

# Club Funding Workshop

## Welcome!



- **Important First Steps:**

- Please sign in.

- Please provide your email address.

- Send your email address to:

[studentactivities@daytonastate.edu](mailto:studentactivities@daytonastate.edu)

- Handouts will be provided.

# Workshop Goals

- Eligibility for Funding
- Club Funding Procedures
- Similarities and Differences between  
Club “6” Funds and Student Activities Funds
- How to Request Student Activities Funds



# Eligibility Requirements

- Updated Officers List
- Club Charter Renewal
- Updated Advisor Agreement
- Updated Club “6” Account Signature Form (Memorandum)
- Updated Constitution
- Attendance at Club Funding Workshop



# Two Sources of Money



- **Club Funds:** Money that your club raised through bake sales, car washes, donations, etc.
- **Student Activities Funds:** Money that you request from the college.



# Similarities:

## Club Accounts & Student Activities Funds

- Invoices get submitted for all approved purchases
- Unapproved personal expense and will not be reimbursed
- Must provide the federal ID number, the SSN, or student ID number of any individual or business in order to pay them.
- All checks must be made out to Daytona State College
- Driver's license number must be on the face of any check to be deposited in a Daytona State account

# Differences:

## Club Accounts & Student Activities Funds



- Expenditures from Club “6” Account Require Club’s approval (Minutes)
- Expenditures from Student Activities Account Require College Approval (Bruce Cook).
- Club “6” Account - use a Direct Payment Request Form.
- Student Activities Account – use a Request for Student Activities Funds Form.
- Purchases from Club “6” Accounts ARE NOT tax exempt
- Purchases from Student Activities Account ARE tax exempt
- Club accounts will be charged for any returned check fees

# How to Prepare Your Budget Request

- Your Request Should Include the Following:
  - Budget Summary Sheet (Total Amount)
  - Three funding categories: (Separate Page for each Category)
    - 1. Food
    - 2. Travel
    - 3. Other



# Budget Request Example

How to prepare your request.



Your proposal must be submitted to the Student Activities Office No later than 4 p.m., Oct. 27<sup>th</sup>.

# Budget Summary Sheet

	Enter Information on this side
<b>Today's Date:</b>	Oct. 1, 2009
<b>Name of Club:</b>	Millionaire Club
<b>Club Representative's Name &amp; Phone Number:</b>	Rich Mann
<b>Adviser's Name &amp; Phone Number:</b>	Diamond Jewel
<b>Club Cost Center Number:</b>	60-XXXXXXXX
<b>Club Adviser's Signature:</b>	<i>Diamond Jewel</i>
<b>Total Amount of Request in all three categories:</b>	\$1,200

# Food

1. Monthly Meetings 3 pizzas at each.	Pizza - \$200.00
2. Club Luncheon	Pizzaria Unos \$300
3.	
4.	
Total Amount Requested	\$500

# Travel

1. Orlando	\$200 registration fees for 2 students to attend national conference.
2. Tampa	\$200 – One night hotel stay for regional meeting.
3.	
4.	
Total	<b>\$400</b>

# Other

1. Club Shirts for Comm. Services	T-shirts \$300
2.	
3.	
4.	
5.	
Total:	\$300

# There are No Free Lunches



- **Participate in at least two college wide activities or community service projects per semester.**
- **Report outcomes of expenditures to the SGA within two weeks of expenditures.**
- **Provide Student Activities office with appropriate updates** (ie: Club List, Advisor Agreement ...)

# What to do after July 1?

- Submit “Request for Student Activities Funds” form to SA office prior to making any travel plans or purchases every time.
- Submit form to S.A. office within deadlines noted in the handbook.
- Return all invoices to SA office ASAP



# ***Contingency Funds***

New clubs that have not received funding for this fiscal year may apply

- Complete the “**Budget Packet**” previously described in the Budget Request Example
- **Please make note**, on the form, that your request is for **this** fiscal year (2009-2010).



# Contacts:

- Club “6” Accounts: Cass “Mary” Fowler
  - 506-3101 Bld. 100, Rm. 313
- Student Accounts: 506-3024
- Student Activities:
  - Julie Rocco, 506-3131 Bld. 130, Rm. 113
  - Bruce Cook, 506-4417, Bld. 130, Rm. 113



# Any Questions?

