

Idaho State University
Student Clubs and Organizations
Online Financial Workshop Verification

I, _____, _____
(Member's name) (position)

of the _____ Club completed training on _____ (date). The training included information on University Policies and Procedures; conflicts of interest; nepotism; and the requirements for a registered student organization as established by ASISU. This information included (please initial):

- _____ ISU Financial accounting policies and procedures for reporting all revenue and expenditures.
- _____ By not adhering to ISU & ASISU policies and procedures a club may be put on a probationary status for non-compliance.
- _____ Required disclosure of any family relationships to contractors/payees.
- _____ All club members must be currently enrolled.
- _____ Ensuring that club benefits, such as travel and/or scholarships, are advertised and made available to all members subject to objective criteria for selections.

- _____ It is my responsibility to ensure that I inform my clubs members of the policies and procedures presented in this workshop.

I understand that if I am unsure of any policy or practice that I should contact the Student Leadership & Engagement Center and failure to comply with University policies and procedures may be a violation of the ISU Student Conduct Code.

Signed Date

Witness Date

What is the verification code given during the training: _____

Name three things you learned today:

1. _____

2. _____

3. _____

What other workshops would you like the Student Leadership & Engagement Office to provide?

Other Suggestions?
