

Club Funding Orientation

Fall 2021

Welcome!



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**What do you hope to learn
from this orientation?**

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Budgets & Clubs Board (BCB)

- BCB manages all things related to the funding you receive throughout the year.
- They review:
 - Club Renewal Application
 - Mid-Year Report
 - Club/Org Additional Funding Applications
 - New Club Applications
- BCB members
 - Can't be a treasurer of a BCSG-recognized club
 - Must recuse themselves from decisions related to clubs they're a member of

Budgets & Clubs Board (BCB)

- Every club has a **Funding Advisor** who sits on BCB.
- Contact them to inquire about a funding decision, or about the status of your club account.
- Reminder: don't complain to individual members of BCB.

Who's your
funding advisor?



bit.ly/fundadv

Club Funding Ecosystem



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Funding Year Snapshot

<u>Date</u>	<u>Action</u>
Second Monday in March	Club Renewal Application & Fall Initial Allocation request due
Before the end of Short Term	Budget hearings for Fall Initial Allocation
First two full weeks of Fall semester	Fall Initial Allocations made
During Fall semester	Additional Funding Applications accepted
First Monday in December/Last Monday in November	Mid-Year Report & Winter Initial Allocation request due
First two full weeks of Winter semester	Winter initial allocations made
During Winter semester & Short Term	Additional Funding Applications accepted



We are here!

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Club Funding Ecosystem

- Each club funding year starts in March with the Club Renewal Application, which includes the Fall Initial Allocation Request.
 - Due on the second Monday in March.
 - Requests your club ledger and proposed expenses for the coming fall semester.
- Download the [Club Ledger Template](#) TODAY.

Fall Initial Allocations

- Things used to help decide fall initial allocations
 - Budget hearings
 - [Allocation criteria](#)
 - Club traditions
 - Club unity and member recruitment and retention
- Usually not funded via initial allocations: travel costs
- Fall initial allocation decisions are communicated in the first two full weeks of the academic year
- Your club already received an initial allocation notification, if you applied for one!

Additional Funding

- The Club/Org Additional Funding Application is available to you throughout the year
 - Largest pool of funding available to clubs
- Don't take a small or no allocation as a sign that BCB doesn't support you
- Clubs may also receive a winter initial allocation

End of the Academic Year

- Funds left in your club account are absorbed back into the Additional Funding pool
- Donations and funds raised are left untouched
 - These funds are always “spent first” when expenses are debited from your account

Help us improve!

- Equity: all clubs have the financial resources to fully realize their mission and vision
- BCB and Campus Life rely on:
 - Transparency
 - Access
 - Peer review
- Suggestions? Contact us at campuslife@bates.edu or bcb@bates.edu.

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Questions about BCB and/or the funding year?

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How to Get Money



How to Get Money

- You can't spend money you don't have!
- Initial allocations
- Club/Org Additional Funding Application
- Campus Life sources
 - Collaboration Fund (applied to via Additional Funding Application)
 - Late at Bates (applied to via Additional Funding Application)
 - Breaks at Bates
- Other funding sources on the [Student Clubs website](#)

Club/Org Additional Funding Application

- Submitted via the [Student Clubs website](#)
- Can support any financial needs related to the successful operation of your club
- Reviewed weekly by BCB - view the time table at the link above
 - Must be submitted by Friday each week to receive decision by Tuesday each week
 - BCB does not review requests during break periods
- If your request exceeds \$1000, you will be required to have a meeting with your Funding Advisor to discuss it in greater detail
- BCB does not review retroactive requests.
 - Ensure your club account has money in it before making a purchase - otherwise you may personally be footing the bill.

Club/Org Additional Funding Application - Basic Information Required

- Name of activity
- Date of activity
- Activity description
- Total expected cost
- Itemized breakdown of that cost
- If possible, supporting documents

Club/Org Additional Funding Application - Travel Additional Information

- Destination
- Anticipated number of travelers
- Whether the club is driving
 - Number of vehicles to be used
 - GasBuddy Trip Cost Calculator

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Questions about how to get money

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How to Spend Money



How to Spend Money

- Easiest way: use a Campus Life credit card
- Email campuslife@bates.edu with links to what you want to purchase
 - We'll charge your account directly
- Check out our Visa or Walmart credit card
 - Email campuslife@bates.edu to request the card(s)
 - Return card(s) and receipt(s) within 24 hours of check out
 - Can also email a picture of the receipt to campuslife@bates.edu

Reimbursement

- Spend your personal money and get reimbursed from your club account
 - Remember to save your receipt(s)
- Must be submitted to Campus Life within 10 business days of date of purchase
- Take pictures of receipt(s) and email them plus the name and student ID number of the student to be reimbursed to campuslife@bates.edu.
- Reminder: you can't be reimbursed from funds you don't have!
- Reimbursements are generally deposited into your bank account via direct deposit the Friday after you submit your receipts.

Cash Advance

- You may receive cash advances of up to \$150 from Accounting.
- Go to Lane Hall 221 and tell them you want to do a cash advance from your club account.
- Fill out the form.
- Get the cash.
- Spend the cash - save your receipt(s)!
- Email campuslife@bates.edu with pictures of your receipts, name, and student ID number, and how much money you took out via advance.
- Visit Accounting and return any unused cash.

Receipts

VERY IMPORTANT

- Obviously - save them - best practice: take a picture of them as soon as you get them so you can't lose them
- Accounting requires that we have a detailed record of purchases made using college funds
- Receipts must have:
 - A list of items purchased.
 - Payment method and record of transaction.
- Many national chains provide both on a single receipt - e.g., grocery stores, Walmart, etc.
- Some local vendors only provide the record of transaction - make sure you get both before you leave the establishment.

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Questions about how to spend money

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Club Funding Rules



Prohibited Expenses

- Events for specific populations of the college (excluding meetings).
- Events for alumni.
- Donations and gifts, including to charities and non-profit organizations.
- Personalized items for personal club member use, including personalized promotional merchandise (swag).
- Alcohol, tobacco, and drugs.
- Paying students.

Allowed Expenses

- Purchases related to your club's mission statement and activities.
- Awards and prizes, in moderation.
- Food, in moderation.
 - Remember: may only be outside right now.
- Grab-n-go snacks.
- Promotional merchandise (swag) in moderation, as long as it's not personalized.

Budgeting

- Download the [Club Ledger Template](#) and use it - Accounting reports aren't the most accurate picture of your club's financial situation.
 - Every time your club account receives or spends money, it should be documented on your ledger.
- Your President and Treasurer receive monthly accounting reports.
- Visit the Student Clubs website and review the "[How to Manage Your Club Funds](#)" page.

Personal Expense Fund

- Available for individuals who can't afford a required cost associated with club activities.
- Try to make all of your activities free.
- Visit the [Student Clubs website](#) for more information.

That's it!



Important Upcoming Dates

- Mid-Year Report Due Monday, November 29
- Club Renewal Application due Monday, March 14