

Clubs and Organizations Commission

Department of Clubs and Organizations
 Agenda for Friday, July 13, 2018 at 12:30 PM
William J. Raggio Building, Room 4063, 4th Floor

1. **CALL MEETING TO ORDER**
2. **ROLL CALL***
3. **PUBLIC COMMENT***
4. **POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS**
 - a. The Commission may discuss and/or act upon items regarding Department policies and procedures, Club Support Funding requests, conduct proceedings requests, and other matters related to the functions of the Department.
 - i. **Action:** The Commission will hear the following Operations and Summer Club Support Funding Requests.

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Funded	Amount Funded
A	12:30 PM	Wolf Pack Vets	On-Campus	\$1,425.35		
	12:30 PM	Pi Kappa Phi	Off-Campus	\$71.40		
	12:30 PM	Pi Kappa Phi	On-Campus	\$216.58		
	12:30 PM	Pi Kappa Phi	Off-Campus	\$65.42		
	12:30 PM	Pi Kappa Phi	Off-Campus	\$97.20		
	12:30 PM	Pi Kappa Phi	Off-Campus	\$327.46		
B	1:00 PM	National Association for Music Education Collegiate	Operations	\$119.56		
	1:00 PM	Tau Kappa Epsilon	Off-Campus	\$770.46		
	1:00 PM	Japanese Student Action Network	On-Campus	\$1,021.29		
	1:00 PM	NSSLHA	On-Campus	\$491.45		

POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING.

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, the Mathewson IGT Knowledge Center, and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Luke Bittar, Director of Clubs and Organizations, at directorco@asun.unr.edu or Katherine Hickman, Assistant Director of Clubs and Orgs, at assistantdirectorco@asun.unr.edu.

Clubs and Organizations

Friday, July 13, 2018

Page 2

	1:00 PM	Kappa Delta Chi	Off-Campus	\$75.83		
	1:00 PM	Kappa Delta Chi	On-Campus	\$245.40		
C	1:30 PM	FarmHouse Fraternity	Travel	\$552.41		
	1:30 PM	InterVarsity Christian Fellowship	Operations	\$692.00		
	1:30 PM	InterVarsity Christian Fellowship	Operations	\$95.00		
	1:30 PM	InterVarsity Christian Fellowship	On-Campus	\$372.84		
	1:30 PM	The Coffee Club	Operations	\$213.28		
	1:30 PM	Sigma Alpha Epsilon Pi	Travel	\$903.60		
D	2:00 PM	Kappa Phi Lambda	Operations	\$725.23		
	2:00 PM	Kappa Phi Lambda	Travel	\$1,443.68		
	2:00 PM	Beta Beta Beta Biological Honor Society /Club	Operations	\$30.00		
	2:00 PM	Men's Ultimate Frisbee	On-Campus	\$342.00		
	2:00 PM	Nevada Pre-Dental Society	Operations	\$144.00		
	2:00 PM	Nevada Hockey	Operations	\$145.98		
E	2:30 PM	Nevada eSports	On-Campus	\$588.98		
	2:30 PM	The American Medical Student Association	Operations	\$353.62		
	2:30 PM	Society of Women Engineers	Travel	\$2,664.48		
	2:30 PM	Panhellenic Council	On-Campus	\$509.21		
	2:30 PM	Panhellenic Council	On-Campus	\$1,152.35		
	2:30 PM	Alpha Epsilon Delta	On-Campus	\$29.87		
F	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$23.35		
	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$144.67		
	3:00 PM	Orvis Student Nurses' Association	Off-Campus	\$274.49		
	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$113.87		
	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$175.80		

POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING.

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, the Mathewson IGT Knowledge Center and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Luke Bittar, Director of Clubs and Organizations, at directorco@asun.unr.edu or Katherine Hickman, Assistant Director of Clubs and Organizations, at assistantdirectorco@asun.unr.edu.

	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$268.20		
G	3:30 PM	Association for Computing Machinery	Operations	\$124.86		
	3:30 PM	Association for Computing Machinery	On-Campus	\$333.91		

- ii. The Commission will discuss and make decisions regarding the allocation of funds from the Department of Clubs and Organizations Budget.
 - a. Fall Club Fair 2018 - \$1,577.28
 - b. ASUN Retreat- \$44.00

5. PROJECTS AND DEPARTMENT INITIATIVES*

- a. The Department of Clubs and Orgs may discuss short-term projects, year-long projects, or large-scale Department initiatives for the purpose of developing new/existing programs, building Department infrastructure, or engaging clubs and organizations on campus.
 - i. Proposition of New Projects or Department Initiatives
 - ii. Short-Term Projects:
 - 1. iLead 2018: Wes Fullmer
 - iii. Year-Long Projects:
 - iv. Department Initiatives:

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS*

- a. The Director of Clubs and Organizations, Luke Bittar, will give his report.
 - i. General updates from the Director regarding the Department.
 - ii. Communications from the President, the Senate, and other officers of ASUN.

7. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGS*

- a. The Assistant Director of Clubs and Organizations, Katherine Hickman, will give her report.
 - i. General updates from the Assistant Director regarding the Club Support Funding account and the Clubs and Orgs Internship Program.

8. REPORT OF THE COMMISSIONERS*

- a. The Club Commissioners will each give their report.
 - i. Thomas Setnan, Sports and Recreation
 - ii. Megan Fiore, Greek Life / Social & Political Involvement
 - iii. James Young, Pre-Professional and Academic: Arts, Business, & Education
 - iv. Keenan Raquel, Pre-Professional and Academic: Science & Engineering
 - v. Connor Keegan, Faith Based / Service & Community Outreach
 - vi. Wes Fullmer, Campus Life / Multicultural & Diversity

POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING.

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, the Mathewson IGT Knowledge Center and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Luke Bittar, Director of Clubs and Organizations, at directorco@asun.unr.edu or Katherine Hickman, Assistant Director of Clubs and Organizations, at assistantdirectorco@asun.unr.edu.

9. APPROVAL OF MINUTES

a. May 8th, 2018

10. REMARKS*

a. Members of the Commission may give remarks to the Director and Assistant Director.

11. STAFF REPORT(S)*

a. Members of the ASUN professional staff may provide comments, update the Commission, and discuss outreach to pending clubs and organizations.

12. PUBLIC COMMENT*

a. Items heard under public comment may be in regards to items either on or off the agenda. Action may not be taken on items raised under public comment. The Director may elect to take public comment on action items on this agenda. The Director may impose reasonable limits on the length members of the public may speak.

13. ADJOURNMENT

Note: Unless otherwise marked by an asterisk, all agenda items are action items upon which the Commission may take action. Action items may be taken out of the order to be presented at the discretion of the Chair.

POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING.

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, the Mathewson IGT Knowledge Center and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Luke Bittar, Director of Clubs and Organizations, at directorco@asun.unr.edu or Katherine Hickman, Assistant Director of Clubs and Organizations, at assistantdirectorco@asun.unr.edu.

ASUN DEPARTMENT OF CLUBS/ORGS EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Department Contact: Katie Hickman Phone: 775-842-7263
 Intern: n/a Phone: n/a

EVENT INFORMATION

Event Name: Fall Club Fair 2018 Event Date: 8/30/2018
 Event Synopsis: Event for clubs to table and recruit new members. People can find clubs or orgs they want to join.
 Event Location: The Quad Hours of Event: 4:00pm-8:00pm
 Expected Attendance: 3000 Target Attendance: Students General Public Other _____
 Learning Outcomes:
 1. Students will learn different ways of getting involved on our University campus through joining clubs.
 2. Students will become engaged with different resources on our campus, which in turn, leads to retention and graduation of those students and their respective clubs and organizations.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1. 6'x30" Wood Topped Rectangular Table, Folding Legs x93	\$730.05	Top Hat Party Rentals
2. 6' x 30" Formica Topped Rectangular Table, Folding Legs x23	\$189.75	Top Hat Party Rentals
3. 8' x 30" Wood Topped Table, Folding Legs x34	\$297.50	Top Hat Party Rentals
4. Chair, Folding – Brown Seat & Back x300	\$285.00	Top Hat Party Rentals
5. Delivery Charge	\$225.00	Top Hat Party Rentals
6. School/University Donation	(\$150.02)	Top Hat Party Rentals
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$1577.28	
TOTAL ASUN REQUEST	\$1577.28	

Top Hat Party Rentals, LLC

1345 W 4th St, Bldg C, Reno, NV 89503

Phone: (775) 358-3338 Fax: (775) 333-6527

Website: www.tophatpartyrentals.com Email: customerservice@tophatpartyrentals.com

QUOTATION

QuoteNo Q4439
Date 6/13/2018
User Carol MacHarg
Contact Katie Hickman
Phone (775)842-7263
Email assistantdirectorco@asun.unr.edu
Start Date 8/30/2018 11:00:00 AM
End Date 8/30/2018 11:59:00 PM

InvNo	Name	Qty	Total
I733	6' x 30" Wood Topped Rectangular Table, Folding Legs	93	\$730.05
I731	6' x 30" Formica Topped Rectangular Table, Folding Legs	23	\$189.75
I736	8' x 30" Wood Topped Table, Folding Legs	34	\$297.50
I136	Chair, Folding - Brown Seat & Back	300	\$285.00
I1077	School/University Donation	1	(\$150.02)

Order Subtotal: \$1,352.28
Delivery Charge: \$225.00
TOTAL: **\$1,577.28**

Notes

Quote requested by Katie for UNR Clubs Event 4-8 p.m.

Deliver to the QUAD (south end, 9th St) on Thursday, August 30th 11a.m.-1p.m. and pick up same day 8:45-9 p.m.

Tailgate delivery includes drop off and pickup of equipment within 20 feet of the end of the truck. Carrying charges, if applicable, are \$35 per man hour.

Important:

1. The rental rates quoted are good for 30 days from the date of the quote.
2. A signed rental contract and deposit payment is required to establish a reservation.
3. Availability is limited; items are rented on a first-come, first-serve basis.

Thank you for the opportunity to quote your event!

ASUN DEPARTMENT OF CLUBS/ORGS EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Department Contact: Katie Hickman Phone: 775-842-7263
 Intern: n/a Phone: n/a

EVENT INFORMATION

Event Name: ASUN Retreat Event Date: 8/16-8/18
 Event Synopsis: Leadership retreat for all ASUN Officers. Supplies will be used for binders for commissioners
 Event Location: Lake Tahoe Hours of Event: n/a
 Expected Attendance: At least 8 Target Attendance: Students General Public Other Clubs and Orgs Department

Learning Outcomes:

1. The Department will learn different ways of becoming effective leaders on our University campus through workshops and other small groups.
2. The Department will become engaged with different resources on our campus, which in turn, leads to retention and graduation of those students and their respective clubs and organizations.
3. The Department will cross-collaborate with all of the club leaders on our campus, which promotes diverse dialogue in a way that is easily obtained.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1. One and a half inch Binders	\$44.00	Nevada Wolf Shop
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
TOTAL EVENT BUDGET	\$44.00	

TOTAL ASUN REQUEST

\$44.00

Cart Summary (scroll down to view options)

8 items have been added to your cart.

Just Added:



Nevada Wolf Pack With Sports Wolf Binder
Assorted, 1.5"

QTY: 8 \$5.50

My Cart

Total Items: 8
SubTotal: \$44.00

[« CONTINUE SHOPPING](#)

[VIEW CART »](#)

ck With Sports

RTED 1.5" \$5.50

[+ ADD TO CART](#)