

## Student Clubs

**Departmental Student Clubs:** Student groups that are affiliated with an academic department. These clubs are designed to enhance the students' academic experience. An example of a departmental student club would be the Engineering Club or the Computer Science club.

### **Financial guidelines and requirements for departmental student clubs:**

1. Clubs must use a Banner index to account for their financial transactions. The faculty advisor for the club should be set up as the financial manager of the index. The club is required to follow all the University's guidelines and procedures regarding travel, procurement, and cash handling of University funds.
2. No external bank accounts are allowed for departmental student clubs. The monies involved with these clubs are considered to be University funds that are restricted for use by the clubs.
3. Departmental student clubs should not get their own federal tax ID# nor should they apply to gain tax-exempt status as an independent entity since they operate under the University's ID# and status.
4. Departments may provide funding support to these clubs. Contact the assigned Controller's Office College Accountant for help in transferring funds to the club index.
5. Membership dues are allowed to be collected to help support the club. The dues should be deposited to the club index through the Cashier's Office using revenue account code 584507, "Membership Dues".
6. Fundraisers are allowed, but need to be preapproved. Visit the Advancement & Alumni Relations website for further information regarding student club fundraising and to complete the application form to raise funds. <https://www.usu.edu/advancement/clubfundraising>

**USUSA Clubs & Organizations:** A group of students with a common interest coming together to participate in an activity (such as a sport, hobby or academics). If you want more information about USUSA Clubs, visit the Student Involvement and Leadership website.

<https://involvement.usu.edu/clubs/>

**Club Sports Programs:** The Club Sport Program compliments the University's intercollegiate athletic programs, Intramural activities, and physical education course offerings. The program is administered by the Campus Recreation Department which offers professional guidance to the teams within the Club Sport Program. Each team is formed, developed, governed and administered by the student membership of that particular team working with the Campus Recreation Department. For more information visit the Campus Recreation website. [https://www.usu.edu/campusrec/club\\_sports/index](https://www.usu.edu/campusrec/club_sports/index)