Office of Student Activities & Resource Center Funding Process

GENERAL FUNDING PROCESS
Student organizations recognized by the University receive various forms of support from the Office of Student Activities and Resource Center and Student Council. A major portion of the annual Student Activities budget is allocated to student organizations to support programs executed by student groups and the Office of Student Activities and Resource Center, as well as other counterparts within Student Affairs. The Office of Student Activities and Resource Center and Student Councils assist organizations by funding programs benefiting the entire student population.

Initial Allocation Funding:
- All clubs and organizations will receive an initial funding allocation at the beginning of each semester. This allocation is to be used for programming for the semester in which it is allocated. Organizations are not required to submit requests to use their initial funding allocation for events, but are required to follow the spending guidelines outlined below and follow the reimbursement procedure in order to be reimbursed from their account. Funding decisions are based on amount spent in previous semesters and engagement level, as measured by number of events and attendance. Failure to register events on NYU Engage and/or take attendance on NYU Engage may result in a reduction in funding for the following semester. OSARC reserves the right to decrease a club’s funding to failure to adhere to policies and procedures outlined in the OSARC Student Club Handbook.
- Funds will not roll over from semester to semester. If any organization would like to roll over their funding, they must meet with their Graduate Assistant prior to the beginning of the new semester. Exceptions will be granted by OSARC on a case-by-case basis.
- All reimbursements must be completed during the semester in which the event happened by the deadline set by OSARC (usually the last day of classes). OSARC reserves the right to deny reimbursement requests made the semester after the event has occurred.
- Student Council allows for supplemental funding requests to be made once per month. Any student organization wishing to obtain supplemental funding must submit the Supplemental Funding Request Form via NYU Engage at least three (3) weeks prior to the monthly supplemental funding deadline. Limited supplemental funding is available. Therefore, organizations should ensure that they are using their initial allocation to its full potential before requesting supplemental funding.

Supplemental Funding Guidelines
- Student Council allows for supplemental funding requests to be made once per month. Any student organization wishing to obtain supplemental funding must submit the Supplemental Funding Request Form via NYU Engage prior to the monthly supplemental funding deadline. Limited supplemental funding is available. Therefore, organizations should ensure that they are using their initial allocation to its full potential before requesting supplemental funding.
- Supplemental Funding can be requested for one of three (3) reasons:
  - New Initiative/Program
  - Co-Sponsorship with Student Council
  - Competition, Conference, Project, or Research

Organization Spending Guidelines
- Initial Allocation and/or Supplemental Funding can be used for:
  - Catering ($4-$5/pp for snacks, $7-$10/pp for meals)
  - Advertising, printing, copying, etc.
Supplies, decorations, etc.
- General Body Meetings
- Speaker/Presenter Fees
- Off-campus events, with prior approval from OSARC

- Initial Allocation and/or Supplemental Funding cannot be used for:
  - Alcohol or other drugs
  - Prizes, including giftcards
  - Gifts for participants, presenters, or advisors including t-shirts
  - Conferences and competitions, unless approved by the organization’s GA AND an OSARC staff member. Organizations are encouraged to solicit outside funding for these opportunities, as they usually only apply to individual students and not the entire organization.
  - Events that are not open to the entire student body. RSVP lists are allowed, but funding is not to be used for closed events such as executive board meetings, volunteer appreciation events, etc.
  - Fundraisers, including supplies, food, advertising, etc.
  - Membership fees, scholarships, etc.

**SUPPLEMENTAL FUNDING PROCESS**

All supplemental funding requests will be received, evaluated, and determined by the Student Council Finance Committee governing the club submitting the application, either Undergraduate or Graduate. The purpose of the School of Engineering Student Council Finance Committees is to assure that the funds of the School of Engineering Student Councils are properly handled for the benefit of all students. To this end, the Finance Committees will hear presentations on, investigate, and deliberate over requests for supplemental funding in a timely and judicious manner.

**Basic Overview and Guidelines for the Finance Committee**

1. All Finance Committee Request Forms must be turned in by the deadline stated by the Student Council Finance Committee, dependent on the date of the event for which funding is being requested.
2. Seeking other sources of fundraising or sponsorships is not mandatory, but is highly recommended. There must also be proof of any other sponsorships or funding when requesting funding.
3. Once the Supplemental Funding Request Form is turned in, you will be asked to come into the next Finance Committee meeting to brief the Finance Committee on why you are requesting these funds and present on your proposal.
4. There must be proper and detailed paperwork of why you are requesting funds and what the funding will be paying for.
5. The recipients of Finance Committee funding must comply with all the documents and items expected of them within the funding guidelines and policies.

**Guidelines, Rules, & Policies**

**Membership:**

*Undergraduate Finance Committee:* The members of the Undergraduate Student Council Finance Committee will be composed of the Student Council Treasurer (Chair), the Student Club Treasurer, and at least two (2) representatives from recognized undergraduate Clubs & Organizations. The advisor will be the Director of the Office of Student Activities and Resource Center or their designee/proxy.
**Graduate Finance Committee:** The members of the Graduate Student Council Finance Committee will be composed of the President, Vice President of Finance, and the Graduate Student Council Graduate Assistant. The advisor will be the Director of the Office of Student Activities and Resource Center or their designee/proxy.

**Supplemental Funding Procedure**

1. **Requesting Supplemental Funding**
   a. The Student Council Finance Committees will accept proposals up to one full semester before the initial date of an event.
   b. Clubs and organizations must submit funding requests by the deadline stated by the Student Council Finance Committee, dependent on the date of the event for which funding is being requested.
   c. Funding requests shall be submitted via NYU Engage only.
   d. Funding requests shall only be completed by the primary contact person from the organization, who will need to correspond with the Student Council Finance Committee.
   e. Student Council will only fund retroactively in the event of an error by Student Council or failure of the Student Council Finance Committee to meet on a scheduled date.
   f. Before applying for funding, student clubs must submit an Event Request Form via NYU Engage for the event they are requesting funding for.
   g. Student Council supplemental funding allocated to student organizations shall be distributed accordingly. Please note that submitting a proposal for a stated amount does not guarantee that the full amount requested will be approved or allocated.

2. **Supplemental Funding Eligibility Guidelines**
   a. Supplemental funding eligibility must be restricted to recognized organizations with good standing with the University and to activities of benefit to NYU Tandon School of Engineering students.
   b. To be eligible to submit a supplemental funding budget request for the upcoming fiscal year budget, an organization must be currently recognized by and in good standing with the University.
   c. Failure to maintain university recognition may result in recall of remaining allocated funding, both supplemental and initial.
   d. All funded events and programs must be accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.
   e. Allocations are to be expended only for such items and programs approved by the Finance Committee and/or the administrative staff of the Office of Student Activities and Resource Center.
   f. All funded events shall be held on campus unless a compelling can be made as to why the University is not a proper venue for the event.

3. **Student Council shall not fund:**
   a. Office supplies for student organization operations
   b. Telephone expenses
   c. Club/Org T-shirts, unless otherwise noted for School of Engineering representation or participation at a competition
   d. Fundraising materials
   e. Athletic equipment
f. An organization's or individual member's local, state, regional, or national membership fees, unless otherwise noted and discussed due to historical agreements from the past.
g. Membership recruitment of non-School of Engineering students
h. Programs for the benefit of, or targeted to, non-School of Engineering students
i. Activities considered high risk/liability by the Student Council
j. Scholarships or scholarship donations
k. Programs which are not in compliance with ADA standards
l. Programs exclusively benefiting or targeted to members of a specific group
m. Programs and events that provide only one side of political issues or matters that are going to be considered by voters in upcoming elections
n. Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
o. Salaries, fees, honorariums for instructors, tutors, or School of Engineering faculty;
p. Program services and contracts of any matter that does not have at least three (3) written estimates
q. Events held off-campus without University supervision or direction
CLUB PURCHASING GUIDELINES

Most club expenses are paid for in one of three ways: (1) on a reimbursement basis from the club’s initial allocation, supplemental funding, and/or revenue account, (2) using a club purchasing card, OR (3) through an arrangement with OSARC (for large purchases only).

Reimbursement Process

The reimbursement process depends greatly on the amount of the expense, as outlined below. For all reimbursements and payments, certain documents are required for accounting and auditing purposes. Pre-arrangements for large expenditures or questionable expenditures should be processed with the Director of the Office of Student Activities & Resource Center.

Reimbursement of anything less than $300

- Student club submits a Student Expense Reimbursement with documentation for the purchase (itemized receipt, invoice, contract, etc.) AND a copy of the NYU Engage event request form from the event to LC 223.
- Be sure to include your Club Name, Student Name, N-number, Address, Signature, and E-mail.
- You will receive an email notification when your reimbursement form has been processed and is ready to be picked up in LC223. Once picked up, you can take that form to StudentLink for a cash reimbursement.

Reimbursement of anything greater than $300

- Student club submits a Student Expense Reimbursement with documentation for the purchase (itemized receipt, invoice, contract, etc.) AND a copy of the NYU Engage event request form from the event to LC 223.
- Be sure they have included their Club Name, Student Name, N-number, Address, Signature, and E-mail.
- You will receive an email notification when your reimbursement form has been processed and is ready to be picked up in LC223. Once picked up, you can take that form to StudentLink and will have a check mailed to the listed address in approx. 3-4 weeks.

Club Purchasing Card

For the 2017-2018 academic year, certain clubs will be participating in a club purchasing card pilot through NYU Purchasing Services.

Purchasing Card Reconciliation Process

- Club presidents and treasurers are responsible for maintaining their card. They will check it out from OSARC at the beginning of the academic year and must return it at the end of the year. They are responsible for checking the card in and out to club members and tracking it on a log that is shared (via Google Drive) with their GA.
- Once a purchase is made, the purchaser should email a photo or scan of the receipt along with a description of the purchase and the event name and date it was made for to the club president and treasurer.
- Within 3 business days, the president or treasurer must reconcile the expense in GRAM by:
  - Uploading ONE supporting document that contains the receipt and the approved Event Details sheet from NYU Engage
  - Entering an Expense Description that contains the source of the funding (initial allocation, supplemental allocation, or revenue fund) AND the event name and date (e.g. INITIAL – ASCE General Body Mtg – 9/4/17)
- The club’s Graduate Assistant will review the expense and receipt, enter the correct chartfield
number, and track the expense in NYU Engage.

- Once the Graduate Assistant has reviewed the expense, an OSARC professional staff member will complete the final review process.

### Purchasing Card Policies

- All purchases must follow the OSARC initial, supplemental, and revenue fund spending guidelines. Any purchases made in violation of the spending guidelines will be denied and the club/individual must reimburse OSARC from their revenue fund or personal funds.
- All receipts must be uploaded within 3 business days. Failure to reconcile expenses within 3 business days may result in the loss of the card.
- The card limit will be set to the club’s initial allocation for the semester, plus any supplemental funding that is granted. Club officers are responsible for communicating with their GA if they need money from their revenue account added to the card.
- Club leaders should notify OSARC staff members immediately in the case of a denied transaction.
- Club leaders should notify OSARC staff members immediately in the case of a lost/stolen card. A card that is lost may not be replaced.
- OSARC reserves the right to alter the card limit and/or revoke the purchasing card at any time for any reason. The club purchasing card is a privilege, not a right, and should be treated as such.

### Payments through OSARC

For payments to external vendors or individuals via check OR large purchases, please make an appointment with your Graduate Assistant to review the expense and the payment process.

#### Checks (vendors and individuals – under $1000)

- Any clubs making payments to external vendors or individuals must complete the Payment Reimbursement Form and attach a completed W-9 form.
- The graduate assistant then completes one of the following forms:
  - BUS5000 (businesses) – when the W-9 has an EIN number
  - IND4000 (individuals) – when the W-9 has a social security number (SSN)
- Checks will be mailed to the listed address in approx. 3-4 weeks.

#### Purchase Orders (vendors and individuals – over $1000)

- Club must meet with a professional staff member to review the process. A purchase order must be created, which entails approving the vendor with NYU (if not already an approved vendor), using a contract or price quote to create the PO, and submitting an invoice for payment.
- Clubs must request a PO at least 30 days before their event.
- Payment via PO takes at least 30 days after the date of the event.

### Collecting Money Electronically

For purposes of fundraising or sponsorship, clubs are permitted to collect money electronically using mobile payment services (Venmo, Paypal, etc). To do so, clubs must:

- Select a student who is willing to use their personal account to collect the funds. OSARC strongly recommends choosing the club president or treasurer and only using ONE student for an entire academic year.
- Create a description for your event that can be put in the memo section of the transaction. This description MUST include the name of the club, date of the event, and name of the event (e.g. OSARC – 01/05/18 – Hurricane Relief Fundraiser) and must be included on EACH donation. OSARC recommends including the description on your marketing and having it
readily available for donors to use.

• Withdraw all donations IN CASH from the account holder’s bank account with one (1) business day of the event.

• Turn in the cash, the Collection of Funds Form, and a printed statement from the mobile payment service that accounts for all donations within one (1) business day of the event. The total of all donations on the statement marked with the event description (see above) MUST MATCH the total amount turned in.

Note: NYU does not have a method to provide clubs with a physical bank account to tie to a mobile payment service. Clubs who elect to use this option should do so with the understanding that it is tied to an individual student’s bank account and therefore, any money collected is not secured or guaranteed by NYU. Clubs and students using mobile payment services should understand the inherent risks before choosing these methods.