BYU Marriott
School of Business

Student Academic Association & Club Orientation

September 26, 2017

Today's Menu

1. Opening Prayer
2. Introduction of PDF and Student Council Leadership
3. Introduction of Dean Thompson and Eric Teel
   a) Annual Re-chartering of Clubs
   b) BYU and BYU Marriott Club Organization
   c) Support Structure
      i. The Role of Your Advisor
      ii. Key Contacts: "Who to Call"
      iii. University Contacts
   d) Key Policies & Best Practices
4. Upcoming Events – Student Council
5. Closing Prayer

A copy of this presentation can be found here:
https://marriottschool.byu.edu/policies/clubs/

The BYU Marriott Professional Development Forum welcomes you to a new school year!

BYU Marriott School of Business

2017 Student Council Leadership

George Choi
Student Council
President

Cade McGary
Student Council
Vice President

Aaron Rowan
Student Council
Vice President

Annual Re-Chartering

Every club must re-charter annually.

All clubs MUST login to https://clubs.byu.edu/

and re-charter during their anniversary month. This orientation / training is a required part of re-chartering.

BYU Clubs Organization

https://clubs.byu.edu/

BYUSA ← Special Interest / Social Clubs

Linked to Academic Program or Department → **Academic Associations**

BYU Marriott Club Structure
Three Types

1

College
Serviced Clubs
/ Associations

2

Program/Dept/
Center
Serviced Clubs
/ Associations

3

BYUSA or Other
College
Serviced Clubs
/ Associations

The administrative support structure varies depending on the type of club.

BYU Marriott Club Structure

1

College Serviced Clubs/Associations

a) Undergraduate associations
b) Focused on career development
c) Program/major aligned, or college sponsored (pre-management or diversity initiative based
d) Open membership (non-MSB students may join)
e) Presidents of these clubs make up the college Professional Development Forum (PDF)

BYU Marriott Club Structure

- Accounting Society (and sub-clubs)
- ALPFA
- Association for Information Systems
- Business Strategy Club
- Entrepreneurship Association
- Event & Venue Management Club
- Finance Society (and sub-clubs)
- Global Supply Chain Association
- Management Consulting Club
- Marketing Association
- Non-Profit Student Association
- Pre-Management Association (PreMa)
- Society for Human Resource Management
- Therapeutic Recreation Club
- Women in Business Club

BYU Marriott Club Structure

2 **Program/Department/Center Serviced Clubs/Associations**

a) Any graduate clubs, or any other undergraduate clubs, serviced/supported by a BYU Marriott Program, Department or Center

BYU Marriott Club Structure

MBA

- MBA Assoc
- MBA Marketing Assoc
- MBA Analytics Club
- MBA Strategy & Consulting Club
- MBA Tech Society
- MBA Adam Smith Society
- Women in Management
- Graduate Entrepreneur Assoc
- Graduate Finance Assoc
- Graduate Real Estate Assoc
- Graduate Supply Chain Mgmt Assoc
- Healthcare Industry Assoc
- Graduate HR Student Assoc
- Automotive Industry Club

MPA

- MPA Association
- Internat'l City/County Mgmt Assoc

CENTERS

- Ballard Center Student Assoc
- Changemaker Club
- Graduates for Social Innovation
- Global Mgmt Student Assoc
- Internat'l Grad Student Assoc
- China Business Club
- Korean Business Student Asso

OTHER

- Army ROTC Club
- Healthcare Mgmt Assoc

BYU Marriott Club Structure

3 **BYUSA or Other College Serviced Clubs/Associations**

a) All other business related clubs that are not sponsored by BYU Marriott or a BYU Marriott Program, Department or Center

BYU Marriott Club Structure

- Armenian Business Student Assoc (BYUSA)
- Business in Health Professions (Life Science)
- BYU Analytics Club (Physical/Mathematical Science)
- BYU Data Science Club (Physical/Mathematical Science)
- BYU Tech Club (BYUSA)
- BYU Veterans Club (BYUSA)
- Engineers Mean Business Club (BYUSA)
- Entrepreneurship Association / e-Club (BYUSA)
- Humanities to Business Club (BYUSA)
- Venture Factory (Engineering/Technology)
- Etc.

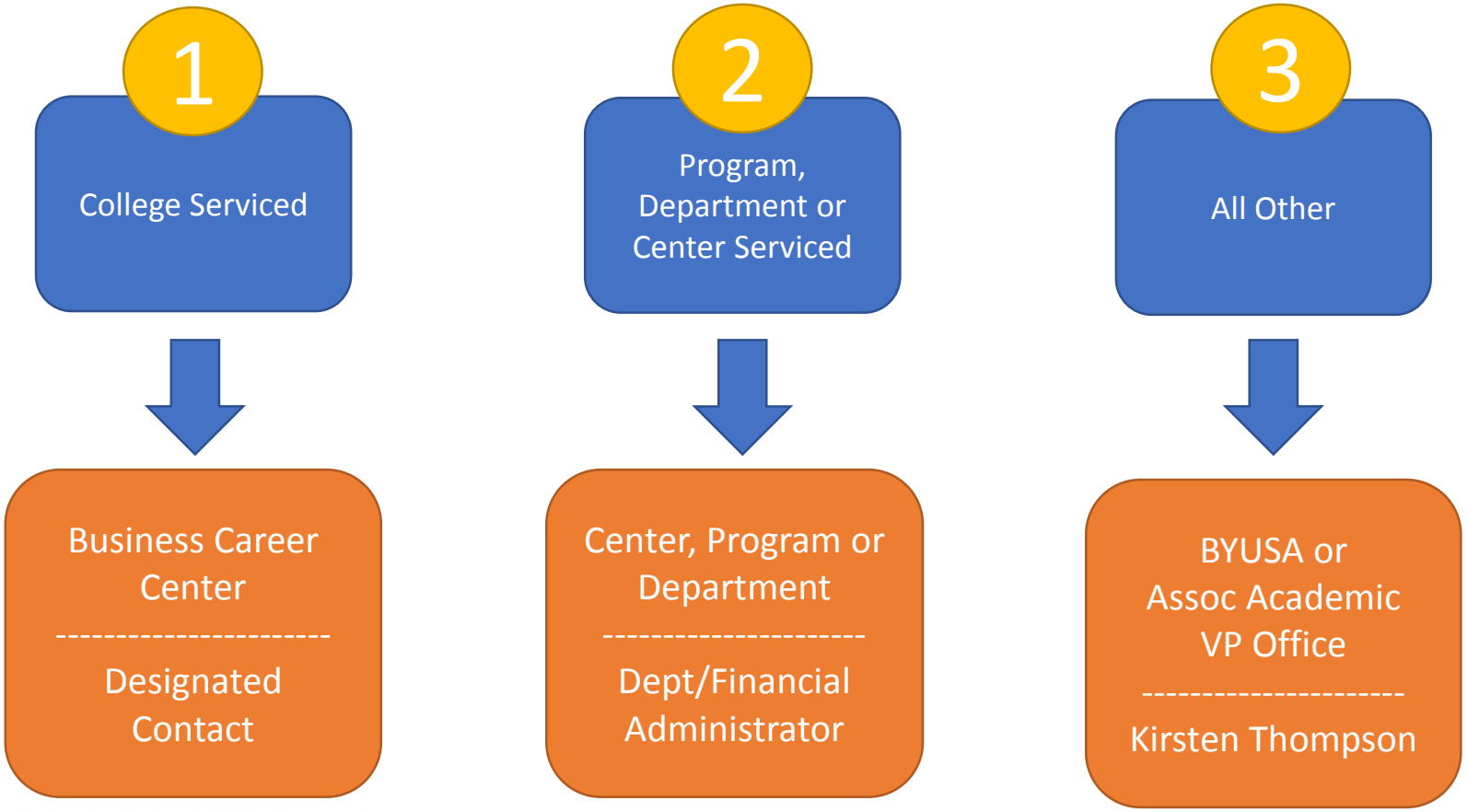
Your Support Team

The Role of Your Advisor

- Assists in developing club goals and objectives
- Regularly attends club meetings and events
- Reviews monthly financial reports provided by the university and maintains awareness of club's financial status
- Understands university and college club policies and procedures
- Ensures the club and its officers know how to access club policies and procedures, and that they are followed

Key Contacts: “Who to Call”

FIRST CONTACT (after Advisor)



Other Key BYU Marriott Contacts

(BCC and Dept liaisons will pull these experts in as needed)

Name	Role	Contact
Michael Thompson, Associate Dean	Associate Dean – Policy/Oversight	Michael.Thompson@byu.edu
LuAnn Hart	Dean Thompson's Assistant	luannhart@byu.edu
Robert Gardner, Assistant Dean	External relations, web-related issues	rgg@byu.edu
Eric Teel, College Controller	Fundraising	ericteel@byu.edu
Pamela Castillo, Associate Controller	Financial and compliance issues	Pamela_Castillo@byu.edu
Nicole Kooistra, College Events Mgr	Special events, scheduling, speakers	Nicole_Kooistra@byu.edu
Idon Openshaw, Events Coordinator	Special events, scheduling, speakers	Idon_openshaw@byu.edu
Rixa Oman, Assistant to the Dean	Facilities management and Mgmt Society	rixa@byu.edu

BYU Club Support

https://clubs.byu.edu/

Academic Associations

Academic VP Office, D-380 ASB
Brigham Young University, Provo, Utah 84602
Phone: (801) 422-4331
Email kirsten_thompson@byu.edu

Kirsten Thompson
Assistant to Associate
Academic Vice President

BYUSA

3400 Wilkinson Student Center (WSC)
Brigham Young University, Provo, Utah 84602
Phone: (801) 422-7339
clubsandorgs@byu.edu

Key Policies: "How Do I…."

University Policies & Procedures

Mosiah 4:29 = the need for your "Who to Call" contacts

"And finally, I cannot tell you all the things whereby ye may commit sin; for there are divers ways and means, even so many that I cannot number them."

How do I….buy something?

- SEE “WHO TO CALL” PAGE
- Review “Disbursing Funds” on the Club Policies & Procedures page: https://marriottschool.byu.edu/policies/clubs/
- DO check out a Campus Card or Department Card
- DO NOT use personal funds/credit card
- DO NOT purchase gift cards without going through Treasury
- DO NOT purchase expensive door prizes or awards ($100 limit)
- DO NOT hire an individual or company to provide services (without the assistance of your “Who to Call” contact)

How do I….raise money?

- SEE “WHO TO CALL” PAGE
- Review “Incoming Funds” on the Club Policies & Procedures page: https://marriottschool.byu.edu/policies/clubs/
- Primary funding source is student dues
- If student dues are insufficient the sponsoring department should discuss budget shortfalls and consider providing a supplement.
- Additional fundraising may only be performed to meet reasonable operating expenses, but not to build up financial reserves.
- Before approaching any company or individual to solicit donations it must be cleared with LDS Philanthropies.

How do I….set up a club website?

- SEE “WHO TO CALL” PAGE
- College serviced clubs: CareerLaunch
- Program/Department/Center serviced clubs: Students may create their own (and link to BYU Marriott website). The BYU Marriott Web Team can assist:
  - Go to marriottschool.byu.edu
  - Click the “IT Support” link through your tools dropdown or at the page footer
  - Click the “Submit a Ticket” link
  - Select the “Website Support” option and click “Next”
  - Fill out your name and details and click “Submit” and you will be contacted shortly about your request.

How do I….manage my membership?

- SEE “WHO TO CALL” PAGE
- “Club Administration” link on BYU Marriott website:
  - All club officers have access
  - Change information about your club that is displayed on BYU Marriott site
  - Provide link to club website
  - Update dues information
  - View/edit membership roster
  - Add web Administrators (give them an Officer Title)
  - Etc.

How do I….buy swag?

- SEE “WHO TO CALL” PAGE
- Marriott School merchandise:
  - www.byustore.com / BYU eStores / BYU Marriott
- T-Shirts:
  - Y-Marketplace (your “Who to Call” contact can help)
  - BYU Print & Mail
- Logos and designs
  - BYU and Marriott School trademarks and logos are protected. All new club logos must be approved by the BYU Marriott External Relations Office (490 TNRB) and the university (email to front.desk@byu.edu).

How do I….travel as a club?

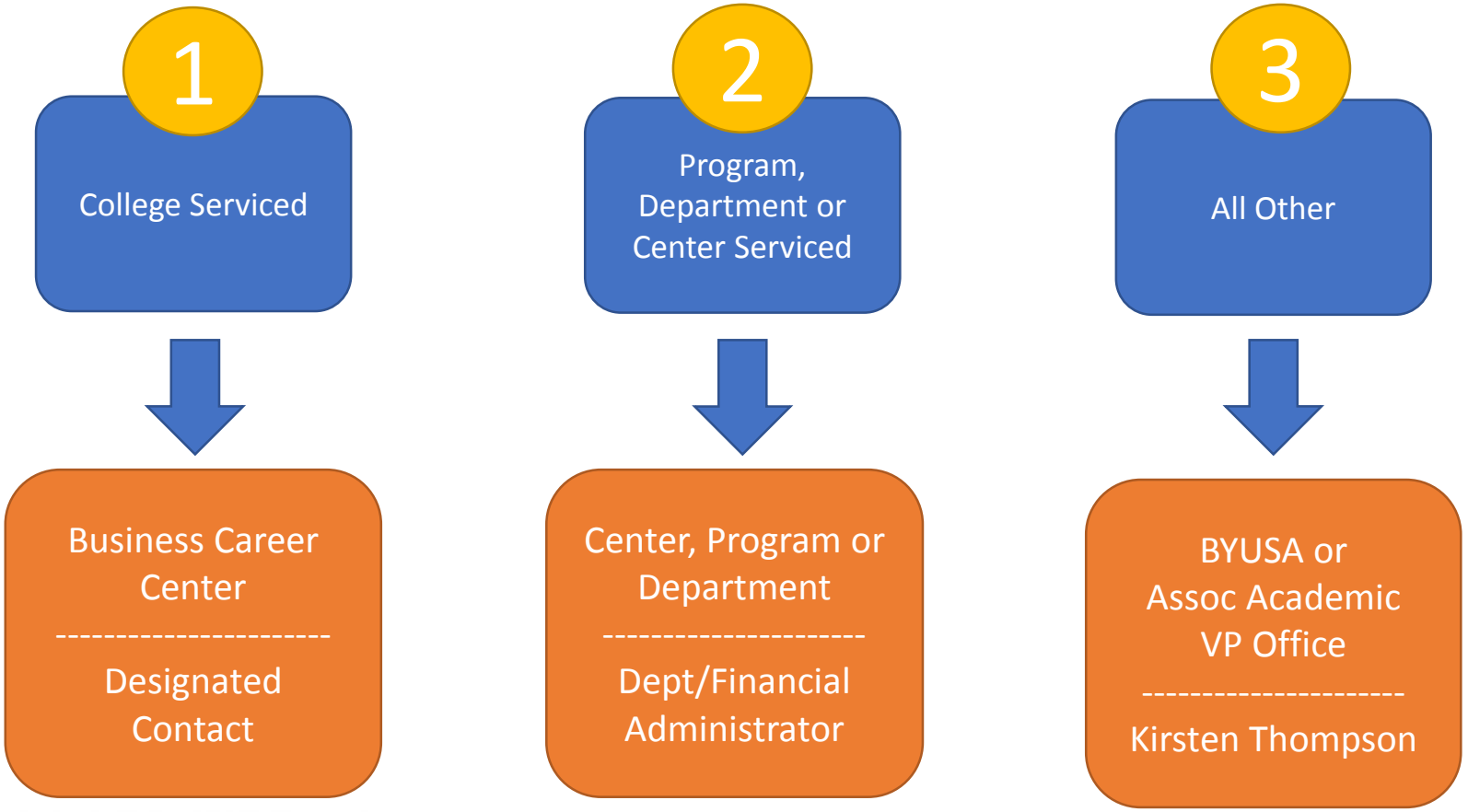
- SEE “WHO TO CALL” PAGE
- Review “Travel” on the Club Policies & Procedures page: https://marriottschool.byu.edu/policies/clubs/
- In short: Don’t! ☺ Student travel must be sponsored by a department, center or course; cannot be “club” travel.
- No club dues can be used to pay for travel expenses.

How do I….hold an event?

- SEE "WHO TO CALL" PAGE – They will help navigate ALL of the following (remember Mosiah 4:29):
  - Room scheduling & setup
  - Food/catering
  - Parking
  - Speaker clearance (***must be approved by the dean's office – Idon***)
  - Waiver forms / risk management
  - Building use policies
  - Permitted hours
  - Advertising
  - Etc., etc.
- NO red/dark punch anywhere. Report spills promptly! Red Dye #40 prohibited – read labels.

Key Contacts: “Who to Call”

FIRST CONTACT (after Advisor)



A great year ahead!

2017-18 Student Council Events

- Fall Kick-Off (Thank you for your participation!)
- Sub for Santa
- Closing Banquet