KelloggGroups Policies

Minimum Information Requirements for Publishing a Club in KelloggGroups:

The minimum information that clubs should be required to post before their club is published in KelloggGroups is:

- List of officer names and contact info for at least president/chair, treasurer, and communications point person
- Club mission statement so visitors to site know the purpose of the group
- Contact email address

Deadlines and penalties for not entering at least the minimum information after club leadership turnover:

- The club will not be allowed to be viewed/published on the Join Clubs list
- If by early July, KelloggGroups has not been updated, PT clubs will not be approved for funding or to hold activities.
- If by August 15, club info is not updated in KelloggGroups, PT clubs will not be included in membership recruiting at After-Class Socials during the first week of classes.

Non-Kellogg group members who are allowed to join clubs:

Only Significant Connections, JDMBA’s and LLMK’s may be approved to join clubs through KelloggGroups. Alumni and recruiters may view the content of club web pages that is public, but may not be approved to join clubs/groups.

Privacy regulations:

Remember that anything on the public part of the club website may be viewed by alumni and recruiters. Because of this, blogs, discussion boards, photos, and membership pages may not be made public. Pictures should not be made public unless there is good reason for placing a specific photo on the external club page. No photos depicting alcohol consumption may be posted. Improper photos or content will be removed by administration. Violations will be subject to the Honor Code. For privacy and security reasons, captions with student or significant others’ names should not be used in public areas of the web site. If you have any doubts, make it private.

Kellogg Club Online Payment Policy

All Kellogg clubs, conferences, and administrative events have access to accept credit card payments online for events through the KelloggGroups club management software.

Clubs can configure their KelloggGroups group to accept payments via the KelloggGroups club officers interface.

Procedure: The following procedure will be followed for all payments processed through KelloggGroups.

1. Club leaders configure an event on KelloggGroups and set the payment amounts.
2. Once the event is published, students (and others) use the registration link distributed by club leaders to register and pay for an event; those persons are directed from the KelloggGroups site to PayPal’s website, and payments are processed via PayPal Payflow Link.
3. Kellogg PTMBA Administration reconciles payments processed each day.
4. Club leaders can access funds by contacting their club treasurer.

Notes:

- All funds collected through KelloggGroups will be deposited into the KPTSA chart string account.
- All payments processed through this system are subject to a three (3) percent processing fee imposed by PayPal.
- Donations to Kellogg or other organizations are not allowed through this system.
- Events should not be open for registration/payments for more than two months; payments will be reconciled on a per event basis with the club treasurer.