

Idaho State University
Student Clubs and Organizations
Financial Workshop Verification

I, _____, _____
(member's name) (officer 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.

_____ 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

Name three things you learned today:

1.

2.

3.

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

Other Suggestions?
