New Fulton Student Organizations

Academic and Student Affairs (ASA), specifically Student Engagement, reviews applications for new Fulton Student Organizations (FSO) to be a recognized organization in the Ira A. Fulton Schools of Engineering.

To be eligible to apply to be a Fulton Student Organization, organizations must:

- Be an approved student organization through ASU's Student Organization Support prior to submitting the application.
- Must have an Ira A. Fulton Schools of Engineering faculty/staff advisor (or co-advisor).
- Must submit a membership roster with at least 10 members, including name, email, ASU ID#, major, and undergraduate/graduate student status (at least 60% must be Ira A. Fulton Schools of Engineering students).
- Must have existed for at least a semester and can demonstrate their organization's activities and achievements to date.

Applications include officer contact information, faculty/staff advisor approval, a membership roster, the organization’s constitution, and how their organization meets the vision/mission of the Ira A. Fulton Schools of Engineering. Membership must be at least 60% Fulton students and not receive funding from any other ASU college or school (this does not include USG or SFAB).

Upon approval by ASA, organizations will be approved as a Fulton Student Organization or as an affiliated Fulton Student Organization.

Once approved, Fulton Student Organizations can then receive advising and support from Student Engagement, an entry in the Fulton Student Organization Directory, promotion through the FSO Newsletter, a WordPress website from Fulton Communications, access to organizational tools and storage, and are eligible to apply for Dean’s Funding from the Ira A. Fulton Schools of Engineering.

Organizations that have not been in existence for more than a year may be considered for affiliated-Fulton Student Organization status. Affiliated FSOs may receive organization advising and professional development, an entry in the Fulton Student Organization Directory, and promotion through the FSO Newsletter. After a semester of collaborating with Student Engagement, the organization and Student Engagement will assess the organization’s progress and move to full-FSO status, if applicable.

New FSOs will be required to meet with Student Engagement following approval as an FSO. The meeting is an opportunity for staff to learn more about the organization, to share tips for success and discuss how the office can assist the organization.

**Training**

New Presidents and Treasurers are required to attend President-Treasurer Training with Student Engagement prior to requesting funds or reimbursements from their accounts within Fulton. FSOs that intend to use funding from Fulton for travel expenses, must also go through Travel Training. The President and Treasurer will then provide the necessary information to their travelers. The President or Treasurer will also notify Cortney Loui which FSO members are authorized to use funds to travel.
FSOs that are using the PSYN, RSS4, or USE must also attend the Warehouse Safety Training. Trainings will be taught by Jonathan Klane, Assistant Director of Safety, and Amanda Hoyt, Chemical Safety Specialist for the Ira A. Fulton Schools of Engineering. Trainings will be offered at the beginning of the Fall and Spring semesters for new members. Returning FSO members will be required to complete the online warehouse safety training. Any FSO members in the workspaces without training will be in violation of Fulton safety policies and will not be allowed to work in the workspace.

**Funding**

**Tempe – Undergraduate Student Government (USG) Funding**

USG provides club funding for registered organizations based at the Tempe campus through ASU’s Student Organization Support through Senate Appropriations. The funding cycles vary per year with funding for general funding, event funding and Passport funding (the kick-off organization recruitment fair).

**Poly – Student Funds Allocation Board (SFAB)**

The Student Fee Allocation Board is a neutral board that allocates student fee funds to Registered Student Organizations (RSOs). The organizations must be primarily made up of undergraduates, have at least three active members, and be registered with the Student Union to be eligible for funding. The funding cycles vary per year.

**Dean’s Funding**

Registered FSOs who were previously funded with Dean’s Funding are eligible to apply for Dean’s Funding again if they have completed the end-of-semester Dean’s Funding report from the prior semester and have met the Dean’s Funding participation points. FSOs who have not been funded by Dean’s Funding previously are eligible to apply.

Dean’s Funding applications will be available prior to the Fall and Spring semesters, are due the second Friday of the semester and will be submitted online. Proposals are reviewed by a committee that includes Student Engagement and the Fulton Schools Engineering Student Council (FSESC). Funding allocations are based on available funding, the number of proposals received, and the quality of the proposals. The maximum funding is $2000 per organization. Prior funding does not guarantee future funding.

FSO Presidents will sign an agreement and submit it to Student Engagement by the deadline in order to accept and receive funding. Any new Presidents or Treasurers will be required to attend President Treasurer Training prior to submitting any funds requests or reimbursements.

FSOs must spend their Dean’s Funding on approved items. FSOs may make a request to Student Engagement with any changes to Dean’s Funding. For example, an FSO may request a modification if a national organization covered conference registration fees instead of Dean’s Funding, so the organization would like to allocate the remaining Dean’s Funding for airfare to the conference. Contact fso@asu.edu to initiate that review process. Any unused funds from Dean’s Funding will be removed from the FSO’s account at the end of the semester.

Funded FSOs are required to earn at least 10 Dean’s Funding points during the funded semester by volunteering with the Engineering Dean’s Office, Student Engagement and/or Fulton Schools Engineering Student Council events. These events will be promoted in Inner Circle, the FSO Newsletter, flyers, and emails to the leadership team. Examples include helping with set-up, tear-down and event management at the FURI Symposium, the Engineering Career Fair, Engineering Open House, e-Week activities, and Fulton Convocation.
Funded FSOs will also be required to send a representative to monthly FSESC meetings. Dates will be posted at the beginning of the Dean’s Funding cycle so student organizations can plan accordingly. These meetings will focus on leadership development and resources for FSOs.

FSOs must also submit an advisor-approved written report following the template at the end of the semester by the announced semester deadline. In addition, FSOs must submit all Dean’s Funding funds requests and reimbursements by the announced semester deadline.

**Fundraising**

**Corporate Donations**

FSOs are encouraged to seek corporate donations to help support FSO activities. FSOs can review the Phoenix Business Journal Book of Lists to see the various companies per industry in the Valley and reach out to relevant companies for support.

FSOs are also encouraged to maintain an active website to attract potential donors by outlining the mission/vision of the organization, current activities and events, officer contact information, and achievements. Upon request, Fulton Communications may provide an FSO with a website that easily transitions with new leadership.

To make the donation experience easy and tax deductible for donors, please have them follow these directions:

1. Submit the donation through the ASU Foundation: [Make a Gift](#).
2. Submit a donation email or letter to Amy Sever with the company, contact information (address, phone, email), donation amount and what the funds can be used for. Submit to amy.sever@asu.edu or in ECF 130-Tempe.
3. The ASU Foundation will follow up with the donor for the tax deductible information.

If companies would prefer to send a check, please have them write the check in care of "ASU Foundation", include the donation letter including the company, contact information (address, phone, email), donation amount, what the funds can be used for and request it to be deposited to the Engineering Plus Projects account #30006309. The check can be mailed to:

ASU Foundation  
Attention: Cash Receipting  
P.O. Box 2260  
Tempe, AZ 85280-2260

If you have questions, contact Amy Sever, Associate Director- Student Engagement, at amy.sever@asu.edu or 480-727-8713.

**Raffles**

Only FSOs that are tax-exempt organizations recognized under [A.R.S. §43-1201](http://www.asu.edu/counsel/brief/raffles.html), paragraphs 1, 2, 4, 5, 6, 7, 10, or 11, are eligible to conduct raffles. FSOs may not conduct a raffle or any other form of amusement gambling unless the event is registered with and approved by the Arizona Attorney General’s Office. More information is available at [http://www.asu.edu/counsel/brief/raffles.html](http://www.asu.edu/counsel/brief/raffles.html).
Financial Information

Accounts
Fulton Student Orgs (FSOs) that receive funding through Dean’s Funding, receive funding from the Engineering Career Center, or receive a corporate donation to ASU on behalf of the FSO, can be provided an account after one semester of successfully managing the funds. Until that time, funds will be managed using the general student organization account. Depending on type of funding received, FSOs may have multiple accounts for various purposes.

FSOs are responsible for managing their account balance and budgeting for the 8.5% ASU Administrative Service Charge (ASC, or overhead). The ASC charge is assessed so each unit shares in the cost of university administrative services that benefit the unit, including accounting, affirmative action, budgeting, campus security, facilities planning, fiscal transactions processing, human resources, legal, payroll and purchasing services.

Student orgs can contact Cortney Loui for their account balance with 48 business hours’ notice.

FSOs are advised not to sign any contracts without review by their faculty/staff advisor and Cortney Loui (i.e. hotel, services, etc.). This is to help the student organization fully understand what financial commitments they are making. Do not sight contracts over $5,000. You cannot sign contracts on behalf of ASU. Individuals who do so are personally liable for the bill and stipulations.

Academic and Student Affairs cannot reimburse off-campus organization bank accounts – only individuals authorized to make purchases for the FSO will be reimbursed.

Prior to approving any funds requests or reimbursements, the President and Treasurer must have attended the mandatory President Treasurer Training to learn the best practices for funds management. All funds requests or reimbursements must be approved by the President or Treasurer prior to processing to their account(s).

Budget
FSOs are responsible for managing their own budgets, including keeping all records and documentation. Student Engagement will review and approve all completed Funds Request/Reimbursement forms.

Purchasing
ASU has several purchasing requirements that all FSOs should keep in mind.

1) The ASU logo and wordmark must be used in accordance with the ASU Graphics Standards Manual (Graphic Standards FAQs/Graphic Elements General Guidelines). If you have any questions or concerns, contact fultonweb@asu.edu.
2) If you are using funds in university accounts to pay for t-shirts, you must use approve providers for attire. ASU Purchasing has a contract with them for imprinted and embroidered athletic and polo shirts. More details regarding approved providers can be found here. The current approved providers are
   a. Anton Sports (480-731-3144)
   b. BC Graphics
   c. Pinnacle Prints + Embroidery
3) You must use catering vendors listed on the Approved Food Providers List for any food on campus.
4) A food exception request must be submitted when using a business on the approved list if any of the following apply:
   • The event is for guests that are not considered internal members of your organization unless they are invited to provide training or expertise in an area critical to the event.
   • The event is open to the public.
• The event takes place in a location that is accessible to the public or the greater University community even if not the intended audience.

5) Alcohol should never be submitted on any reimbursement documentation. They cannot be processed.

Funds Requests/Reimbursement Processes

The President and Treasurer must have received President Treasurer Training prior to any funds requests or reimbursements. FSOs that plan to use funding from their ASU accounts are responsible for notifying Academic and Student Affairs of their travel plans with at least 4 weeks advance notice. See Travel section for more information.

It is highly recommended that FSOs seek pre-approval prior to using any funds. If FSOs submit a reimbursement that is not approved by the President or Treasurer or for which there are insufficient funds, then the reimbursement will not be processed.

Do not submit reimbursements greater than $1,000. Reimbursements greater than $1,000 must go to the Dean and Provost for approval, which delays the reimbursement process. If your organization needs to make a large purchase, contact Student Engagement to explore alternative ways to pay the bill.

For FSO members requesting funds or receiving a reimbursement, here are the steps:

1) Reimbursements require the student to have a W-9 tax form on file with ASU. If a W-9 is not already on file, the student will submit the W-9 with the paperwork.

2) Fill out the Funds Request/Reimbursement Form
   a. Check if “Dean’s Funding” or “Non Dean’s Funding.” If funding is from another source (such as Boeing or Raytheon, etc.), please note.
   b. List Date
   c. Put the Requestor’s name and phone
   d. List the account # if known
   e. State the public purpose of the purchase (use key words like outreach, recruitment/retention of members, networking event with alumni, competition bringing recognition to ASU and Engineering, etc.)
   f. Check either “Reimbursement” or “Ordered” (which means you have an invoice from an ASU vendor, such as the Memorial Union, ASU Catering, etc. in which you are requesting funds to be transferred)
   g. List Vendor if it is a funds request to pay an invoice to an ASU vendor
   h. List items and cost

3) If the student to be reimbursed is not the President or the Treasurer, then the President or Treasurer must legibly sign and date the form or approve the request via email to Student Engagement.

4) If receipt for item(s) is not on an 8.5”x11” piece of paper, tape receipt to paper (be sure tape does not go over any important numbers). Include credit card slip and itemized receipt.

5) If a student paid via personal credit or debit card, include the bank or credit card statement which shows student’s name and the last four digits of card number, with an “x” by the charge(s). Student can black out other information. If your online statement does not include your name, print it out, make a copy of your credit card showing your name and black out all but the last four numbers of your account.

6) If a student paid via personal check, include bank statement and a copy of the check (typically by clicking into the check number to show an image of the check)

7) If purchase involved food and/or drinks, also include a Business Meals Form.
   a. Check Type of Expense (Paid with personal credit card, charged to ASU purchasing card, or Catering Services)
   b. List location and event date
c. Public purpose must include the information listed on the Funds Request/Reimbursement form and a statement about why food was needed at event (i.e. refreshments for participants at all day event; lunch meeting held to attract the most members, etc.)
d. List account #, if known
e. List total amount
f. List or attach roster of attendees at event

8) Include information about the competition or conference, if applicable (such as an agenda for the event)
9) Attach documents together with a paperclip
10) Submit to Cortney Loui in Tempe-ECF 130 or to Kim Robinson in Poly-Santan 330.

Purchasing Card
FSO Presidents and Treasurers who have attended Treasurer Training are authorized to check out and use the p-card (ASU credit card). No items will be purchased that are on the P-Card Restricted Purchases list. P-cards have limits on travel expenses that can be purchased during travel (no hotel and car rental charges). P-cards have daily and monthly transaction and dollar limits. Any changes to the p-card limits must be made in advance by Student Engagement to the ASU P-Card office.

In order to use the P-card, the FSO President/Treasurer must complete and submit the P-Card online request form. The FSO will provide the following information in the email request:

- Who will be using the card (President or Treasurer)
- If the purchase is for Dean’s Funding or non-Dean’s Funding
- Account number
- If the purchase is for travel (if so, students must complete Travel authorization paperwork during p-card appointment)
- The public purpose for each vendor
- The items being purchased
- The vendor(s)
- The number of transactions
- The anticipated amount per transaction
- If the purchase will be made on campus (phone/online) or off-campus

Student Engagement will review the request and notify the student with information regarding approval and the next steps for an appointment. The p-card can be checked out for one hour for an on-campus purchase (phone/online) or two hours for an off-campus purchase.

At the time of the appointment, the President or Treasurer will sign the Delegation to Use the ASU Purchasing Card form if they are going off-campus. ASU’s shipping and billing address is:

Arizona State University
P.O. Box 876406
Tempe, AZ 85287-6406

When checking in the p-card, students must submit the following:

- Original receipt (e-receipt can be emailed to fsoadmin@asu.edu)
- Business Meals Form, if food and/or beverages were purchased.
- An attendance roster, if food and/or beverages were purchased

Updated 12/23/14
Any other required documentation, for unique purchases

The p-card must be returned by 5 p.m. and cannot be kept over the weekend.

FSOs are not authorized to set up recurring payments using the p-card. In addition, FSOs are not allowed to save the credit card information in any online accounts with vendors.

FSO officers that violate p-card policies will not be authorized to use the card in the future. FSO officers who violate the p-card policies will first receive a written warning, with a copy to the FSO faculty or staff advisor. On the second incident, the FSO officer(s) will be required to meet with Amy Sever to discuss the situation with the faculty or staff advisor. After the outcome of this meeting, it will be determined if the current President and Treasurer of the FSO will be allowed to continue to use the P-card.

Recognition Items
Special documentation is required by ASU’s Tax Services if FSOs plan to purchase and give items for recognition to members or guests. FSOs must track gifts that are provided to students or guests, per Tax Services. A Recognition Item form must be signed by each person that receives the item and must be submitted with the Funds Request/Reimbursement form and documentation.

Independent Contractors
To pay a person as an independent contractor (such as honorariums/speaker fees, payments to individuals outside ASU), the person must:

1) Fill out a Substitute W-9 form
2) Fill out Section 1-2 of the Departmental Professional Services Order (DPSO) form and sign section 3 (Amy Sever will fill out Sections 3-5)
3) Fill out the “Name of the Service Provider”, the address and SSN in Section 3, and will sign Section 4 of the Independent Contractor Determination Checklist (Amy Sever will fill out Sections 1-2, the fee in Section 3, and Section 5)
4) An invoice must also be submitted for the service. Our mailing address is:

   Arizona State University
   PO Box 876406
   Tempe, AZ 85287-6406

5) The FSO will submit all of these documents along with a completed Funds Request/Reimbursement form to Tempe-ECF 130 or Poly-Santan 330.

Forms can be found at https://cfo.asu.edu/fs-forms, or contact fso@asu.edu.

W-9 Form
All students who would like to be reimbursed must be in the ASU system by filling out a W-9. Current student workers on campus already have one on file. Please complete both pages of the W-9 form.

Page 1
Complete lines 1-7:

- Line 1: Taxpayer Identification Number (TIN). Use your ASU student ID number. Do not use your social security number.
- Line 2: Check the box for Employer ID Number (EIN)
- Line 3: Carefully print your legal name
- Line 4: Check No for “Are you doing business in Arizona”
- Line 5: Check “same as legal mailing address,” unless you want your checks to be mailed to a different address
- Line 6: For the entity type, check the Individual (not a business). Leave the rest of this section blank.
- Line 7: Sign and date at the bottom.

Page 2
Complete line 1 and the bottom of the page:
- Line 1: Print your legal name. Enter your ASU Student ID #100/120 for the TIN.
- Further down the page: Print and sign your name.

Next Steps
After you have completed the form, either email, fax, mail or bring it to the office (Tempe-ECF 130 or Poly-Santan 330). Once the W-9 is received and recorded, it will take 24-48 hours for it to be reimbursed into the system and then your reimbursement will begin to be processed.

Travel
The travel authorization claim form needs to be completed for travel expenses including airfare, rental car, conference registration, hotel, mileage and per diem. If conference registration is the only item to be paid, then a travel claim does not need to be submitted.

Steps in the travel process:

1. The FSO President or Treasurer will complete the FSO Group Travel form **one month prior** to the travel dates to indicate which FSO members will be traveling and which expenses are approved. They will also schedule a group appointment with Student Engagement **at least 2 weeks prior to the trip**. During this meeting, the following will be completed:
   a. Creating a profile on ASU’s online travel system
   b. Submitting a trip proposal and attach a conference/competition agenda
   c. Review travel processes
   d. The post-trip appointment will be scheduled

2. Travelers will meet with Student Engagement **within one week of returning** from the trip to finalize the claim.
   a. Travelers will submit their expense report, including all relevant receipts.
   b. Traveler will provide explanations (as needed) for purchases that need more information for the request to be processed.
   c. Travelers will fill out an article form so Student Engagement can draft an article to promote the organization and the students’ experiences

Important information about traveling:
- Only the traveler can be reimbursed (not a family member).
- Approved travelers can request a travel advance with adequate notice. All travel advances must be approved by Amy Sever and the Authorized Travel Officer in the office of Academic and Student Affairs.
- Travelers must notify Cortney Loui of any cancelled trips. Travel claims **must** be closed one month after the trip has ended. After this time, no reimbursements will be issued to the traveler.

Mileage
To claim mileage, students must follow the procedure below:

1. The traveler will fill out a Funds Request/Reimbursement form
2. The traveler will fill out the appropriate form:
   a. In State Mileage and Parking form for Arizona travel that **only** includes mileage and/or parking

Updated 12/23/14
b. In State Travel form for Arizona travel that includes hotel, conference registration, mileage, etc.
c. Online Travel Authorization for out of state travel that includes expenses such as airfare, mileage, hotel, conference registration, taxi, etc. (initiated during pre-trip meeting with Cortney Loui)

3. Student will submit a map showing mileage from ASU-Tempe campus to the destination (such as a Google map or MapQuest).
4. Student will submit information on conference, competition, or outreach activity.

Mileage is reimbursed at 44.5¢ per mile, per federal rates.

**Per Diem Rates-Food and Lodging**

Per diem is an allowance for food and lodging that is paid for each day of travel. The federal government has determined per diem rates for food and lodging costs for U.S. destinations. Cities within 100 miles of the Arizona border are considered in-state unless approved in advance. Travelers must be in overnight travel status to be eligible for a per diem meal allowance. The per diem rates exclude taxes, tips, and fees for domestic travel.

Travelers must submit the conference or competition agenda, as per diem cannot be claimed for meals provided by the host. Original receipts do not need to be submitted.

Lodging per diem includes room charges, but excludes applicable taxes. A traveler attending a conference or other formal meeting as an official representative of the university may be reimbursed the least expensive (single room) conference lodging cost if a brochure of the conference, including the name of the suggested hotel, is included with the Travel Authorization/Claim Form. Accommodations at alternate hotels in the immediate vicinity of the conference may be considered conference designated lodging when:

1. There are no vacancies at the conference hotel and the traveler has obtained comparable rates at alternate hotels, or
2. The traveler stays at a hotel with a lower lodging rate than the recommended hotel.

Full details of ASU’s Meals and Lodging policies can be found in policy FIN 509.

**Rental Vehicles**

Rental vehicles may be used on a trip when other means of transportation are not available or cannot be used economically. Rental vehicles used for travel purposes must be specifically authorized on a Travel Authorization/Claim form before the trip begins.

Travelers must always decline additional insurance coverage from the rental company.

The traveler renting the vehicle must attend defensive driver training in person (not online) before renting the vehicle and must submit a copy of a valid driver’s license at the pre-trip meeting with Cortney Loui. The defensive driver training is valid for four years.

ASU does not allow the rental of 12-15 seat passenger vans, per policy FIN 401-03. The ASU p-card cannot be used for rental cars or vans.

**Communication**

**Promotion**

FSOs that want to promote their activities, events, and achievements to the Fulton community have several options:

1. Self-promotion through individual organization social media accounts, OrgSync, email, websites, etc.
2. **Inner Circle** is sent every Tuesday to all registered on campus students in Fulton Engineering. Your submission could also be posted to the Fulton Facebook and Twitter accounts, if appropriate.

3. **In the Loop** is sent every Wednesday to all Fulton Engineering faculty and staff.

4. The **FSO Newsletter** is sent out every Tuesday during the academic year. Email your information to Cortney Loui in the Undergraduate Student Engagement office at fso@asu.edu.

5. Request a Fulton photographer to document your special event. Email your information to Cortney Loui in the Undergraduate Student Engagement office at fso@asu.edu.

6. **Request a TV Slide** on the Fulton TVs. Provide the date, time, location and contact.

7. **Fulton Instagram**: Email fultonweb@asu.edu a picture with a caption to be added to the Fulton Engineering Instagram site.

8. **Fulton Student Council** can promote your activity or event through general meetings, emails, and Facebook.

9. **Advising Centers**: Contact the appropriate advising center and request help from the advisors to share information about your events and activities.

10. **FSO Facebook page**: post it there! You will be contacted if additional information is needed.

11. If your org has recently traveled using Fulton funds, [fill out this form](#). We’ll use the information to post an article on the FSO Website and the FSO Facebook page.

Be sure to include “who, what, when, where, and why” and contact information for students to reach your organization. It’s important to plan in advance when promoting events and activities! It’s recommended to start promoting your event or activity at least a month in advance.

**Websites**

Registered Fulton Student Organizations are eligible to receive a Fulton website hosted by WordPress. The FSO President can send a request with the name of the webmaster to Cortney Loui, who will request the website from Fulton Communications.

Fulton Communications will create a standard template website. The FSO is encouraged to add the following sections to their website, to help prospective and current students and potential donors learn about their activities:

- About
- Officers
- Events
- Projects
- Outreach
- Contact Us

Once you have access to WordPress, here are a few tips to get you started:

- Start at the Dashboard menu
- The menu at the top of your webpage is created by adding new Pages.
- You can have sub-menu items (such as History, National SHPE, etc. under the About page), by creating new Pages, then in the Edit mode, link it up to the Parent site. Multiple sub-menus can be ordered by choosing 1, 2, 3, etc. under the Order box.
- You can add pictures by going to the Media section and clicking on “Add New”. You can then add media to your page by clicking on the “Add Media” button in the Edit mode. Be sure you have permission to use photos.

Once you’ve made enough posts to publish your site, contact Cortney Loui to link your webpage to the FSO webpage. Questions about WordPress can be directed to the Fulton webmaster at fultonweb@asu.edu. The Fulton
Communications team can help your organization customize the look and feel of your website once you’ve updated some content.

**General Information**

**Mailbox/Mailing**
FSOs that receive Dean’s Funding are eligible to receive a mailbox in the Student Engagement office in Academic and Student Affairs, in addition to any other FSO (space permitting). Packages and mail can be delivered to the ASA office.

The front desk will receive the package and notify the FSO President (or the person’s name listed on the box), that the package or mail has arrived. The FSO will pick up their mail in a timely manner.

**Scheduling Rooms**

There are multiple ways to reserve a room at ASU. Be sure to let all coordinators know you are with a Fulton Student Organization. Below are various forms to reserve space on campus.

Contact your School’s administrative office to see if you can reserve a conference room managed by the School.

**Tempe**
ECF 130
Classroom Space via Classroom Scheduling
Memorial Union
ECG patio/facilities

**Poly**
Academic Center 110-Changemaker:asuareerservices@asu.edu or call 480.727.5675
Classroom Space via Classroom Scheduling
Student Union