



## Club Affairs Committee FAQ Sheet:

Question –	Answer –
<b>Who is a ClubSigner?</b>	ClubSigners are the President and Treasurer of your organization.
<b>How do I book rooms on campus?</b>	You book rooms through Virtual EMS
<b>How do I use Virtual EMS?</b>	<p>You must be a ClubSigner to make a reservation on behalf of your RSO. To register for Virtual EMS, you have to take a training and quiz. More information can be found here:  <a href="https://emsweb.uvm.edu/EMSWebApp/">https://emsweb.uvm.edu/EMSWebApp/</a></p> <p>Things to keep in mind:</p> <ul style="list-style-type: none"> <li>● Some rooms and all technical needs require payment. Please work with the Davis Center or University Event Services to determine costs.</li> <li>● Please ensure that you have enough funding in your 130 (budgeted) and 131 (fundraised) accounts to ensure you can cover costs.</li> <li>● Space reservations are charged after the event and if your account is charged and there is insufficient funds, your account will be in the negative and your account will be frozen.</li> </ul> <p>If you are still having issues, please email the Virtual EMS services directly, <a href="mailto:eventservices@uvm.edu">eventservices@uvm.edu</a></p>
<b>How to get an approval for an off-campus event?</b>	<p>All RSO events off-campus must receive prior approval before it can occur. To request off-campus approval, below are instructions on where to submit your organization’s request.</p> <ul style="list-style-type: none"> <li>● Log onto UVM Clubs at <a href="https://clubs.uvm.edu/">https://clubs.uvm.edu/</a></li> <li>● Go to <u>your</u> organization’s UVM Clubs page.</li> <li>● Select the “Manage Organization”</li> <li>● Select the “Menu” tab (looks like 3 parallel lines next to your organization’s name on the top left-hand side.</li> <li>● Select “Events”</li> <li>● Select “Create Event”</li> </ul>
<b>How do I find out my financial situation?</b>	Please go to the Business Office to review your balance, see if you are in good standing, or have any outstanding balances.
<b>What is mandatory for me to go to?</b>	Mandatory trainings have been running all summer and are required to watch. Videos are available with resources informing RSO on all the necessary processes and procedures on how the group can operate. In addition, there is required paperwork and a test you must complete and these trainings will help you navigate through those processes.

	Please view the videos here: <a href="https://www.uvm.edu/sga/current-clubsigners">https://www.uvm.edu/sga/current-clubsigners</a>
<b>I am a ClubSigner, but I am not receiving emails. Who should I talk to?</b>	Email Ana Sola at <a href="mailto:ana.sola@uvm.edu">ana.sola@uvm.edu</a>
<b>How do I update the primary contact on UVM Clubs?</b>	<p>If you need to become the primary contact for your UVM Clubs page, you can either:</p> <ul style="list-style-type: none"> <li>● have the previous primary contact change it for you <u>or</u></li> <li>● you can contact the chair of the Club Affairs Committee to update it.</li> </ul>
<b>How do I change the name of my club?</b>	<p>Schedule a meeting with the Club Affairs Chair to fill out a form about what you want to change the name of your club to and why you want to change it.</p> <p>After, it will go up for approval by the SGA Senate. Once it passes, you are officially known by your new name.</p>