FUNDING & FINANCE

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BUDGETING

- Define your student organization's goals.

- Develop a budget and strategies for achieving those goals.

- Be realistic about how much things will cost, but be resourceful.

BUDGETING

- Keep accurate records and receipts
- Things to keep in mind
  - How much money was spent on a specific program or event in the previous year?
  - How much are we proposing to spend in the upcoming year?
  - Do we know of any costs that are increasing
  - Which items are new this year?
  - Where is our money coming from?
  - What are some of the fundraising challenges we might face in the upcoming year?

FUNDING PROPOSALS

- You have and awesome event planned, and budget outlined. Now its time to get those funds!

- As a registered student organization, you have the opportunity to fundraise on campus to put money in your on campus account or the ability to ask for funding from the Student Government Association.

FUNDING PROPOSALS

- In order to request funds you must fill out the proper funds request form.

- There are two types of funding forms, the SGA Form, and the On Campus Student Org Account Form.

On Campus Student Org Form

- This form is for if you will be taking money directly from your on campus account.

- This money, is usually from fundraising, donors, or other outside income sources other than SGA.

- These funds are still held to all the policies and procedures of RSU but are more easily accessible.

On Campus Student Org Form

- In order to request funds from your on campus account you will need to fill out the following form.

ROGERS STATE UNIVERSITY
OFFICE OF STUDENT ACTIVITIES

Following the approval of an *Event Registration Form*, registered student organizations may use this form to use funds from their student organization financial accounts. Purchase orders must be requested *at least 1 month* prior to your event, and must be received prior to ordering any goods or services.

If you are requesting funds in the form of a P.O., what date do you need it by?

Club/Organization:_____   Contact/Phone:_____

Event Name:_____   Date & Time of Event:_____

Event Location:_____   Estimated Attendance:_____

To enter information in the Excel table below, double click on the text box, enter your information, and double click outside of the box when you are finished using the table.

Item Description	Vendor Name/Tax ID	Vendor Address	Vendor Phone Vendor Fax	RSU Vendor? Y/N or P-card	# of Items	Amount/Item
Funds from Organization						
Food	Walmart			Vendor	1	$ 200.00
Supplies	Walmart			Vendor	1	$ 200.00
Glow Sticks	Glow Sticks.com			P-Card	1	$ 50.00
TV	Amazon			P-Card	1	$ 100.00
					Total	$ 550.00

_____   _____
Organization Advisor   Date   Organization President   Date

Date Submitted:_____   Approved_____

Received By:_____   Not Approved_____

SGA FUNDING

- The Tier Structure is no more.

- There are still two types of funding Appropriated and Discretionary.

- Students wishing to have appropriated funds must have their event form submitted and their funds request submitted by July 1.

- Appropriations must be applied for the year that are to be used.

- Appropriated funds will be discussed by the Finance Committee in July once the SGA budget has been decided.

SGA FUNDING

- Student Orgs who receive appropriations will be notified once the committee has completed their budgeting session.

- Student Organizations who are assigned appropriations, will not have to meet with the EC or have the funds approved through the student body.

SGA FUNDING

- Student Organizations who do not request appropriations, will still be able to request funds from the discretionary account through the normal procedure. Event formed turned in to the EC, Review, and Student Body voting.

- Student Organizations who request appropriations can still ask for additional funding from the discretionary account by following the same model.

SGA FUNDING

- Organizations still have to abide by the same policies and procedures as mentioned in the RSU Student Org handbook and Student Code of Conduct

SGA FUNDING FORM