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
  - 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.

Organizational Revenue Accounts
Revenue accounts are created for clubs that raise funds through active fundraising and donations. Revenue account balances roll over from year to year and may be used in a future fiscal year.

All monies raised by the organization must be submitted with the completed Collection of Funds form to OSARC in order to be deposited into your organization’s account to be used ONLY by your organization. Organizations must return the form with any money that was collected to LC 221 for deposit into the organization’s account on the next business day following the fundraising event and/or receipt of a donation, with the funds being given directly to a staff member. As previously stated, a club may refund members for out-of-pocket expenses related to the event, in exchange for original receipts, out of the funds collected before depositing them. Under no circumstances should a club/organization keep the cash/checks in their possession. Monies deposited in the organization’s revenue account may be used for any purchases, including prizes, gifts, conferences, competitions, and other areas where initial allocation and supplemental funding cannot be used, with the exception of alcohol/drugs and any other items, materials, substances, etc. that are defined as illegal and/or against NYU policy.
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.

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) using a club purchasing card, (2) on a reimbursement basis from the club’s initial allocation, supplemental funding, and/or revenue account, OR (3) through an arrangement with OSARC (for large purchases only).

Club Purchasing Card
Each club will be issued a NYU purchasing card (credit card) for their use. The purchasing card will be in the name of the club and carry over from one year to the next. Club presidents and treasurers are designated as the primary card holders and must complete training at the beginning of their term in order to be able to use the card.

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 presidents and treasurers must complete the OSARC purchasing card training in order to use the club purchasing card.
- 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. There is also a limit per transaction for each club. If club members need to make a purchase larger than this limit, please contact your Graduate Assistant.
• 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.
• Club leaders should notify OSARC staff members immediately in the case that the president or treasurer has stepped down, been removed, and/or been 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.

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 original receipt, invoice, contract, etc.) AND a copy of the NYU Engage event request form from the event to LC 223. Be sure that the Club Name, Student Name, N-number, Address, Signature, and E-mail are included.
• 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 original receipt, invoice, contract, etc.) AND a copy of the NYU Engage event request form from the event to LC 223. Be sure that the Club Name, Student Name, N-number, Address, Signature, and E-mail are included.
• 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. 4-8 weeks.

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 contact their Graduate Assistant to start the vendor enrollment process. The vendor enrollment process takes approximately 1-2 weeks based on the response time of the vendor. After vendor enrollment approval is granted, a check will be requested and is usually mailed 4-8 weeks after the check request is approved.

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 60 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.

For Venmo, Paypal, etc., 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.

For Eventbrite, clubs must:

- Register their event on NYU Engage and receive OSARC approval before creating an Eventbrite. For events that require a copay or ticket purchase, please include this in the event request and email your GA with the following information: why you need attendees to pay rather than covering costs with club funding, cost breakdown, an event description, ticket cost, any instructions for participants, and timeline for sales. All funds collected via Eventbrite MUST be used for paying for the specified event.
- Make an appointment with their GA at least two (2) weeks before the ticket sale start date to set up an Eventbrite page using the official OSARC account. Clubs MAY NOT use personal Eventbrite accounts to collect funds.
- Appoint one member of your club to serve as the point of contact for any questions that come through Eventbrite.
- Communicate any changes to ticket quantities, pricing, deadlines, etc. to your GA during the selling process. All changes to the Eventbrite MUST be made by the GA.
- Process any refunds with the GA within five (5) days after the event. Eventbrite will not process refunds more than 5 days after the event.
- Once the event is complete and your check has arrived, you will be contacted by your GA to complete a Collection of Funds form to deposit the money in your Revenue Account.