



Fresno State Alumni Association Chapters, Clubs & Networks Handbook

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WELCOME

Welcome to the Fresno State Alumni Association (FSAA) Chapters, Clubs & Networks Handbook. Thank you for your time, energy and effort to contribute to your alma mater via the FSAA. To assist you with your volunteering, the FSAA has developed this resource manual for your reference. We expect this be living document that will, over time, evolve with your thoughts, feedback that will better serve the needs of FSAA volunteers in the future.

Alumni, like you, are Fresno State's most valuable resource. We are eager to hear about your thoughts and to learn how the FSAA can better serve you and your chapter, club or network.

"Thy sons and daughters hail thee great. Our alma mater: Fresno State!"

Clyde Ford, BA '80, MBA '84
President
Fresno State Alumni Association

Jacquelyn K. Glasener, MA '02
Executive Director
Fresno State Alumni Association

THE FRESNO STATE ALUMNI ASSOCIATION

ABOUT THE FSAA

The Fresno State Alumni Association (FSAA) was established with the first graduating class of Fresno Normal School, in 1912. Fresno State (California State University, Fresno) was founded one year earlier, in 1911. The FSAA was incorporated in 1940. Today, Fresno State boasts more than 200,000 graduates and alumni that have had a Fresno State education experience. Fresno State alumni now live in every U.S. state, as well as in several countries throughout the world.

MISSION STATEMENT

The Fresno State Alumni Association is dedicated to uniting and advancing the interests and tradition of alumni, fans and friends of California State University, Fresno; and to providing scholarships opportunities that attract and support highly-motivated students to the University.

GOVERNANCE STATEMENT

The Fresno State Alumni Association (FSAA) is governed by a 30-member board of volunteers (26 voting and four non-voting). The policies of the FSAA are developed by and administered through the Board of Directors. The University President, the Vice President for University Advancement, the President of the Associated Students, Inc., and the Executive Director of the FSAA a liaison, or non-voting, position on the Board. The Board of Directors has five standing committees – Executive, Finance, Engagement, Scholarship and Recognition. The Executive

Committee carries out and supports the administrative mandates of the Board. It also oversees and ensures that proprietary goals and information flows on a daily basis for the entire organization.

VALUES STATEMENT

The Fresno State Alumni Association is students, alumni and graduates' official "Bulldog Connection. For Life."

VALUE POINTS

The Fresno State Alumni Association's Board of Directors has embraced three value points for the organization:

- **ENGAGEMENT:** Connecting our students, alumni and friends to Fresno State thorough activities, volunteerism and advocacy.
- **SCHOLARSHIP:** Increasing our scholarship endowment to help attract the "best and brightest" students to Fresno State.
- **RECOGNITION:** Showcasing successful Fresno State alumni who have made contributions to our community.

DONOR LEVELS

- **Associate:** Donors providing gifts to the Fresno State Alumni Association from \$0 to \$99 in a fiscal year, from July 1st to June 30th.
- **Sustaining:** Donors providing gifts to the Fresno State Alumni Association from \$100 to \$999 in a fiscal year, from July 1st to June 30th.
- **Life:** Current Life Members, plus donors providing cumulative (lifetime) giving to the Fresno State Alumni Association from \$1,000 to \$9,999.
- **Legacy:** Donors providing cumulative (lifetime) giving to the Fresno State Alumni Association (FSAA) of \$10,000 or more.
- **Heritage:** Donors providing bequests and testamentary gifts to the Fresno State Alumni Association.

2013-14 BOARD OF DIRECTORS

Executive Committee

President: Clyde Ford (1980, '84) [LIFE](#)

President-Elect: Adam Stirrup (2003, '05) [LIFE](#)

Vice President, Engagement: Brian Domingos Jr. (2005) [LIFE](#)

Vice President, Scholarship: Diana L. Gomez (1988) [LIFE](#)

Vice President, Recognition: Rosendo Peña (1977) [LIFE](#)

Vice President, Finance (Staff Director): Russel D. Statham (2009, '11), [LIFE](#)

Past President: Brad Fischer (1981) [LIFE](#)

At-Large Directors

Russell A. Bader (1972)

Doug Broten (1971) [LIFE](#)

John Gomes (1978, '94) [LIFE](#)

Ashley Greco (2012)

Ani Grigoryan (2012) (Student Director)

Brent Hansen (2006) [LIFE](#)

Kathleen (McFall) Hushek (1975)

Ruth (Peckham) Khan (1975)

Timothy Kotman (2007, '10)

Amanda (Holder) Leath (1999) [LIFE](#)

Regina A. (Kirk) Leathers (1995)

Mitzi Lowe (1981, '89) (Faculty Director)

Jaime Moncayo (2012, '12)

Frank Oviedo (1994)

Antonio Petrosino (1953) [LEGACY](#)

Julie (Farnesi) Small (1978) [LIFE](#)

Valerie Vuicich (1979) [LIFE](#)

Doug Yavarian (1967) [LIFE](#)

Liaisons

University President: Joseph I. Castro Vice President, University Advancement: Peter N. Smits

President, Associated Students: Moses Menchaca

Executive Director, Fresno State Alumni Association: Jacquelyn K. Glasener (2002) [LIFE](#)

STAFF

Executive Director:

Jacquelyn Glasener (MA '02) LIFE

Director of Alumni Marketing and Engagement:

Peter Robertson (BA '92, MA '95, MBA '05) LEGACY

Director of Annual Giving:

Patricia O'Connor

Assistant Director of Parent Engagement and Discovery Programs:

Matthew D. Schulz (BA '04, MA '10)

Assistant Director of Business Development:

VACANT

Assistant Director of Alumni & Student Engagement:

Blair Smittcamp (Alumna)

Events Coordinator:

VACANT

Business Office Manager:

Joanne Deaver

Smittcamp Alumni House Manager:

VACANT

Program and Events Assistant:

Peggy Ramos

Social Media & Website Student Intern:

Justin Kamimoto

SCHOLARSHIPS

The Fresno State Alumni Association (FSAA) is pleased and proud lead all the 23 alumni associations of the California State University system in annual student scholarship giving. The FSAA is awards more than \$125,000 in student scholarships each year. Students are selected based on academic achievement, financial need and service to the community. The Board of Directors' has also committed generous scholarship support to the Smittcamp Family Honors College.

Each year, the FSAA honors its scholars, as well as its chapters and club scholars, at the Top Dog Alumni Awards Gala held at the Save Mart Center.

SMITTCAMP ALUMNI HOUSE

The Smittcamp Alumni House (SAH) stands near the main entrance to Fresno State, welcoming alumni, students, friends, conference-goers, dignitaries and other visitors to campus.

Upstairs, the SAH is home to the Fresno State Alumni Association. Downstairs, the SAH has meeting rooms that can accommodate a small meeting of 10 and sit-down dinners up to 90 persons.

Using the SAH patio courtyard and back lawn, it can accommodate groups up to 300. For more information about this facility, please call: 559.278-2761.

ANNUAL EVENTS

Commencement

Golden Grad

Grad Fest

Homecoming

Top Dog Alumni Awards Gala

Vintage Days

Away (Out of area) Tailgates

AFFINITY PARTNERS

Discover Card

Liberty Mutual Insurance (auto and home)

Marsh Affinity Groups (dental, health and vision)

Alumni Insurance Program (life)

VPI Pet Insurance

WEBSITE

The Fresno State Alumni Association (FSAA) operates a website – www.fresnostatealumni.com. Chapters, clubs and networks have the opportunity to have a page listing mission, leadership,

scholarships, events and related information. Additionally, the FSAA promote chapter, club and network events on its website – under the EVENTS tab.

THE BULLDOG BYTE

The award-winning E-newsletter – “The Bulldog Byte” – is distributed monthly to the Fresno State Alumni Association’s list of approximately 75,000 E-mail addresses of alumni, fans and friends. Chapters, clubs and networks have the opportunity to list related events, as well.

SOCIAL MEDIA

twitter

linkedin

facebook

Pinterest

YouTube

LOCATION OF ALUMNI

Of the more than 200,000 Fresno State alumni, the vast majority – nearly 140,000 live in California – with 60,000 residing in Fresno County. Tulare County, to the south, boasts almost 13,000 alumni; Madera County, to the north, has a little more than 5,000 alumni.

TRADITIONS

ALMA MATER

*Let us in song, our voices raise
In cloistered courts, to sound thy praise.
Each Voice and heart that sings is true
To thee, oh, Cardinal and Blue.*

*For thee, our hopes and memories;
For thee, our hearts and loyalties.
Thy sons and daughters hail thee great,
Our Alma Mater, Fresno State!*

FIGHT SONG

Fight Varsity

On your toes dig in and hit that line!

We're all pulling hard for you

So fight and give the best there is in you

Fight Varsity

On your toes dig in and hit that line!

We'll fight on to victory

We're always true to Fresno State!

B-U-L-L-D-O-G-S

GO DOGS GO!

FIGHT DOGS FIGHT!

"GOOO DOGS!"

TIMEOUT

Fresno State's mascot, TimeOut, first debuted in the 1970s. Since then, TimeOut has become an ambassador for Fresno State and can be seen at campus and athletic events. Full of Bulldog Pride, TimeOut has become a key fixture to our university since first worn by Charles Mugredechian.

The students performing as Fresno State's mascot, TimeOut, are also provided annual awards of \$2,000 by the Bulldog Pride Fund, a scholarship under the auspices of the Fresno State Alumni Association.

RED WAVE

Bulldog fans all around support Fresno State athletics through the Red Wave! Spurred from when *The Fresno Bee* wrote that the audience "was like a red wave," fans have adopted the term Red Wave to become a highly visible, loud and proud support for our athletes.

VICTOR E. BULLDOG

The initial idea of having a live mascot dates back to 1921 when Fresno State College students were greeted by a white bulldog on campus each lunch hour. Soon students were bringing him to football games and the *Fresno Morning Republican* referred to Fresno State as the Bulldogs. The nickname stuck, but there was no official mascot until 1935. Tradition waned until the 1980s when the live bulldog mascot tradition was revived by football coach the late Jim Sweeney and his bulldog, Half-Time.

Victor E. Bulldog, Fresno State's four-legged mascot since 2006, has passed away after succumbing to his battle with cancer on Aug. 10, 2012.

Victor E. Bulldog II was introduced at Bulldog Stadium on Sept. 15, 2012. Victor E. Bulldog II regularly attends football games and makes appearances during halftime spurring excitement from the Red Wave. He also makes special appearances at various on-campus and athletic events throughout the year. Keep your eyes peeled for his favorite trick, the Bulldog Bounce!

I AM FRESNO STATE!

Established in 2006, the award-winning and internationally-recognized "I Am Fresno State!" annual, student-produced video contest has proved to successfully engage and showcase members of the student body every spring semester. Online:

<http://www.youtube.com/iamfresnostate>

CHAPTERS, CLUBS & NETWORKS

CHAPTERS

A Fresno State Alumni Association (FSAA) Chapter is an official and formal group of alumni and friends that has formed a bond around **an academic-based school, college or department**; and with the approval of the FSAA, has made a commitment to maintain the requirements for chapter recognition as described in these policies and procedures. Chapters hold official meetings, as well as various fundraising events that typically support its student scholarship endowment fund.

CLUBS

A Fresno State Alumni Association (FSAA) Club is an official group of alumni and friends that has formed a bond around a **non-academic-based theme or a special interest**; and with the approval of the FSAA, has made a commitment to maintain the requirements for club recognition as described in these policies and procedures. **Often, a club's sole purpose is to actively support its student scholarship endowment fund.**

NETWORKS

A Fresno State Alumni Association (FSAA) Network is an official group of alumni and friends that has formed a "loyalty, pride and spirit" bond around Fresno State; and with the approval of the FSAA, has made a commitment to maintain the requirements for network recognition as described in these policies and procedures. A network's sole purpose is to engage and connect with regional alumni and friends through various informal events – often football or basketball televised watch parties.

POLICIES & PROCEDURES

Chapters', Clubs' and Networks' official recognition from the Fresno State Alumni Association (FSAA) is required to ensure that all interested alumni, fans and friends have ongoing access to the services, benefit and support provided by the FSAA. In turn, this strengthens the overall FSAA in its three value points: Engagement, Recognition and Scholarship.

Chapters, Clubs and Networks its constituents in sharing and participating in intellectual, cultural and athletic life of Fresno State, and work to enhance and enrich the scholarly and cultural resources of the FSAA.

Once officially recognized by the Fresno State Alumni Association (FSAA) as a Chapter, Club or Network; the Chapter, Club or Network must adhere to the following:

- All cash management, disbursement and accounting services shall be handled by the FSAA. The Chapter, Club or Network does not the authority to establish its own, separate bank

account.

- All monetary gifts and in-kind donations must be tracked and flowed through the FSAA for deposit into the appropriate account and for official Fresno State reporting and acknowledgement.

- All promotional materials (postcards, invitations, brochures, apparel, etc.) must be pre-approved by the FSAA before executing and distribution.

Once officially recognized by the Fresno State Alumni Association (FSAA) as a Chapter, Club or Network; the FSAA can provide the following, with ample notice:

- Inclusion on FSAA Website, plus the ability to sell event tickets online. (The FSAA accepts all major credit cards: Amex, Discover, MasterCard and VISA). Lead time needed: One week.

- Inclusion on FSAA-related social media outlets.

- Before tickets to an event may be sold, the Fair Market Value (FMV) of the event must be established and approved by the FSAA, in order to provide purchasers with receipting in accordance with IRS regulations. For example, if the ticket price to a tailgate event is \$50, but the FMV of the event is only \$30; the buyer will be provided a charitable receipt of \$20 for each ticket purchased. Please contact the FSAA for additional FMV assistance and guidance. Lead time needed: Three weeks.

- Staff assistance in pulling a mailing list (for direct-mail purposes). Lead time needed: Six weeks.

- Staff assistance in pulling and distributing (for promotional purposes) an Email list. Lead time needed: Six weeks.

- Availability of non-profit, IRS tax exempt status, 501(c)3.

- General liability event insurance.

- Use of the Smittcamp Alumni House for meetings and events. Lead time needed: Ten weeks.

- Management of a scholarship endowment fund, if applicable.

- Preparation and submission of required tax documents and external audits.

- Provide two accounts per Chapter or Club. One is an operating (general) account; the other is a scholarship (endowment) account. Monies from activities, programs and events are automatically deposited into a Chapter or Club operating account; the leadership team will have to move monies from the operating account to the scholarship account from time-to-time, usually in May or June.

- Financial statements provided upon request for income and expenses. Lead time needed: Two weeks.

CHAPTER & CLUB RECOGNITION & MAINTENANCE REQUIREMENTS

To be recognized as an official Chapter of the Fresno State Alumni Association (FSAA), an application must be submitted and approved. All applications for Chapter Recognition will be reviewed by the FSAA staff, and upon recommendation and approval by the FSAA Board of Directors, official Chapter status will be granted.

Application for Chapter Recognition shall meet the following requirements and include the following information:

- **Eligibility:** All alumni, graduates, friends, faculty, staff of the geographic, academic, or special interest group are eligible to participate.
- **Officers:** Executive Offices for the chapter shall include: President, Vice-President/President-Elect, Secretary and Treasurer. Additionally, for academic-related chapters, the Dean/Department Chair/Staff designee may be appointed as a liaison with non-voting status.
- **Bylaws:** A document of the governing rules of the Chapter must be submitted for review and approval. It shall contain the following provision:
 - Chapter name
 - Statement of purpose
 - Nominations and Elections
 - Officers and Duties
 - Committees
 - Meetings
 - Scholarship (if applicable)
 - Dissolution clause
 - Amendments

Some Chapters also include on its leadership committee – one representative from each of the academic majors offered, as well as one representative for graduate students, when applicable.

- **Chapter Agreement:** The Chapter Officers must sign an FSAA Chapter Agreement. It acknowledges that the chapter accepts responsibility for compliance with FSAA Chapter Policies & Procedures, Chapter Maintenance Requirements, and all other applicable Fresno State policies.
- **Declaration & Waiver:** Each Chapter must have a signed copy of the Declaration & Indemnification Policy on file.
- **Statement of Acknowledgement:** For academic-based Chapters only – A signed Statement of Acknowledgement is required from the Dean or Department Chair.

In order to maintain good standing as an active chapter in the Fresno State Alumni Association (FSAA), all recognized Chapters shall adhere to the following maintenance requirements on an

annual basis:

- Meetings: Schedule and conduct regularly scheduled meetings. Agendas and minutes of such meetings should be forwarded to the FAAA within 10 days of held meeting.
- Annual Budget Goals & Planned Events: By April 1st of each year, the chapter must prepare a plan for the next academic year's activities. (Fiscal year runs from July 1st to June 30th). This plan should include a list of goals that the chapter hopes to achieve and the planned events for the coming year. A revenue and expense budget should be prepared to identify the financial needs of the chapter. These documents are to be forwarded to the FSAA.
- Finances: All incoming revenue from events, programs and donations will be deposited and processed by the FSAA. Additionally, chapter expenses and outstanding invoices will also be processed by the FSAA for payment. Invoice must be submitted within 14 days of execution. (Completed Chapter Payment Forms are required. Lead time needed: Two weeks).
- Events: Chapters may hold events each year that promotes its goals and objectives. The FSAA will provide publicity and outreach assistance, as well as guidance as needed, when requested. All chapter events shall be held in a manner which is consistent with the overall goals and objectives of the FSAA and Fresno State.
- Officers & Elections: Each chapter must conduct annual elections for its governing body pursuant to its current chapter bylaws each spring, to begin holding office on July 1st through June 30th. Following the election of new officers or changes to the governing body, the chapter must submit an updated list to the FSAA within 7 days. Each chapter must review its bylaws each year to ensure its operations are in compliance with the bylaws and the standards established by the FSAA. If a chapter makes any changes, revisions or amendments to its bylaws, the revised bylaws must be filed with the FSAA within 7 days.
- Annual Review & Renewal: All chapters must be reviewed and renewed each spring. All documents must be submitted to the FSAA by April 1st. (The FSAA Board of Directors' will approve chapters at its May meeting).

CHAPTER & CLUB SUSPENSION, DISSOLUTION & RECLASSIFICATION

The Fresno State Alumni Association (FSAA) is committed to assisting all recognized Chapters to being viable and successful. When a Chapter is unable to meet the minimum Chapter Maintenance Requirements, it may face suspension, dissolution or reclassification. The following describes the circumstances and procedures that apply to these situations:

Suspension and Dissolution by the Chapter

- A Chapter may be suspended if there is no longer an interest or ability by the chapter leadership or constituents to maintain the chapter. The FSAA will acknowledge that chapter suspension when it receives written notification from the chapter leadership of self-imposed suspension. The written notification should be directed to the FSAA; the FSAA staff will inform the FSAA Board of Directors of the self-imposed suspension.
- Upon recognized suspension by the FSAA Board of Directors, all funds generated by the

suspended chapter's activities and events will be held in trust by the FSAA for one year. These funds cannot be expended, except for the reactivation and maintenance of the chapter.

- If after one year from the date of suspension, the Chapter is not reactivated, then the chapter may be dissolved by the FSAA Board of Directors.
- Upon dissolution, the Chapter funds held in trust will be transferred to the FSAA general operating account.

Suspension and Dissolution by the FSAA

- The FSAA may suspend a Chapter if it fails to meet the Chapter Maintenance Requirements as previously outlined.
- When suspension or dissolution becomes necessary, the following due-process will be followed:
 - A written notice of suspension: To be sent to the chapter's leadership team by the FSAA. The notice shall include a request to participate in a meeting with the members of the leadership team to discuss the Chapter's status.
 - For academic-based Chapters: An additional notice will be sent to the Dean/Department Chair/Liaison a request to participate in a meeting with the member of the Chapter's leadership team.
 - Depending on the outcome of said meetings, the FSAA staff will make a recommendation regarding the chapter's ongoing status – continuance, suspension or dissolution – to the FSAA Board of Directors.
 - Should suspension be the outcome of the meeting(s), then all funds generated by chapter activity will be held in trust by the FSAA for one year. These funds cannot be expended, except for the reactivation and maintenance of the chapter.
 - If after one year from the date of suspension, the Chapter is not reactivated, then the chapter may be dissolved by the FSAA Board of Directors.

Reclassification

- Upon dissolution, the Chapter funds held in trust will be transferred to the FSAA general operating account.

CHAPTER & CLUB ENDOWED SCHOLARSHIPS

Many of the FSAA Chapters and Clubs establish and oversee endowed scholarships, and raise additional funds via fundraising events and programs. A Chapter or Club can establish an endowed scholarship for \$5,000 – where the earnings (or interest) will support student scholarships, but the corpus (principal) will continue to build earnings in perpetuity.

It's important to understand the “power of an endowment” when dealing with endowment

accounts. For example, a \$20,000 endowed Chapter scholarship will provide, at five percent interest, a \$1,000 annual scholarship. At the end of 20 years, these \$1,000 annual scholarships will have provided a total of \$20,000 in scholarships. In the 21st year, the 21st \$1,000 scholarship will surpass the original \$20,000 endowment by \$1,000. For each year after, into perpetuity, the scholarship will provide an additional \$1,000 more than the original amount used to establish the scholarship.

Finally, it's imperative that the FSAA and its Chapters and Clubs provide long-term and sustained support for student scholarships. The FSAA discourages raising Chapters and Clubs raising funds for scholarships and distributing all of the funds as a one-time scholarship, without supporting the Chapter or Club scholarship endowment fund.

The FSAA requires that a Chapter or Club raise the initial \$5,000 for its scholarship endowment fund, first, before awarding any one-time scholarships out of its operating account.

After the scholarship endowment fund is established, the Chapter or Club may utilize up to 50 percent of its fundraising dollars to increase its scholarship endowment fund; and also utilize the remaining up to 50 percent of its fundraising dollars to provide as an annual, one-time scholarship. Whatever dollar amount the Chapter or Club wishes to award as a one-time scholarship from its operating (general) account, the same amount must be moved to its endowed scholarship (endowment) account on an annual basis.

A Chapter's and Club's student scholars will also be recognized at the FSAA's annual Top Dog Alumni Awards Gala held at the Save Mart Center each fall. The scholars' tickets, plus one guest, will be paid for by the FSAA.

JOINT FUNDED SCHOLARSHIP PROGRAM

The Fresno State Alumni Association operates a Joint Funded Scholarship Program (JFSP) provides Chapter and Clubs with the ability to apply for \$500 in matching funds to support the Chapters' and Clubs' student scholarships.

To participate in the JFSP, the chapter or club must:

- Be in good standing with the FSAA. This includes to having submitted up-to-date agendas, minutes and event reports.
- Have submitted the JFSP paperwork by April 1st for utilization in the fall semester.
- Comply with the Chapter or Club Maintenance Requirements.

PLEASE NOTE:

- The JFSP will match up to \$500 per Chapter or Club earnings (interest) derived from endowed

scholarship accounts, but not from operating (general) accounts.

- All potential scholarship recipients must complete an official Fresno State online scholarship application. The window to apply is from Oct. 1st (fall semester) through Feb. 28th (spring semester). The FSAA will pull applicants that fulfill the Chapter or Club scholarship criteria, with the assistance of the Scholarship Office. This pool of applicants will be provided to the Chapter or Club for selection of scholars and alternates.
- Chapter and Club scholarships will be awarded at the Top Dog Alumni Awards Gala, held at the Save Mart Center each fall.

LEGAL ISSUES

- **Legal Relationships:** Chapters, Clubs & Networks are official, recognized entities of the Fresno State Alumni Association (FSAA). The FSAA operates under the auspices of Fresno State; the FSAA and its Chapters, Clubs & Networks are subject to the authority thereof.
- **Contracts and Agreements:** Since Chapters, Clubs & Networks are a component of the FSAA's non-profit IRS 501(c)3 status, any matters involving contracts more than \$500 financial liability, insurance, product licensing, corporate partners, and solicitations must be approved by the FSAA and Fresno State. Questions concerning these matters should be directed to the appropriate FSAA staff.
- **Issues of Insurance:** As chartered FSAA organizations, Chapters, Clubs & Networks are generally covered under the auspices of each approved FSAA charter. However, when having an event, some off-campus venues may require the Chapter, Club or Network to have a certificate of insurance and liability coverage. Chapters, Clubs & Networks must contact the FSAA prior to the planning of such events for approval. Lead time required: Four weeks.
- **Product Licensing/Fresno State Logos:** When planning the sale of any products or items with the Fresno State or FSAA logo, pre-approval is required from the FSAA staff, and sometimes the Fresno State licensing staff. Fresno State maintains strict licensing standards which Chapters, Clubs & Networks must adhere to. When planning the giveaway of any products or items with the Fresno State or FSAA logo, pre-approval is also required from the FSAA staff, and sometime the FSAA licensing staff. The use of the Fresno State seal is not permitted without special approval from the Communications Office. Any use of the Fresno State logo or Bulldog logo must be pre-approved by the FSAA, and sometimes the Fresno State licensing staff.
- **Amendments to Chapter, Club & Networks Handbook:** All substantive amendments to this Chapter, Club & Networks Handbook require a two-thirds (2/3) affirmative vote of a quorum of the FSAA Board of Directors. This Chapter, Club & Network Handbook shall be reviewed and updated annually as deemed necessary by the FSAA Board of Directors, with input provided by the FSAA staff. Any non-substantive amendments, limited to correcting formatting issues or typographical errors, can be made at any time, as directed by the Executive Director of the FSAA. Non-substantive amendments do not require the approval of the Board of Directors.

LIABILITY INSURANCE COVERAGE INFORMATION

This section serves as a reference intended to provide Chapters, Clubs and Networks with information and guidelines concerning liability and volunteers. Please be aware that the Fresno State Alumni Association (FSAA) insurance carrier will determine claims and incidents on a case-by-case basis.

Transportation

- **Cars and Truck Rentals:** If a rental car and/or truck are needed, the volunteer must use their personal automobile insurance if an incident occurs. In the event of an incident, the volunteer's automobile insurance will be the primary source of insurance; the FSAA liability coverage will be the secondary. The FSAA liability insurance will only apply during the time specifically used for Chapter, Club or Network business. Example: U-Haul truck rented for Chapter event. Later used for personal use. Incident occurs during personal use will not be covered under the FSAA liability insurance.
- **Volunteers Drivers:** All volunteer drivers must have both a valid driver's license and personal automobile insurance coverage. This policy applied when driving personal or rented vehicles. If a volunteer driver does not have a license or insurance, they are not covered by the FSAA liability insurance. All Chapter, Club and Network leadership members must have an FSAA Volunteer Information form on file.

Events

- **Event Reporting:** The FSAA must be informed of all Chapter, Club and Network event at least four weeks in advance. (Post-season tailgates and/or watch parties are exempt from this timeline). An Event Report must be submitted to the FSAA Staff within 14 days of an event. Any incidents that occur during an unreported event will not be covered under the FSAA liability insurance.
- **Vendor Liability:** Chapters, Clubs and Networks must obtain proof of liability insurance from all vendors used for an event, before the event takes place. This includes, but is not limited to, venues and entertainment. Proof of liability insurance is evidenced by obtaining a valid certificate of insurance with the "Fresno State Alumni Association" listed as an additional insured party, with the appropriate additional insured endorsement.
- Bounce Houses and Live Animals:** Any vendor renting "fair-like" equipment must carry liability insurance. "Fair-like" equipment includes, but is not limited to, bounce houses, petting zoos and mechanical rides.

Alcohol

- Serving of Alcohol: Alcohol should be served by a venue or caterer that has the appropriate license to serve alcoholic beverages. A venue or caterer serving alcohol must have liability insurance. The Chapter, Club or Network is responsible for obtaining proof of liability insurance from the venue or caterer. Any event held on campus where alcohol is to be served is required to follow Fresno State's guidelines regarding alcohol safety. Pre-approval from Fresno State is required before serving alcohol on campus. Lead time required: Four weeks.

Workers' Compensation

FSAA, Chapter, Club and Networks volunteers are not covered under Workers' Compensation.

Claim Reporting

Any incident that occurs during an FSAA, Chapter, Club or Network event must be reported to the FSAA immediately. The report must be made in writing and must include the following:

- Event name, date, location, and time of incident
- Name and contact information of individuals involved
- Description of incident
- Did the Security respond? Was Security contacted? If so, case number?
- Did the Police respond? Were Police contacted? If so, case number?
- How did the Chapter, Club or Network handle the incident?
- Name and contact information of any witnesses
- Name and contact information for volunteer submitting incident report

Volunteers

-Defined as individuals or groups that provide their time and talent to Fresno State, FSAA, Chapters, Clubs, or Networks, without pay. The individuals and groups voluntarily undertake or express a willingness to provide some sort of service. All FSAA-related volunteers must be 18 years of age.

FINANCIAL POLICY

Chapters, Clubs and Networks are responsible for all of the financial commitments and obligations each incurs.

Cash

The responsibility for handling cash should be assigned to a chapter board or a leadership team member, or the chapter treasurer. Any authorized individual who handles cash is absolutely responsible for that cash. Students are not permitted to deliver deposits. The chapter treasurer or designated leadership team member is ultimately responsible for handling cash and ensuring that proper and reasonable safeguards are followed.

Each Chapter or Club board member or designated leadership team member involved in cash operations assumes the responsibility for full and true reporting of all funds received.

The term “cash” as used in this Handbook refers to U.S. currency and coin, checks drawn on U.S. banks and written in U.S. dollar values, including travelers, cashiers and certified checks; plus money orders and credit card sales drafts. All of these are acceptable forms of payments to the Fresno State Alumni Association (FSAA).

General Policies – Cash Receipts

Deposits

Deposits must be made with the FSAA according to the following policies:

- Daily, if the cash receipts accumulated to \$200, although more than one deposit a day is not required, plus
- On the last working day of the week, if cash is on hand, or
- On the following weekday after a weekend event.

All cash must be deposited intact and in a pre-assigned clear, tamper-resistant deposit bag provided by the FSAA. No checks by be cashed and no disbursements may be make, including reimbursements of petty cash expenditures, from receipts.

Written cash receipt forms are to be issued for all cash received. The form of a receipt may be a written cash receipt or a “paid” stamp.

All checks received must be restrictive endorsed immediately to the “Fresno State Alumni Association” or “FSAA,” followed by the Chapter or Club name or included on the Memo Line.

Cash duties are to be appropriately separated among Chapter and Club leadership team members. Different persons should be designated to receive cash, deposit cash, and record transactions to ensure no single person has control throughout the entire process.

Cash operations (cash receipts and recording) should be reviewed and approved by someone (preferably the Chapter or Club Treasurer), in addition to the person receiving funds.

Cash is not to be sent via U.S. Mail and/or campus mail.

Questions concerning procedures for cash receipts should be directed to the FSAA staff.

General Cash Receipts

The following procedures are to be followed in handling all cash receipts:

Cash Deposits Receipts Form

A written acknowledgement should be made for each cash payment received. Acceptable cash receipts are written on preprinted forms and paid stamps.

Preprinted forms are frequently used and include:

- The amount of the payment or transaction
- The mode of payment (cash, check, etc.)
- Name of the person making the payment
- Purpose of the payment
- Date of the payment
- Account the payment is to be applied to
- Signature of Chapter or Club Leadership Team member receiving funds

If a Chapter or Club uses a “paid” stamp as a means of receipt, the Leadership Team member receiving the funds should stamp a copy of the payee’s bill with the “paid” stamp and then initial and date beside it.

Receipts do not need to be made in instances of opportunity drawings where tickets are distributed for a minimal donation amount and a prize is awarded. Opportunity drawing tickets should be pre-counted before they are sold, then recounted and verified when cash is collected.

Cash Deposits

A deposit form is to be used by the Chapter or Club to accompany and record the accounting entries to record a transaction.

Cash deposit forms should be prepared in the following manner:

- Complete all standard information required on the deposit form. Be especially careful to include Chapter or Club name and event.
- List checks individually. Include name, date and amount. All checks should be endorsed.
- List credit cards individually. Include name, date and amount.
- Lists currency and coin in amounts of denomination.
- Cash received for opportunity drawings should be noted on a separate deposit form and noted as “opportunity drawing.”

The FSAA will complete acknowledgement receipt of deposit and will directly deposit all funds into the proper Chapter or Club account. A copy of the deposit form with the authorized singer will be forwarded to the Chapter or Club Treasurer in order to notify the Chapter or Club of the deposit made.

Specific Types of Cash Deposits

Here are additional procedures that relate to specific types of cash receipts and certain exceptions to the general policies previously provided:

Cash Sales

When cash is received by the Chapter or Club Treasurer, or the Leadership Team member, a pre-numbered cash receipt form (showing date, amount, payer and nature of payment) is to be prepared. The Payer is to be giving a copy of the receipt. Copies of the cash receipts forms should be retained in numbered sequence, including any "voided" forms.

Chapter Leadership Team members handling cash must balance cash collected to the totals of the pre-numbered cash receipt forms prepared.

Checks

Checks presented in payment for goods, services, events or as donations must include the following:

- Made payable to the "Fresno State Alumni Association" or "FSAA"
- Followed by Chapter or Club name, or include Chapter or Club name on memo line
- Be currently dated—not post-dated, not stale-dated
- Be properly signed and/or endorsed by the presenter
- Be in agreement as to the numeric and written amounts
- Be legible and written in ink
- Not be altered or grossly mutilated
- Contain sufficient contact information of presenter (name, address, and telephone number)

All checks accepted must be restrictedly endorsed immediately upon receipt. The FSAA can supply a "For Deposit Only" stamp in the cash box.

Credit Cards

American Express, Discover, MasterCard and VISA are the major credit cards accepted by the FSAA.

- Credit card numbers must be written legibly
- Expirations date and payer telephone number must be included
- Security code (numbers) must also be included
- A signature of the payer must be obtained (except for telephone transactions)

Cash Box

The FSAA has cash boxes available for Chapters and Clubs to utilize at events. Cash boxes contain the following:

- Pre-numbered deposit forms
- Pre-numbered tamper resistant deposit bags
- Manual credit card machine with forms
- Pre-numbered cash receipt book
- A “For Deposit Only” stamp and ink pad.

A cash advance may be issued to be used as petty cash, with proper advance notice. If a cash advance is requested, a Chapter or Club payment/reimbursement form must be completed. Lead time required: Two weeks.

A cash box must be picked up from the FSAA office by a Chapter or Club Treasurer, or a Leadership Team member. The cash box must be signed out and then returned within 48 hours of the event. If and when a cash box is not returned within 48 hours, the Chapter or Club will be charged **\$10** per day.

REIMBURSEMENT AND PAYMENT POLICY

In order to maintain proper accounting records with the Fresno State Alumni Association (FSAA), all recognized Chapters and Clubs shall adhere to the following reimbursement and payment processes.

- Reimbursement and Payment Criteria: Monies used by Chapter and Clubs should be used for the purpose of promoting events, programs and fundraisers, as well as workshops, reunions and related-activities. Monies can also be used to build scholarship endowment funds and one-time scholarship disbursements.
- Authorized Signatures: Active Chapters and Clubs shall have on file with the FSAA an authorized signature card. The card provides instructions to the FSAA on who has permission on behalf of the Chapter or Club to request funds, plus make reimbursements or payments. An authorized signature forms is valid for a fiscal year – from July 1st to June 30th.

- Request for Reimbursement or Payment: All active Chapters and Clubs must submit a Request for Reimbursement of Payment Form for all reimbursements and/or payments. The form is available online or from the FSAA office. Completed form and all supporting documents must be submitted to the FSAA office by the 10th of the month for payment by the end of the month. Supporting documents include original, itemized receipts, contracts and invoices. This form may also be used to move monies from operating (general) account to scholarship (endowment) accounts. Any amount more than \$250 requires two signatures, in addition to the person and signature filling out the form.

Due to auditing purposes, the FSAA cannot approve reimbursements or payments to an authorized signor if the signer is also the payee or vendor. To be reimbursed or paid, an additional signor must be utilized.

- Reimbursement and Payment Form: The Reimbursement and Payment Form is available online or from the FSAA office. The form includes:

- Date
- Chapter or Club Name
- Vendor or Payee Name
- Address, State and Zip
- Invoice Date
- Invoice Number
- Invoice/Payment Amount
- Check Distribution Instructions (Mail or Hold of pick up)
- Description of Good or Service
- Justification of Good or Service
- Authorized signatures. (The authorized signature cannot be the same as the payee, or a spouse/relative of the payee).
- Cash Advance

A one-time cash advance can be made available when a Chapter or Club needs cash to use for small expenses, such as miscellaneous supplies for an event. To request and receive a cash advance, a Reimbursement and Payment Form should be completed for the up to \$500. The payee on the Form will be the person responsible for the cash advance. It is important to keep the cash advance in a secure place; the Chapter or Club will be responsible for any losses that occur. The payee will have a maximum of 14 days (from the date of the event) to reconcile the cash advance, by submitting original, paid receipts to the FSAA.

PURCHASE POLICY AND SUPPLIES LIST

- The cost of supplies associated with events, newsletter and other Chapter or Club related programs or events will be billed directly to the Chapter or Club. The Chapter or Club Leadership Team members must submit and sign a Supply List Form.
- Bulldog Paw Lapel Pins are provided to Chapters and Clubs in quantities of 50 per fiscal year, free-of-charge. Additional pins are available for purchase.

SUPPLY	COST
Name tags (8 per sheet)	\$0.50 per sheet
B/W copies	\$0.05 each
Color copies	\$0.10 each
Mailing envelopes	\$0.03 each
Reply envelopes	\$0.02 each
Postage	Current rate
Labels (30 per sheet)	\$0.50 each
Bulldog Paw Lapel Pins	\$1.00 each

Chapters, Clubs and Networks can also utilize the online FSAA store for personalized merchandise. Special orders with Chapter, Club or Network specific name are available, as well. Details: www.fresnostatealumni.com.

RAFFLES

In accordance with California State legislation, raffles are permitted with specific restrictions. Please review the "Raffles Information Document." Keep track of prizes and value, as well as to names of winners; plus number of raffle tickets sold and tickets provided at no-charge.

Note that raffle purchases are *not* tax-deductible. Also, please note that 50-50% raffles are illegal in California; only 90-10% raffles are permitted.

Please alert the FSAA staff if a Chapter, Club or Network plans to hold a raffle. A completed Raffles Report Form is due within 14 days of the raffle being held.

APPENDICES

- ACADEMIC ACKNOWLEDGEMENT FORM
- DECLARATION, INDEMNIFICATION & SIGNATURE FORM
- EVENT PLANNING & WEBSITE FORM
- EVENT REPORT – *Due 14 days after event is held.*
- FAIR MARKET VALUE DOCUMENT
- JOINT-FUNDED SCHOLARSHIP PROGRAM FORM
- MAILING REQUEST FORM
- PAYMENT OR REIMBURSEMENT FORM
- RAFFLES REPORT FORM – *Due 14 days after raffle is held.*
- RAFFLES INFORMATION DOCUMENT
- SAMPLE CHAPTER BYLAWS