiser for CEI Foundation and business operation purposes. Clubs may use the "Donor Information Form" to record and report this information. (see Appendix). This form will need to be submitted at the completion of the fundraiser to these departments. Tax receipts will be issued during the regular mailing cycle at the end of the calendar year.

- All funds collected will need to be deposited into the club's account through the CEI Foundation or Business Office. Club Advisors are permitted to deposit these funds using the proper club account numbers (PCA). Deposits of funds will be recorded using the "Club Deposit Form" (see Appendix).
- All funds are to be deposited into the club accounts within one week of the fundraiser concluding or weekly, should the fundraiser be ongoing for a longer period of time. Please contact the Student Life Department should you need assistance with this process.
- Funds that are collected by the CEI Foundation for tax receipt purposes can be requested for deposit into the club's account using the "Request to Transfer Funds Form" (see Appendix). Please note that this process may take up to seven business days.
- To ensure club fundraisers are not interfering with the work of the CEI Foundation or Strategic Partnership Department, please contact these departments for a list of organizations to avoid soliciting donations of any type.

Other Funds

Dues

Clubs/organizations are entitled to collect membership dues. Dues should be set based on club needs and any national guidelines that may apply. Guidelines for collecting dues should be outlined in the club constitution and are the sole responsibility of the club/organization.

Special Event Funds

CEI Student Senate is interested in sponsoring clubs and departments with on-campus events to increase student involvement in student life. The CEI Student Senate wishes to sponsor diverse events that promote holidays, observations, awareness (days or months), education, happenings, etc. Collaboration among clubs and departments on campus is highly encouraged. (Ex. Math Dept. & Student Senate Pi Day activity, Science Club & Biology Dept. Earth Day Clean-up project, Electronics Program & Robot Building activity).

To assist with these activities. The CEI Student Senate has created an application for special event funding. Each project, activity, or event is eligible to receive up to \$700 once a semester. One participating group will need to submit the "Special Events Funding Request Form" (see Appendix) at least one month prior to event. This will ensure enough time to plan a successful activity.

Events hosted with Special Events Funding will need to meet the criteria listed below:

- Planned events must be open to all CEI students.
- Planned events are for on-campus events ONLY.
- The event must be advertised at least 2 weeks prior to the event date using the proper methods to reach all students. Please see the Student Life Department to assist with advertising special events.
- Events must occur during the fall or spring semester – (unless prior approval is obtained)
- Special events funding cannot be used for fundraiser expenses.
- Students must be able to participate in an event without the required cost.
- Planned events are only open to the CEI community (students, faculty, and staff) unless otherwise approved by the CEI Student Senate and the Student Life Department.

To apply for funding, a proposal must be submitted to the Student Senate Advisor at least one month prior to the planned event. A complete proposal includes:

- Completed "Special Events Funding Request Form" (see Appendix)
- Attached description of planned event including the way the event will help the campus – feel free to include any visual aids.

- A complete budget with clear costs and descriptions
- List of members of the planning committee
- Timeline for planning including when important tasks will be completed.
- Methods of advertising
- Specific details that are needed to share with the campus community
- Approval from Club Advisor or Department Leadership

****Special events funding requests will be evaluated on a first come, first serve basis and are subject to budget constraints****

Policies and Procedures

Use of Campus Facilities

Clubs are expected to meet and invite all CEI students to these meetings at least three times each semester. Room reservations by CEI clubs and Student Life activities are considered tax free and are done rent free. Clubs may request the use of facilities for meetings and events associated with the club's purpose. Clubs that wish to use space on campus to meet or host events are to go through the proper departments to reserve the space and request maintenance, IT, or custodial assistance. Please contact the Facilities Coordinator to do so.

Please note: Clubs are encouraged to submit a request for space at least 14 days prior to hosting the meeting/event. Larger events may require even further advanced notice in order to ensure provisions can be made. Short notice for meetings and events may not be fulfilled.

Event Planning

Clubs are encouraged to organize, plan and host activities that promote/recruit members for the club, its mission, and/or goals to the members, the campus, or the community.

Clubs' events should be held on campus as much as possible. Club events that are proposed to take place off campus must be approved by the Student Senate. All events hosted by CEI Student Clubs and Organizations must request and receive approval for the use of space on campus (meetings are different from events).

Advisor approval is required to conduct an event and must be discussed with the Student Senate prior to an event taking place. A club must complete and submit to Student Senate the Event/Fundraiser Proposal Form (see Appendix) at least two weeks prior to the event to seek approval if requesting the club stipend to host the event.

Events must be club driven and led by its members. Club events may not be driven by outside entities without approval from the Student Senate and the Student Life Department. Club events should be planned by the members in collaboration with the club advisor.

Food Purchases and Catering

The CEI Student Life Department recognizes that offering food can be an effective way to recruit new members, boost event attendance, and create opportunities for fellowship. To support these efforts, clubs are permitted to purchase food through the campus catering service, Catered Your Way LLC, which offers many catering options for club events or meetings, or from approved off-campus vendors, stores, or services, in accordance with these guidelines:

- **Purchase Frequency:**
 - Clubs are limited to **one food purchase per month.**
- **Event Requirements:**
 - All club events with food must follow club policies.

- Events must be open and welcoming to all students.
- **Approval Process:**
 - Prior approval is required before any food purchase.
 - Submit requests via email to Bailey Winn, Sr. Coordinator for Student Life (bailey.winn@cei.edu).
 - This request must include:
 - Event or meeting details
 - Where the food will be purchased from
 - Type of food being purchased
 - Estimated cost
- **Restrictions:**
 - Food cannot be purchased with club funds without prior approval.
 - Clubs that do not follow guidelines may lose purchasing privileges.
- **Club Advisor Involvement:**
 - Clubs are encouraged to work with their Advisor when purchasing food to ensure CEI policies are followed.
- **Vendor and Cost Rules:**
 - Clubs may purchase food from off-campus vendors as long as the total is under \$150.
 - Food purchases over \$150 must first be offered to Catered Your Way, who must be given the opportunity to accept or decline the order.
 - All food must be purchased tax-free.
- **Expense Reporting:**
 - After the purchase, clubs must attach the following to their expense report:
 - Approval email
 - Meeting flyer or agenda
 - Itemized receipt

Food Handling or Service

CEI Student Clubs may wish to fundraise or raise awareness by selling/offering food to students on campus. Clubs or organizations who wish to prepare and/or serve food to the student body or the public must:

- Utilize vendors who are appropriately licensed for preparing and serving the food on behalf of the club; or
- Have at least one member complete the Food Safety/ Food Handler Training and submit the certificate to Student Life Department (See Human Resource Department to have student set up with log on information for training); and
- Received approval from CEI Student Senate and Student Life Department; and
- Complete any required forms for room scheduling, custodial or maintenance services, or other campus facilities.

For events in which clubs are selling food, held on campus, Student Clubs are encouraged to contact Catered Your Way to avoid a conflict of interest. Especially when clubs are utilizing the cafeteria space to do so. Please contact the Student Life Department for guidance on how to host these types of events.

Travel

Clubs and organizations are encouraged to attend conferences, conventions, and other educational events that improve or enhance the club functions and educational programs of the college. Travel for

college-sponsored trips is permitted as long as it fits within the policy and guidelines enforced by the college and is allotted by club budget constraints.

Travel beyond the local vicinity area will need authorization prior to traveling. Please follow the policy listed within the CEI Policy Manual ([Policy 411 - Travel](#)) to obtain authorization.

All Travel Authorization Forms will need to be approved and submitted to the Business Office prior to travel taking place. Travel involving students will need approval by the Dean of Student Affairs.

Additionally, student travel will need to be approved and chaperoned by the Club Advisor.

All student members of the club going on travel will need to complete the “Student Travel Conduct Waiver” (see Appendix), as well as any additional required documentation **PRIOR** to departure.

Please refer to the section on “Student Travel” within the policy, as it most commonly applies to student clubs and organizations.

Purchasing

The CEI Business Office has a policy for all purchases made using college funds, including student clubs and organizations outlined in the CEI Policy and Procedure Manual ([Policy 214 - Purchasing and Procurement](#)). This policy should act as a guideline for student clubs and organizations to follow when making purchases with both on campus and off campus providers.

Some purchases may require processes or several steps of approval in order to take place using club funds (Ex: purchase requisitions, quotes, estimates, special permissions, etc.). When making these purchases, please allow up to 10 business days for these approval processes to take place.

Please note that the college may have established relationships or hold contracts with certain vendors who reserve the right of refusal. These terms and contracts need to be honored even by student clubs. Please speak with the CEI Business Office to inquire about purchases to avoid any breach of said contracts or partnerships. Examples of types of purchases to speak with the Business Office about are, but not limited to food, catering, office supplies or equipment, apparel, branded gear (SWAG), advertising, marketing, gifts, membership, etc.

CEI Student Clubs and Organizations must practice proper governance and guidelines when making purchases. Below are some examples of what clubs can and cannot purchase using club funds regardless of its originating source (club stipends, fundraisers, membership dues, personal donation, etc.). Student clubs should seek assistance from the CEI Student Life Department or Business Office should they have any questions about these limitations.

Purchases of goods can be made using a p-card or a purchase order. Before a p-card is used, the student club will need to verify with the Procurement Department, in the CEI Business Office, whether the vendor is set in the system or not. If the vendor is set up in the system, the club will need to obtain a quote from the vendor and do a requisition.

If the purchase is for a service such as speakers, performers, or entertainment, the club advisor will need to get a quote, and a requisition will need to be created.

If the vendor is not set up in the system, the club will be responsible for obtaining a W-9 from the vendor and submitting it to the CEI Business Office.

Once the requisition is approved, the CEI Business Office will issue the purchase order and send it to the vendor. The Business Office will make sure that the club advisor is copied on the email.

Note: services should not be charged to a p-card because of tax/1099 purposes.

Student Clubs/Organizations can purchase

Event Materials/Supplies, National Organization Dues for ALL Club Members, Event Snacks/Beverages (non-alcoholic and limited to 1X/month), Event Advertising including branded gear (SWAG, shirts, etc.),

Speakers /Presenters, Non-Profit Donations/ Philanthropic Activities, or Travel for club members/advisors to conferences, seminars, or events pertaining to and enhancing the club's mission and purpose.

Student Clubs/Organizations cannot purchase

Political Purposes, Legislative Lobbying, Activities Based on Discrimination, Hiring of Legal Services/Bail Bonds, Personal Gain for Students or Employees, Purchase of Alcoholic Beverages, or Individual Membership Dues.

Amazon Purchases

The CEI Business Office hosts an Amazon Prime account for campus purchases through this vendor. All purchases through Amazon will need to have prior approval by the Student Life Coordinator and be done so using the CEI Amazon account. No reimbursements will be issued for purchases made under personal accounts. Most Administrative Assistants on campus have been granted access to the campus Amazon account. To find information on those that have been granted access to this account, please contact the CEI Business Office or Student Life Department.

Sam's Club Membership Purchases

The CEI Business Office has campus accounts with Sam's Club. Club Advisors are permitted to check these membership cards out from the Procurement Department and make purchases at these locations. These accounts are set up as tax exempt. Clubs will need to pay special attention to which types of purchases they are making, and whether sales tax is applicable or not. Please communicate this to the cashier at the store when tax is applicable. For questions or concerns, please contact the CEI Business Office for assistance.

Gift Card Purchases

Gift cards are to be purchased by the Procurement Department in the CEI Business Office in compliance with policy ([Policy 412 - Gift Card Gift Certificate Other Awards and Prizes](#)). Student Clubs are to work with the purchasing department on what cards they would like to purchase. The Student Life Coordinator will contact the CEI Business Office and make arrangements to purchase the gift cards. When a department identifies a need for gift cards, the following process takes place:

An email is drafted by the requester and sent to purchasing@cei.edu. The following information must be provided in this email:

- Quantity of gift cards
- Amount of value for each gift card or certificate
- Type of gift card (ex: Gas, Store, Restaurant, Visa)
- Secondary type of gift card
- Date needed
- Intended use of gift cards or gift certificates
- GL or PCA Account to be charged for the costs
- Contact number for the requester
- Supervisor's Approval of the GL or PCA Account
- Event Flyer or meeting minutes

Once this request is received, procurement will verify approval. The Procurement Department will purchase and store the gift cards or gift certificates. The requester will be notified when these gift cards or certificates are available for distribution.

Gift Card and Gift Certificate Distribution

For employees, any value of gift cards or gift certificates received or purchased with CEI funds will be considered taxable and taxed on an upcoming payroll period during the calendar year it was received.

There is no minimum dollar amount for this rule. As such, gift cards or gift certificates to employees are discouraged, and requests for any special type of employee recognition should be paid via CEI payroll.

For employees, any awards or prizes that do not meet de minimis fringe benefits will have the value added to an upcoming payroll period and taxed during the calendar year the award or prize was received.

For students and others, gift cards or gift certificates in any amount will be documented with the recipient's name, address, phone number, and signature. If a signature cannot be obtained, documentation proving the gift card was awarded must be provided. The recipient is required to complete a W-9 if the gift card value is over \$25.00. If the individual receives other reportable gift cards, gift certificates, prizes, or awards during the calendar year over \$600.00 or more, the entire amount will be reported on Form 1099-NEC.

When a department or club has identified a recipient(s) for a gift card or gift certificate, an email to purchasing@cei.edu and cashier.office@cei.edu should be sent with the following information:

- Recipient first and last name
- Recipient status as a student, employee, or other individual
- Value and type of gift card to be distributed to the recipient

Procurement will release the gift cards or certificates to the cashier for dispersal. A gift card log will be provided to the cashier. The recipients will pick up their gift card or certificate at the Cashier's window. The recipient will be required to provide:

- Student ID or other official identification
- Completed W-9 form for students and non-employees
- Recipient signature verification

These requirements ensure proper documentation and accountability in the distribution of gift cards. Once these steps are taken, the recipient may receive their gift card or certificate.

The Procurement Department will keep a current gift card and certificate purchasing log that will contain the following information:

- Assigned Gift Card or Certificate Number
- Type of Gift Card
- Quantity Purchased
- Value
- Date Purchased
- Signature of Purchaser
- Name of receiving cashier (for distribution to awardee)
- Date Released
- Signature of the receiver (for distribution to awardee)
- Collection status

This information tracks the purchase and transfer of the gift cards or certificates to the cashier for pickup.

The cashier will also maintain a log. This log should provide, at minimum, the following information:

- Recipient first and last name
- Recipient status as either an employee, student, or other
- Value of the gift card or certificate
- Date the gift was received by the awarded
- Signature of the awardee
- Date of transfer of gift cards or certificates to the cashier

- The name of the department and/or activity
- For students or others, verification of a completed W-9
- For CEI employees, verification of reported gift received to human resources

Gift Cards will be kept in the Business Office. Student Clubs are not permitted to keep gift cards in their possession for audit purposes.

Rewards and Prize Purchases

Student Club prizes can be purchased with a p-card, but clubs will need to ensure that Sales Tax is applied. If the value of the prize is over \$60.00, the recipient will need to complete a W-9. Prize awarded students should report the prize value on their personal income tax return. If the recipient receives an accumulated total of \$600 or more during a calendar year, they will receive a 1099 at the end of the year.

Gifting Prizes, Awards, or Gift Cards

Clubs may host events, activities, contests, drawings, or raffles that award students prizes, gift cards, or other items. Each type of prize may need to be handled differently based on what it is. Please see the information below addressing prize types and the processes to follow.

Any club that does not follow these guidelines when awarding prizes or gift cards will be subject to probation, and possible suspension of the use of club funds.

Event organizers and club advisors are not eligible for any gift cards, prizes, or awards the club may issue. Please see the following for each area of awards.

Items

Prize items may be awarded by the club during the event or at the conclusion of an event or activity. If the value of the prize is over \$60, the recipient will need to complete a W-9 with the CEI Business Office. If the recipient receives an accumulative total of \$600 or more during the calendar year, the CEI Business Office will issue them a 1099 at the end of the year.

Clubs are responsible for collecting the recipient's information for reconciliation purposes. Clubs will submit this list with their "Account of Club Activities Form" unless requested to do so prior to the end of the semester. The information clubs will need to collect is: name of the event, time and location of the event, recipients name, address, telephone, and email address, the type of prize received, the dollar value of the prize, and any other pertinent information (quantity, location, description, etc.)

Gift Cards

The Procurement department will purchase all gift cards and vouchers to implement the new gift card process. Departments and Student Clubs are no longer able to buy gift cards. The process to get gift cards for your event:

1. Notify Hope Noe in the Procurement office at purchasing@cei.edu with as much notice as possible of the necessary cards required.
 - a. The email should include the following:
 - Type of card desired
 - Purpose or event
 - Account number (PCA)/GL for the charge
 - Phone number/cell phone number for us to call if we have questions when we are at the store
 - Provide a second choice of the type of card just in case the store is out

2. When the winners are decided, email purchasing@cei.edu and cashier.office@cei.edu stating the winners' names and which card they won. The cards will be available to be picked up at the Cashier window in the Business Office.

Note: If the winner is a student, and the gift card amount exceeds \$25, they will be required to complete a W-9. If the winner is an employee, we will submit their name, and the gift card amount to HR.

Since gift cards are equivalent to cash, any person who receives a gift card will need to claim it as income. For students, all gift cards and other prize awards are tracked. Any student that has accumulated a total of \$600 or more, including gift cards and other prizes, will receive a 1099 from the Business Office at the end of the calendar year. For employees, we will notify the Human Resources department of the individuals that receive gift cards, as they occur, to have them tax the earnings (gift card amount) during the following payroll process.

The prizes for events will be handled in the same manner as the gift cards, except for purchasing the prize and handing it out. If a prize or gift (i.e., shirts, jackets, other merchandise) is given to an employee and the item's value is over \$60.00, we will notify the Human Resources department to tax it as earnings.

CEI procedure for gifts and prizes requires that the winner complete a W-9 form for gift card prizes over \$25 (for students) and any amount for employees. The CEI Business Office is required to issue a 1099-misc for any person whose total prize value equals \$600 or more for the year. All gift card prizes and awards will need to be issued through the Cashier's Window in the CEI Business Office to ensure these forms are properly collected.

In the event of an activity conflicting with regular hours of operation for the CEI Business Office, a special arrangement may be made, but only prior to issuing the awards.

Sales Tax

The following is a guide to aid the College of Eastern Idaho in making the decision on when to charge and when to pay Idaho State Sales Tax. All Student Clubs and Organizations are expected to be in compliance with policy #415 ([Policy 415 - Sales Tax](#)) when fundraising or selling items.

The final arbiter of Idaho sales tax decisions is the Idaho State Tax Commission. Some relevant links are:

Schools and Sales Tax:	https://tax.idaho.gov/i-2067.cfm
Recreation and Admissions:	https://tax.idaho.gov/i-1145.cfm?seg=rent
Printing and Publishing	https://tax.idaho.gov/i-1019.cfm
Sales/Use Tax Hub:	https://tax.idaho.gov/i-2022.cfm
Nonprofit and Religious Groups:	https://tax.idaho.gov/i-2060.cfm

Purchases Without Paying Sales Tax

CEI is a Nonprofit college. As such, CEI has an Idaho State Tax Commission Form ST-101, *Sales Tax Resale or Exemption Certificate*. A copy of this certificate is available on the Hub for download, under the Procurement Services Forms section.

- All CEI purchases are billed to and paid directly by CEI.
- CEI has a contract with the seller for the item.
- The seller bills CEI for the purchase.
- Payment is via a CEI check or CEI electronic payment.
- A CEI employee pays with a CEI issued credit card.
- The seller is given CEI's ST-101 form to provide evidence of this exemption.

NOTE: An instructor buying supplies for their classes using personal funds may not use CEI's exemption. If a CEI employee pays for an item using personal funds and seeks reimbursement from the college, any sales tax paid is not a reimbursable expense.

Purchases & Sales by Clubs & Student Life Department

When purchasing an item tax free, the club should be prepared to provide the seller a copy of CEI's ST-101 form.

- If an item is being purchased that a club is giving away as swag, participation prizes, drawing prizes, thank you gifts, etc., the club does **not** pay sales tax on the item.
- If an item is being purchased that will be resold (i.e. for fundraising), the item should be purchased tax free. That includes components of an item that the club is selling.

For example, a club may be having a potato bar as a fund raiser. The potatoes are gifted to the club, then components like butter or sour cream will be added. The components should be purchased by the club tax free. However, the club must collect sales tax when the final item is sold to a final user.

- If an item is being sold under the method of a "suggested donation," the sales tax should be kept out of the club proceeds.

For example, the club receives \$100 in total during the event, the club will keep \$94.34 and be prepared to remit \$5.66 in sales tax. $(\$100/1.06) \times 0.06$

- If an item is being purchased for club use that will not be given away, the club should purchase the item tax free (do not pay sales tax).

Do not charge sales tax on sales of raffle tickets. Raffles are games of chance; there is no guaranteed prize. If the item being raffled off is a tangible purchased item, the club should have purchased the item tax free.

Club dues are nontaxable.

A receipt should be offered to an end user when a taxable sale occurs. The receipt must list separately the amount of sales tax being paid.

Carnival or fair sales: Not all items and activities are taxable.

- Taxable items include sales of merchandise and games with guaranteed prizes.
- Nontaxable items include sales of services (face painting, hair coloring, group art activities), and games of chance (cakewalk, musical chairs, bingo, guess how many items in a jar, casino games).

It is the responsibility of the clubs and the Student Life Dept. to maintain accurate sales records and be accountable for all sales, no matter the tender type.

Remember that CEI clubs are subject to Idaho State Tax Commission Laws. While clubs are considered tax exempt, this does not exonerate clubs from paying or charging sales tax in appropriate settings. While this provides some basic guidelines, it is not intended to be a thorough representation of the state tax law. It is the responsibility of the club or organization to familiarize themselves with any applicable tax laws, realizing that failure to do so may result in a state tax audit and the requirement to pay any back taxes. The Student Life Department or CEI Business Office can be contacted for any clarification, questions, or concerns.

Marketing and Recruiting

As our student body grows, there are increasing opportunities for college student clubs. Student clubs and organizations are permitted to advertise across campus using a variety of methods. CEI is a welcome place for its diverse campus community and encourages creativity from clubs. While this creativity is encouraged, CEI has some branding guidelines for all areas of campus, including student clubs. Additionally, CEI prohibits any advertising by student clubs and organizations that is harassing, discriminating, violent, threatening, inappropriate or offensive. Students are required to engage in responsible academic and social conduct that reflects positively upon the college community and to model good citizenship in the community. To this end, students are expected to adhere to the Student

Code of Conduct Procedures. These procedures can be found on the CEI webpage in the Policies and Procedure Manual ([Policy 907 - Student Code of Conduct](#)).

All clubs on campus will follow the following procedure when advertising events, fundraisers, meetings, and other club functions. If advertising procedures are not followed the club may lose their advertising privileges on CEI campus until further discussion. Student clubs are required to reference the CEI Brand Guide ([CEI Brand Guide](#)) or CEI Creative Services Department to make sure these guidelines are understood and followed.

Student Club Logos

Student clubs are issued a standardized logo (see pg. 12 of CEI Brand Guide). This logo is to be placed on all club publications. Club logos can be requested through the Student Life Department and will be issued through a shared file. CEI encourages creativity from clubs, and we want all clubs to have a voice on-campus. The standardized club logos allow easy identification of clubs and their relation to the college. Without the logo, publications may be mistaken as unapproved outside publications and may be flagged or removed.

Upon approval from the Student Life Department the Club Advisor and/or President will gain access to the logo in a few versatile formats for use. Clubs are permitted to make their own publications so long as they include the assigned logo on the publication and follow the CEI Brand Guide. The college's Creative Services Department is also happy to assist student clubs with creating publications, giving tips, and doing printing. Please see the Student Life and Club Logo Guidelines in the ([CEI Brand Guide](#)) for help with design for posters and advertising as well.

Publication Approval Process

For a student club or organization to create and/or distribute publications, they must:

- Be an official CEI student club
- Have an official student club logo
- Have the club advisor approve of the project
- Have funding for the publication cost or approval from Student Senate
- Have Creative Services assist as desired
- Have the student club logo on the publication

Posters, Flyers, Printed Materials

Student clubs and organizations are encouraged to make advertisements for meetings, events, and other activities. Clubs are also encouraged to post these ads in a variety of ways. Posters or flyers are a great way to post information both in print and digitally. Student clubs have creative freedom when creating these posters but need to include the Student Club Logo on the poster/flyer to gain approval for campus distribution.

When hanging signs, posters, or other printed materials around the campus, please obey the following requests:

- Signs or flyers may be hung around campus on the cork strips and corkboards located in each building.
- Signs or flyers cannot be hung on painted walls.
- Signs or flyers cannot be hung with anything that can damage the building.
- Flyers cannot be placed on vehicles in any of the CEI parking lots.
- Signs cannot be placed in the lawn without first receiving written approval from the CEI Maintenance Department.
- Sidewalk chalk can only be used on sidewalks that are not covered by a building, overhang, or other structures.

- Posters can be hung on glass around campus if no other posters are currently occupying the desired area.
- Posters that are hung on glass should be hung using only ONE piece of tape. When removing the posters ALL tape must be removed at that time.
- All advertisements must be removed, with the exception of sidewalk chalk in non-covered areas, within five business days after the event. This includes but is not limited to all posters including all tape used to hang the posters.
- For ongoing events, posters and flyers may remain on cork strips or cork boards around campus during the school year but must be removed by the last day of the semester in which the events will conclude.

Electronic/Digital Hallway Signs

Student clubs are permitted to advertise events around campus on the hallway digital signs located in each building on campus through the Associate Director of Communications. When creating these digital signs, clubs are to follow the CEI Campus TV Slide Guidelines (see appendix) and provide materials in the correct size and file format, using the appropriate requesting system IT Help Desk Portal. Clubs will need the assistance of their Club Advisor to do so.

Clubs and organizations must submit these publications to the Associate Director of Communications through the IT Help Desk Portal ([CEI IT Help Desk Portal](#)) in order to have them uploaded to these digital signs. Please include any important information you may want to convey in the ticket request. It is highly recommended that clubs request the publication upload at least one week in advance. Short notice of postings may result in your publication not being displayed.

Outside Electronic Reader Board

Clubs can use the electronic sign to promote events/fundraisers open to the community. These large digital signs located outside on the corners of major traffic ways are to be used for messaging to the entire community and not advertising that is exclusive to CEI students, staff, and faculty. The electronic/digital hallway signs are for the use of these events or messages. To request use of the outside electronic reader board for an event open to the community, please use the same ticketing system through the [IT Help Desk Portal](#).

CEI Social Media

College of Eastern Idaho has a social media page on Facebook designated to Student Life (<https://www.facebook.com/CEIStudentLife>). This page has designated administrators that have permissions to post information to the page. If you have an event, activity, announcement, or award that you would like to post on social media, please contact the Student Life Department to do so. Please allow three business days for the posting to appear.

Clubs are highly encouraged to make these requests at least one week in advance. The Student Life Department will happily support the promotion of student club activities; however, short notice may result in not posting.

Guidelines for Club Social Media Pages (Updated 11/4/2024)

CEI Student Clubs are able to utilize social media for purposes of club engagement. Before creating any club social media page, you must meet with the Student Life Senior Coordinator and Associate Director of Communication. To set up a time, please email social.media@cei.edu.

1. Advisor Responsibilities

- A full-time Faculty/Staff member must serve as the Advisor for the club's social media pages.
- The Advisor is responsible for overseeing content and posting.

- While students are encouraged to create content, it must be reviewed and approved by the Advisor before being posted.
2. **Profile and Branding**
 - All social media pages must use the official profile photo created by Creative Services, to ensure consistency across campus pages.
 - The username should reflect the club name and include "CEI" for easy identification (e.g., @CEI_ClubName).
 - The email connected to the social media page must be clubname@cei.edu. Never use advisor or student's email. Contact IT to get a club email set up.
 - The page's bio should clearly state that it is an official page of a CEI student club and include a link to the CEI main website or relevant College web pages.
 3. **Content Guidelines**
 - Content must adhere to CEI's Social Media policy ([Policy 116 – Social Media Use](#)), ensuring that posts are respectful, inclusive, and appropriate for an educational environment.
 - Posts should focus on club activities, events, and relevant student achievements. Avoid content that could be seen as inappropriate or not related to club activities.
 - All visuals, including videos and images, must meet campus standards (no low-quality, grainy, or inappropriate content).
 4. **Engagement & Interaction**
 - Comments and messages must be monitored regularly. Inappropriate comments should have a screen shot taken and then deleted, and any concerns should be directed to the Social Media Senior Coordinator.
 - Clubs are encouraged to interact with other official CEI accounts by liking, sharing, and commenting on relevant posts, but all interactions should remain professional.
 5. **Frequency & Activity**
 - Pages should be kept active. Aim to post at least once a week, with updates on events, meetings, or achievements.
 - Inactive pages may be subject to review. If a page goes inactive for an extended period (60+ days), the Social Media Senior Coordinator may archive or disable the account.
 6. **Security & Access**
 - Only the Advisor and the Social Media Senior Coordinator should have login credentials.
 - The Social Media Senior Coordinator must be notified immediately if the password changes, especially after a transition in club leadership or Advisor roles.
 - Advisors are responsible for ensuring students do not have direct access to change page settings.
 7. **Reporting Concerns**
 - If any content or interactions raise concerns (such as inappropriate comments, hate speech, etc.), the Advisor should immediately notify the Social Media Senior Coordinator.
 8. **Compliance with CEI Policies**
 - All social media activities must comply with CEI's broader social media and communications policies. Any violation may result in the temporary or permanent suspension of the club's social media privileges.

Email Messages or Distribution

The Student Life department has the ability to send campus wide communications to students, staff, and faculty via email. Since activities occur regularly, the Student Life Department compiles this information

and will distribute this information across campus once a week. If you wish to send information out to the campus via email, please contact the Student Life Department to do so (student.life@cei.edu). Please note, since these communications are sent out once a week, student clubs will need to be mindful of the dates of their events and submit their request for distribution accordingly. The Student Life Department will promote the event as much as possible in that timeline.

In-person

Clubs will have opportunities to attend activities (both on and off campus) to promote their club, recruit new members, and inform others of its mission and purpose. When participating in these events or activities, clubs are representatives of the college and need to conduct their behavior accordingly. The Student Conduct policy ([Policy 907 – Student Code of Conduct](#)) outlined in the CEI Student Handbook and posted on the CEI Website is available for students to review if needed.

College Website

The college has a Student Life webpage where information on student clubs is posted and updated regularly. Clubs are encouraged to contact the Student Life Department to update any information necessary. If a club or organization changes their meeting time or day from what was indicated on their “Student Club Renewal Form” (see Appendix), this information will need to be updated in order to allow open access to all students. Clubs that fail to review and update this information with the Student Life Department may be subject to probational status or suspension of club funds.

Event Calendar

The college has a master calendar available on the website for student and public knowledge. The Student Life Department has reserved space for all student associations, student clubs, and organization events to be displayed. This calendar is available for viewing on the CEI website and can be helpful when scheduling meetings, planning events, or hosting fundraisers as to avoid any conflicts.

To add your club event, meeting times, fundraiser, or activity to this calendar, please contact the Student Life Department for assistance.

Each entity scheduling events is responsible for checking this calendar and providing the Student Life Department with information to keep the calendar current and up to date.

External/Off-Campus Publications or Advertising

All external publications that publicize CEI or use the CEI logo must first be approved by the CEI College Relations/Marketing Department.

Community Service

Clubs and organizations are encouraged to give back to the community through volunteering, projects, and service. There are a number of ways that student clubs and organizations can make an impact on their campus and community.

To ensure the safety of students and CEI employees, clubs are encouraged to visit with the Student Life Department to discuss the perimeters and establish if special permission, designated space, or liability waivers are necessary.

Security

College of Eastern Idaho is committed to providing a safe and secure environment for our students, faculty, staff, and visitors. CEI has a written Security and Emergency Management policy ([Policy 500 - Security and Emergency Management](#)) for student clubs and organizations must adhere to when hosting activities and events on campus.

Campus Security

The campus security office is located in Building 1, Room 113C or can be contacted at 208.604.4597. Campus security is here to ensure the safety of individuals while on campus. Keeping in mind, the primary purpose of campus security, in some instances, security can be available to assist with unlocking doors and providing an escort when transporting money across campus. Please contact their office directly for this type of assistance.

Student clubs and organizations are responsible to notify campus security if there is an accident or illness that results from a club activity or event and filing an Incident Report with Security. Please follow the proper process to do so based on the incident you need to report.

Event Security

Events open to the campus and/or the public may be required to have security. Any organization planning an event is required to complete an Event/Fundraiser Proposal Form (see Appendix). Completed forms must be submitted to the Student Senate for approval. Security issues will be reviewed at that time, and needs will be determined by the Student Senate and Student Life Departments. If extra security is required, any costs related to obtaining security must be covered by the group offering the event.

Appeals

Any club or organization requesting special permission or a variance from the policies outlined in this manual must submit a "Student Club Petition Form" (see Appendix) describing the circumstances and the requested action. Petition Forms must be submitted in advance to the Student Life Department which will evaluate the appeal with the Vice President of Instruction for review.

APPENDIX

Links to Forms Using Etrieve Portal:

Student Club Renewal ([Student Club Renewal Form](#))

Renewing Clubs can submit changes or updates to the following items using this form:

- Club Summary
- Club Constitution
- Student Advisor Agreement
- Club Roster
- Account of Semester Activities
 - Club Budget Reporting

New Student Club Application ([New Student Club Application](#))

New Clubs will submit the following items using this form:

- Club Roster
- Club Summary
- Club Constitution
- Student Advisor Agreement

Club Advisor Agreement ([Club Advisor Agreement](#))

Club Advisors use this form to sign the Advisor Agreement each year

Must be signed each year for club to utilize or receive funds

Club Stipend Request Form ([Club Stipend Request](#))

Clubs use this form to submit requests for Fall and Spring club stipends

Clubs will need to complete Club renewal Forms to be eligible

Proposed Event/Fundraiser Form ([Proposed Event/Fundraiser Request](#))

Clubs use this form to submit requests for hosting fundraisers or events on or off campus

Must be submitted and approved 1 week BEFORE an event

Roster of Student Club Members ([Roster of Student Club Renewal](#))

Clubs use this form to submit changes to the roster between Fall & Spring semesters (if needed)

Account of Student Club Activities ([Account of Club Activities](#))

Clubs use this form to report activities between Fall & Spring semesters (if needed)

CEI Club Petition ([CEI Club Petition](#))

Clubs use this form to appeal decisions made by Student Life/Senate (if needed)

Online References

CEI Brand Guide ([CEI Brand Guide](#))

Clubs reference this when creating any marketing materials

CEI IT Help Desk Portal ([CEI IT Help Desk](#))

Clubs use this to submit requests for marketing materials to be displayed on TVs in the hallways

Forms Available in Student Club Handbook:

CEI Campus TV Slide Guidelines – pg. 34

Reference for making marketing flyers to be posted to the campus TV screens

Request for Online CEI Marketplace Store – pg. 35

Club use this and the Product List Form to host e-stores on the CEI website

Product List for CEI Marketplace U-Store – pg. 36

To be used with the Request for Online CEI Marketplace Store Form

Student Travel Conduct – pg. 37 & 38

Club members must sign and submit this PRIOR to club travel

CEI Campus TV Slide Guidelines

CEI CAMPUS TV SLIDE GUIDELINES

To help keep students informed, CEI uses digital displays across campus to highlight events, deadlines, and key announcements. To ensure slides are clear, consistent, and on-brand, please follow the updated guidelines below when submitting graphics:

SLIDE SPECIFICATIONS

Size: 1920 x 1080 pixels (landscape orientation)

Display Time: 10 seconds per slide - keep text brief and to the point

Text Size: Large enough to be read from a distance

Fonts: Use CEI-approved fonts (available in the [brand guide](#))

Colors: Use CEI brand colors for background, text, and accents (in the [brand guide](#))

Backgrounds: High contrast between text and background is required for readability

DESIGN REMINDERS

Keep copy **short** and **impactful** - students may only glance at the screen.

Avoid using small fonts, long paragraphs, or low-contrast designs.

Include only the **essential info**: event name, date/time, location, and brief call-to-action

NEED DESIGN HELP?

If you'd like help designing your slide or aren't familiar with our brand fonts and colors, Creative Services is happy to assist! Just submit a [Creative Service ticket](#) and we'll work with you to create a polished, on-brand design.

HOW TO RESIZE A DESIGN IN CANVA

[This 0:25 second video](#) will show you how to easily resize your design in Canva.

HOW TO SUBMIT A SLIDE FOR DISPLAY

To request a graphic be placed on the campus TVs, submit a ticket through the [IT Help Desk Portal](#).

Select New Ticket > Category: Marketing > Subcategory: Campus TV's

In the ticket, please include:

- The graphic

- The start and end dates you would like it displayed

- Any other specifications or special instructions

Request for Online CEI Marketplace Store

Please provide the following information to utilize the CEI Marketplace U-Store. This completed form must be submitted to the CEI Student Life Department at least 10 business days prior to the start date of online sales.

Date of Request: _____ Request Made By: _____

Contact for Store Transactions:

(Club Advisor or President contact info suggested since this info will be listed on the website)

First Name: _____ Last Name: _____

CEI Email Address: _____ Phone Number: _____

Club Information:

Club Name: _____

Club Advisor: _____ PCA or Club Account Number: _____

Has the club completed renewal forms for the current academic year: YES NO

(Please see Student Club Handbook for renewal process and forms)

Sales and U-Store Information:

Purpose of Sales: *(please select below)*

Fundraising Marketing/Distribution of Products Other: _____

Duration of Store: One-Time or Designated Period for Sales Start Date: _____

End Date: _____

Always Active (no end date) Start Date: _____

Please use the Product List Form to describe ALL the types of products or services you plan to sell via the CEI Marketplace Store. Please include all options and details you wish to have presented to the customer on the online store.

For each of the products listed please provide the following: *(use Product List Form to provide product details)*

Item Name

Brief description of the item

Price item is to be sold to customer *(see Sales Tax information listed below)*

Purchasing options *(color options, sizes, etc.)*

Consumer information *(pre-order status, designated location for pick-up, disclaimers, return policy, etc.)*

Electronic image of product *(Note: images will need to be 800 pixels X 800 pixels, max file size 500 KB, preferably in PNG format).*

(please provide images for front and back on products that allow this option).

SALES TAX: Please note that all items sold to consumers (including food), must include sales tax.

Clubs can place sales tax on transactions and include it in total cost of the sale (i.e. \$5.00 + .30 sales tax (6%) = \$5.30 transaction online).

If clubs do not include sales tax during the sales transaction (i.e. \$5.00 total transaction), 6% of the total amount will be deducted for sales tax (\$5.00 – .30 sales tax (6%) = \$4.70 to club).

NO SHIPPING: College of Eastern Idaho cannot ship items to consumers. If pre-sales are collected for items not currently on hand, please include information on when-where-how the merchandise can be picked up to inform customers.

Product List for CEI Marketplace U-Store

Please include as much detail as possible for each product. Images for each item are to be emailed to student.life@cei.edu for uploading.

Contact Name:				Email:	
Club PCA or Account #:				Club Advisor: (if different from contact)	
Item Name	Description	Price	Sales Tax to be charged on Transaction	Purchasing Options	Consumer Information
CEI Student Club T-Shirt	100% Cotton T-shirt Unisex size	\$15 + tax \$17 + tax for 2xl, 3xl, 4xl sizes	YES Total sale will equal \$15.90 or \$18.02 for larger sizes	Size Options: small, medium, large, x-large, 2xl, 3xl, & 4xl (2xl, 3xl, 4xl options cost \$2 more each) Color options: Blue or Gray	Pre-order sales only. Items will be available for pick-up after Sept. 4 th (9/4). Customers will receive an email from the club for designated pick-up location.

Student Travel Conduct Waiver

Domestic Travel

Student Name: _____

Student ID #: _____

Reason for Travel: _____

Travel Dates: _____

In addition to this completed and signed agreement, please submit all required Pre-Authorized Travel Forms or Travel Authorization Forms to the appropriate offices for approval.

Please read each statement and initial, indicating your understanding and agreement to abide by the terms.

_____ I understand that I am traveling as part of a college-sponsored activity, and I am an adult and I am a representative of the college during the entire event, conference or activity.

_____ I will not engage in any inappropriate behavior that, when combined with the use of college resources (funds, personnel, facilities, equipment, or time), could reasonably lead to personal liability or charges of unethical conduct, including, but not limited to actions deemed illegal and or unlawful by the State of Idaho and/or the United States of America.

_____ I have read, understood and agree to abide by the Student Code of Conduct and the CEI policies that pertain to student conduct, travel and events.

_____ As a participant traveling on a college sponsored function, I will not just merely comply with these interpretations, but as a responsible adult, will bring respect and honor to the college.

_____ I understand that the traveling college advisor will be the responsible agent of the college for this event, conference or activity. He or she will make any final decisions regarding safety and protection, changes to the planned agenda, and any other decisions deemed necessary.

_____ I understand that following the pre-approved agenda, and the policies and procedures of CEI Travel Policy will reduce personal liability and increase personal and group safety.

_____ I understand that failure to show respect and appropriate behavior for these travel procedures and college policies may be cause for disciplinary actions as outlined by CEI Student Code of Conduct.

_____ I agree to hold the College of Eastern Idaho and its employees, agents, volunteers and advisors harmless for any and all liabilities in conjunction with this trip and recognize that the college assumes no responsibility for any such occurrences not only during the activity/conference but also in route to and from such activity/conference.

_____ I authorize the traveling CEI advisor to secure medical services in the event of an accident or emergency and to incur on my behalf, the expenses for necessary services in the event of accident or illness, and "I" (the parent or you the student if you have your own insurance) will provide the payment of these costs.

_____ I understand that if I have no primary insurance coverage, I will be responsible for full payment of any non-accident health issues.

_____ I understand that there are inherent risks in most activities, and I have read and understand that my signature on this waiver makes me solely responsible for all such risks and liability.

_____ I have been taught and agreed to use the general safety issues that relate to this activity, event, or conference.

Emergency Contact Information

Name: _____

Phone: _____ Email: _____

Address: _____

Relationship: Parent _____ Guardian _____ Spouse/Significant Other _____ Other _____

Primary Insurance Company: _____

Policy Number: _____

Contact/Agent: _____

Phone: _____ Email: _____

Address: _____

Please provide any additional pertinent medical information (allergies, special medications, medical conditions, dietary restrictions, etc.):

By signing this waiver, I acknowledge that I have read, understand, and agree to each term of the waiver and travel policies listed in the Student Club Handbook and CEI Policy Manual.

Student Signature: _____

Parent or Guardian (if applicable): _____

Advisor/Employee Accompanying Student: _____