Financing your Student Organization

Presented by:
Kyle Yarusso
4th Year Representative
Current USG Initiatives

• Constitution! – *Voting begins on the 2\textsuperscript{nd}*

• Food Insecurities Survey – *Please respond by Feb. 13*

• University Budget Forum – *Tomorrow (Jan. 28) 2-5pm Forestry G002*
Presentation Topics

Where can I find funding?

How do I receive funding from the Student Activity Fee (SAF)?

How do I create an acceptable budget?

How does the Budget Hearings process work?

What is the timeline for Budget Hearings?
Where can I find funding?

- Membership Dues
- University Departments
- Alumni Association
- Parent’s Fund
- Fundraising

- Student Activity Fee Allocation
  - Budget Hearings
    - Additional Support
      - Opportunities Fund
      - Reserve Fund
Alumni Association

The Michigan Tech alumni Student Initiative Support Program is designed to promote on-campus student involvement through the support of the alumni community. This program is geared towards registered student groups, clubs, or societies who desire to make a positive difference on campus.

Search “Alumni Association, Funding” on Michigan Tech’s website for more information
Parent’s Fund

The Tech Parents Annual Fund, administered through the Wahtera Center for Student Success, was instituted in 1998 in an effort to support student organizations and initiatives.

Activities and events that have been supported include:

• Speakers and programs
• Non-alcoholic social and community events
• University traditions (such as K-Day, Family Weekend, Homecoming, Winter Carnival, and Spring Fling)
• Travel to professional development opportunities, such as conferences and networking events
• Participation in national and regional competitions
• Events that encourage involvement in the Michigan Tech and campus communities

Search Parents Fund on Michigan Tech’s website for more information
Fundraising

• Only registered student organizations may sponsor fund-raising activities on the Michigan Tech campus.

• All activities are expected to conform to recognized standards of good taste and conduct, preserving integrity and respect for human dignity.
Student Activity Fee
Student Activity Fee

Michigan Tech Board of Control
- Bylaws and Policies
- - - 8.8 Student Activity Fee

“....to be used for support of student organizations...”

$60/semester/undergraduate student
$50/semester/graduate student
~ $713,000 for 2014/2015

Used to support over 200 student organizations and campus traditions
Q. So how does my organization get SAF Funding?

A. Budget Hearings

• Held each spring semester
• Used to determine an organization’s Student Activity Fee allocation for the next academic year

**Process**

1. Organizations submit budget & other documents
2. Present your request
3. Ways & Means Committee makes recommendations
4. USG approves the entire budget for next year
You may request funding for...

- Projects and Activities
- Equipment and Capital Outlay
- Professional Business Trips
- Competitions
- Conferences and Symposiums
You may NOT receive funding for...

- Alcohol
- Food (cultural events exception)
- Giveaways or items that will be distributed
- Monetary distributions
- Awards or Prizes
- Items outside the scope of your organization
Creating a Budget

Revenue
  • Carryover [existing bank balance]
  • Membership dues
  • Fundraising Projections
  • Departmental Donations

Expenses
  • Projects and Activities
  • Equipment
  • Competitions / Conferences / Symposiaums
<table>
<thead>
<tr>
<th>Item #</th>
<th>Revenue</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Membership Dues (20 Members x $1)</td>
<td>$20.00</td>
</tr>
<tr>
<td>2.0</td>
<td>Tech Fund</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total Revenue:</td>
<td></td>
<td>$120.00</td>
</tr>
<tr>
<td>Expenditures</td>
<td>Total Amount</td>
<td>Request Amount</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0 Practice Balls</td>
<td>$ 150.00</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>5.0 Nets</td>
<td>$ 250.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Equipment Cost</strong></td>
<td>$ 400.00</td>
<td>$ 100.00</td>
</tr>
<tr>
<td><strong>Projects and Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.0 Pool Time at SDC</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>7.0 Ice Time at SDC</td>
<td>$ 250.00</td>
<td>$ 250.00</td>
</tr>
<tr>
<td><strong>Total Projects and Activities Cost</strong></td>
<td>$ 350.00</td>
<td>$ 350.00</td>
</tr>
<tr>
<td>Item #</td>
<td>Competitions and Conferences</td>
<td>Total Amount</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>11.0</td>
<td>Game vs UofM in Ann Arbor, MI</td>
<td>$ 120.00</td>
</tr>
<tr>
<td>11.1</td>
<td>Travel</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>11.2</td>
<td>Hotel</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>12.0</td>
<td>Game vs UW-Madison in Madison, WI</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>12.1</td>
<td>Travel</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>12.2</td>
<td>Hotel</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>13.0</td>
<td>Conference in New York, NY</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>13.1</td>
<td>Hotel</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>13.2</td>
<td>Travel</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>13.3</td>
<td>Registration Fee (for 5 People)</td>
<td>$ 200.00</td>
</tr>
<tr>
<td></td>
<td>Total Competitions and Conferences</td>
<td>$ 1,850.00</td>
</tr>
<tr>
<td></td>
<td>Total Expenses/Request</td>
<td>$ 2,600.00</td>
</tr>
</tbody>
</table>

[Organization Name]
Budget Proposal for the 2015-2016 Academic Year (FY16)

Revenue
Membership Dues (20 Members x $1)

Expenditures
Equipment
Practice Balls
Tech Fund
Guidelines for Budgeting

• Get price quotes in writing
  • Particularly important for large events
    • Rozsa Rental or Catering Agreements
• Communicate and use good organization
• Do not keep cash on hand [deposit ASAP]
• Do not pay individuals/performers/speakers in cash
• Plan travel arrangements at least 3 months ahead of time
Timeline
Timeline

• **Informational Meeting: Happening Now**
• **Budget Packets Due:** February 16th (5:00 PM)
• **Hearings Sign-Up:** February 16th - 25th
• **Budget Hearings:**
  - February 26th (Datolite Room) 6:00 PM – 10:30 PM
  - February 27th (Datolite Room) 6:00 PM – 10:30 PM
  - February 28th (Datolite Room) 8:00 AM – 11:30 PM
  - March 1st (Datolite Room) 8:00 AM – 11:30 PM
• **Allocation Recommendations Announced**
  - Wednesday March 4th, 7pm MUB Ballroom B
Timeline

• Informational Meeting: Happening Now

• **Budget Packets Due: February 16\textsuperscript{th} (5:00 PM)**

• Hearings Sign-Up: February 16\textsuperscript{th} - 25\textsuperscript{th}

• **Budget Hearings:**
  
  February 26\textsuperscript{th} (Datolite Room) 6:00 PM – 10:30 PM
  February 27\textsuperscript{th} (Datolite Room) 6:00 PM – 10:30 PM
  February 28\textsuperscript{th} (Datolite Room) 8:00 AM – 11:30 PM
  March 1\textsuperscript{st} (Datolite Room) 8:00 AM – 11:30 PM

• Allocation Recommendations Announced
  Wednesday March 4\textsuperscript{th}, 7pm MUB Ballroom B
Budget Packets Due February 16th

1. Upload 2015/2016 Proposed Budget
   • Save as “orgname_2015-2016 Proposed Budget”
   • Upload to Involvement Link

2. Upload Past Financial Statements
   • Make sure that your 2013/2014 and 2014/2015 budgets are uploaded to Involvement Link
   • Other relevant documents may also be useful

3. Turn In Funding Agreement and Questionnaire
   • Signed by all executive board members and advisor
   • Turn in to USG Office (MUB 113)
Timeline

• Informational Meeting: Happening Now
• Budget Packets Due: February 16\textsuperscript{th} (5:00 PM)
• **Hearings Sign-Up: February 16\textsuperscript{th} - 25\textsuperscript{th}**
• Budget Hearings:
  - February 26\textsuperscript{th} (Datolite Room) 6:00 PM – 10:30 PM
  - February 27\textsuperscript{th} (Datolite Room) 6:00 PM – 10:30 PM
  - February 28\textsuperscript{th} (Datolite Room) 8:00 AM – 11:30 PM
  - March 1\textsuperscript{st} (Datolite Room) 8:00 AM – 11:30 PM
• Allocation Recommendations Announced
  Wednesday March 4\textsuperscript{th}, 7pm MUB Ballroom B
Budget Hearings Signups

Sign up for a Budget Hearing timeslot
  • First come, first served
  • Sign up using USG’s Google Appointment Calendar
  • Link to calendar will be sent to President Email List
  • Sign Up between February 16th – 25th
Timeline

• Informational Meeting: Happening Now
• Budget Packets Due: February 16th (5:00 PM)
• Hearings Sign-Up: February 16th - 25th

• Budget Hearings:
  February 26th (Datolite Room) 6:00 PM – 10:30 PM
  February 27th (Datolite Room) 6:00 PM – 10:30 PM
  February 28th (Datolite Room) 8:00 AM – 11:30 PM
  March 1st (Datolite Room) 8:00 AM – 11:30 PM

• Allocation Recommendations Announced
  Wednesday March 4th, 7pm MUB Ballroom B
What to Expect

Attend your Budget Hearing Meeting

• Present your proposed budget

• Meetings will typically last 10 minutes

• What to prepare:
  • Be familiar with your budget and its contents
  • Be able to justify each line item
  • Demographic questions about the organization

• The Ways and Means Committee will propose a recommendation amount

“No shows” will not be eligible for SAF Funding
Timeline

• Informational Meeting: Happening Now

• Budget Packets Due: February 16th (5:00 PM)

• Hearings Sign-Up: February 16th - 25th

• Budget Hearings:
  - February 26th (Datolite) 6:00 PM – 10:30 PM
  - February 27th (Datolite) 6:00 PM – 10:30 PM
  - February 28th (Datolite) 8:00 AM – 11:30 PM
  - March 1st (Datolite) 8:00 AM – 11:30 PM

• Allocation Recommendations Announced
  Wednesday March 4th, 7pm MUB Ballroom B
Timeline continued

• **Budget Appeals**
  Thursday March 19th, 6-10pm, Datolite Room

  Ask WAM Committee questions about your recommended allocation and/or ask for a reconsideration

• **Budgets Voted on by USG Body**
  Wednesday March 25th, 7pm MUB Ballroom B
  Last chance to appeal
Timeline continued

• **Budget Appeals**
  Thursday March 19th, 6-10:30pm, Datolite Room

  Ask WAM Committee questions about your recommended allocation and/or ask for a reconsideration

• **Budgets Voted on by USG Body**
  Wednesday March 25th, 7pm MUB Ballroom B
  Last chance to appeal
Some Notes

• Do not add surprises
  • USG can not allocate you millions of dollars
  • Stay reasonable and respect the system

• Present your budget in the required format
  • Only EXCEL (.xls or .xlsx)
  • Do not use background colors
  • No Word or PDF will be accepted

• The Student Activity Fee is here to help subsidize your organization

• You may or may not receive the full amount you request
Need Help?

Visit the USG Office
Email us at usg@mtu.edu

Let us know if you are having difficulty with any step of the process
(Budget, Funding Agreement, Questionnaire, Involvement Link, etc.)
Questions?

Thank you for coming!

Kyle Yarussso
4th Year Representative
WAM Committee Member
kjyaruss@mtu.edu