

John Brown University Club Guidelines & Policies

Official Recognition/Function

JBU Clubs exist to serve the student body by providing services and events, leadership, and opportunities for involvement. Clubs are recognized as official groups by having their constitution approved by the Student Government Association (SGA). This official recognition grants clubs the right to use university facilities, resources, and funds. Once a club has received this approval, its constitution must be kept on file with the Associate Dean of Students. SGA is also given the responsibility for ensuring that clubs continue to function according to their stated purposes and are maintaining the standards of the university—SGA can reverse its approval of a group.

New clubs are formed virtually every year—information on how to start a new club and write a constitution are available from the Associate Dean of Students. When clubs have been inactive for a significant amount of time, they may be disbanded.

The Associate Dean of Students also assists in all of these club processes. Her office serves as a resource, “clearing house” and “archives” for clubs. Copies of constitutions and budget reports are kept on file in this office. Funding board funds, matching funds, and events are all coordinated by the Associate Dean of Students. One of the main priorities of the Associate Dean is to help clubs be successful. If you need help with any club-related processes, contact Becci Rothfuss, Associate Dean of Students at ext. 216 (524-7216). Becci Rothfuss’ office is in the Student Development Office (next to the California Café in the WSC).

Sponsors

All JBU clubs must have at least one full-time faculty or staff person serving as a sponsor in order to maintain their status as an officially recognized club. Responsibilities of sponsors are as follows:

1. Give input to budget development and use (approve all spending)
2. Advise club leaders/officers
3. Aid in goal setting and event planning
4. Be an advocate for the club
5. Attend club meetings and activities as regularly as possible
6. Travel with the group whenever possible (strongly recommended)

Groups who do not have a sponsor will not be allowed access to their funds.

Officers should use their sponsors as a valuable resource and be considerate of them. Since they are responsible to the University, it is your responsibility to consult them and keep them informed at all times.

Communication

Club officers will attend meetings with the Associate Dean of Students at least once per semester in order to provide training, promote communication, coordination of events and to facilitate the funding process.

Club Spending & Purchases

Clubs are to spend the funds in their account using the budget submitted to Funding Board as a guideline. We realize that some flexibility is needed as plans change. However, keeping in line with your approved budget and spending wisely will go a long way toward building a strong club reputation for future budget requests.

Aim for wise planning and good stewardship as you approach your budget. For example, if you know you'll be having several events with food during the year, make a trip to Sam's and buy paper plates, cups, napkins, etc. in bulk and save money!

A special note about purchases over \$500: any single purchase over \$500 needs the approval of the Associate Dean of Students (Becci Rothfuss) before any money is spent—including reimbursements, check requests or purchase requisitions. The Associate Dean will help you make sure that you're making a wise investment (i.e. if you're buying a piece of electronic equipment, she will ask you to check with the JBU staff who oversee those purchases to make sure that the equipment is good quality at a fair price).

Supplies/Equipment

Each club should have access to some type of storage space at JBU. Equipment and/or reusable supplies purchased with JBU club funds remain the property of JBU unless other prior arrangements have been made with the Associate Dean of Students. Equipment and supplies should be inventoried and stored when not in use or during the summer. The club officers will be responsible for it throughout the school year and will make sure it is properly stored for the coming year.

Clubs should keep an inventory of the equipment and supplies they have purchased/own. The inventory list should be updated yearly. These lists should be passed on to new officers and a copy kept by the sponsor and the Associate Dean for long-term reference.

Dues/Fees

Each club that pays membership to an outside organization should collect dues to help cover these fees. It is also strongly suggested that members pay at least half of any necessary fees.

Minimal dues or fees can also be helpful for any club that needs additional funds—paying dues also can help members feel increased ownership in the group.

JBU Club Sports Guidelines and Policies

Sponsors

All JBU clubs must have at least one full-time faculty or staff person serving as a sponsor in order to maintain their status as an officially recognized club. (Which grants the group the right to use university facilities, resources, and funds.)

Responsibilities of sponsors are as follows:

1. Give input to budget development and use
2. Advise club leaders/officers
3. Aid in goal setting and planning
4. Be an advocate for the club
5. Attend at least one practice per month, attend home games and at least one or two away games

The Director of Recreational Sports will serve as an additional sponsor (in addition to your faculty or staff sponsor) for all club sports, and will sign for all use of club funds.

Communication

Captains/Club president will attend meetings with the Director of Recreational Sports and/or the Associate Dean of Students at least once per semester in order to promote communication and coordination of events.

Team Rosters and Waivers

Each team must turn in team rosters and liability waivers to the Director of Recreational Sports prior to receiving/using funds. Additions to team rosters may be made throughout the season.

The waivers are critical to your ability to retain club status. All players, including new members must sign a waiver before participating in *any* club practice or event. Failure to do so will result in loss of JBU support.

Spending club funds

Clubs will bring itemized funding requests (i.e. check requests and purchase orders) to the Director of Recreational Sports for approval before turning them in to the business office. Copies of receipts for all equipment purchases must be turned in to the Director or Recreational Sports.

Request for distribution of funds for travel must be presented to the Director of Recreational Sports a minimum of one week prior to the day of departure. If funds are needed for equipment, requests should be made at least 3 weeks before the equipment is needed (to allow time for equipment to arrive).

Safety of players

Each team is required to have at least one manager or team member that has been trained in First aid, CPR, and some basic athletic training. This person should be at all practices and games. The Director of Recreational Sports will help you make contacts for the necessary training.

Equipment

Each club will have access to equipment storage space in the WLHC. Equipment and/or uniforms purchased with JBU club funds remain the property of JBU unless other prior arrangements have been made with the Director of Recreational Sports. Equipment and uniforms will be inventoried and stored in an equipment room in WLHC during the summer and off-season. Equipment will be checked out to one team representative (club president/captain) who will be responsible for it throughout the season and turn it back in at the end of the season.

When checking out equipment the team captain/president will sign an inventory release form which will state what is being checked out, when it is being checked out, when it will be returned, and who is checking it out.

Travel and Practice schedules

Travel schedules and practice schedules need to be turned in prior to the first practice. Travel schedules may be changed throughout the season with one-week notice. Notification of hotel accommodations or other housing arrangements and travel plans must be presented to the Director of Recreational Sports a minimum of one week prior to the day of departure.

Dues/Fees

It is suggested that each team institute club dues to help cover the cost of extra traveling expenses and lost/stolen equipment. It is also strongly suggested that team members pay at least half of any necessary fees.

Mini-Directory

<i>Titles</i>	<i>Name</i>	<i>Extension</i>
Administrative Services Assistant	Lori Johnson	197
Associate Dean of Students (Activities)	Becci Rothfuss	216
Coordinator of Event Technology	Chris Thurstenson	178
Director of Graphic Arts	Patrick Carr	211
Director of Recreational Sports	Von Eshnaur	315
Cultural Art Administrative Assistant	Ellen Schumacher	265
Vice President of Student Development	Steve Beers	133
Director of Technical Services	Rita Lamphear	246
ARAMARK Food Services	Mark James	160
Facilities Services Assistant	Kathleen Petty	198
Vice President of Management	Don Crandall	150
Vice President of Finance and Administration	Pat Gustavson	117
WLHC Director	Robyn Gordon	301

Basic Event Planning Checklist:

(Things that you gotta do, no matter what the event...)

1. **Secure a date on the Campus Calendar.**
Before making detailed plans
2. **Reserve a campus facility.**
At the same time as securing a date on the Calendar
3. **Make arrangements for refreshments/food needs.**
No later than 10 days prior to the activity -- decide how to purchase and provide your own OR contact ARAMARK Food Service
4. **Make arrangements for special equipment needs.**
No later than 2 weeks prior to the activity
5. **Publicize the activity.**
At least 2 weeks before, then intensely the week of your activity
6. **Budget and plan for financial needs.**

The following sections explain procedures for completing all of these tasks.

- **LRC 148 and 149** Kathy Hogan ext. 256
- **LRC 121 during school hours** Marilyn Holliday ext. 171
- **Cathedral Sanctuary** Becky Pohle ext. 154
- **Chapman Employee Lounge** Patti Hutto ext. 129
- **Residence Hall areas**
 - Mayfield Laura Roebuck 524-1670
 - Walker Hall Lisa Corry 524-7450
 - J. Alvin Troy Tiberi 524-1658
 - Duplexes Jackson Dunn 524-1790
 - Townhouses Cherissa Roebuck 524-1540
- **Dye Lounge** Kathleen Petty ext. 198
 ARAMARK Food Service *cannot* reserve this room for you. A drawing of the "normal" setup for the East and West side is on the back of the Activity and Food Requisition form. Please try to use the normal setups as much as possible. We ask that you not hold regularly scheduled classes here, to allow for larger group meetings to be scheduled.
- **Honors Center** Dr. Gary Guinn ext. 277
 This is for the Honors Department students' use, and should only be requested as a last resort.
- **Jesse Jones Concourse** Kathleen Petty ext. 198
- **Jones Recital Hall** Becky Pohle ext. 154
 Not available to outside groups
- **Lobby Areas in front of the Cafeteria and Library** Kathleen Petty ext. 198
- **Media Lab** Marilyn Holliday ext. 171
- **Mabee University Center** Elaine Sbanotto ext. 140
- **Mabee Dining Room** Elaine Sbanotto ext. 140
- **Mabee Conference Room** Elaine Sbanotto ext. 140
- **Dye Conference Room** Kathleen Petty ext. 198
- **Walton Lifetime Health Complex Rooms** Robyn Gordon ext. 301
- **Walker Student Center Gathering Area** Becci Rothfuss ext. 216
 The primary purpose of the Walker Center Gathering area is to be an open, flexible area expressly designated for informal gathering, dialog, study and mingling among students, faculty and staff. Its goal is to promote community building at JBU. Its secondary use would be for limited, appropriate, pre-approved all campus events. Therefore, in order to protect this space for its primary use, we suggest the following guidelines be implemented:
 1. The use of the gathering area for general campus events should be limited to no more than one evening per week, but not on an every week basis. (Sunday-Thursday) For example, no group would be permitted to reserve the space every Thursday evening.
 2. Use on weekends is limited to one night per week. (Friday-Saturday)

3. All scheduling should take place through the Student Development Office; Becci Rothfuss is the primary person to contact.
4. The gathering area should not be regularly used for large group events that are exclusive, closed or ticketed. For example, the gathering area will not be available for regularly scheduled classes or for ticketed concerts.
5. The gathering area will not be available for use by non-JBU groups during the school year. Having physical plant personnel to set up for an event is only available in special circumstances; to request this, you must attach a diagram of your desired set-up with the Activity Request Form **5 working days in advance of the activity**. In most cases, you should plan to do your own set-up and clean up. Activity and Food Request Forms are available from the Chapman Administration Building receptionist and from Kathleen Petty, Facilities Services Assistant (ext. 198). You can also photocopy the form included in this booklet.

3. Food, Banquets, Refreshments, etc.

If you would like to have refreshments at your activities, ARAMARK Food Service has several options. If you are planning an alternative meal, you can often make arrangements with ARAMARK for little or no cost to your club by using barcodes to exchange for meals paid for through student meal plans. Any arrangements with ARAMARK Food Services need to be made a minimum of one week in advance.

Off-campus meals

If you would like sack lunches or sack dinners, you need to see the Food Service Manager with a complete list of names and bar codes of the participants.

Exchange for Special Events

If you would like a meal exchange in which ARAMARK supplies the food and you prepare it, you need to supply the ARAMARK Food Services with a complete list of food needs along with a list of names and bar codes and meals that will be missed. They will work with you to determine any charges above a normal meal charge.

Events

If you would like catering services, you should make arrangements for both the room and the food by working first with Kathleen Petty (ext. 198), then e-mail Kim Brown (Brown-kim3@aramark.com) (ext. 423) or Mark James at ext. 160 or email at James-Mark@aramark.com.

If you have any questions about your food needs, call ARAMARK Food Services at ext. 160.

4. Department of Instructional Technology

The IT center, also known as the "Media Lab", is located in L155 (next to library). The center provides equipment needed for presentations and activities. This includes: TV/VCR units, portable sound systems set-ups, video projectors, movie projectors, slide projectors, audio recordings, projection screens, and video cameras.

Charges

Depending on the equipment used, where it is used and the purpose for its use, there may be a charge for the use of the equipment.

Reservations

Advance reservation for equipment is very important and should be done **2 weeks prior** to your activity. You may reserve equipment in several ways:

- Fill out the Request Form below or at www.jbu.edu/academics/tile/request.html
- Go to the Center, L155, and talk with the person on duty
- Written request directed to the Coordinator of Distributed Media & Sound Reinforcement, Chris Thurstenson (ext. 171) or Marilyn Holliday (ext. 171).

Information needed for reservations:

1. Equipment needed
2. Date of activity
3. Location of activity
4. Activity time
5. Club name
6. Club account number
7. Activity coordinator's name and phone number
8. Details of the activity

**Media Technology Services
Equipment Request Form**

General Information
 Date Request Submitted _____
 Activity Coordinator/Class Instructor _____
 Phone Number _____ Box # _____
 Activity/Class _____
 Date of Activity/Class _____ Location/Room _____
 Time of Activity/Class _____ to _____

Equipment Required (Please be as detailed as possible)

<input type="checkbox"/> Audio Amplification	<input type="checkbox"/> Audio Recording
_____ Total Number of Mics Needed	<input type="checkbox"/> Video Taping
_____ Mic for Vocalist	<input type="checkbox"/> TV/VCR Unit
_____ Mic for Speaking only	<input type="checkbox"/> Video Camera
_____ Mic for Instruments	<input type="checkbox"/> Tripod
_____ Mic Stands	<input type="checkbox"/> LCD Projection
_____ Need to Play Audio Tape	<input type="checkbox"/> Film Projection
_____ Need to Play CD	<input type="checkbox"/> Slide Projector
_____ SGA Amp	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Hi Tech Cart - MAC	<input type="checkbox"/> Hi Tech Cart - IBM
<input type="checkbox"/> Network Connection	
<input type="checkbox"/> Other Equipment _____	
<input type="checkbox"/> Other Items (bulbs, cords, carousels, etc.) _____	
<input type="checkbox"/> Other Details _____	

Do you need AV to set this equipment up? _____
 Do you need an AV person to run this equipment? _____
 Diagram of Room Set-up _____

Will you pick this equipment up? _____ If yes, day and time? _____
 When and how will it be returned? _____

The areas listed below have sound systems. Reservation of the room does not always include use or operation of the house sound system or other instructional technology equipment. Use the following information as a guide for organizing your needs in these areas.

Bynum Theater

When you reserve the Bynum Theater, you will have use of the high tech lectern. For any additional sound system needs or for use of the instructional technology equipment in the sound booth, contact the IT Center.

Cathedral Sanctuary

For any sound system, film projector, slide projector, or video projector needs, contact the IT Center or Chris Thurstenson (ext. 171).

Dye Lounge

When you reserve the Dye Lounge, you have use of the podium microphone. Limited sound level adjustment is controlled by the two knobs located near the entrance doors. Use of the Dye Lounge also includes an overhead projector and screen and a TV/VCR unit located in the closet at the back. For any additional needs, contact the IT Center.

If you have any further questions, call the IT Center, ext. 171.

5. Publicity

When your organization plans to sponsor an activity, you need to put some energy into publicizing your event. There are many different ways to publicize effectively. It is recommended that you consider as many options as time allows. This is a very brief list...for more ideas, contact the Activities Office.

Posters

These are effective, but please be considerate and hang posters on bulletin boards only. If you display them on surfaces other than bulletin boards, they may be removed. *Never* tape anything to glass areas or wooden doors. The Center to Enhance Learning (or media lab – next to the Library) has supplies such as poster board, colored butcher paper, construction paper, and lamination that you can purchase and charge to your club account. You need to have your club account number ready when you pick up your items. **General posting areas** are provided across campus in most public areas via bulletin boards. All postings must be limited to these public bulletin boards unless special permission is given through Student Development. Any official JBU group or organization is welcome to post announcements about events in these areas upon receiving approval from their sponsors. Advertisements for non-JBU sponsored events are NOT to be posted in any area without express approval from the Student Development Office.

Printed Announcements

Campus publications such as the *Here & Now* and the *Threefold Advocate* are great ways to get your written announcements in the hands of the majority of the students on a weekly basis. If you are interested in making an announcement, you need to submit a copy to the Student Development Office for the *Here and Now* by noon on Mondays and to the Newspaper/Yearbook Office for the *Threefold Advocate* no later than one week prior to the week of your activity.

Table Tents

These are a great way to remind students about your activity a few days prior to your date. They are easy to make and you only need 45 copies to adequately cover the cafeteria tables.

Chalk Drawings

These are creative, and you will be surprised at the number of students who will read them as they walk on the sidewalks to class. However, you are responsible to clean it off the walk after the event!

Other Means

There are many other creative ways to publicize...BUT you probably need **special permission** for many of them, including any window painting, setting up displays, large banners, etc.

Copies

When you need to make copies for your club, go to the library circulation desk to pick up your club's copy card. The library has a list of authorized users for your club. When you ask for the card, the library staff member will check that you are on the authorized list and keep your student ID until you return the copy card.

If you run out of copies for your club, you will need to contact Becci Rothfuss (in Student Development) to request that more money/copies be put on your card. She will check your club account and request copies to be added. This takes about 1-2 days, so think ahead. If you have questions, ask any library staff member.

Information Services

Information Services are available if you need word processing, data processing, or use of a fax machine. It is open from 8:00 a.m. to 5:00 p.m., Monday through Friday and is located in the Chapman Administration wing behind the Registrar's Office.

Information Services (IS) department can produce form letters, labels for club member mail-outs, or provide supplies like colored paper for making photocopies.

If you use the IS Center for labels or letters, you will need to fill out a Word Processing Requisition Form. It is important that your requisition be filled out as completely as possible.

If you have any questions, call the Director of Technical Services, Rita Lamphear. Ext. 246.

Graphic Arts Service

The Graphics Department is available if you need 150 copies or more of a handout, or if you would like to create any type of promotional material for your club.

The Graphics Department is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. It is located west of the campus next to the KUOA Radio studio. Graphics provides a drop-off in the Chapman Administration wing next to Information services (behind the Registrar's Office). You may leave your projects at this location or send them through campus mail (Patrick Carr, GnD). If your job needs to be typed, please take it to Information Services and indicate that it will go to Graphics for formatting. You will need to fill out a Graphics Requisition Form available from the IS center and/ or the University receptionist's desk. It is important that your requisition be filled out as completely as possible. Remember to include your club account number.

When you are asked to proof a job for the Graphics Department, you are being asked to make sure the Department did what you asked them to do. It is up to you to give the OK to print. Things to check while proofing:

- The order of pages, panels, and copy
- The copy. Is this the way you want it? Spelling? Punctuation?
- Photos and artwork

Once the proofing is completed to satisfaction, it will then go to printing. The amount of work involved in your job and the current workload will determine its production time.

Any printing or design work that is to be taken off campus and paid for by the University needs approval by the Director of Graphic Arts Services, Patrick Carr. You will be given assistance in finding the best vendor to accommodate your particular needs. He will also help you get your job ready and assist you in keeping the cost to a minimum.

If you have any questions, call Graphic Arts at ext. 211.

6. Finances

Budget Reports

The Student Development Office sends budget reports out monthly. Each report is for the previous full month. Reports are sent to the treasurer and sponsor, unless you request otherwise. A complete copy of the budget report for each club is also kept on file in the Student Development Office. Additional balance information can be obtained from Laverne Layne in the Business Office (ext. 139).

Deposits

ALL money collected or raised by the club must be deposited in your club account. Never operate from miscellaneous cash. This protects your integrity and our ability to keep accurate records. Deposits can easily be made during the day at the business office window.

Spending the money in your club account

There are basically two ways to spend the money allocated to your in your club account:

- 1) Check requests to reimburse someone for expenses already incurred
 to get cash in advance for planned event expenses
 to pay for items under \$500, when you know the exact amount

- 2) Purchase orders for expenses over \$500 which will be billed to the university and
 charged to your account

Check Request

For any of the needs listed above in number one, fill out a Check Request form which is available at the University receptionist desk. When you submit a check request to the Business Office, you must:

- Fill the form out completely
- Attach receipts* or other documentation (this is always required for a check)
- Have sponsor and treasurer's signature
- Turn it in by noon on Mondays/Wednesdays for checks created on Tuesdays/Thursdays.
- Early requests are appreciated.

*Please note that receipts and extra monies for advance funds, as well as a report form for travel, are to be returned to the Business Office within two weeks of the check request.

Sample of Check Request Form

John Brown University Check Request

Date of Request _____ Date Check Needed _____

Pay to the order of: _____

Address _____

City _____ State _____ Zip _____

For _____

Account No. _____ Amount \$ _____

Requested by _____ Business Officer _____

Approved by _____ Date _____ Approval Date _____

BUSINESS OFFICE USE ONLY

Vendor No. _____ Entered _____

Check No. _____ Check Date _____

Charging

For purchases your club may buy supplies by billing the university (charging) for purchases under \$500.00. For purchases over \$500.00 you must fill out a Supplies and Materials Requisition form which is available at the University receptionist desk. This form is to be submitted to the Business Office anytime a Purchase Order (P.O.) is to be issued. The P.O. grants the vendor (and your group) the permission to charge/bill the University. (It is like having a charge pre-approved.)

Sample of Requisition for Materials, Services, or Supplies Form

Under NO CIRCUMSTANCES are clubs ever authorized to charge anything to the university without a Purchase Order (for purchase greater than \$500.00), or the signature of a sponsor.

If you have any questions about these procedures, ask anyone at the Business Office window.

Fund-Raising Policies

When your organization decides to do a fund-raiser, there are a few steps you need to follow. The most important thing you must do is complete the Fund-Raising Approval Form, obtain the signature of Becci and return it to Becci. You may receive a copy, and the form will be kept in your club's records.

Note: Any fund-raising activity which reaches beyond the JBU community must be approved by the University Advancement Office. *This means that you should not contact Siloam Springs businesses, parents, nor any other non-JBU persons for fund-raising purposes without the direct approval of the Student Development Office.*

See information on any fund-raiser requiring a contract.

JBU Club
Fund-Raising Approval Form



Name of Organization: _____

Fund-Raiser Coordinator: _____

Date Form Submitted: _____

Location: _____

* If on Campus, have you secured permission from the person in charge of the facility?

YES _____ NO _____

Signature of Facility Director: _____

Proposed Date of Event: _____

Proposed Time of Event: _____

Briefly Describe the Fund-Raiser: _____

Is there a contract involved? YES _____ NO _____

If YES, Signature of Vice-President of Finance: _____

Number of People Working: _____

Estimated Number of People Participating: _____

Signature:

Becci Rothfuss, Associate Dean of Students

Matching Funds

All clubs in good standing are eligible for matching funds for any *pre-approved* fund-raiser, up to \$300 per semester, on a first-come, first-served basis through the Activities Office. In order to receive matching funds, the application form the (reverse of Fund-Raising Approval Form- included in this packet, also available from Becci Rothfuss) must be completed and a JBU deposit receipt must be attached. Once approved, the money will be transferred to your account during the next month.

If you have any questions, contact Becci Rothfuss, Associate Dean of Students, ext. 216. Her office is located in the Student Development Office (WSC).

JBU Club Matching Fund Application Form

Club / Organization: _____

Fund-Raiser Coordinator: _____

Description of Fund-Raising Activity: _____

Date of Fund-Raiser: _____

Number of People Involved: _____

Amount Earned (profit): _____

Up-Front Cost (supplies / goods): _____

We do hereby state that the above event occurred and this information is correct to the best of our knowledge

Signature of Fund-Raising Coordinator

Date

Signature of Organization Sponsor

Date

NOTE: Copy of JBU deposit receipt must be attached to this form for funds to be matched!



Evaluation of Fund-Raiser:

What was your goal for this event? _____

Did you reach it? _____

What worked well? _____

What would you do differently? _____

Amount matched: _____

Signature of Activities Director

Date

Contracts

If there is a contract, which involves an off-campus company, it is imperative that you get the contract approved by the Vice President of Finance and Administration, Ms. Pat Gustavson (ext. 117). This is critical because the university is ultimately responsible for all contracts. Contracts not signed by the VP will likely be considered null and void. This includes any type of contracts including contracts for use of facilities, fund-raisers or concerts.

College Vehicles

Scheduling of JBU vehicles is done by Kathleen Petty (ext. 198). **All JBU fleet vehicles are located in the Facilities Service Building (FSB) parking lot**, which is located directly behind Broadhurst Village (Married Student Housing) at 900 Anderson Avenue.

- Before you take a JBU owned vehicle, all drivers are required to sign a waiver form giving us approval for a **Motor Vehicle Records** check. We also need to make a copy of your current license.
- To qualify as an operator of any 10-passenger van, you must be 21 years of age and have had a valid US drivers license for one full year. You must have a clean driving record. You must have successfully completed the van driver training administered by Campus Safety. All passengers and driver must be belted while vehicle is in operation. It is the driver's responsibility to enforce this seat belt policy. Failure to comply will result in forfeiture of vehicle usage privileges. A university sponsor for a university function must reserve vans. The vehicle must remain within a 100-mile radius of campus without a staff member from within the motor pool. A staff member from within the motor pool must be present for an overnight trip. A staff member from within the motor pool must be present if the vehicle is used to transport individuals not directly related to the university community.
- JBU vehicles have been purchased for the general business travel (not personal or pleasure) of JBU employees and groups. (It is cost effective to use JBU owned vehicles rather than personal vehicles whenever possible). Department accounts will be charged 24 cents for cars, 30 cents for the mini vans, 35 cents per mile for 10-passenger vans. *This includes gas for all vehicles.*
- If a vehicle is not available for a group while on JBU business, the group may use a personal vehicle and be reimbursed 35 cents per mile to cover gas and wear on the vehicle. The employee may request 35 cents per mile for a 10-passenger van if approval for a vehicle of that capacity was given in advance by the Director of Facilities Services or his assistant.
- If a vehicle is not available for a group while on JBU business and the group is unable to use a personal vehicle, the Facilities Services Office will arrange for a rental vehicle. The driver must be 25 and is responsible for pickup and return of the rented vehicle. The group will be charged the actual cost of the rental vehicle (Facilities Services will pay for the gas). For budget and record keeping purposes, please allow the Facilities Services department to arrange your vehicle rental needs. *Unless prior permission is given, no department other than Facilities Services should rent vehicles in the name of the University.*
- During the school year, JBU vehicles may not be used if they must remain at an airport over 24 hours. From mid-May to mid-August there will be a 3-day limit. Exceptions may be approved in special circumstances.
- JBU gas credit cards are provided when you use a JBU owned or rented vehicle. Please use these rather than the University Visa cards, personal credit cards, or cash. We are exempt from the federal excise tax due to our status as an educational institution. When you use the gas cards we provide for you, we save approximately 19%. **You will want to remember that these cards cannot be scanned. The service station clerk should be asked to use**

the manual imprinter. Vehicles are to be returned with a half tank of gas or more. Please consider the next driver.

- Vehicles are cleaned and maintained regularly, but *it is your responsibility to clean out all debris from your trip.* If you spill something, please clean it up and make a note of it on the transportation report. If you feel there is a problem or the vehicle has not been prepared for your trip, please note the item for our information and prompt attention. A trash bag is located in your vehicle to use for trash removal.
- Within the credit card packet is a laminated card listing the emergency numbers to call for assistance if a problem occurs.
- Keys may be picked up in advance by the operator of the vehicle only. Please do not remove the vehicle from the FSB *parking lot until the time you actually requested it for departure.* *Students must either pick up or drop off their own keys, gas cards, etc.* If you cannot return on time, please call! There are instances when it is necessary to send the vehicle out shortly after your scheduled return. Please consider the next driver. **Please return the vehicle to the Facilities Services parking lot by the prearranged time.**
- You are provided a transportation report to record information on your trip. Please be sure the safety items on the list are actually in the vehicle. Make a note of any problem/s. Be sure to fill in the account number to be charged and sign the report before turning it in. **If you return to campus before 8 a.m. or after 5 p.m. – please drop the items (keys, credit cards, Pike Pass and transportation report) through the mail slot in the FSB office door.**
- Report any lost or stolen keys, credit cards, or Pike Pass immediately. There is a minimum charge of \$25 for lost keys and \$25 for a lost pike pass.
- If you are in an accident or the vehicle breaks down, please contact the Facilities Services Office as soon as possible. If after hours, contact campus safety (479-549-7162) or the Central Heating Plant at 479-524-7261.
- You are personally responsible for any traffic citations while operating a JBU vehicle.