

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.

General Funding Policies:

- Club funding is separated into three types:
 - Initial Allocation - provided by OSARC 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 and club purchasing guidelines outlined below. Funding decisions are based on amount spent in previous semesters and engagement level, as measured by number of events and attendance.
 - Supplemental Funding - 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 must be used for the specific program(s) included in the application and cannot be rolled over into another program or another semester. Supplemental Funding can be requested for one of three reasons: (1) New Initiative/Program, (2) Co-Sponsorship with Student Council, or (3) Competition, Conference, Project, or Research.
 - 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 academic year. 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.
- All spending, regardless of which funding type is used, must adhere to the Organization Spending Guidelines outlined below.
- Funds will not roll over from semester to semester. If any organization would like to roll over their funding from Fall to Spring semester ONLY, they must meet with their Graduate Assistant to request a rollover by December 1st. Exceptions will be granted by OSARC on a case-by-case basis. No funding can be rolled between academic years.
- All club purchasing card transactions must be reconciled using the online platform within three (3) business days of the purchase. The reconciliation must include a valid receipt and approved event request. OSARC reserves the right to deny reconciliation requests that are made after the established deadline.
- All reimbursements, regardless of which funding source they come from, must be submitted within two (2) weeks of the event or the final semester deadline set by OSARC (usually the last day of classes), whichever comes first and must include the reimbursement form,

approved event request, and original receipt(s). OSARC reserves the right to deny reimbursements that are made after the established deadline.

- Failure to register events on NYU Engage and/or take attendance may result in a reduction in funding for the following semester. OSARC reserves the right to decrease a club's funding in response to failure to adhere to policies and procedures outlined in the OSARC Student Club Handbook.

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.
- Revenue Accounts **cannot** be used for:
 - Alcohol or other drugs
 - Giftcards
 - Events taking place during the Summer, unless explicitly approved by the Director of Student Affairs and Student Activities

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.

Student Reimbursements

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 Process

- The student who made the purchase emails their Graduate Assistant to request a reimbursement.
- The Graduate Assistant will then initiate the reimbursement request via Albert SIS and generate an email to the student with a **one-time use link** to the online reimbursement form.
- The student will complete and submit the online form via Albert SIS
 - The student must attach valid receipts and/or documentation (itemized, in English, clear photo or scan) to avoid payment delays.
- Once submitted, the student will receive a confirmation email with their **Payment Request ID** from Albert SIS. This ID number can be used to track the reimbursement at any time.
- After the payment has been approved by OSARC Staff, students will receive their reimbursement in one of the following ways:
 - If the student is enrolled in Direct Deposit, they will be paid to their Bursar Electronic Suite (eSuite) Direct Deposit account. The student will be notified via automated email once their payment request has been approved and issued.
 - If the student is not enrolled in direct deposit, they will be paid via check. The check will be mailed to the "Mailing Address" listed in NYU Albert/SIS. If the student has not created a Mailing Address, the check will default to the Permanent Address.
 - Students also have the option of picking up a cash reimbursement if the total amount of their request is **\$300 or less**. The student must select the cash option when completing the reimbursement form.
 - The student will be notified via automated email that their payment is approved and ready for pickup. They can pick up cash at any of the locations listed below. **Please make sure to bring a PHOTO ID.**
 - Brooklyn StudentLink Center: 5 MetroTech Center, Suite 201
 - Office of the Bursar - David B. Kriser Dental Center: 345 East 24th Street Room, C118

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 4-6 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 within 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:

- For events that require a copay or ticket purchase, clubs must include this in their Engage event request and separately email their Graduate Assistant. This email should include: 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. **If approved, clubs are required to use the official OSARC Eventbrite account** - clubs are not permitted to use personal Eventbrite accounts. To do so, clubs will be required to meet with their Graduate Assistant at least two (2) weeks prior to the start of ticket sales to create their Eventbrite page and any changes needed after that must be approved by the Graduate Assistant.