

CECS Student Organization Handbook

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For questions or more information:
CECS Dean's Office
cecsdeansoffice@umich.edu
313-593-5290



College Funding

- CECS provides funding support for student organizations and competition teams that enhance the student experience and advance the College's academic and co-curricular mission.

CECS Sponsored Student Organizations

- CECS Sponsored Student Organizations and Competition Teams with a current sponsorship agreement on file and active recognition through the Office of Student Life are eligible to request funding directly from the College. An annual call for funding submissions will open in late August, with proposals due in mid-September. Sponsored organizations and competition teams may submit one funding request per academic year through this annual process. Organizations should therefore plan for their anticipated needs for the full academic year when preparing their request.
- College funding may support activities such as organization programming, conference attendance, competition participation, outreach activities, and other needs that advance the organization's goals. Funding decisions will consider milestone achievement, demonstrated need, responsible budgeting, other sources of financial support, and overall funding availability. Organizations are expected to pursue additional sources of support, including fundraising, sponsorships, and other available funding opportunities.

CECS Registered Student Organizations

- Registered Student Organizations that are not designated as CECS Sponsored Student Organizations may also submit a funding proposal. Funding requests from these organizations will be considered and supported through the appropriate CECS academic department rather than through the College's sponsored organization funding allocation.

Complete funding guidelines, submission requirements, deadlines, and evaluation criteria will be provided with the annual call for proposals.



Event Planning

Room Reservation

- All organizations should work with [University Unions and Events](#) to secure spaces. Requests can be submitted through [this form](#).
- Student teams can request conference rooms through [this form](#). Please note only the student teams (MASA, ISC, FSAE-C, FSAE-E) are allowed to request through this form. All other organizations need to go through UUE.

On-Campus Catering

Picasso is the preferred vendor for on-campus events. They have the first-right-of-refusal for catering orders that exceed \$100. Menu and other policies can be found on the [Catering website](#).

- Contact: 313-593-0936 or umd-catering@umich.edu
- In order to place an order through Picasso, you must have a reservation number through [University Union and Events](#).
- All catering orders must be authorized in advance by the organization's advisor.

Children on Campus Requirements

For any CECS event, seminar, outreach activity, visit, or program that involves minors under the age of 18, student organizations must comply with all University of Michigan [Children on Campus](#) policies and procedures, including applicable program registration, parent/guardian forms, supervision requirements, required trainings, and background checks for authorized adults.

Student organizations must contact the CECS Dean's Office at least 90 days in advance of the proposed event or activity to determine requirements and begin the Children on Campus review process. Events involving minors may not proceed until all required approvals, trainings, forms, and background checks have been completed.

CECS Children on Campus contact: Michelle Milosavlevski (michmilo@umich.edu).



Purchasing

Student competition teams can submit purchase requests via the [CECS Student Team Purchasing Transaction Request Form](#) along with all required documentation, which may include: list of items and price (with quote if applicable), brief description of business purpose, and proof of authorization. All other student organizations should follow purchasing and reimbursement policies from the Office of Student Life.

Purchasing Schedule

Orders will be placed on Thursday by a designated staff member unless otherwise communicated by the purchasing team.

- Orders should be submitted before the close of business on Wednesday
- Requests will not be processed unless all required information is provided.

Purchasing Methods

Whenever possible, purchases should be made via [M-Marketsite](#) or [Amazon Business](#). All requests should be submitted using the [CECS Student Team Purchasing Transaction Request Form](#).

- Send an M-Marketsite cart to Christine Homan (homanchr@umich.edu)
- Send an Amazon Business list to Christine Homan (homanchr@umich.edu)
 - [Amazon Business List User Guide](#)
 - [Amazon Business List User Demo](#)
- For all other suppliers, include a written quotation or a list of items (with links, when possible) with your submitted request.
- Please note that purchases that are \$5,000 or greater cannot be placed on a PCard and may require a purchase order.

Purchase Authorization

Type of Purchase	Authorizer / Approver
< \$399	Two other team members
> \$400	Faculty advisor
Purchase made during travel status	Faculty advisor
Hosting	Faculty advisor

Software

All requests for software licenses will be routed to the Dean's Office for review and approval after they are submitted via the [CECS Student Team Purchasing Transaction Request Form](#).

- Requests for software take additional time for review. Student teams should submit requests as far in advance as possible.
- Software licenses will only be approved for use on UM-Dearborn devices. The purchase of software for use on personal devices is not permitted.

Delivery Location

All purchases will be delivered to the MSEL building. Purchased items can be picked up and signed-out in 140 MSEL (unless otherwise notified of an alternate pick-up location).

Expense Reimbursement

Students may request reimbursement for purchases made out-of-pocket on behalf of a student competition team using the [CECS Student Org Travel & Reimbursement Request Form](#). All other student organizations should follow purchasing and reimbursement policies from the Office of Student Life.

Purchase Responsibility

Students purchasing items for reimbursement do so at their own risk. It is the student's responsibility to ensure that proper policies and procedures are followed. The college will not reimburse any expense that does not fulfil all of the following requirements:

- Purchase is in alignment with [U-M Travel and Expense](#) policy
- A valid receipt shows the itemized description of the items purchased, the date of purchase, and the amount paid.
- Purchase has an appropriate business purpose
- Purchase is properly authorized by team members or faculty advisor, as appropriate
- Request is submitted within 45 days of purchase or return from travel status.

Acceptable Methods of Payment

- Cash
- Personal credit card
- Personal debit card

Reimbursement Authorization

Type of Purchase	Authorizer / Approver
< \$399	Two other team members
> \$400	Faculty advisor
Purchase made during travel status	Faculty advisor
Hosting	Faculty advisor

Currency Exchange

Per Procurement policy, bank fees charged for currency exchanges are reimbursable, losses due to differing exchange rates are not.

Travel & Expense Details Log

The [Travel & Expense Details Log](#) can be used to track expenses during travel. A second tab contains a template to record attendance at hosted meals.

Reimbursement for Student Employees

For students who are also U-M employees, all reimbursements must go through [Emburse Enterprise](#), U-M's system for travel and expense management.

Step Description	Responsible Party
Submit a reimbursement request via the CECS Student Org Travel & Reimbursement Request Form along with all required documentation, which may include: itemized receipts, list of expenses and description of business purpose, list of attendees (for hosted meals), and approval authorization.	Student
Provide instructions on how to designate Dean's Office staff as a delegate in Emburse Enterprise .	Dean's Office
Designate Dean's Office Staff member as a delegate in Emburse Enterprise .	Student
Follow-up on any items that may not be in-line with university policy or which require additional information, documentation, or approval	Dean's Office
Prepare the expense report on behalf of the student in Emburse Enterprise. Designate the Director of Business Operations as the approver (you may need to override the default approver for the report).	Dean's Office
Submit the expense report via Emburse Enterprise <u>within 45 days of the expense.</u>	Student

Reimbursement for Non-Employees

For students who are not U-M employees, all reimbursements must follow the process below.

Step Description	Responsible Party
Submit a reimbursement request via the CECS Student Org Travel & Reimbursement Request Form along with all required documentation, which may include: itemized receipts, list of expenses and description of business purpose, list of attendees (for hosted meals), and approval authorization.	Student
Follow-up on any items that may not be in-line with university policy or which require additional information, documentation, or approval	Dean's Office
Submit the TBHER to SSC using the TBHER eForm .	Dean's Office
Follow any prompts from the Shared Services Center (SSC) to review and sign the expense report, and facilitate payment.	Student

Lodging & Transportation

Travel Arrangements

All travel arrangements requests for competition teams (including registrations and hotel accommodations) should be submitted through the [CECS Student Org Travel & Reimbursement Request Form](#). Student organizations are responsible for acting in compliance with the [Student Organization Travel Policy](#) through the Office of Student Life.

Car Rental

It is recommended that student organizations use rental vehicles when traveling long distances for official university business. Student organizations are permitted to rent vehicles through [University of Michigan Fleet Services](#). The team is responsible for making van reservations according to university policy. Please note: There are a limited number of vans available. You should contact Fleet Services at least a month in advance of your travel.

- Please contact Faith Olson (folson@umich.edu) for information about renting through U-Haul.
- If vehicles are not available through Fleet Services, students are encouraged to use U-M suppliers [Enterprise Rent-a-Car or National Car Rental](#).
- The Dean's Office will not make rental car or fleet services reservations on behalf of the teams.

Step Description	Responsible Party
Faculty Advisor will need to register as a user with Fleet Services through the User Registration Form	Faculty Advisor
Student drivers will need to submit a Motor Vehicle Records Request (MVR)	Student(s)
Once the User Registration and MVR requests have been completed and approved, the Faculty Advisor will complete the Reservation Request through Fleet Services.	Faculty Advisor

Personal Vehicles

It is recommended that student organizations use rental vehicles when traveling long distances for official university business. If a personal vehicle is used, students can request reimbursement for personal car mileage. Please review [U-M Travel and Expense](#) for current policies and reimbursement rate.

Geographic Locations Reporting

In order to comply with the Cleary Act, designated Dean's Office staff will record the location of off-site programs/activities. This includes: name of program/activity, program purpose, type of activity/program, venue name, street address of venue, start date, end date.

Cash Advance

Only members of a student competition team may request a cash advance through the college. All other student organizations should follow purchasing and reimbursement policies from the Office of Student Life.

Cash advances are intended only to cover expenses for the duration of your travel and which are identified in the budget submitted to the team's faculty advisor. [[Shared Services Center - Travel Cash Advances](#)]

Purchase Responsibility

It is the responsibility of the cash advance recipient to ensure that all purchases are made in accordance with [U-M Travel and Expense](#) policy. The recipient is responsible for purchases made in violation of this policy or purchases that are not approved by the faculty advisor. They will be required to pay back any funds used to make such purchases.

- A valid receipt shows the itemized description of the items purchased, the date of purchase, and the amount paid.
- Meal and food purchases must have an itemized receipt. You must provide a list of attendees for each meal.
- If you will need to pay for rental car gasoline, please provide a copy of your rental car confirmation (or reservation number if booking through U-M Fleet Services).
- If you travelled using a personal vehicle, you will be reimbursed by mileage, in-line with U-M policies.

Currency Exchange

Per Procurement policy, bank fees charged for currency exchanges are reimbursable, losses due to differing exchange rates are not.

Penalty for Late or Incomplete Returns

We will not issue a future advance to any team member unless prior advances are reconciled and submitted in full. It is your responsibility to complete this process as soon as possible to prevent hindering future team efforts.

Requesting The Cash Advance

Step Description	Responsible Party
Prepares the trip budget, identifies the individuals who will receive a cash advance, and seeks faculty advisor approval. Cash Advance Request - Budget and Student Recipients	Team Lead
Review trip budget and list of cash advance recipients for appropriateness.	Faculty Advisor
Submit the CECS Student Org Travel & Reimbursement Request Form to request the cash advance.	Team Lead

Processing the Cash Advance - Non-Employees

Step Description	Responsible Party
Provide instructions to student recipients, including receipt requirements, expense log , and due date (10 days from return from travel).	Dean's Office
Prepare the following documents and route for signature from the student, faculty advisor, and Business Director. • Non-Employee Cash Advance Form	Dean's Office

• Cash Advance Student Attestation	
Submit the Non-Employee Cash Advance Form to SSC through the Supplier Maintenance eForm .	Dean's Office
Follow any prompts from the Shared Services Center (SSC) to create a supplier record and receive cash advance funds.	Student
Keep a record of all eligible expenses and retain itemized receipts whenever possible. • Note: you will need to maintain a list of attendees for each meal or food purchase. • Travel & Expense Details Log	Student
Within 10 days of return from travel, provide a copy of your expense log and receipts to the Dean's Office.	Student
Prepare the Travel and Business Hosting Expense Report (TBHER) and route for signature. Notify the student of the amount due to the University (if applicable). Checks should be made payable to "The University of Michigan".	Dean's Office
Deliver check to the Dean's Office by the deadline communicated by Staff.	Student
Submit the TBHER to SSC using the TBHER eForm .	Dean's Office
Deposit the check to the appropriate chartfields and upload the CRT to the SSC ticket within 45 days of return from travel.	Dean's Office

Processing the Cash Advance - Employees

Step Description	Responsible Party
Provide instructions to student recipients, including Cash Advance Student Attestation , receipt requirements, expense log , and due date (10 days from return from travel). Provide guidance on how to designate Dean's Office staff as a delegate in Emburse Enterprise .	Dean's Office
Designate Dean's Office Staff member as a delegate in Emburse Enterprise .	Student
Request a Cash Advance on behalf of the student in Emburse Enterprise [Emburse Enterprise: Create a Cash Advance]. • Designate the Director of Business Operations as the approver (you may need to override the default approver for the report).	Dean's Office
Submit the Cash Advance request via Emburse Enterprise at least 30 days before the start of travel.	Student
Keep a record of all eligible expenses and retain itemized receipts whenever possible. • Note: you will need to maintain a list of attendees for each meal or food purchase. • Travel & Expense Details Log	Student
Within 10 days of return from travel, provide a copy of your expense log and receipts to the Dean's Office.	Student



Reconcile the Cash Advance on behalf of the student in Emburse Enterprise [Emburse Enterprise: Create a Cash Advance] • Designate the Director of Business Operations as the approver (you may need to override the default approver for the report).	Dean's Office
Submit the expense report via Emburse Enterprise <u>within 45 days of return from travel.</u>	Student
Unused Cash Advance funds will be deducted from your paycheck within 1-2 payroll cycles after the report is fully approved and extracted to MPathways.	Student

Marketing and Social Media

For any questions on Marketing please contact:



Holly Martinez Cookson - hcookson@umich.edu
CECS Web and Marketing Coordinator

Website

Your organization's website is often one of the first places people go to learn about you, so it should be reviewed at least once each semester. Keeping it accurate, current, and accessible helps prospective members, sponsors, and campus partners easily find the information they need. Each semester, make sure to:

- Update officer or contact information.
- Remove outdated events, projects, or announcements.
- Check that all links still work, including social media links.
- Add recent photos, news, events, or accomplishments.
- Make the site accessible by using alt text for images, clear headings, and descriptive links.

An outdated website can make your organization seem inactive, confuse visitors, and cause people to leave the site before taking action.

Social Media

Social media is a powerful way for student organizations to share updates, promote events, celebrate accomplishments, and connect with members. Best practices include:

- Post consistently and keep your channels active.
- Make sure content is appropriate, professional, and respectful.
- Get permission from anyone featured in photos or videos before posting.
- Highlight current projects, events, meetings, and behind-the-scenes moments.
- Use accessible practices, such as captions, alt text, and readable graphics.

CECS also has Instagram, Facebook, and LinkedIn accounts that reach current and prospective students, alumni, and industry professionals. Follow the CECS accounts and share your team highlights, event photos, updates, and accomplishments with us. We cannot guarantee every item will be posted, but we often repost timely event information and highlights when possible. Keeping your content accurate and up to date helps us share it more easily.

[CECS LinkedIn](#)
[CECS Instagram](#)
[CECS Facebook](#)

Email and Communications

CECS sends newsletters to alumni and current students and is always looking for student organization content to share. While we cannot guarantee that every request will be included, keeping the Web and Marketing Coordinator (hcookson@umich.edu) informed helps CECS identify opportunities to promote your work. Best practices include:

- Share upcoming events, meetings, workshops, or fundraisers.
- Send student organization highlights, accomplishments, and major updates.
- For student teams, share competition dates before they happen and outcomes afterward.
- Include project updates, major milestones, or member/team highlights.



- Take photos at events, competitions, meetings, and team activities.
- Use high-quality images when possible.
- Confirm that individuals featured in photos have given permission to be included.
- Share information early so there is enough time to consider it for newsletters or other CECS communications.

Logo Usage and Brand Guidelines

RSOs are not permitted to use University or Department Logos and they must call themselves STUDENT ORGANIZATION at UM-Dearborn. However, they may use Michigan Maize and Blue

SSOs are permitted to use logos with permission from their sponsoring unit (hcookson@umich.edu) and External Relations and they can call themselves University of Michigan-Dearborn STUDENT ORGANIZATION. To use the CECS logo, please email the Web and Marketing Coordinator.

[Read the full guidelines](#) for a full list of what you may or may not be able to use.

Following brand guidelines helps create a consistent, professional look and ensures that student organization materials appropriately represent your group, CECS, and the university.

Outreach

If your student organization or team is planning outreach activities, such as visiting a high school, hosting students on campus, or participating in events with prospective students, please contact admissions:

umd-admissions@umich.edu

And cc the CECS Web and Marketing Coordinator (hcookson@umich.edu).

They will be able to help with:

- Providing giveaways or promotional items for students
- Connecting you with someone who can speak about admissions to UM-Dearborn
- Providing talking points or messaging guidelines
- Helping identify opportunities to promote your outreach efforts

[Read full guidelines and best practices from admissions.](#)

Note: Please be careful when posting photos or videos from events that involve minors. Written consent from a parent or guardian is required before posting images of minors on your organization's social media accounts, website, or other public-facing channels. If it is a public event, please ask for verbal permission from a parent or guardian at the time of the photo. For events involving minors, refer back to the "Children on Campus" section on page 3 and follow all required guidance.



Career and Professional Development

For any questions about career-related programming, professional development, or partnering with the CECS Career Success Hub, please contact:

Katie Dunn - kgdunn@umich.edu

CECS Director of Student Engagement for Career Success

The CECS Career Success Hub can help student organizations connect their members with career resources, professional development opportunities, and employers and alumni for career-related purposes.

Career and Professional Development Opportunities

Student organizations can play an important role in helping members explore careers, develop professional skills, and build connections. Consider incorporating career and professional development into your organization's programming through:

- Internship/co-op panels
- Career and industry panels
- Employer or alumni speakers
- Networking events
- Professional development workshops
- Career-related site visits or activities
- Resume, LinkedIn, or interview preparation
- Mentoring or career conversations

You don't have to do all of these things! The Career Success Hub will continue to develop programs and opportunities for CECS students to explore careers, connect with employers, and prepare for internships, co-ops, and jobs. We encourage you to share these opportunities with your members and reach out if you have an idea for career-related programming. Depending on the event, timing, and available capacity, we may be able to provide resources, participate, or collaborate with you.

Working with Employers and Alumni

Employers and alumni can be valuable partners for career and professional development activities. They can share industry perspectives, discuss career paths, provide advice, and help students build professional connections.

When reaching out to employers or alumni for career-related programming, best practices include:

- Clearly explain who your organization is and the purpose of your event or request.
- Personalize your outreach whenever possible.
- Explain why you are reaching out to them specifically.
- Share important details, including the date, time, location, audience, and expected time commitment.
- Reach out early, ideally 6–8 weeks before your event.
- Respond promptly to questions or follow-up messages.
- Confirm event details with speakers or guests in advance.

- Send a thank-you message after the event to recognize their time and support.

Building relationships with employers and alumni can create opportunities beyond a single event, including internships, co-ops, mentorship, networking, and recruiting. Strong relationships can also help your organization develop ongoing connections with professionals in your members' fields.

Partnering with the Career Success Hub

Student organizations are encouraged to share their career-related plans with the CECS Career Success Hub. We already have relationships with employers and alumni, are aware of additional opportunities for engagement, and can provide continuity as student organization leadership changes.

Letting the Career Success Hub know about your plans can help us:

- Identify existing relationships or connections.
- Recommend employers or alumni who may be a good fit for your event.
- Identify additional opportunities for students to engage with an employer or alumnus.
- Help coordinate outreach when multiple groups are working with the same employer.
- Share career-related resources and information.
- Provide guidance or ideas for career-related programming.
- Promote career-related events through Career Success communication channels, when appropriate.
- Provide small appreciation gifts for employer or alumni speakers, when available.
- Explore other event support, subject to available resources and advance planning.

You do not need to wait for the Career Success Hub to make an introduction before contacting an employer or alumnus. We encourage organizations to build their own relationships while keeping us informed about career-related partnerships.