

## SUSA Club Requirements Guide 2025

### Event Requirements

- Use your [club's tier classification](#) to determine your event requirement below:
  - **Tier 3:**
    - 1 Community Service Event
    - 1 Collaborative Event
    - Expected average attendance (excluding executive board): 10 Members
    - You can find your club's tier classification. Use this classification to determine your event requirements below.
  - **Tier 2:**
    - 1 Community Service Event
    - 1 Collaborative Event
    - 1 Professional Event
    - Expected average attendance (excluding executive board): 23.5 Members
  - **Tier 1:**
    - 1 Community Service Event
    - 1 Collaborative Event
    - 1 Professional Event
    - 1 Creative Event
    - Expected average attendance (excluding executive board): 40 Members
- Regardless of tier, all clubs are required to hold at least 4 events per semester
  - Clubs can hold events and gain points for event types outside of their semester requirements

### Non-Event Requirements

- Attend Leadership Conference - 1 point for attendance from all e-board members
- Attend Monthly SULC Meetings - 1 point per meeting
- Attend ALL Diversity and Inclusion Trainings - 1 point per workshop
- SUSA D&I Demographics Survey - 1 point
- SUSA D&I External Audit - 1 point
- Complete both Master Contact List and End of Semester Survey - 1 point each

### Event Types

- Community Service Event (*points awarded for max 1 event*)
  - Internal Community Service Event - 1 point
  - External Community Service Event - 2 points
- Collaborative Event (*points awarded max 2 events*)
  - Internal Collaborative Event - 1 point
  - External Collaborative Event - 2 points

- Professional Event (*points awarded for max 3 events*) - 1 point
- Creative event (*points awarded for max 1 event*)
  - Signature Event - 8 points
  - Diversity and Inclusion Event - 7 points
  - Field Trips/Professional Excursion - 6 points
  - Workshop - 5 points

### Finance Rundown

- **Susa Funding** is typically put towards funds needed for events, but organizations may also request funds for supplies and materials that will enhance their organization and the Smith community.
- As a **prerequisite** to requesting SUSA funds, the VP of Finance from each club must
  - Submit a tentative semester budget (should have been submitted by 1/28)
  - Complete the officer quiz by \_\_\_\_\_
  - SUSA Financial Officer Training
- **Process to Request Funding**
  - Funding for an **Internal Service Request** must be submitted at least **5 days prior** to event or order
  - Funding for a **Purchase Order** must be submitted at least **2 weeks** prior to when goods are needed
- Cans and Cannots of requesting Funds
  - Can be requested for funding:
    - Funding for food at events/gbms
    - Room set-up for events
    - Specific club events/club supplies
  - Cannot be requested for funding:
    - Giftcards
    - CanvaPro
    - Tech subscriptions
  - Case by Case
    - Personalized swag
    - Technology
    - Gifts (for important speakers)

### Office of Career Service

- Please ensure that your bank statements and other documents are electronically delivered to you. Each club has a mailbox with OCS, so if you are unable to request or update your information to electronic documents, check with OCS weekly to get your mail.

- OCS and the Employer Relations Team are committed to facilitating the coordination of clubs and companies. This entails communicating with them during the planning stages and while executing the event.
  - The Employer Relations Team is able to help with
    - Connections to alumni and different companies
    - [Thank you gifts for speakers](#)
    - Free parking for guests