



# HOW THINGS WORK

Running a Student Group  
**2011-2012**

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## Important Dates

### September:

September 7 <sup>th</sup>	Fall Activities Fair
September 10 <sup>th</sup>	Treasurers' Training
September 10 <sup>th</sup>	Category I Budgets for Spring 2012 Open
September 11 <sup>th</sup>	Category II Budgets for Spring 2012 Open
September 17 <sup>th</sup>	Presidents' Training
September 20-21 <sup>st</sup>	Freshman Class Council Elections
September 24 <sup>th</sup>	Category II Budgets for Spring 2012 Close

### October:

October 2 <sup>nd</sup>	Category I Budgets for Spring 2012 Close
October 9-15 <sup>th</sup>	Budget Interviews for Category I Budgets for Spring 2012

### November:

November 1-2 <sup>nd</sup>	Student Union Fall elections
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### December:

December 11 <sup>th</sup>	Last day of programming.
December 16 <sup>th</sup>	Last day to turn in expense requests. Last day to email carryforward and extension requests to the VP of Finance

### January:

January 25 <sup>th</sup>	Spring Activities Fair
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### March:

March 6-7 <sup>th</sup>	Student Union Spring elections
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### April:

April 29 <sup>th</sup>	Last day of programming
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### May:

May 4 <sup>th</sup>	Last day to turn in expense requests. Last day to email carryforward and extension requests to the VP of Finance
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(Dates for budgeting in Spring 2012 have not yet been decided.)

## **Student Union Mission Statement**

The mission of Student Union is to create a vibrant campus community by: advocating for the needs and interests of undergraduate students, developing and implementing both innovative and traditional programs, and allocating the student activity fee to unique and engaging activities, programs, and initiatives.

## **The History of Student Union**

Student Union was created in 1967-1968 when students were actively protesting the Vietnam War. The governing body, originally called the Student Assembly, allocated money to student groups through the Office of Student Activities. Students were unhappy with the restrictions on their funds and with the limited power they had to allocate money for activities. In the spring of 1968, Kevin Funabashi, an undergraduate student, proposed a new form of government that would utilize a student activity fee to fund student groups. Kevin was elected later that spring to the new governing body, Student Union.

With an original student activity fee of \$25, Student Union began to allocate funds to student groups. In 1969, a new constitution was ratified that covered pertinent topics of the day, such as setting up a bail fund for students who were jailed for protesting against the war. Concert performances by the Grateful Dead and Marvin Gaye helped to raise these funds.

During the 1970s, Student Union was a middle ground for coalitions and political parties on campus. Student Union committees were formed to tackle issues such as tuition increases. In 1979, Student Union established its first permanent office in the garden level of the Women's Building. In 2008, Student Union moved to its new office in the Danforth University Center.

Student Union has grown and changed greatly in forty-three years, but the purpose of the organization remains the same: to address issues that affect Washington University students and to allocate funding to student groups for programming that enriches campus life.

## **Student Union Structure**

### **Executive Branch**

#### **President:**

As the official representative of Student Union, the President is responsible for the overall performance and growth of the organization. Responsibilities include chairing and acting on decisions of the Executive Council, appointing representatives to the

University Judicial Board and University Standing Committees, and sitting on numerous University Committees.

**VP of Administration:**

The Vice President of Administration is the official internal affairs officer and archivist of Student Union. Responsibilities include chairing the Recruitment & Retention Committee and the School Presidents' Council, and overseeing other auxiliary organizations within Student Union.

**VP of Finance:**

The Vice President of Finance oversees the collection, disbursement, and accounting of Student Union's revenues and expenditures. Responsibilities include writing the yearly General Budget, overseeing the SU Business Managers, advising Budget Committee, setting overall spending policy, and evaluating appeals of less than \$1,000.

**VP of Public Relations:**

The Vice President of Public Relations is the official public relations director for Student Union. Responsibilities include developing Student Union's relationship with the media, serving as a public relations resource for student groups, chairing the Public Relations Committee, and communicating with the student body on a consistent basis.

**VP of Programming:**

The Vice President of Programming is the official Student Union representative for University programming. Responsibilities include planning the Student Union Pre-Orientation program, chairing the Social Programming Board, and advising all Class Councils.

**Diversity Affairs Council:**

The Diversity Affairs Council addresses diversity policy issues and concerns on campus as part of the Executive Branch. The seven executives communicate with both administrators and students. The DAC also facilitates co-programming and diversity trainings among student groups.

**Green Events Commission:**

The Green Events Commission advises student groups on sustainability and raises awareness of green issues on campus. The 12 members act as consultants for student groups who want to plan sustainable events on campus.

**Class Councils:**

Class councils promote class unity through programming specific to their class. Each class has five representatives who also advocate for issues important to their peers.

**School Councils:**

Each academic school elects a school council, which advocates for the needs of students in each school and program to promote the school to the campus community.

**Social Programming Board:**

The Social Programming Board (SPB) is comprised of large programming groups on campus, which are chosen every two years, and a matching amount of student representatives. The current representatives are Campus Programming Council, Team 31, and the Gargoyle.

**Sports Club Board:**

The Sports Club Board receives funding through the General Budget, which it then allocates the funds to its member groups.

**Legislative Branch****Treasury:**

The Treasury is the primary body for allocating Student Union funds and resources and has the authority to approve the General Budget, new student groups, and all appeals and speaker requests over \$1,000. In addition, the Treasury enacts legislation concerning the use of Student Union funds and resources.

**Speaker of the Treasury:**

The Speaker of the Treasury sets the agenda for the Student Union Treasury, runs Treasury meetings, and represents Treasury in the Student Union Executive Council.

**Budget Committee:**

A standing committee of the Treasury, Budget Committee oversees the semesterly allocations of Category I and Category II student groups, sets allocation rules, writes the budget manual, and holds budget interviews and workshops. The committee is comprised of Treasury members and undergraduate students appointed by the chair(s) through an application process.

**Student Group Activities Committee:**

The Student Group Activities Committee is a standing committee of the Treasury, this committee (SGAC) oversees all registered student groups on campus, maintains the contact information for each group, interviews new groups, serves as a liaison between Student Union and student groups and provides information to student group presidents throughout the year. It works closely with SIL to provide resources for student groups in the areas of leadership development, programming, transitioning, and effective communication.

**Senate:**

Senate advocates on behalf of the student body on matters of campus policy and decisions that have an impact on student life. Senators are elected from each school and partner with students, staff, faculty, and administrators to improve the student experience through new initiatives and improvements to university policy.

**Speaker of the Senate:**

The Speaker of the Senate sets the agenda for the Student Union Senate, runs Senate meetings, and represents Senate in the Student Union Executive Council.

**Academic Affairs Committee:**

The Academic Affairs Committee acts as a mediator and liaison between the administration and the student body for academic concerns, while partnering with the school councils on issues affecting individual academic schools.

**Campus Services Committee:**

The Campus Services Committee deals with all non-academic services on campus, such as health, environmental, food, safety, shuttle, parking, mail, banking, and athletic services.

**University Initiatives Committee:**

The University Initiatives Committee handles ideas/proposals for new initiatives to be brought to campus. The focus is usually on large, long-term projects.

**Judicial Branch****Constitutional Council:**

Composed of one Chief Justice and four Associate Justices, the Constitutional Council interprets the Student Union Constitution and Statutes and mediates disputes within Student Union and between students, student groups, and Student Union. Beyond the aforementioned duties, the Council continually reviews the Constitution and Statutes and writes internal policies that govern Student Union.

**Chief Justice:**

The Chief Justice sets the agenda for Constitutional Council, runs Constitutional Council meetings, and liaises between Constitutional Council and the rest of Student Union and the student body.

**Election Commission:**

The Election Commission sets the rules for SU elections and makes sure the elections are run in an impartial way. The Election Commission is appointed by the Election Commissioner and approved by Senate.

**Election Commissioner:**

The Election Commissioner runs the Election Commission and organizes and coordinates all elections of the Student Union.

## How to Manage Your Student Group

### ***Application Requirements:***

All prospective student groups must complete and submit a new student group application, which is online at <http://su.wustl.edu> under resources. Each student group must also submit a typed constitution containing a statement of the group's purpose, membership requirements, method of selecting and impeaching officers, and the means of altering the constitution.

### ***Evaluation Criteria:***

Prospective student groups must fulfill student interests not currently addressed by other student groups or University departments, demonstrate clear short- and long-term goals, have half its membership composed of undergraduate students, and have undergraduate students serving as officers. They must communicate their intent to host successful future events, best demonstrated by successful past events. They must exhibit funding needs consistent with the group's purpose and category of application. They must show how their group will survive beyond its inception year. **We reemphasize that the most important evaluation criteria are those traits distinguishing the group from those which already exist.**

### ***Student Group Category Designations***

Each Student Union recognized student group is placed into one of three different categories.

#### **CATEGORY I:**

These student groups may request unlimited funds each semester from Budget Committee and may appeal to the Treasury for additional funds throughout the school year. After Budget Committee allocates funding to these student groups, a funding percentage is applied, reducing the final allocation. Student Union encourages these student groups to fundraise the remaining amount.

#### **CATEGORY II:**

These student groups may request at most \$500 each semester from Budget Committee and may appeal to the Treasury for additional funds to bring speakers to campus, to participate in off-campus conferences, or to fund equipment. No funding percentage is applied to Category II student group allocations. If you do not plan to request more than \$500 each semester on a consistent basis, it may be in your student group's best interest to be a Category II student group.

#### **CATEGORY III:**

These student groups may not request any funding from Budget Committee or appeal to the Treasury for any funding. Although they do not have access to SU funding, they do have access to all the other SU resources. **[For these resources, see page 14-24]**

## **Other Student Union Committees and Councils**

### **School Councils:**

Students in all five undergraduate schools are represented by a school council which advocates for student needs/interests to the administration and conducts programming to promote the school identity to its students and the larger campus community.

### **Class Councils:**

Class Councils strive to create and promote class identity by implementing innovative programs and carrying on class traditions.

### **Social Programming Board:**

The Social Programming Board exists to strategically plan large-scale events that appeal to a significant portion of the student body. The board is chaired by the Vice President of Programming and contains representation from appointed students and officers from member groups.

### **Sports Club Board:**

The SCB oversees all Washington University club sports teams, which involves over 700 students in 36 different club sports.

### ***Privileges and Benefits applying to all groups:***

**Every Category I, II, and III Student Group, Class Council, School Council, as well as the Social Programming Board and the Sports Club Board...**

### **IS REQUIRED TO:**

- Have a president and treasurer on file at minimum (**can't be the same person**)
- Update contact information every semester on the SU website
- Attend Presidents' Training and Treasurers' Training
- Check student group mailbox, folder, and registered email regularly
- Have an updated student group constitution on file with SGAC

### **RECEIVES:**

- A copy code
- A mailbox in the Danforth University Center
- Posting privileges in accordance with the University posting policy
- Access to Student Union resources

### **CAN REQUEST:**

- A Student Union email account and webspace
- An SIL, faculty, or staff advisor
- Office space
- Meeting/Event space
- Long term storage
- Basic office supplies (fall semester only) - *excludes Category III student groups*

## ***Process for Altering Your Student Group Information (Name, Purpose, Constitution, and/or Category Designation)***

### **Initially:**

Download the appropriate application from <http://su.wustl.edu>. Email a completed application to the SGAC Chairs at [sgac@su.wustl.edu](mailto:sgac@su.wustl.edu). If you are requesting a category change, you must also attach a sample budget.

### **Within Three Days:**

Receive a confirmation email from the SGAC Chairs informing you about your student group's interview.

### **Within Two weeks, pending special circumstances:**

#### **Interview with SGAC:**

- If SGAC approves your student group name, purpose and/or constitution change, the appropriate change occurs immediately.
- If SGAC approves your student category change, the Treasury must approve the change the following Tuesday.

### **The Following Tuesday:**

- If Treasury approves your category change request, the change occurs immediately. The Budget Committee Chair will contact you about your new budget process, and you will be required to meet with the SGAC chair to go over rules, regulations, resources, and any other questions you may have. If Treasury denies your request, your student group may reapply after one semester.

## **Student Group Responsibilities:**

No student group may engage in any activity that violates the Washington University Charter, the University Judicial Code, or the Constitution and Statutes of Student Union or endanger the tax-exempt status of the University.

Each student group with funds held in Student Union accounts must have a president and a treasurer and have this information on file with SGAC. The president and treasurer **cannot** be the same person. Executive officers must be undergraduate students at Washington University.

All student group presidents must attend Presidents' Training each fall. If a student group transitions leadership in the spring semester, the new transitioning president will be required to attend a spring Presidents' Training as organized by SGAC.

Before any student group may spend its allocation(s), or other funds held in SU accounts, the student group treasurer must attend a mandatory Treasurers' Training as

organized by Budget Committee and the Vice President of Finance and must submit his/her signature for the record to the SU Business Manager. If a student group transitions leadership in the spring semester, the new transitioning treasurer will be required to attend a spring Treasurers' Training, and whenever a new treasurer transitions into office, s/he must contact an SU Business Manager to schedule a required training before spending any group funds.

It is the student group treasurer's responsibility to:

- Handle all expense request forms and transactions with the SU Business Managers.
- Check the student group's mailbox on the second floor of Danforth University Center and the student group folder in the SU Business Center at least twice per week.
- Ensure that the entire group is aware of all SU deadlines, notices, and policies.
- Track the budget, and be aware of the financial status of the group (SU will not be responsible for overdrafts or irresponsible spending).

All Student Union funds must be used by a student group in a manner consistent with its stated purpose as presented in its constitution and its budget request. Failure to follow this policy may result in a forfeiture of current and/or future funding, or student group deregistration.

No group may directly donate funds allocated by Student Union to any University or non-University entity.

Each student group must follow the University posting policy and all applicable University policies concerning fundraising and development.

All student groups must maintain an active membership.

Student groups must display the SU logo or "brought to you by your Student Activities Fee" on all fliers, announcements, and other publicity items. Failure to do so will result in a fine, or in repeat cases, deregistration. The SU logo is readily available in stamp form by the SU copiers. Electronic versions of the logo are online at <http://su.wustl.edu>. Any questions should be directed to the Vice President of Public Relations.

# How to Use Your Student Group Resources

## Reserving Space Resources

### **Danforth University Center Meeting Space:**

All recognized Student Union student groups may use any reservable space in the Danforth University Center free of charge. Contact Event Management to reserve your meeting space. (<http://www.eventservices.wustl.edu/information/reservation> )

### **Collaboration Rooms:**

Two collaboration rooms are located within Student Union in the Danforth University Center. Student groups may use these rooms for meetings, group conference calls, and so forth. To reserve a collaboration room, contact either of the SIL/SU receptionists either in person or by phone at 314-935-5944 and 314-935-7878. Sometime in the fall semester groups will be able to reserve these rooms online.

### **SIL Conference Rooms:**

Student groups can reserve either of the SIL conference rooms located in the Danforth University Center by contacting either of the SIL/SU receptionists either in person or by phone at 314-935-5944 and 314-935-7878.

### **Venue Cancellation Policy:**

The Danforth University Center and Event Management Team constantly strives to meet the challenges of efficiently balancing the increased demand for meeting and event space in conjunction with the growth of campus programming. Meeting and event spaces that are reserved and not canceled in a timely manner reduces the opportunity for others to utilize these resources. In response to these challenges, the following cancellation policy will be implemented.

All cancellations must be received in writing no less than 3 business days prior to the event date. Please reply to the emailed confirmation you received. It should include the reservation confirmation number (ex. 2011-AADNOP) and the contact information of the person requesting the cancellation. If you no longer have the original confirmation, please send an email to [events@wustl.edu](mailto:events@wustl.edu) with the required information.

Failure to cancel reservations as stated above will be handled as follows:

- First Occurrence – Warning
- Second and Subsequent Occurrences – Cancellation fee equal to amount of space rental\*
- Failure to cancel Danforth University Center Vendor Tables reservation - \$25 fee per occurrence

\*All Student Union Groups will be subject to cancellation fees equal to the rental costs for University Administered events for all spaces managed by the Danforth University Center & Event Management Office.

<http://eventmanagement.wustl.edu/RESOURCES/Pages/UniversityRentalRates.aspx>

### **All Campus Meeting Space:**

For the Danforth Campus, contact Event Management:

<http://www.eventservices.wustl.edu/information/reservation/>

For South 40 and the North Side, contact ResLife:

[http://reslife.wustl.edu/index.php?option=com\\_content&view=article&id=356&Itemid=233](http://reslife.wustl.edu/index.php?option=com_content&view=article&id=356&Itemid=233)

### **Women's Building Conference Room:**

Student groups can also reserve the conference room in the Women's Building. The conference room is located on the Garden Level. To reserve the conference room please contact the First-Year Center. Contact information can be found here:

<http://firstyear.wustl.edu/Pages/ContactUs.aspx>

### **Student Group Suites in the Women's Building:**

The VP of Administration provides office space applications available for the upcoming school year towards the preceding summer. An email is sent to the listed student group leaders with the application information and deadline. Student Union reviews the applications and makes allocations based on the application, previous use of office space, and needs of the requesting group compared to other requesting groups. Since the applications outnumber the spaces available, all requests cannot be granted.

## **Publicity Resources**

### **DUCTV:**

The Danforth University Center features flat television screens throughout the building where announcements and information for upcoming events can be posted. All student organizations and University departments are encouraged to utilize DUCTV to advertise their events and activities to the WUSTL community.

How to create advertising for DUCTV:

1. Create a PowerPoint slide or a .jpg file to advertise your event or activity.
2. PowerPoint slides must be limited to one slide per event/announcement.
3. Slides should be 1280x768 pixels and a resolution of 72 dpi for best results.
4. Forward your file to [ductv@wustl.edu](mailto:ductv@wustl.edu).
5. Please include the sponsoring organization's name, contact name and email address, preferred date of advertisement, and deletion date. All ads will automatically be removed the day following the event unless otherwise noted.

6. If the sponsoring organization is Student Union-recognized, the Student Union logo must be incorporated into the advertisement.

**DUC Banners:**

There are six banner spaces in Tisch Commons and one outdoor banner space in the southwest corner of the DUC. These are all available for rent. Banners must be designed by the DUC graphic design staff and printed through the DUC approved printing company. To buy a reusable banner for Tisch Commons, the price is \$75 and reusing an already printed banner costs \$20 dollars. For the outside banner, the cost of printing is \$500, and it is unspecified how much installation costs. Banner space is available to university student organizations and university departments on a first come, first served basis to advertise special events and programs, and should include the following information: sponsor, event title, type of event, location, time, price and ticket information (if applicable), date, and SU logo. For the full process of how to go about buying a banner and renting space, see [http://duc.wustl.edu/spaces/Pages/usepolicy.aspx#banner\\_policy](http://duc.wustl.edu/spaces/Pages/usepolicy.aspx#banner_policy).

**Print Media Workroom:**

Located in Room 340 of the Danforth University center, the Print Media Suite is a resource for student groups who create and publish printed publications. The space has several computer work stations with up to date media and publishing software, an editor's office, storage, and can accommodate group meetings. If your group is interested in gaining access to this space please contact Kiersten Shinrock at [Kiersten.shinrock@wustl.edu](mailto:Kiersten.shinrock@wustl.edu) for more information.

**Activities Fair:**

An Activities Fair is held twice a year, in September and in January. Preference is given to SU recognized groups. Groups can register for the Activities Fair online at the SIL homepage (<http://www.getinvolved.wustl.edu>). Registration is activated one to two months prior to the fair.

Most student groups register for the Activities Fair in order to gauge interest in their group. The fair is a platform for Washington University students to meet different student group leaders and understand what each group does. The fair is also an effective way for groups to publicize their upcoming events to the entire student body.

**Social Media:**

Most of your friends and fellow classmates are on facebook and making an event is the quickest and easiest way to contact the Student Body about your event. Making a facebook event and posting it on twitter makes the information about YOUR event readily available and is a vital advertising tool. Be creative, Tweet, tag, blog, use social media.

**Student Planner:**

Student groups can list their events in the student planner by sending an email to a member of the Planner Committee with the names of their events for the upcoming year, dates, times, locations, and contact person. SGAC will email all student group leaders with information on submitting events.

**Reserving Space for an Oak Walk Banner:**

Thirteen two-sided banner holders have been installed on the Oak Walk from Umrath Hall to January Hall. The banners hang vertically on the light posts using hardware incorporating a spring mechanism which will allow for wind and prevent banner ripping. These 13 banner spaces may be requested through Event Management via their online request form at <http://eventmanagement.wustl.edu/Pages/OakWalkBanners.aspx>. Click “General Space Request” and drop down under “Space Requested” to Oak Walk Banners. Banner spaces may be requested for up to 14 consecutive days beginning on Tuesdays. One reservation per month per group or department can be accommodated.

Banners may be purchased at “The Designery” (314-647-1700) as they have the specifications for the dimensions of the banners. Banners may also be purchased from any source but must be created to the aforementioned specifications ([http://eventmanagement.wustl.edu/SiteCollectionDocuments/banner\\_specs.pdf](http://eventmanagement.wustl.edu/SiteCollectionDocuments/banner_specs.pdf) ). Banners should be dropped off at DUC and Event Management on the 3<sup>rd</sup> floor of the DUC in room 322 the Friday prior to the start of the reservation period.

**Underpass Policy:**

The Underpass operates on a first-come, first-served reservation system, and is free to use. Events advertised must be open to the entire campus community. All reservations are made for a period of no more than seven days. There must be at least one week between any two reservations made by the same group for the same event. Permission may be granted for two sections to groups advertising week long or co-sponsored events. All Underpass advertisements must contain the name of the sponsoring group(s) and the date of the event. All SU groups must include the SU logo or the phrase “Brought to you by Student Union” or “Brought to you by your student activity fee.” To reserve an underpass space, see the reservation system at [su.wustl.edu](http://su.wustl.edu) or contact a Campus Life/SU Receptionist. A process to reserve this space online is being created and will be up sometime in the fall semester.

\*Student Union offers free paint and supplies for student groups to paint the Underpass. If you are not a recognized SU Group or your group has less than \$50 in fundraising/gift accounts, a \$50 refundable deposit is required. (See page 21 for additional guidelines and policies.)

**Chalk Wall:**

The Chalk wall at the DUC operates on a first-come, first-served reservation system, and is free to use. Events advertised must be open to the entire campus community. All reservations are made for a period of no more than seven days. There must be at least one week between any two reservations made by the same group for the same event.

Permission may be granted for two sections to groups advertising week long or co-sponsored events. All Chalk wall advertisements must contain the name of the sponsoring group(s) and the date of the event. All SU groups must include the SU logo or the phrase "Brought to you by Student Union" or "Brought to you by your student activity fee." To reserve a chalk wall space, contact a Campus Life/SU Receptionist. A process to reserve this space online is being created and will be up sometime in the fall semester.

\*Student Union offers free chalk and supplies for student groups to advertise on the chalk wall.

### **Table Tents:**

Dining Services allows student groups to advertise their upcoming events or initiatives using folded pieces of paper placed on tables throughout campus dining facilities. To complete the Table Tent application form and see the full process for approval, check the dining services website. The link is [http://diningservices.wustl.edu/about/Documents/TableTopAdvertising\\_2011-2012.pdf](http://diningservices.wustl.edu/about/Documents/TableTopAdvertising_2011-2012.pdf).

### **Dining Services:**

Beyond Table Tents, Dining Services is committed to partnering with Student Groups in other ways. For instance, they offer themed cookies or cupcakes to go with student events. For a comprehensive list and how to get into contact with Dining Services, see their website at <http://diningservices.wustl.edu/>.

### **KWUR 90.3 FM:**

KWUR 90.3 FM offers high quality audio services at affordable rates. If you have an on- or off-campus event, they can provide you with audio servicing or equipment rental at greatly discounted prices. In addition, they can provide advertising for your student group or event. To get more information or to arrange for audio services, email [audioservice@kwur.wustl.edu](mailto:audioservice@kwur.wustl.edu), call 314-935-5952 ext. 22, or visit <http://www.kwur.com>. Contact them several weeks before your event. Advance payment is required through an interdepartmental order (ID).

### **WUTV:**

WUTV provides video cameras and editing stations for students and student groups to use. If you have an event that requires video equipment, you can check it out from WUTV. In addition to equipment, WUTV also offers video editing and production seminars. For more information on available equipment and rental rates, email WUTV at [WUTV@su.wustl.edu](mailto:WUTV@su.wustl.edu) or call 314-935-6195.

### **Student Life:**

Student Union rents advertizing space in Student Life. All groups can reserve a spot in this space. This is a great advertizing mechanism and groups are strongly encouraged to take advantage. To reserve contact the Vice President of PR at [pr@su.wustl.edu](mailto:pr@su.wustl.edu).

Student Life sometimes writes articles or conducts interviews on student events. If you would like your event in the paper please contact Student Life by e-mailing news@studlife.com, calling 314-935-5995, or going to <http://www.studlife.com/>.

### **Office Resources:**

All resources are provided by your student activities fees and must be used for student group purposes ONLY.

#### **SU Office Hours:**

Monday – Thursday 8:30 A.M. – 10:00 P.M.

Friday 8:30 A.M. – 6:00 P.M.

Saturday – Sunday 12:00 P.M. – 5:00 P.M.

The Business Managers are in the office from 8:30 A.M. – 5:00 P.M. Monday – Friday.

#### **Mailbox:**

Every approved student group has a mailbox on the second floor of the Danforth University Center. Student Union uses this mailbox to communicate important deadlines and notices, and student groups may also receive outside mail and packages here as well. Student group treasurers are responsible for checking the group mailbox at least twice a week. Student groups can use this mailing address for group purposes, such as receiving group subscriptions or packages. **All mail and packages must be picked up within one week of delivery. SU will not be responsible for lost or missing items.**

(for United States Postal Services)

(for UPS/Fed Ex)

#### **SU Mailing Address**

Washington University in St. Louis  
Student Union  
(Insert Student Group Name)  
Campus Box 1128  
One Brookings Dr.  
St. Louis, MO 63130

#### **SU Shipping Address**

Washington University in St. Louis  
Student Union  
(Insert Student Group Name)  
Danforth University Center  
Room 270  
6475 Forsyth Blvd.  
St. Louis, MO 63105

#### **Fax Machines:**

SU student groups have access to two fax machines, located in the Student Union office. Groups can send local faxes and receive any fax message for free. The fax number on the first floor is 314-935-8488. The fax number on the second floor is 314-935-9526. Please see that your student group name is referenced on all incoming faxes. If faxing long distance, contact an SU staff member or an SU Executive and ask him/her to enter the long distance code.

### **Computer Kiosks:**

Three computer kiosks are located in the SU Business Center on the first floor, and two computer kiosks are located in the SU Project Room on the second floor. All kiosk computers print directly to the SU copy machines located in the same area. A group copy code is required for all printing. All printing must be related to student group initiatives.

### **Copy Machines:**

Two copy machines are available in the DUC for use by any SU student group. The Color copier is located in the SU Project Room in the DUC. See any Student Union staff member to get your group new six-digit copy code. When using any of the SU kiosk computers to print, a dialog will be displayed, requesting a username and a password. Your group's username will be your six-digit code, and the password will always be "su" (lower-case).

The copy machines are the perfect tools for creating flyers, table tents, booklets, posters (11x17 and legal size), and other publicity materials. The machines have many advanced capabilities including sorting, stapling, folding, hole-punch, scanning, double-sided printing, copying on card stock, reducing, enlarging and duplicating.

All copies intended for publicity purposes **must include** the Student Union logo or the phrase "Brought to you by Student Union" or "Brought to you by your student activities fee." Stamps with the SU logo are available in the SU Business Center and the SU Project Room. The logo is also available online at <http://su.wustl.edu/sgac>. Flyers, posters, advertisements, and notices without the logo are in violation of the SU posting policy.

The SU copiers **may not be used** to make copies that are intended for use by another group, personal purposes, or any other non-group event/publicity. Violation of this may result in a freeze of the copy code, group funds, or deregistration of the group. If additional copies are needed please see a business manager.

### **Copy Allotments for Each Semester:**

Each code will be associated to a printing account containing 1,500 points per semester. By using double sided or black and white copies you decrease the amount of points you use permitting more copies each semester.

#### Black and White

1 sided =  $\frac{1}{2}$  point per page

2 sided =  $\frac{1}{4}$  point per page

#### Color

1 sided = 1 point per page

2 sided =  $\frac{3}{4}$  point per page

### **Cash Box:**

Eight cash boxes are available for all student groups to check out. There is no need to make reservation. See any SU Business Manager for assistance.

**Poster Machine:**

Student groups may use the poster machine in the SU Project Room. The machine accepts your design printed on an 8 ½” x 11” sheet of paper or a flash drive through the design center machine located in the same area. The poster machine will produce three different sized posters. Posters may not make any references to alcoholic beverages or drugs. Discriminatory materials are not allowed. Misuse of the poster machine will result in disciplinary action for the student and/or student group. Each group is entitled to two free posters per semester and additional posters may be purchased for \$3.00 each. See any SU staff member for poster supplies, instructions or assistance.

**Cut Out Maker:**

Student Groups can use the cut out maker, located in the SU Project Room. The cut out maker can cut pre-made shapes and designs. Desired shapes and letters can be selected or created from the design center machine located in the same area. There is no fee to use this machine. See any SU Business Manager or student resource center staff for poster supplies, instructions or assistance.

**Laminating Machines:**

Each group receives two free laminations per semester. Additional laminations may be purchased for \$3.00 each. The laminating machines are located in the SU Project Room. See any SU staff member for laminating supplies, instructions or assistance.

**Butcher Paper:**

Free butcher paper and art supplies are available in the SU Project Room.

**Paint:**

Free paint and supplies are provided by Student Union to any student group to paint their reserved underpass space. The paint and supplies are located in the Women’s Building Room 40. Any supplies checked out must be returned within 2 days. There will be a \$5/day fine for turning in paints late. Paint supplies may only be checked out and returned during paint room hours. Lockers are available in the Women’s Building for overnight storage of paint and supplies. Pad locks for the lockers maybe checked out with your paint supplies. Your group will be fined \$50 for any paint/supplies left unattended any time. For the complete SU Paint Policy, see the SU website, <http://su.wustl.edu>.

**NO PAINT OR PAINT SUPPLIES ARE ALLOWED IN ANY UNIVERSITY BUILDING.  
YOUR GROUP WILL BE FINED \$100 FOR VIOLATION OF THIS POLICY.**

**Paint Room Hours:**

Monday – Thursday	12:00 to 6:00 pm
Friday – Sunday	12:00 to 4:00 pm

### **Long Term Storage:**

Limited long term storage space is available to SU student groups who have property that is used on an occasional basis, perhaps only several times each year, or who have property that needs to be stored over breaks. The storage area is located in the garden level of the Women's Building in Room 42. To access this area you must enter through Room 20. Requests for such space may be made to any SU Business Manager. All stored items must be placed in plastic storage bins and clearly labeled with your group name. **Absolutely NO food or hazardous chemical items** are allowed in LTS. If you do not follow the rules, or your group is not using the storage area appropriately, Student Union reserves the right to request the immediate removal of your items.

### **Helium Tank and Balloons:**

Student groups can use the helium tank in the SU Project Room to blow up balloons for events. The tank and balloons are accessible during regular business hours. Groups receive 25 free balloons per semester (including ribbon and helium). Groups may also bring additional balloons to inflate at \$0.25/balloon or buy additional balloons to inflate at \$0.50/balloon. See any SU staff member for balloon supplies, instructions or assistance.

### **Button Makers:**

Student groups may choose to make buttons using one of the SU button makers in the SU Project Room. Buttons may not make any references to alcoholic beverages or other drugs. Discriminatory materials are not allowed. Misuse of the button maker will result in disciplinary action for the student and/or student group. Student groups must pay \$0.15 per button to cover the cost of materials. Three different sizes and shapes are available. See any SU staff member for button supplies, instructions or assistance.

### **Two Way Radios:**

SU has numerous two way radios available for rent for SU group events. The rental fee is \$5 per day. Each radio requires three AA batteries for operation, and renters are responsible for purchasing those. Renters are also responsible for any missing or damaged equipment. See an SU staff member to arrange for radio rental.

## **Other Resources**

### **Resource Library:**

There are hundreds of articles, activity ideas, books, DVD's, games, journals, and other resources available for review or to check out. If you are planning a retreat, want to learn more about your leadership style, or want to find the perfect team-builder for your next meeting, the Resource Library in the Office of Student Involvement and Leadership is a great resource. You can search for titles and read a brief synopsis online at Student Involvement and Leadership's website.

**Student Organizations with Access to Spaces:**

(Suites, Offices, Storage, Studios, etc.) Requiring Swipe or Key Access.

Access to any WU space is limited to Washington U fulltime undergraduate students and their advisor. Each semester, any student organization who has space on campus must submit a list identifying the students who have access to their space(s) to the SU Business Manager. The list must contain the students' names, email addresses, and phone numbers and submitted no later than the fourth week of the semester. The organization must keep this list current and note who is responsible for any keys. In the event a key is lost or not returned at the end of the academic year, the organization must inform the SU Business Manager immediately.

**Gargoyle Committee:**

The Gargoyle Committee provides sound assistance for on-campus events. Their larger sound systems are typically used for big events/bands solely in the Gargoyle. The cost for rental is \$300 + \$45/hr for labor. A smaller system is available for any on-campus location for \$150 + \$25/hr for labor. Please contact the Gargoyle Committee at [gargoyle@su.wustl.edu](mailto:gargoyle@su.wustl.edu) with questions.

**Performing Musicians' Resource Group:**

Student groups looking to borrow instruments or audio/sound equipment can contact the Performing Musicians' Resource Group to inquire about items that are available. Contact the Performing Musicians' Resource Group for further information: President-David Binstock ([davidbinstock@gmail.com](mailto:davidbinstock@gmail.com)).

**Media Services:**

Student Groups may borrow equipment from Media Services free of charge. Go to [mediaservices.wustl.edu](http://mediaservices.wustl.edu) to fill out the proper forms for rental.

**Late fees of \$100 per day apply!**

**Outing Club Equipment:**

The Outing Club offers rental of camping equipment and supplies. Please contact the Outing Club for further information ([wuouting@gmail.com](mailto:wuouting@gmail.com)).

**Recording Studio:**

Access to the recording studio in the Danforth University Center is provided for free for all SU groups.

## **Student Involvement and Leadership**



**Student Involvement and Leadership**  
Explore • Connect • Lead  
[getinvolved.wustl.edu](http://getinvolved.wustl.edu)

The Student Involvement and Leadership staff works with all Student Union recognized student groups in various capacities such as event planning, contract review and group management and dynamics. The Student Involvement and Leadership staff works formally as assigned advisors to various multicultural student groups, class councils, school councils, honoraries, social programming groups, and media groups. Student Involvement and Leadership, along with support from Student Union's Student Group Activities Committee (SGAC) is available to meet with groups on an ongoing basis through Advisor of the Day meetings.

### **Advisor of the Day:**

Student Involvement and Leadership staff are available to meet with group members on a regular basis for scheduled or drop in-times designated as Advisor of the Day. SGAC works with Student Involvement and Leadership to provide more Advisor of the Day hours that should best accommodate needs of all students. Sign-up for a time in advance with a Student Involvement and Leadership staff member or with the 2nd floor SIL/SU receptionist. Advisor of the Day hours are Mondays, through Thursdays in the Danforth University Center, Suite 270. Meetings outside of the designated hours can be negotiated with a Student Involvement and Leadership Advisor.

### **Leadership Development Opportunities:**

Student Involvement and Leadership coordinates several leadership development and involvement initiatives including, but not limited to Activities Fair, Leadership Summit, Greek Emerging Leaders, Redefining Community Experience, Multicultural Leaders Roundtable, and the Women's Leadership Initiative.

### **Event Planning:**

Student groups plan many events both on and off campus throughout the year. The Student Involvement and Leadership staff is involved in the event planning process of the majority of these events. Student Involvement and Leadership staff can help with policy clarification, planning events with alcohol, contract review, and event logistics. Please note that students should **never** sign a contract for a student group. Please refer to the contract section on page 46 for more details. For additional policies, forms and resources for event planning, visit the Student Involvement and Leadership in the Danforth University Center Suite 270 or go to our website at [getinvolved.wustl.edu](http://getinvolved.wustl.edu).

### **Event Planning: Reservations**

Event space can be scarce at various times on campus, so plan accordingly and make reservations early. For in-person assistance in reserving space for your event, start with Event Management in the Danforth University Center Room 322 or go online at <http://duc.wustl.edu/reserve/Pages/default.aspx>. Residential spaces on the South40 or the North Side are reservable through Residential Life. Refer to <http://reslife.wustl.edu/> for details.

### **Event Policies**

#### **IMPORTANT:**

This is an abbreviated list of SIL's policies. For a full list of their policies, please check [getinvolved.wustl.edu](http://getinvolved.wustl.edu). **There are also university policies of which you will need to be aware.** Many common policies are listed on SIL's website, but for a **full list please see <http://wustl.edu/policies/>**.

#### **Events with Alcohol:**

Student groups can program with alcohol. However, there are a number of policies and guidelines in place to ensure that the event is safe. Any group intending to plan an event with alcohol must send at least two representatives to a Programming with Alcohol Workshop. Those representatives will then be able to serve as responsible contacts for any events with alcohol associated with that student group. The guidelines for events with alcohol for undergraduate student events, along with supplementary resources are maintained by the Student Involvement and Leadership.

#### **Outside Sound Amplification:**

Ordinances in St. Louis County and our neighboring cities prohibit excessive noise; therefore, amplified sound is permitted only in limited circumstances and is never permitted after midnight on Friday or Saturdays or after 5pm or 10pm (depending on location) Sunday through Thursday. Limitations apply when classes are in progress and during regular business hours of University offices and departments. Student groups wishing to use amplified sound must register with the Student Involvement and Leadership.

#### **Gambling Statement:**

Gambling, with only a few highly regulated exceptions, is illegal in Missouri (RSMo § 527). Illegal gambling of any form is not allowed at Washington University in St. Louis. Groups wishing to reserve University space for fundraising events involving games, including poker tournaments, "casino nights," and other games commonly played in a casino must abide by the University's guidelines. All events that may include gambling of any kind, need to be approved by the Student Involvement and Leadership.

## **How to Publicize Your Event**

### ***Talk about it.***

The most effective publicity is word of mouth, so tell your friends, other groups in which you are involved, your classmates, and floormates.

Email the Vice President of Public Relations and the SGAC Chairs and ask them to include your announcement in the advertizing space of *Student Life*.

Reserve the Underpass by turning in a completed Underpass Reservation Form (available online at <http://su.wustl.edu>) to the SIL/SU Receptionist.

Reserve a table in the DUC or the South 40 House through Event Management or ResLife, respectively, to distribute information about your event.

Submit a press release to *Student Life* ([news@studlife.com](mailto:news@studlife.com)) and *The Record* ([record@wustl.edu](mailto:record@wustl.edu)).

Email relevant student groups and the class council secretaries and ask them to forward an announcement about your event. Email addresses can be found at <http://su.wustl.edu>.

Ask the InterFraternity Council and the Women's Panhellenic Association to forward your announcement to the fraternity and sorority chapter presidents.

Make buttons with the SU button makers. Buttons cost \$0.15 each to cover materials.

Send an email to Residential Life receptionist with event information to be forwarded to RAs.

Make posters on the SU poster machine.

Make fliers for your student group to post in residence halls, academic buildings. Be sure to abide by the University posting policy.

Stuff the 3000 South 40 campus boxes and the 1300 Village/Millbrook campus boxes. Mailings must be approved by Peggy Smith (314-935-6369) in advance. A fee applies.

Email a Public Service Announcement to [psa@kwur.wustl.edu](mailto:psa@kwur.wustl.edu). Include the actual script and dates to be read.

After getting permission from Bon Appétit, make table tents for the dining areas. Managers of each location must also give permission first.

Chalk the South 40, main campus, and the chalk wall. Chalk only on sidewalks and do not chalk anywhere that rain cannot reach! **Do NOT chalk white sandstone.**

Email a PowerPoint or Jpg to [ductv.wustl.edu](mailto:ductv.wustl.edu).

**Posting Policy:**

To maintain some order in bulletin boards across campus, there are guidelines in place for offices, departments, student groups and anyone interested in posting information. Event Management maintains the University Posting policy relevant to main campus. Residential Life has jurisdiction for the residential portions of campus. For specifics on all of the aforementioned policies, as well as others that may be relevant to planning events, visit Student Involvement and Leadership in the Danforth University Center Suite 270 or go to the SIL website at [getinvolved.wustl.edu](http://getinvolved.wustl.edu).

**Contracts:**

Please see page 46

***Notes for Event Planning:***

# How to Manage Your Student Group's Finances

## The Responsibilities of A Student Group Treasurer

The student group treasurer position is very important and as such, we require all treasurers to agree to and sign the statement below. It is included here for your reference and to remind you of your responsibilities. Please remember that your actions as treasurer will potentially affect your student group for months or years after you leave, so please act in accordance with Student Union and University regulations.

I, the undersigned acting in the position of treasurer, agree to the following terms and conditions regarding the use of student group funds as set forth by Student Union of Washington University in St. Louis:

1. I understand that a copy of the How Things Work was given to me and exists on the Student Union website and that it is my responsibility to abide by the policies and procedures contained within;
2. I will not knowingly violate any University regulation, local, state, or national law with the use of my group's funds;
3. I have received and will abide by the Conflict of Interest policy;
4. I will only use group funds in a manner consistent with the purpose of my group and grant the SU Vice President of Finance or Executive Council the authority to deem individual expenditures as excessive and/or not in line with the group's stated purpose, after which the financial liability will rest with the group members themselves;
5. I understand that should there be any questions about the legitimacy of a transaction I will contact the Student Union Business Managers or the Student Union Vice President of Finance immediately.

By signing this statement, I further acknowledge that this list may be amended at any time without prior notice.

\_\_\_\_\_  
Treasurer's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Group Name (print)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail

### ***Conflict of Interest Policy:***

Students conducting business on behalf of student groups registered with Student Union (hereinafter “student groups”) have a responsibility to do so in a manner that is objective and ethical. The goal of all such dealings must be to benefit the student group and University students in general. The following policies apply:

1. Student group members will conduct student group business ethically and objectively, in compliance with all applicable laws, regulations and University policies, including the University Judicial Code.
2. The purchase of goods or services from a business in which a member student or his/her family or friend has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest. Such situations must be disclosed to the SU Vice President of Finance for review prior to the disbursement of funds for that item or service.
3. In conducting student group business, students may encounter offers of gifts from suppliers. The following guidelines apply:
  - Offers of gifts should generally be refused.
  - Gifts of cash or monetary gifts of any kind or amount may never be accepted by students.
  - While there may be occasion to accept gifts of nominal value (for example company promotional trinkets, e.g. pens or note pads), these or other gifts should never be accepted in return for a business favor. Such gifts may not directly or indirectly influence the students’ business judgment or give the appearance of impropriety.
  - The cumulative value of gifts received from all suppliers in total should not exceed \$25 in any 12-month period.
  - Students should review with the SU Vice President of Finance all offers of gifts prior to acceptance.
4. Any promotional benefits that result from a business transaction must be provided to the student group (or any other student group registered with the Student Union) and not to an individual student.
5. Members of student group may not accept any sum from any supplier attempting to “reward” a student for the decision to do business with the supplier.
6. Student group members must provide equal opportunity to firms wishing to pursue business relationships with the University.
7. Any breach of this policy may result in referral of the student(s) to the University Judicial Administrator and may also result in legal actions, freezing of the student group account and the termination of the business relationship with the supplier.

## **Student Group Accounts:**

All student groups that receive funding from Student Union are given an account with Student Union. Within this account there are six sub-accounts which divide student group funds into the following categories: Operating, Subsidy/Revenue, Equipment, Fundraising, Appeals/Speakers, and Gift funds. Each of these sub-accounts is used to divide funding for special purposes and to simplify the student group treasurer's job in tracking expenses, deposits and account balances.

### **Operating:**

The Operating account is used to hold money that is allocated by Student Union and University department contributions. Funding allocated by Student Union includes semesterly allocations, and loans. Unused operating funds are recollected at the end of each semester unless a carryforward is granted in advance by the SU Vice President of Finance.

Operating funds carry additional restrictions and **cannot be used** for the following items:

- Advertising
- Alcohol
- Cellular phone or pager expenses
- Class projects for which students receive academic credit
- Copying/printing which could be done on the SU copiers
- Deficit spending: Student Union will not pay for expenditures that have been incurred prior to your Allocation. **Do NOT spend money you do NOT have!**
- Donations, contributions, gifts (including those for graduating seniors), party favors, prizes, gift cards, or gifts for visiting performers.
- Early arrival/late stay housing charges
- Exclusive yearbooks or phonebooks
- Food for every group meeting
- Give-A-Ways
- Improvements to University property and/or facilities
- Individual member dues
- New banners for annual events; re-lettering is suggested
- Recording of any type (recording is available for free in the University Center)
- Refundable deposits made against possible damage or loss
- Requests from individuals – Only requests from registered groups will be considered for funding
- Supplies or equipment provided by Student Union
- T-shirts or group clothing\* without an exception from the SU Vice President of Finance
- Thurtene Carnival expenses
- Varsity athletics
- Websites
- Pre-Orientation Programs

Student Union reserves the right to modify this list at any time and also reserves the right to review all student group expenses. If you are unsure of a purchase, please contact the SU Vice President of Finance ahead of time for more information.

\* Exceptions include sports uniforms that are reused. An exception must be approved by the VP of Finance in advance.

### ***Equipment:***

Money will be deposited in the Equipment account from your semesterly budget that is meant to be spent on equipment. Use this account to buy only approved equipment purchases. All equipment purchased with SU funding by a student group is owned by SU and on loan to the group. For a definition of equipment, consult the SU statutes.

### ***Appeals/Speakers:***

The Appeals/Speakers account is used to hold money that is granted to student groups for a specific appeal or speaker, usually granted by Treasury. The funds in this account can only be used for the specific appeal or speaker that was submitted. Unused speaker funds are recollected at the end of each semester unless a carryforward is granted in advance by the SU Vice President of Finance.

### ***Fundraising:***

A fundraiser is an event where a group plans to raise money for their fundraising account. All fundraising events must use money from the existing fundraising account, gifts or a loan. Operating and appeals funds cannot be used for a fundraiser. Any money collected through fundraising will be deposited into a groups fundraising account.

Fundraising money automatically carries forward from semester to semester and is not subject to the same restrictions placed on operating funds. Despite the relaxed restrictions, the expenditures are still subject to review by the Vice President of Finance and the SU Business Managers according to University policies.

### ***Revenue:***

**This policy will be in effect until the beginning the spring semester of 2012. It will then be replaced by the Subsidy policy.**

The Revenue Policy applies to all revenue-generating events hosted by any student group, board, or body receiving funding from Student Union. A revenue-generating event is defined as an event that generates revenue (excluding formals), for example from ticket sales, and that has been funded from the revenue account. Such events include, but are not limited to A cappella concerts, Gargoyle concerts, and large cultural shows like Diwali, LNYF and Carnaval. Money for revenue events is placed in the Revenue Account and used to fund the event.

As a bonus for helping to offset the cost of an event, the business managers will automatically transfer 20% of the revenue or the profit (whichever is greater) to the group's fundraising account.

Example:

- If an event costs \$1000 and a student group makes \$800 in revenue =  $\$800 \times 20\% = \$160$  in fundraising
- If an event costs \$1000 and a student group makes \$1000 in revenue =  $\$1000 \times 20\% = \$200$  in fundraising.
- If an event costs \$1000 and a student group makes \$1500 in revenue =  $\$1500 - \$1000 = \$500$  in fundraising (vs.  $\$1500 \times 20\% = \$300$ )

All money left in the revenue account is recollected at the end of each semester. This money is placed in a Student Union revenue account, and used to continually fund revenue-generating events.

### ***Subsidy:***

**This policy will go into effect beginning the spring semester of 2012.**

The subsidy policy applies to all events hosted by any student group, board, or body receiving funding from Student Union. A subsidy event is defined as an event that collects or generates revenue, for example from ticket sales, formal sales and tickets to social events, and has received funds from Student Union.

When a specified subsidy event is requested in a budget, funding for the event from SU will be allocated into a separate Subsidy account. When a group collects money from students for this event (ticket sales, etc.), the money will be deposited into the subsidy account, and expenses for this event will be spent from this account, rather than from Operating. **All groups must deposit any and all money collected before it is spent.**

If a group plans to fundraise using a subsidized event, they must collect revenue exceeding the amount given to them by Student Union. If the revenue left in the account exceeds the allocation from Student Union after the event's expenses have been paid, the difference between the left-over revenue and SU's allocation will be deposited into the student group's fundraising account.

If the group collects revenue that does not exceed the amount given to them by SU and there is money left over in the Subsidy account, they will be able to retain 20% of revenue collected. This will be transferred into their fundraising account.

**The Subsidy account may not be overdrafted.** Any overspending will be automatically deducted from available fundraising or gift funds. If no funds are available, expense requests will be rejected.

The process:

1. Student group submits a budget request, indicating that they plan to charge students for the event.
2. Budget Committee will determine SU's allocation to this event and money will be deposited into the group's Subsidy account.
3. The group collects funds from sales and deposits the money for the event into the Subsidy account.

Example:

- A group plans an event that costs \$200. They plan to charge students admission to the event.
- Budget Committee decides to allocate \$50 to the event, which is deposited in the group's Subsidy account.
- The group sells tickets, and collects \$350 in revenue. This money is deposited by the group and placed into the Subsidy account. (There is a total of \$400 in the Subsidy account)
- The group spends \$200 from the Subsidy account on the event. There is \$200 in the account.
- \$150 from the subsidy account is placed in the group's fundraising account (\$200 - \$50 = \$150).

This Subsidy Policy will replace the previous Revenue Policy. The Revenue Policy no longer applies when this goes into effect.

### ***Gift:***

The Gift account holds money generated by a student group through gifts or donations received from outside organizations, companies or individuals. If you receive a gift or donation for your student group, bring it directly to a SU Business Manager for processing through the University Gift Department. **Do not deposit the money yourself.**

Once this money is received, a gift letter is sent to the donors for tax purposes as required by the IRS. Please remember that donation checks must be deposited as soon as possible, so that donors can receive tax receipts in a timely manner. In addition, each January, the University is required by the IRS to send all donors a year-end summary of giving for the prior year. Therefore, any gifts for the end of the first semester must be deposited by December 31. Gift money automatically carries forward from semester to semester and is not subject to the same restrictions placed on operating funds. Despite the relaxed restrictions, the expenditures are still subject to review by the Vice President of Finance and the SU Business Managers according to University policies.

\*\*SU reserves the right to move money between accounts to cover overdraft spending in Operating, Fundraising, Appeals/Speakers, Revenue, Gift or Equipment accounts. If you are concerned about this please speak with the SU Vice President of Finance or SU Business Managers.

## **Other Financial Policies**

### **Outside Bank Accounts:**

Under **NO** circumstances is any SU groups allowed to have an outside bank account. PayPal accounts are considered outside accounts and are not allowed. Evidence of an outside bank account will result in an immediate freeze placed on the student group's SU account and possible denial of future funding. It is also prohibited to use a group member's personal account to house student group funding. This includes accepting credit card payments for the sale of student group goods or tickets.

### **Overdrafts (Penalties):**

If your group has an overdraft, a meeting with the SU Vice President of Finance will be required. Be prepared to discuss the following things: why your student group had an overdraft, how your group will raise the funds to cover the overdraft, what you are doing currently to prevent it from happening again and potential problems in the future. SU will NOT be liable for overdrafts in student group accounts. Repeat offenses may result in the suspension of your student group's accounts. SU reserves the right to reject any expense request if sufficient funding is not available in your group account to cover the expense or reimbursement.

**If a student group overdrafts in any account by an amount exceeding \$50, a 5% penalty will be applied to the next budget allocation.**

### **Deposits:**

If you are collecting funds for any reason those funds **must be deposited** into one of your Student Union (group's SU) accounts. **Do not** use collected funds to pay for or reimburse your members for out of pocket expenses. **Never pay for a contracted service with funds you have collected.** Evidence of not depositing funds will result in an immediate freeze placed on the student group's SU account and possible denial of future funding.

### **Sales Tax:**

Deposits made to your group accounts for the sale of goods are subject to Missouri Sales Tax law. If sales tax is applicable, your group is responsible for payment of those taxes, and your deposit will be reduced by the appropriate amount. Refer to your Student Group Financial Report to review sales tax deductions, and see a business manager with questions.

### **Paying University Employees on Payroll:**

If your group contracts for a service with a University employee, that employee will be paid for the service on the payroll period following review of the relevant expense request form by a business manager and the tax department. No manual check will be issued.

**Student Groups supported by Campus Partners or University Department:**

All financial transactions required for programming must be processed through the Student Union office. Any and all payments for goods and services budgeted from your Student Union accounts must be processed through the systems we have in place. We will not reimburse advisors, departments or campus partners for program expenses that should be processed directly through your group's accounts.

**Gifts, Awards, or Prizes:**

The IRS looks at the treatment of gifts, prizes, and awards by the University to determine that these have been recorded properly for tax purposes. It is our responsibility to be in compliance with the IRS. If your group purchases items to be given as gifts, awards or prizes, SU will need the following information about the person who won or received the gift, prize or award before SU can process a reimbursement for the item(s):

- Recipient's name
- Social security number
- Description and cost of each gift, award, or prize
- Home address (not local address)

Reimbursement will not be processed without the gift recipient information form, which can be found online at <http://su.wustl.edu> or from an SU Business Manager.

**Alcohol Funding Policy:**

Student Union will not fund alcohol for your group's functions. A student group may use funds from its fundraising account to purchase beer, wine or malt beverages in accordance with University policy. Don't forget to check out the alcohol planning information on the Event Management section website

<http://eventmanagement.wustl.edu/guidelines/Pages/Guidelinesforallspacerentals.aspx>.

You must contact Student Involvement and Leadership before planning events with alcohol.

**Insurance on Equipment Purchases:**

Some groups may need to purchase equipment to fulfill their objectives (ex. WUTV has to purchase video cameras). All equipment purchased with SU funding is owned by SU and on loan to the group. The group is responsible for registering any capital purchases with the SU Business Manager so that the item may be properly catalogued and insured. Reimbursements for equipment will not be processed until an insurance form is completed for each item over \$100 (see SU Business Managers for form). All groups must pay for insurance coverage out of their operating budget. The cost of insurance is equal to \$.50 per \$100 assessed value per year (ex: an item costing \$500 will cost \$2.50 per year to insure). If an unregistered item is lost, stolen, or damaged, individual students can be held liable for its replacement. SU will not provide additional funding for replacement of uninsured equipment that is lost, stolen, or mishandled by members of your group.

A listing of all insured items for each group is placed in your group folder at the beginning of each year. It is your group's responsibility to review the listing, verify all equipment is still in your group's possession and the list is complete. Bring changes to an SU Business Manager.

**Stickers:**

Stickers tend to get stuck everywhere and removal is costly. To support compliance with Washington University's posting policies, we will not allow student groups to use any funds held in SU accounts to purchase or pay for stickers.

**Power Tools:**

Due to safety and liability issues, we will not allow student groups to use any funds held in SU accounts to purchase or pay for power tools.

**Thurtene Carnival:**

SU funding may not be used for any Thurtene Carnival expenses. Future budget penalties will be imposed on SU groups that process payments and reimbursements for Thurtene Carnival out of existing SU funding. Student groups are free to use any fundraising or gift funds in their SU account for carnival expenses. Loans are also available from SU.

**SU Group Summer Programming:**

Student groups may continue to program over the summer. However, the following guidelines must be met in order to be approved for programming:

- All student groups interested in putting on programs during the summer must fill out a form and submit it to the SU Executive Council for permission. Exec Council will review the request and vote to allow the programming to take place. This form must be submitted at least 2 weeks before the event date.
- The student group will take full responsibility for any expenses and/or damages which occur as a result of the event.
- Wash U students must take the lead in planning and implementing the event. These same students must be present at the event. Names and contact information must be provided.
- The student group will be responsible for any rental fees and all custodial services.
- Any use of student group funds must come from Fundraising or Gift accounts.
- No processing of transactions will take place from June 15<sup>th</sup> to July 15<sup>th</sup> in order to allow the business managers to close the accounts.
- Programming can only take place from the beginning of the first summer school session until the end of the last summer school session.

**De-Registered Groups:**

Student Union reserves the right to re-collect any and all funding remaining in any group account in the event of de-registration. This includes SU allocations, fundraising and gift balances. All re-collected allocations will be placed in reserve accounts to administer towards general student group allocations, and re-collected fundraising or gift funds will be placed in Student Union general fundraising or gift account.

**Failure to follow these policies:**

Failure to follow these financial policies can lead to various penalties against the group or individual who commits the infraction. Penalties include but are not limited to: a warning, a fine levied on the group, deregistration of the group, or reporting the individual responsible to the Judicial Committee. To see a full picture of disciplinary actions which might be taken, please see Article VI, Section 7 of the Student Union Statutes.

**Finances by Category****Category I:**

Each semester Category I groups apply to Budget Committee for a budget allocation. Budget applications will become available about a month before they are due, which is usually in early September and late February. Student groups should provide an outline of the upcoming semester's activities and the items and services they will need. Applications will be due on the dates listed on the Student Union website. SGAC and the Budget Committee will also send reminders via email. Though there is no monetary advantage to submitting your budget early, its best not to wait until the last day budgets are due.

**Funding Percentage:**

Each semester, the Vice President of Finance decides how much money to give to Category I Student Groups. Invariably, the amount of money allocated to Category I groups is less than the amount of money Budget Committee approves to be funded to groups. Therefore, in order to spread that difference fairly across all student groups, we employ the funding percentage. It is determined by taking the money that the VP of Finance gives to Category I Allocations for the semester and dividing by the money that Budget Committee allocated. Each group's allocation is then multiplied by this amount (except for equipment funding, which is not subject to the funding percentage). Historically, the funding percentage has varied from the 70% range up into the 90% range, although it is usually between 85% and 90%.

The last few semesters have been:

- Fall 2011 – 86.167%
- Spring 2011 – 84.687%
- Fall 2010 – 92.703%
- Spring 2010 – 83.658%
- Fall 2009 – 83.822%
- Spring 2009 – 78.000%

**Help Sessions:**

After budget applications are released, the Budget Committee chair(s) will hold at least two budget help sessions for people who have questions or would like help structuring their budgets. The dates for the budget help sessions are available in the budget manual and will also be posted in the Student Union office and website.

**Interviews:**

After submitting your budget online, sign up for an interview with your budget allocation team (BAT) leaders. Interviews are informal and allow the budget committee members to answer any questions and clarify items in your original budget. The interview also allows you to ask any questions you might have. **An interview is mandatory, and failure to have one may result in a financial penalty against your allocation as determined by Budget Committee.**

**Allocation Meetings:**

Following the interviews, the Budget Committee meets to decide the allocations for individual student groups. Your budget will be presented by the members of the BAT who conducted your interview, and they will be your representative at the overall committee meeting.

**Delivery to the Treasury:**

Finalizing the budget process, the Budget Committee presents all Category I and II budgets to the Treasury. This usually happens in early December and late April. Traditionally, the Treasury does not review each budget individually but goes over a list of allocation amounts with the committee, questioning amounts that appear atypical. Students are welcome at this meeting and can contact the Speaker of the Treasury for the meeting time, date, and location.

**Category II:**

Each semester Category II groups can apply for a budget through the Budget Committee. Budget applications usually become available at the beginning of the semester (late August/early September and early January), and they are done one semester in advance. A Category II group may submit a request for at most \$500 per semester. Student groups may not spend any money until it has been deposited into your account.

**Process:**

After completing your group's budget online, click the "Budget Complete" button. This sends an email to the Budget Committee chair(s) letting them know your budget is ready to be viewed. The chair(s) will then contact you with any questions and let you know when your budget will be reviewed by the committee. Be as thorough as possible with your response to questions posed so that the committee has accurate information about your requests. Once the committee chairs have all the necessary information, they will present your budget to the committee which will decide your allocation. Soon after this meeting one of the Budget Committee chairs will contact you with your allocation amount. Category II groups can request up to \$500 per semester. Groups

requesting more than \$500 may be subject to penalty at the discretion of the Budget Committee.

### **Category III:**

While Category III groups are entitled to student group recognition and resources, they are not allowed to apply for funds through SU. If a Category III group wishes to receive funds from SU, please apply for Category I or II status through SGAC. Applications can be found online at <http://su.wustl.edu/general/groupresources/application.php>.

### **Social Programming Board, Sports Club Board, Class Councils, School Councils:**

Each year these groups can apply for an unrestricted sized budget through the Executive Council. Budget Allocations will become available about a month before they are due, usually mid to late February. You should have an outline of the activities your group has planned for the coming school year and an idea of the items and services you will need to buy for those activities. Application deadlines will be emailed to you by the SU Vice President of Finance early spring semester.

### **Interviews:**

When you submit your budget you will need to sign up for an interview with the SU Executives. Interviews are informal and allow the incoming and outgoing SU Executives to ask questions regarding your original budget. The SU Vice President of Finance will contact you in late February via email to schedule this interview.

### **Allocations:**

These groups' allocations are determined by the SU Vice President of Finance. They are presented to the Treasury as line items in the SU General Budget. This meeting generally occurs in late April. Groups are more than welcome to come and voice their opinions on the suggested allocation. Please contact the Speaker of the Treasury for the time, date, and location of this meeting. If you have questions about Social Programming Board, Sports Club Board, Class Council, and School Council allocations, please contact the SU Vice President of Finance.

### **Block Funding:**

A block funding agreement is a promise by Student Union to provide a certain level of funding to a Category I group for a specific number of years. This funding method was created to guarantee sustained Student Union support for high cost, long term projects. Also included are those groups who would like their budget voted on by the entire student body because they believe they offer a valuable service to the student body.

Block funding must be passed by a two-thirds vote of the voting undergraduate student body in one of the SU elections (typically the spring). To have your group placed on the ballot, you will need to collect a petition with signatures from 5% of the undergraduate student body. Requests are generally made as a specific dollar amount per full time

undergraduate student; however, **all block funding petitions must provide a specific total dollar amount to be taken from the General Budget.**

***It is important to note that while groups that receive block funding have a set budget amount for their term, all student group spending policies must be followed.***

Contact the Election Commissioner (elections@su.wustl.edu) to find out the exact number of signatures needed and to receive a complete list of election rules and procedures.

### **Submitting a Budget Online:**

1. Sign in as your student group on su.wustl.edu.
2. Click “Budgets” in the control panel on the right.
3. Click “Manage Budgets.” Your list of existing budgets will appear.
4. Click the “Create Budget” tab. This will automatically open up a new budget in the next available budgeting period for your group’s category.
5. Create a number of Goals for your student group, making sure to click “Save Goals” after each.
6. When your Goals are completed, click the “Step2: Events & Initiatives” tab.
7. Add events pertaining to each goal
  - a. Make sure to enter in all requested information as best you can. Budget Committee will take your event’s priority into account, as well as the number of attendees, when making a funding decision.
8. Click “Save Changes” when you have completed each event description.
9. For each event under “Existing Events” click “Edit this event’s budget”
10. Add budget items for the budget.
  - a. Be specific: Include unit costs (i.e. 4 Pizzas @ \$10.99/pizza = \$43.96)
11. If you believe the item to be equipment, per the definition in the Student Union Statutes, click the equipment check box.
12. Click “Save Changes”
13. Click the “Budget” arrow after the “Home” arrow above the steps tabs to view the completed budget and scan for any errors.
14. Go back to the budget listing as in steps 2-3.
15. Do **NOT** do this until you are finished making changes (your budget will be saved for editing even if you don’t click this): To submit your open budget, click submit budget.
16. Congratulations! You’ve submitted your budget.

### **Failure to Submit a Budget on Time:**

Both Category I and Category II Groups must submit their budgets a semester in advance (e.g. Spring budgets usually must be submitted by the end of October or beginning of November). If a group is in transition and accidentally misses this deadline, they should immediately contact the Vice President of Finance and the Budget Committee Chair to set up a solution on an individual basis. Generally, groups will be allowed to submit their budgets late, although that decision is made on a case-by-case basis (and all appropriate budgetary penalties will apply).

## **Appeals and Speaker Requests**

### **Category I & II Groups:**

Student Union understands that over the course of a semester, student groups change their plans and shift their resources to different ideas and events. Because SU wants student groups to be flexible and to give them an avenue to appeal for additional funding, SU has a substantial appeal fund. This fund is controlled by the SU Vice President of Finance and the Treasury. Any appeals under \$1,000 are decided by the Vice President of Finance and all other appeals must go before the Treasury for approval. Category I groups may submit appeals for a speaker, conference, or any other new event. Category II groups may submit an appeal for a speaker or a conference. Category III and Block Funded groups cannot appeal.

The appeals fund is allocated on a first come, first-served basis and tends to run out early in the semester. Please plan ahead and submit your appeal early. Additionally, your appeal should be submitted five to six weeks in advance of the event or speaker. If you have questions or need help in writing an appeal you can email the SU Vice President of Finance to setup a meeting or to get guidance in appealing for funding. Speakers require a contract, which means additional steps will be necessary.

Some examples of when you might want to apply for a budget appeal or speaker request are:

- You have a new programming idea or want to bring in a speaker.
- You have unplanned expenses.
- You believe the Budget Committee made a mistake in determining your allocation.
- You have new or additional information about your budget.
- You have been asked to appeal by the Budget Committee.

When writing an appeal it is important to include as much information as possible. Include specific amounts for items, a general explanation of your goal in putting on the event and/or speaker, and any research you made into additional funding sources. The SU Vice President of Finance and Treasury will ask if you have attempted to find alternate funding for your event. Ensure that you have attempted to contact other departments within the University as well as outside organizations for funding. Be sure

to go through the current budget manual to ensure that you are following all applicable rules.

### **Treasury Student Liaison Program:**

The Treasury Student Liaison Program, also referred to as TSLP, is a program designed to help better relationships between Student Union recognized groups and the Treasury. The program establishes a liaison that is a member of treasury who reaches out to student groups, before and after appeals before Treasury, to offer guidance and insight to how treasury works, and the planning and financing of their events.

This liaison is intended to be a resource to both student groups and to Treasury. The liaison is available to meet with student groups at anytime throughout the school year for general questions about the appeal process, help writing and preparing for the appeal before Treasury and/or any Treasury related questions. The goal of the program is to make the appeal process and the presentation before Treasury run as smoothly as possible, while making sure student groups are prepared and have an understanding of how Treasury works. The liaison also solicits feedback from student groups to see how Treasury can better serve the needs of our student groups and student undergraduate population at Wash U.

The liaison will reach out to all student groups once an appeal is submitted to Treasury to discuss the following: the type of information that should be included in their appeal and presentation, sample layouts of presentations, rules that govern treasury meetings, and any other subject that the student group inquires about.

Student groups should feel free to reach out to the treasury liaison at any time before or after an appeal is submitted at [treasury.liaison@su.wustl.edu](mailto:treasury.liaison@su.wustl.edu).

### **Social Programming Board, School Councils, Class Councils and Sports Club Board Appeals:**

Like Category I and II groups Student Union understands that over the course of the year, groups change their plans or unforeseen opportunities arise and needs change accordingly. In order to allow for this flexibility there is an executive appeals account. This fund is controlled by the SU Vice President of Finance and Executive Council. Any appeals submitted by the Social Programming Board, School Councils, Class Councils or Sport Club Board will be directed to the Executive Council and funds will come from this account. To submit an appeal or inquire about the account please contact the SU Vice President of Finance.

### **Social Programming Board – Talent Appeals:**

Social Programming Board groups must follow the following steps to submit an appeal:

1. Get approval by the SPB to pursue a particular performer, band or artist. This can either be approval of specific talent or a priorities list of the order in which the talent will be pursued.

2. Pursue the talent within the constraints on the approved budget.
3. Log in as your group on the SU website and go to <http://su.wustl.edu/resources/budget-appeal> to submit the budget appeal form.
4. Executive Council will review the appeal during the weekly executive council meeting of that same week.
5. Your group will receive a final confirmation and we will coordinate with the business managers to physically move the money into your group's appeals/speakers account.
6. Finalize the contract with your talent, and plan your event!

### **Contract Policy for SPB Talent Appeals:**

While this is designed to be as lightweight a process as possible, it is still necessary and constitutionally required. **As such, contracts should not be signed with talent before receiving the final approval from Executive Council.** Appeals with a signed contract will be denied, and the funding responsibility will fall to the group. Other sanctions by the SPB (i.e. smaller allocation the following semester) may result.

### **How to Appeal to Treasury as an Individual (Non-SU group appeals):**

As an individual or non-SU group, you may be presented with a unique opportunity to provide something beneficial for the undergraduate community, but need finances in order to do so. Therefore, individuals may also seek funding from a separate appeals account.

### **Restrictions:**

1. The appeal can only be for a new initiative, speaker, or entertainment.
2. The appeal must be for a one time, nonrecurring event.
3. Alternative sources for funding must have already been explored, such as collaboration with student groups, or grants.

### **Process:**

1. Fill out the Individual Appeals form found here: <http://su.wustl.edu/node/add/individual-appeal-form>.
2. After receiving a confirmation, meet with the Vice President of Finance and a representative from Student Involvement and Leadership regarding your proposal.
3. Present your appeal to Executive Council.
4. If Executive Council endorses your appeal:
  - a. Receive a scheduled date to present to Treasury.
  - b. Present to Treasury with the Executive Council, and Treasury will deliberate and decide on the allocation towards your appeal.
  - c. A representative from the initiative **must** attend a Treasurers' Training with a Business Manager, and the Vice President of Finance will sign off on all expense reports.
5. If Executive Council does not endorse your appeal:
  - a. You **cannot** secure Student Union funding through the appeals account.

**Things to keep in mind:**

1. The appeals fund is allocated on a first come, first-served basis.
2. The spending policies outlined for Student Group Operating accounts would also apply to these appeals.
3. These appeals should emphasize communal, over personal benefits.

***Loans:***

All student groups are eligible for loans through the SU Vice President of Finance. Loans are contracts that are signed by the student group president, student group treasurer, SU Business Manager, and the SU Vice President of Finance. Usually a loan must be repaid by the end of the academic year, but the timeline for repayment can be extended based on the situation. Loans are generally used to fund items or events the Student Union **does not fund**: such as T-shirts, recording, Thurtene or to provide capital for a fundraiser. If you're interested in a loan please contact the SU Vice President of Finance ([finance@su.wustl.edu](mailto:finance@su.wustl.edu)) to schedule a meeting.

***Extensions & Carryforwards:***

At the end of each semester there is a date set by the SU Vice President of Finance by which all expense request forms and paperwork must be turned in. This deadline is to allow the SU Business Managers time to close out accounts and start preparing the next semester's allocations. Some groups have special circumstances where they need to use their funding during winter break or over the summer. In these cases an exception may be granted by the SU Vice President of Finance to allow the student group to spend their previous semester's allocation for an extended period of time. Generally the SU Vice President of Finance will send out an email to all treasurers informing them of the deadline and reminding them to send in any requests for an extension.

Along the same lines as an extension, some groups are unable to spend their semesterly allocation or appeals because of extenuating circumstances. In order to prevent student groups from applying for the same funds again, student groups may appeal to the SU Vice President of Finance for a carryforward. These exceptions are granted on a case by case basis.

**If you're interested in either an extension or a carryforward, please email the SU Vice President of Finance ([finance@su.wustl.edu](mailto:finance@su.wustl.edu)).**

# How to Use Your Student Group's Finances

## **General Remarks:**

### **Be sure there is money in your account to spend.**

Student group treasurers are responsible for tracking all student group expenses, income and account balances. As a result, the treasurer should identify any errors or unauthorized entries on their financial report. Any problems should be brought to the attention of the SU Business Managers immediately. Financial reports are available online at <http://su.wustl.edu/finances/>. Any attempts to deficit spend will result in a freeze on the student group account, and the student group treasurer will be notified of the problem immediately.

### **Get the tax exempt advantage:**

As a non-profit institution, the University has tax exempt status from Missouri. Student groups may not access the tax exempt form for reimbursed purchases. When using a Purchase Order (PO) or an SU credit card, student groups can take advantage of the University's tax exempt status.

## **Turning in Expense Request Forms:**

To spend or transfer money out of a student group account, the student group treasurer must submit a completed expense request form (with the original, itemized receipts/documentation attached) to the SU Business Managers. Expense request forms can be found online at <http://su.wustl.edu>.

To turn in an expense request form, fill in:

- Your name and your student group's name at the top
- The name, date, and a brief description of the event
- The number of participants (If the number is 12 or fewer, the participants' names must be provided on the receipt)
- The name of the person or company receiving the money
- The correct address and phone number of the recipient
- If the recipient is a WU student or staff member a student or employee ID number is required. If the recipient is an individual and not a member of the WU community a social security number is required. If the recipient is an off-campus company a 9-digit Federal Tax ID number is required (unless it is already on your file).
- The total requested amount
- The account from which the money shall be billed (Operating, Revenue/Subsidy, Equipment, Fundraising, Appeals/Speakers, and Gifts). Payments may be split between accounts
- Check the box for your type of request (CR, PO, Credit Card, ID, etc.)
- A detailed description of the purchase/reimbursement.

Treasurer must sign the form and submit it in the SU Business Center in the Danforth University Center. **Do not forget to staple any required documentation to the form.** If you have any questions, do not hesitate to ask the SU Business Managers – they are there to answer your questions. Once the form is complete, the student group treasurer must sign the form, and if s/he is reimbursing himself/herself, a second officer must sign the form. Ensure that the form is completely filled out with sufficient detail. When in doubt, write a little extra; it does not hurt to be too detailed.

**NOTE: If an expense request form is not properly filled out or if necessary documentation is not submitted, requests will be returned to the student group's folder for corrections and processing will be delayed. Check the student group folder for any rejected requests at least twice per week. Student group treasurers will receive only one phone call or email informing them of the problem.**

### ***Check Request:***

A check request (CR) is as simple as it sounds: you're requesting that the University "cut" someone a check for a specific amount. A CR is normally used to pay a speaker's honorarium or contracted performer, or to reimburse members of a student group who have used their own money to pay for a group's expenses.

**For any CR, additional documentation must be attached to the expense request form.**

To request a check for reimbursement, you will need a receipt which is all of the following:

- Original (Copied receipts will **NOT** be accepted.)
- Itemized
- **Taped on all four sides (NO staples) to an 8 ½ by 11 piece of white paper. Do not tape receipts on the back side of the same sheet or the expense request form.**
- Must show proof of payment
- Web receipts which do not show proof of payment must be accompanied by a credit card or bank statement to show proof of payment.
- Copied checks or carbon copies of checks will not be accepted
- Credit card or bank statements may be used as supplemental back up to show proof of payment, but are not accepted by themselves as an itemized receipt.

### ***Travel:***

When submitting expenses relating to travel, you will need to check and complete the travel section of the expense request form. This includes: dates of travel, destination, and list of participants. In the description please state the purpose of the trip. Failure to supply this information will result in a rejection of your request, and delay the reimbursement/payment process. *Examples of travel related expenses include: registration or tournament fees, gas, hotel charges, airfare, vehicle rental, etc...*

### **Contracts:**

To request a check for a speaker's honorarium or a performer, you will need a contract and tax forms:

- If you use a Washington University standard contract, all blanks must be filled out.
- All contracts must be reviewed and signed by the performer.
- All contracts must be reviewed and signed by an authorized staff member of SIL.
- All necessary tax forms must be completed and submitted with the contract and expense request form.
- Payment to foreign nationals will require additional tax forms and processing time.

### **No Student Should Sign a Contract in Place of the SIL Representative Signature.**

Once the expense request form is turned in with the appropriate documentation, the check will be delivered to the designated recipient within approximately two weeks. Please check and complete the "special mailing instructions" section of the expense request form if you are paying a speaker or performer and you need to hand deliver a check upon their arrival. If this is the case, the check will be held at North Campus for pick up or sent to a campus box. See the SU Business Managers for directions to North Campus if needed.

The majority of student group events involve a contract of some sort. All contracts processed through Student Union must first be reviewed and then signed by an approved University official. The personnel in SIL are the designated University officials for all Student Union contractual agreements. To protect students from liability, all contracts must be approved and signed by a representative in SIL.

A contract is required any time a student group enters into an agreement with an individual or company to perform a service or provide a good, whether or not money is exchanged for that service or good. Though financial compensation is generally associated with contracts for services or goods, there are circumstances where donated items and volunteer services can be given to a student group. These instances should be documented in the form of a contract as well.

Listed below are examples of services that **always require a contract**:

- **Caterer**
- **Coaching/ consulting/ referee fee**
- **Performer**
- **Speaker**
- **Co-sponsorship agreements with outside organizations**
- **Event venue rental**
- **Musician**
- **DJ**
- **Equipment rental**

**Non Missouri Resident Entertainers Tax:** In compliance with Missouri Tax Law, all entertainment performances to which tickets are sold or guests make any type of payment for admission, provided by persons, venues or other entities whom have residency outside of the state of Missouri and are receiving compensation for such performance which is \$300 or more are subject to a 2% withholding. The 2% withholding will be notated on the contract and deducted from the performer's payment. Any and all tax obligations are the responsibility of the performer.

A student representative from the organization must arrange for a meeting with an SIL staff member by signing up for an Advisor of the Day meeting. Advisor of the Day meetings are available Mondays through Thursdays in SIL in the Danforth University Center. Students sign-up in advance and leave their completed or in-progress contract for the SIL staff member to review prior to the meeting. The meeting is an opportunity to talk about the upcoming event and address any last minute logistics.

After meeting with an SIL representative, all approved and signed contracts must be accompanied by a completed Expense Request Form and any necessary tax forms submitted to a Student Union Business Manager for check request processing. Students **are never allowed to pay out of pocket** for a service that must be contracted; Student Union **WILL NOT REIMBURSE** students when expenses are paid out of pocket. For any check request to be processed for payment for services, contracts are required.

#### **Contract Timeline:**

Remember you must allow sufficient time for contract processing. Contracts must be turned in to SIL at least fifteen business days prior to the date of the event. A late contract fee will be assessed for all contracts not received within the fifteen day period. See details of the late contract submission policy below.

1. Pick up a blank University contract from SIL or have a contract drafted by the service provider/vendor.
2. Verify that all of the information on the contract is accurate and complete.
3. If you are receiving a contract from the service provider/vendor, the University must agree to their terms and must sign the contract first. If you are using a University provided contract, the provider/vendor must agree to our terms and be the first to sign the contract. Contracts drafted by service providers may require additional approval time depending on the complexity of the document. Please plan accordingly!
4. You will be provided with additional tax forms to be completed by your performer/ speaker/ entertainer. Payments cannot be processed without the completion of these forms.

5. **NEVER SIGN A CONTRACT YOURSELF!!!!**. Sign-up for a 20-minute SIL Advisor of the Day planning meeting to discuss the event logistics and details surrounding the contract.
6. Contracts must be received in SIL at least fifteen business days prior to the event. Student Union will not guarantee timely payment on late contract submissions.
7. Most performance related contracts need to be reviewed by an additional party on campus to verify proper insurance and indemnification. The Student Involvement and Leadership staff will expedite this review process.
8. Attach the original contract to a completed expense request form and submit it to an SU Business Manager. Use the “Special Mailing Instructions” section of the expense request form if you would like the check to be mailed back to your group mailbox or held for pick up at North Campus in order to present payment to your performer at the event. **If a held check is not picked up within 24 hours, it will be voided automatically.**

#### **Late Contract Submission Policy:**

All contracts must be received no later than fifteen business days prior to an event. A late contract penalty fee will be assessed for all contracts received less than fourteen (14) business days prior to the event. The following consequences will be put into effect regarding late contracts:

1<sup>st</sup> late contract: Warning

2<sup>nd</sup> late contract: \$50 charge to be paid from the group’s fundraising account

3<sup>rd</sup> late contract: \$100 charge to be paid from the group’s fundraising account and risk ineligibility to program for the following semester

#### **Purchase Order:**

A purchase order (PO) is an authorization from a student group to reserve a certain amount of money for the purchase of specific goods or services from a designated outside company. The purchase order also gives the company permission to bill the University for the specified items and amounts. This process eliminates the necessity of student group members to use their own money and wait for a reimbursement. It also allows student groups to make purchases without paying sales tax. You must check with the company ahead of time to ensure that they accept POs from the University. For a listing of companies which are accustomed to accepting University POs, you can refer to the Purchase Order Company List located online at <http://su.wustl.edu>.

When filling out a PO, it is important that you know the exact dollar amount of the purchase (including shipping and other applicable charges). On the expense request form, check the “PO” box and fill in the company fields as well as the description of the items. PO requests must be turned in at least one week before they are needed. This extra time gives you a buffer in case the form is incorrect or there is a delay in

processing. Once the PO is processed you can pick up the hard copy from your student group folder. The company will want a copy of the PO faxed, mailed, or delivered on or before the date services are rendered or merchandise is received. The important part of the PO is the number on the form which uniquely identifies that PO. This number is located in the upper right corner of the page. It is a seven digit number followed by one letter. The treasurer is responsible for getting the PO number to the company. If a PO is not used, please return it to the SU Business Managers so they can cancel it and return the unused funds back into your account.

### **Enterprise:**

Washington University has a contractual arrangement with Enterprise Car Rental to assist student groups in renting cars for group purposes. When renting a vehicle in St Louis, contact the local rental office directly and submit a student group expense request form and a Vehicle Request Form to Student Union. You will be required to present a purchase order to Enterprise to pick up your vehicle. When renting a vehicle out of town, contact an SU Business Manager directly to make arrangements for rental. Please make sure the vehicle and expense request forms are completely filled out and signed in advance. Only drivers who are listed on the Vehicle Request Form may drive the rental vehicle, and only those drivers will be covered by the WU insurance policy. Washington University has an agreement with the local Enterprise dealers that anyone 18 years or older can drive. **No 12 or 15-passenger vans will be allowed.**

### **Guidelines for Bringing Buses to Campus:**

Students or departments planning to bring buses on campus to pick up passengers for an off-campus event must first make an online request for bus presence on campus with the Parking and Transportation Office at minimum of two-weeks in advance of the event. Bus registration is required to ensure that there is enough space on campus to accommodate the buses, as well as to address safety in the boarding and unloading process. To request to bring a bus to campus, go online to <http://bus.wustl.edu/>.

### ***Interdepartmental Order:***

An interdepartmental order (ID) is used to transfer funds to or from another student group or University department. To use an ID, simply fill out the expense request form and check "ID." If a University department is transferring money to your student group, you will need the department name and the name and phone number of the contact person in that department. If a department asks for your department number, please use 009125 and tell the billing department to put your student group's name in the description of the ID. If the transfer is between two SU groups, the group paying needs to fill out the ERF.

Make sure to turn in an Expense Request Form for the expense any time you give the department number for an ID billing your group. If Student Union receives a bill for your student group and you have not already turned in an expense request form, you will be notified by a business manager. You will have three days to turn in Expense Request Form to the SU Business Managers for payment. If you fail to do this, we will assume that you agree with the bill and decide which account from which you would like the bill

paid. **Once the bill has been paid, you cannot change the account from which the money has been taken.**

- Please take the time to submit a completed Expense Request Form in advance anytime you expect an on-line bill for your group. *Examples are payments due to Bon Appétit, Maintenance, Aramark, Event Services, Mail Services, Parking and Transportation, Res. Life or other WU Departments.*
- **Program contributions made to your student group from another University department will be deposited in your operating or appeals account.**
- If your student group has performed a service for another University department, the money will be put into your fundraising account.

### ***SU VISA Credit Card:***

All SU student groups have access to use the SU VISA credit card to purchase items over the internet or from a store or company that does not accept purchase orders. The SU VISA card cannot be checked out to student groups, but we can use the card on your group's behalf to order goods or pay for purchases on line.

The process for utilizing the SU Visa is as follows:

- All student groups must present a completed expense request form signed by the group's treasurer before a transaction can take place.
- Groups can come into the Student Union office during regular business hours and order items over the phone or from the internet using one of the computers in the SU office. Once the order is complete, treasurers can get one of the SU Business Managers or Student Union Executives to enter the credit card information.
- A printed receipt for the transaction must be turned in to accompany the expense request form before you leave the office. Make sure the page you print is itemized and shows proof of payment.
- If you are going to a local store and want to use the SU VISA card you will need to make arrangements with one of the SU Business Managers or Student Union Executives to accompany you to the store. Please understand this is an option **only in extreme situations**, and subject to availability of an authorized Student Union member.
- The SU VISA card has proven to be a valuable and convenient option for student group purchases. Student Union encourages student groups to take advantage of this option, however please be advised that strict adherence to these important policies is expected.
- **You cannot use the SU VISA credit card if a company will accept a Purchase Order or Payment Requires a Contract.**
- The SU VISA credit card may not be used for last minute purchases (if appropriate planning has not taken place beforehand.)

### ***Schnucks Card:***

The Schnucks Card is a credit account Student Union has set up with local Schnucks stores. It is available for use by any student group who would like to purchase groceries

and supplies at Schnucks for group activities. There are six cards available from any of the SU Business Managers. The following process and policy will be strictly applied for any use:

- Groups can come into the Student Union office with the completed expense request form during regular business hours and check out a card from an SU Business Manager.
- All student groups must present a completed expense request form **signed by the group's treasurer** before a card will be released for use.
- It is understood the exact amount may not be known, but SU asks the treasurer to fill in a reasonable estimate.
- It is understood that exact items to be purchased may not be known in advance, but a brief general description of purchases is required.
- All cards must be returned within 24 hours of check out and be accompanied by an **original itemized cash register receipt. NO EXCEPTIONS.** If a card is released on Friday, groups will be allowed until 10:00 am on the following Monday to return the card and itemized receipt.
- All Student Union and University rules apply to any and all items purchased.
- Under **NO** circumstances may the Schnucks card be used to make personal purchases. Always request a separate transaction for items you are purchasing for personal or non-group use.
- The Schnucks card can be a valuable and convenient option for student group purchases. Student Union encourages groups to take advantage of this option, however please be advised that strict adherence to these important policies is expected.

### ***Sam's "Fax and Pull":***

A "Fax and Pull" order can be used to make purchases from Sam's Club for student group events. It is multi-stepped and does require some pre-planning.

- Fill in an expense request form and have it **signed by your treasurer.**
- Go online to <http://www.samsclub.com> and shop for your items. Make a list of what you want or print an item list from your computer.
- Obtain a pre-prepared Sam's fax cover sheet from an SU Business manager. Fill in the date. Fill in your name and group name in the sent "FROM" section, and the date and time you would like to pick up the order.
- Turn in the completed expense request form, the cover sheet and your item list **directly to a business manager** for processing and faxing.
- If your order is faxed by 4:30 pm Monday through Thursday, it will be available for pick up by 7:00 am the next day.
- If you need items for a weekend event, **you must have your order turned in and faxed by a business manager by 4:30 pm on the Thursday before the weekend.**
- A personal shopper at Sam's Club will receive your fax and assemble your order.
- The SU Business Manager will call Sam's and authorize payment for your order. The receipt for your purchase will then be faxed to the SU Business Manager for final approval.

- Come to the SU Business Center to get a copy of your receipt from your group folder before going to pick up at Sam's.
- Sam's is located at 2100 Maplewood Commons Dr. Ask the business manager if you need directions. Enter the store and go to the customer service desk to pick up your order. You will be asked to show your signed receipt copy before receiving your order.
- All charges will be deducted from your group's budget as indicated on your expense request form.
- Your purchase will always be sales tax exempt.
- You **cannot** return or receive a refund for any purchases.

If you need to make an emergency purchase at Sam's Club and do not have time to fax an order and wait until the next day, you may be able to make special arrangements with an SU Business Manager or the SU Executives to go to Sam's with you and make your purchase. Please understand this is an option only in **extreme situations**, and subject to availability of an authorized Student Union member.

**WARNING:** Misuse of the SU VISA credit card, the Schnucks Card, or a Sam's "Fax and Pull" or failure to comply with SU policies will result in an immediate freeze placed on your Student Union group account pending investigation. **Individuals may be held personally liable for unapproved or inappropriate purchases.**

**OTHER PENALTIES:** Failure to submit appropriate paperwork or disregard for any policy for use of the SU VISA credit card, the Schnucks Card, or a Sam's "Fax and Pull" will result in immediate action against your group:

- **For a first offense**, your group will receive a written warning and the treasurer will be required to meet in person with the SU Business Manager for clarification of the rules.
- **For a second offense**, your group will be subject to a six month suspension from use of either the SU VISA credit card, the Schnucks Card, or a Sam's "Fax and Pull," and the treasurer of your student group will be required to meet in person with the SU Business Manager for clarification of the rules before any privileges may be restored.

### ***Bear Bucks Reader:***

The campus card is your Washington University ID card which can be used to purchase tickets or merchandise being sold by Student Union groups. Student Union has nine card readers available for student groups to reserve to sell items to fellow students, University faculty or staff. **They cannot be used for the following purposes:** to collect donations, sell alcohol, sell home baked goods, date auctions, auctions for dinner or outings with specific persons, auctions or sales of services offered by non professional service providers, sales of animals or for sales by outside vendors. *\*For explanation see below.* Funds will be automatically deposited into the student group's account, so that student groups no longer have to worry about cash.

- Only registered Student Union groups may use a Bear Bucks card reader. Student Union groups may not sponsor Non SU Groups, University departments or outside entities for use of a Bear Bucks reader.
- Each student group may checkout one reader per location at a time.
- Maximum of five groups per shared reader
- All items being sold must have a set price.
- Each group can charge a maximum of five unique prices per reader.
- Prices may not be changed once the reservation is made.
- Maximum of three off line readers assigned per day.
- If an SU group chooses to run a card reader off-line, **SU is not responsible for any transactions charged to cards with insufficient funds.** All risk of lost revenue is assumed by the student group.
- Auctions will be allowed for goods or gift certificates issued by professional service providers only.
- Card readers must never be left unattended for any reason.
- Student groups will be held responsible for damaged or lost equipment, and funds will be withdrawn from their fundraising or gift account. The cost to replace a card reader is \$2,800
- Card readers must be picked up directly from a Student Union professional staff member Monday through Friday by 4:30 pm. For a weekend reservation, card readers must be picked up by Friday at 4.30 pm.
- Readers must be returned to the Student Union office no later than 30 minutes after the end of an event, unless it is after 5:00 pm or over the weekend. Readers must be returned by 10:00 am the next business day.
- If a reader is not returned on time or left unattended, all student groups who have reserved the card reader on that day will be charged a fine of \$25 to \$100 per day according to the Fine Schedule at the end of this document.
- Printed sales receipts are required for all Bear Bucks transactions. **Failure** to turn in receipts with the card reader may result in lost sales revenue for your group.
- Student groups who are sharing readers must be accountable to one another. Failure to show up with a shared card reader at the assigned time will result in a \$50 penalty payable to each group who lost sales due to your negligence.
- Student group sales are subject to Missouri sales tax laws. The current MO sales tax rate is 6.925%, and subject to change without notice.
- Student groups are subject to a 2% university surcharge.
- Proceeds from campus card sales are deposited into student groups' accounts around the 16th of the month and the last day of the month.
- 24 hours advance reservation required. **NO RESERVATION GIVEN THE DAY OF.**
- All reservation requests must be received in writing and subject to approval by the Campus Card Approval Committee.
- If it is determined that any group member has violated rules, or misrepresented the intended use of the card reader, all funds will be returned to card holders,

campus card privileges will be revoked for one full semester, and group may be subject to judicial review.

### **Schedule of Fines:**

- **Late Return:** \$25 for first 30 minutes to one hour. An additional \$25 will be charged per hour after up to \$100.
- **Second Offense:** An additional \$25 will be added to any late fee
- **Inconvenience to another group:** If your late return inconveniences another group who needs to pick-up the card reader, your group will be charged an additional \$25.

### **Lost Equipment:**

- **Card Reader:** \$2,800      **Extension Cord:** \$25
- **Power Cord:** \$35      **Storage Box:** \$10
- **Data Line:** \$25

**If your group has incurred a card reader fine, all future reservations are dependent on the availability of group fundraising or gift funds sufficient to cover all possible future fines.**

*\*Collection of donations using Bear Bucks is not allowed due to regulations regarding the University tax exempt status. A liquor license is required for alcohol sales. The sale of home baked goods is regulated by the MO Dept. of Health. Auctions will be allowed for goods or gift certificates issued by professional service providers only. You cannot sale living things. Use of Bear Bucks readers is reserved for use by Washington University Student Union groups only.*

### **Deposits:**

Student groups are responsible for depositing money into their own accounts. The only exception to this is if a group receives money from a company or individual that gives a gift/donation and would like a gift letter for tax purposes. In this case student groups must turn this money in to one of the SU Business Managers for depositing. All gifts and donations will be deposited in the student group's gift account.

When funds are collected for items or events that are not revenue generating (such as a subsidy or co-sponsorship) those funds must be deposited into the account being used to pay for those items or events.

If you are depositing funds into your fundraising account, then you must use your fundraising account to finance the event or to purchase the items that are used to fundraise.

If you have any questions about the deposit policies please see an SU Business Manager.

### **Deposit Procedures:**

- Check out a deposit bag, key, deposit slip, deposit form, and check endorsement stamp from the SU Business Managers.
- Remove and complete the Student Group Deposit Form and deposit slip from the bag.
- Make a copy of each check you are depositing.
- Note: Money orders and travelers checks must be included with your checks and listed on your deposit slip as checks.
- Use a calculator with a paper printout to total check amounts.
- Endorse checks as they are received by stamping them on the back with the endorsement stamp.
- Count your cash first by hand and again using the SU cash counter to verify. All cash must be counted twice. The cash counter is located in the SU Business center on the first floor in the Danforth University Center. All large cash deposits must be verified with the cash counter. Record the amount of currency and coins separately on the deposit slip. Add up all of the checks and record that amount on the deposit slip. Record the number of checks in the “Total items” box on the slip and write your group name in the bottom right corner of the slip. Write the total of your deposit at the bottom where it says “Total”.
- Attached the following items to the back of the Student Group Deposit Form.
  - Yellow copies of your deposit slip
  - Copies of the checks
  - The tear-off bag receipt from the bag

### **Prepare your Deposit Bag:**

- Complete customer information on front of bag.
  - Write name: WU – Student Group Name
  - Write 009125 in “Store Location / Number”
  - Write in date of deposit
  - Currency amount
  - Coin amount
  - Check amount
  - Total cash and checks
- Place the white copy of the deposit slip on top of any checks with the calculator printout of total check amounts and place them in the bottom pocket. The deposit slip should be visible.
- Seal the bottom pocket.
- Sort bills by denomination, place bills flat, face-up and in the same direction.
- Place the pink copy of the deposit slip on top of cash and place in the top pocket of the bag. The deposit slip should be visible

- If coins are \$10 or less place in top compartment with your cash. Seal top compartment.
- If coins are more than \$10 do a separate deposit bag. Do not roll coins. The deposit bag must weigh less than 50 pounds. Include the white deposit slip in the bag with the coins in the top pocket.
- If your deposit is only cash (no checks), you still need to place the original white deposit slip in the bottom compartment of the bag and the pink copy in the top compartment with your cash.
- Take the deposit to the Mallinckrodt Depository, located adjacent to the ATM.
- Use the key to open the drop chute, and deposit the bag.
- Finally, don't forget to return the key to the SU Business Managers.

## **Additional Reminders**

It is imperative for Student Union to stay in contact with student groups to insure groups receive the most pertinent and up-to-date information. You are required to update your group information on the SU website immediately as changes occur. **Student Union reserves the right to modify any and all policies within this manual at any time.**