



STUDENT MAJLIS

Carnegie Mellon University Qatar

Fall 2025 Club Training

Carnegie
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University

Majlis Values and Goals for 25-26

- We want this semester to be the semester of new beginnings and new traditions and the biggest impact can only be done by a group of students working together. And that's exactly why all of you are here
- We want to be able to help you in any aspect of your student life, whether it be coordinating clubs and events etc..

Club Recognitions and evaluations

- Clubs are recognized for the Fall 2025 Semester.
- During the semester, Majlis will reach out to check in on activities/budget.
- Club leaders will be contacted to conduct club evaluations at the end of the semester, which will cover:
 - Budget management and impact.
 - Club contributions to the community in terms of engagement, activities, events, etc.
 - Reflection on whether you have met the goals and expectations set for your club.

This will influence club recognition and budget allocation in future semesters.

Event Planning

Event Form – Events Committee

The Events Committee includes representatives from CMU-Q departments who regularly support events.

Below are each department with their roles most relevant to student-organized events:

- Student Affairs (SA) – Review and screen event forms, coordinate purchase/payment support.
- Facilities Management (FM) – Support event space and furniture, interface with vendors.
- Information Technology (IT) – Support IT/AV systems.
- Marketing and Public Relations (MPR) – Support photography and branded items, approve branded design.
- Dean's Office (DO) – Final review and approve event forms, manage events calendar, coordinate leadership participation.

Event Form – Supported vs Unsupported Event

Supported Events: refer to events that require support from Facilities Management (FM), Information Technology (IT), Marketing and Public Relations (MPR), or Dean's Office (DO).

Note on confusing language:

An event that only requires support from Student Affairs (SA), such as support for purchase/payment, is counted as an Unsupported Event.

Event Form – Event Registration Timeline

Generally,

- Supported events are preferred to be reserved 6 weeks* in advance, with the Request Support Form submitted at least 2 weeks in advance.
- Unsupported events should be registered 1 week** in advance.

*The 6-week timeline is set to help FM and IT coordinate their resources across needs from all events and departments on campus, as well as to help Dean's Office to plan the event calendar for major events.

**Unsupported events that need Purchase Orders (PO), transportation, and waivers require a longer timeline.

Event Form – Events Calendar

Check [Events Calendar](#) before planning an event time.

- Avoid overlap with large-scale events such as Dean's Lecture.
- Blocked weekends – no supported events or on-campus unsupported events approved.

Event Form – After Event Registration

For both Supported and Unsupported Events,

- Event Form submissions are automatically forwarded to the Events Committee.
- Dina and Meredith (at Student Affairs) will email event organizer to coordinate any purchase/payment support.
- If an Events Committee member notices any concern, they will contact the event organizer.
- Eleanore (at Dean's Office) will complete the final step of review, then add the event to the Events Calendar and send a confirmation email to event organizer.

For Supported Event specifically,

- After receiving the confirmation email, the event organizer need to submit the Request Support for Approved Event form to detail support needed.
- Events Committee will then invite event organizer(s) to their weekly Monday Zoom meeting leading up to the event, to go over the submitted Request Support form and finalize details.

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Room Booking

- Classrooms, lecture halls, and conference rooms should be booked by yourselves on Google Calendar before submitting the Event Form.
- Public event spaces (east-west walkways, assembly area, food court, Ilona Weyers student lounge, etc.) are booked through the Events Form and confirmed by the Events Committee.

Waivers

- Any off-campus event or event involving significant risk will require participants to sign a waiver before participating the event.
- Event waivers are requested from, issued by, and returned to Facilities and Campus Security.
- If your event may require waivers, please send the event name, location, date and time, estimated number of participants, and any other necessary information to Dina and Meredith preferably 2 weeks before the event, who will coordinate with Campus Security to take note of the event.

Event Form – Important Communication Note

- Reply All: When reached out by members of the Events Committee, please use Reply All to keep the cc list in the loop.
- For communications with the Events Committee on student-organized events, please always cc Dina (dabdi@andrew.cmu.edu) and Meredith (meredit2@andrew.cmu.edu).
- When requesting change, please Reply All to the event confirmation email that cc's the entire Events Committee, because reaching out individually to Dean's Office, Facilities, or IT may lead to information asymmetry and coordination failure.

Purchase and Payment – Payment Method

Student Affairs mainly supports two methods of payment:

- Tartan Card, i.e. CMU purchasing credit card (P-card). Tartan card is applicable to payments conducted via card machines or online platforms that do not require a purchase order.
- Purchase Order (PO) is a commercial source document that captures the details of the transaction and serves as a legally binding contract. POs are necessary for services, such as custom-printing items like clothes and banners, booking transportation, renting a photo booth, etc.

Purchase and Payment – Timeline

Tartan Card – 1 week, or longer if shipping is involved

- In order to support multiple payments a day with limited card resource and schedule, Student Affairs coordinates in advance to book Tartan cards and card holder schedule for payments after receiving Event Forms.

- This is currently the **primary method of payment**.
- Can be used for **tangible items purchases only, not services**. Eg lunches, supplies, stationery, non-branded printing, flowers, etc
- Reach out to vendors for a **payment link** whenever possible.
- **Transaction limits apply**; so plan purchases accordingly. There are also monthly expenditure limits on each card
- Submit an [online expense form](#) for each purchase

Purchase and Payment – Timeline

- **Purchase order** : When to Use
 - Services: catering, photography, printing
 - Branded merchandise: hoodies, notebooks
 - Purchases over USD 5,000 / QAR 17,500
- Process
 - Requires an **emailed invoice** from the vendor
 - Coordinate with the **Student Activities Coordinator (SAC)** for every order
- **Plan ahead**: PO process can take **6–8 weeks**; submit quotes to SAC & Khairunisa promptly
- **Vendor System**
 - Verify if the vendor is in our system
 - Adding a new vendor can take **4–6 months**
- **Important Notes**
 - **No reimbursement for services**; services must go through a PO
 - **Bidding process**: For large orders, get **at least two other bids**; select the **cheapest** vendor meeting requirements
 - Do not split bids

Reimbursements

- Least preferred payment method; use only if other options unavailable
- For tangible items only; not for services
- May take up to 12 weeks to process
- Students are responsible if paying upfront
- Online form with banking details required
- Students must respond promptly for timely reimbursements

Budget and Expenses – Expense Form

Please keep all original physical receipts.

- When receipts are physical, Finance requires the original physical copy for expense reports.
- This includes both the order receipt and the POS card machine receipt (customer copy).
- Must submit Expense Form within 5 business days of purchase.
 - Late and absent expense forms can result in club leaders losing access to the card request and/or a reduction of club budget as stated in the Majlis Constitution.
- Clubs are expected to keep track of their finances and ensure they are sticking to their allocated budget.

Important Contacts & Resources

- **Student Activities Coordinator:** Your go-to person for all finance questions, Tartan Card requests, and Purchase Order coordination.
- **Khairunisa Dalwai:** kdalwai@andrew.cmu.edu
- **Marketing:** For artwork approvals mpr@qatar.cmu.edu
- **Online Expense Form:**
<https://cmuq.wufoo.com/forms/z1ccr71b125ust5/>
- **Student Leader Resource Page (Scotty):** Find forms, checklists, and additional resources there.
- **Your Advisor:** Always talk to your advisor before making any purchases to discuss the best payment method.

Club and Event Promotion

Run club social media

- Tag @studentmajlis and @lifeatcmuq to be reposted
- Upload digital signage (TV screens on campus), note MPR Branding Guidelines
- Email the events and activities mailing D-list
 - all-students-campus-events-and-activities@lists.qatar.cmu.edu
 - 1 email per event – Please proofread
 - Emails are released twice on workdays (around 9 am and around 5 pm) – Plan accordingly
- Submit event to the weekly Student Affairs Scoop Newsletter
- Spread news via word of mouth
- Put up posters on campus poster boards
 - Try to be sustainable and not print out too many

Accessibility

Space:

- Can community members with different physical conditions easily access and freely move around the event space?

Activity:

- Does the activities allow all participants to get engaged to a similar degree?
- As an event facilitator, what can you do during the event to ensure everyone can engage?

Language:

- Are all club and event materials written in English or accompanied with English translation/explanation?

Storage Room – Rules and Tags

Rules and Tags are developed to foster a collaborative storage management system that aims to be intuitive and easy to maintain.

Rules:

- Please return items to their original shelf and condition (folded/rolled/sorted/boxed/etc.).
- Please do not bring in food or food/drink-stained items, for pest control reasons.
- Please clean items before putting them back, avoid carrying in sand.

Tags:

- Blue tags indicate for share. Black tags indicate owned by specific clubs/organizations.

Guidelines for sustainable purchasing:

- Use what's already available. Minimize single-use purchase. Maintain item condition for re-use.

Storage Room – New Clubs

All club leaders (presidents and vice presidents) will have access to the storage room

- - For new club leaders, it might take a few weeks for Facilities Management to update the card access.
- Empty storage boxes are available at the inner end of the storage room.
 - After new clubs received purchase that needs storage space, they may claim space on the “ACTIVE CLUBS” shelf by tagging the box and/or shelf.
 - Items placed on shelf space without a clear tag will be moved to the shared shelves or discarded.
- Some new clubs may have items from previous years on the “INACTIVE CLUBS” shelf.

Sports Venue Booking

- QF sports venues allow partner university focal points to make bookings via email, usually by month and up to 2 hours per week.
- Majlis-recognized sports clubs have priority access to QF sports venue booking through Dina and Meredith at Student Affairs, before booking slots are released on the Education City app.

Appointments and Emails

- If anyone has any issues or wants discuss things in general depending on the issue at hand feel free to reach out to any members or the majlis email to check availability.

Additional Support and Funding

- Dr. Dania Makki, Senior Employer Relations Consultant.
 - Dania can help connect clubs with employers for collaborations and resources.
- Office of Diversity, Equity, Inclusion, and Belonging (DEIB)
- Potential additional funding from local companies:
 - (To be confirmed) Dolphin Energy (oil and gas company) social responsibility program for student organizations related to IT, Business and Oil & Gas fields.

Reinstate SOC

- SOC was previously a committee where student leaders met and had discussions related to any issues or discussions in general for betterment of the community
- All presidents and vice presidents automatically are part of the committee.
- Hopes to meet 1-2 times a month
- New committee **SSP** - where sport club leaders can discuss ways of expanding sports within EC

**Any
Questions?**