

# Clayton State University

## Business Policies & Procedures for Student Organizations

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*Version: FY19.1*

**NOTE: This manual is intended to be used an ongoing resource. Please refer back to it as needed during your organization’s operations through the year.**

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## **1. Student Affairs Business Office**

- A.** The Student Affairs Business Office (SABO) works in conjunction with the Clayton State University Budget and Finance Department to enforce the guidelines established by the University, the Board of Regents, the State, etc.
- B.** The Student Affairs Business Office (SABO) oversees the following areas for student organizations:
  - i. All accounts and business activities
  - ii. Travel
  - iii. Contracts

## **2. Types of accounts**

### **A. Allocated Accounts**

Allocated accounts are funded by student activity fees awarded by the Student Fees Advisory Board. If you are awarded funding, an allocated account will automatically be set up for your organization by the SABO. Allocated accounts have the most restrictions on how they can be used.

### **B. Agency Accounts**

Agency accounts are established for “raised funds”, such as fundraiser profits, dues collected from members, donations, etc. The use of agency funds is less restrictive than allocated funds. However, they are still subject to University policies since the University is the steward of the funds. SABO retains the right to reject certain expenses or activities to protect the best interest of the organization and the University. To establish an agency account, the organization must complete an agency account application with SABO. You do not have to have an allocated account in order to have an agency account. Off-campus bank accounts are not allowed for student organizations.

### **C. Foundation Accounts**

Foundation accounts are established for “raised funds” that are received through a tax deductible charitable donation. If an individual or a business makes a donation to a student organization and would like to receive a charitable donation letter for tax credit purposes, the donation must be deposited to the Foundation account. The use of Foundation funds is similar to the use of Agency funds. To establish a Foundation account, the organization must complete a Foundation account application with SABO. Not every student organization will require a Foundation account and one should not be established unless it is needed. SABO can help determine the need of a Foundation account.

## **3. Allocated Accounts**

### **A. Student Fees Advisory Board (SFAB)**

#### **i. Composition of the Board**

The Student Fees Advisory Board is composed of eight (8) students and eight (8) faculty/staff. Student members are appointed by the President

of the Student Government Association. In order to be appointed, students must be full-time, degree-seeking students with a minimum of 24 semester hours at CSU and a GPA of 2.5 or higher. Students are appointed for one year terms and shall serve no more than two terms. Faculty/ staff members are appointed by the Associate Vice President of Student Affairs in consultation with the Vice President of Student Affairs. The SFAB consists of five (5) faculty members, one from each school/college, and two (2) staff members. Faculty and staff members are appointed for two-year terms, and following a one-term break in service, may be reappointed. The term of service is generally July 1 – June30. The Associate Vice President of Student Affairs serves as the eighth (8<sup>th</sup>) faculty/staff member and Chair of the Board. The Student Affairs Business Manager , SABO Administrative Coordinator, and Campus Life staff often attend the SFAB meetings as ex-officio members with no voting rights.

- ii. **Source of funding** - “Mandatory student fees” are defined as fees that are assessed to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of a USG institution, including those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. Mandatory student fees may be required by the Board of Regents or by the institution subject to approval by the Board of Regents. Mandatory student fees shall include, but not be limited to: Intercollegiate athletic fees, student health service fees, transportation or parking fees, student activity fees, technology fees, facility fees, and mandatory food service fees. Purposes and rates for all mandatory fees shall be approved by the Board of Regents to become effective the following fall semester. All mandatory fees assessed to students enrolled in 12 credit hours or more shall be assessed at the Board-approved rate. Institutions may reduce mandatory fees on a per-credit-hour basis or on a tiered structure for students taking fewer than 12 credit hours or for students enrolled in summer courses. All mandatory student fees collected by an institution, as well as any proposals to increase or create a mandatory student fee or to change the purpose of an existing mandatory student fee, shall be proposed and administered by the President of the institution and presented to an advisory committee composed at least 50 percent students appointed by the institution’s Student Government Association for advice, counsel, and a vote prior to the institution submitting the request to the Board of Regents. The advisory committee must include at least four students and institutions and Student Government Associations should make a concerted effort to include

broad representation among the students appointed to the advisory committee. These procedures do not apply to special circumstances in which a general purpose fee is instituted system-wide by the Board of Regents. Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.

(7.3.2.1, BOR Policy Manual) Mandatory fees at Clayton State University also include the Laker Card fee.

iii. **Purpose of the SFAB**

The Student Fees Advisory Board is established to 1) review all budgets for allocation of mandatory student fees and make recommendations regarding support, modification, or non-support prior to submission to the Board of Regents; 2) review all proposed changes in mandatory fees and make recommendations regarding proposed changes prior to submission to the Board of Regents; and 3) review all revenues and expenditures for each mandatory fee according to accountability guidelines outlined below.

A subset of members of the SFAB (composed of at least 50% students) will review all proposed budgets and recommend distribution/allocation of the portion of the student activity fees designated each academic year to registered student organizations and make recommendations to the Vice President of Student Affairs. If SFAB student members are not available to attend this session, alternate student representatives will be appointed by the Assistant Vice President for Student Affairs to serve on a temporary basis. The Vice President may support or modify the budgets before submitting it to the President with the recommended budget.

**B. Purpose**

The purpose of student activity fees, as awarded to student organizations by SFAB, is to fund programs and activities that enhance campus life, promote student academic and personal success, and to uphold and support the mission of the University and the Division of Student Affairs.

**C. Eligibility**

In order to be eligible for SFAB funding, student organizations must meet the following criteria:

- i. Must be officially registered and recognized by the Department of Campus Life within 6 weeks of the first day of the semester
- ii. Demonstrated activity on campus (history of activity on campus, such as participation, volunteering, completed programs or activities, etc.)  
Because of this requirement, most new organizations are not eligible for

funding in their first semester. Note: if a student organization has been inactive for longer than two academic years, it will be considered a new organization upon reorganization and will need to register again with the Office of Campus Life.

- iii. Good social standing (have met financial guidelines and obligations to Student Affairs; not on probation or suspension with the University, etc.)

#### **D. Award Process**

- i. **Timeline**

The SFAB meets at least twice a year to review budget requests from student organizations. Awards are issued at the beginning of each fall semester and the beginning of each spring semester. Awarded funds are to be spent only during the semester in which they are allocated and the events or activities must take place within that semester. Official deadlines and cutoff dates for events and expenses will be issued each semester. Allocated funds are not awarded for summer semester and are not allowed to be used during summer semester unless specific permission is granted to the organization by SFAB or the SABO.

- ii. **Budget Requests**

Toward the end of each fall and spring semester, organizations will be notified of the upcoming budget request deadline for funding for the following fall or spring semester. Budget requests must be submitted in the format provided and it must contain very specific information about planned events and activities. Budget requests must be submitted by the President of the organization. If there is no President in place at the time of the deadline, alternate arrangements can be made with the SABO. Submissions are only accepted in electronic form. No late submissions will be accepted. An email confirmation will be sent upon official receipt of the budget request. Additional instructions may accompany the budget request notification, and if so, those instructions must be adhered to in order to be eligible for funding.

- iii. **Award Letters**

Once SFAB funding has been determined, each organization that submitted a budget request will receive either an award letter or notification that no funding was awarded. Award letters will be ready no later than 2 weeks into the semester, unless circumstances arise which prohibit that timeline. Examples of such circumstances may include clarification letters being sent to the organization requesting more information regarding the budget request. Award letters may contain additional instructions and guidelines, and if so, those must be adhered to as a part of these policies and procedures.

- iv. **Budget Training**  
The President and/or Treasurer of each organization are required to complete online budget training at the start of each semester. See “Budget Training” section for more details.
- v. **Signatures of understanding**  
In order to activate SFAB funding, the organization President must meet with the SABO Administrative Coordinator to review the award. The President must then sign a waiver that indicates that he/she has read the award letter, understands all of the stipulations outlined within that letter, and agrees to share that information with his/her organization as a whole, as well as the organization’s advisor.
- vi. Organizations may not access funds until all eligibility requirements are met and all waiver signatures have been obtained for both the award letter and the business policies and procedures handbook.
- vii. **Checklist for accessing SFAB Awards each semester:**
  - President must submit budget request on time and in the appropriate format.
  - President and Treasurer must complete online budget training.
  - President must meet with SABO Administrative Coordinator to review award letter and sign off on it.
  - President must sign waiver of understanding for the Student Organization Business Policies & Procedures Handbook.

**E. Allowable Expenses**

- i. **Programs and Activities** that:
  - target the CSU campus community, including the Fayetteville instructional site
  - are deemed to serve, benefit, and be of interest to a significant segment of the University community
  - are open to all interested students. The organization may require certain abilities or talents of its participants. However, the right to apply for membership must be available to all interested students.
  - support the mission of the University
  - enhance student life and co-curricular experiences
  - are unique, not repetitive or duplicative of other campus, community, or organizational events. The program must be one which the sponsoring organization is clearly better able to present than any other campus organization that is already being funded.
- ii. **Supplies & Materials**
- iii. **Contracts** (for approved events/expenses. See Section 10- “Contracts” for more information.)
- iv. **Honorariums** (See Section 3.I – “Honorariums” for more information)



- v. **Space fees and Security fees** (when appropriate; see Section 11, “University Space Usage” for more information)
- vi. **Travel**
  - Conferences that provide information and knowledge beneficial to CSU students
  - *See Section 9 – “Travel” for more details.*
- vii. **Promotional items**
  - *See Section 3.H – “Promotional Items” for more details.*
- viii. **Approved contest winnings**
  - *See Section 13 – “Contest Winnings” for more details.*

**F. Expenses NOT allowed**

- i. Academic Programs – if the primary use will be for a classroom instructional program of an academic department
- ii. Alcohol
- iii. Charitable contributions or donations
- iv. Food or Beverage
- v. Fundraising (seed money)
- vi. Gifts/Giveaways/Gift cards/etc...
- vii. Members only banquets or award ceremonies
- viii. Organizational dues/fees – charter fees, membership dues, insurance obligations (Ex. Fraternities, sororities, honor societies, nationally affiliated organizations)
- ix. Party/Event Planners
- x. Scholarships
- xi. T-shirts/Uniforms
- xii. Any event that is not open to all CSU students, including those of the Fayetteville instructional site. This includes retreats for organization members.
- xiii. Payment to organization members for service within the organization, including serving on the organization’s executive board.
- xiv. Any monetary support of candidates for political office or contributions to political parties.
- xv. Any payment to a member of the CSU faculty or staff (non-student) for a personal appearance or personal service.
- xvi. Any event in which funds are used to benefit anyone other than CSU students, such as elementary or high school students, foster children, community groups, etc.
- xvii. Any expense for the personal benefit of any individual. (Ex. A charity established by the organization’s advisor, a member’s academic project, a personal bill etc.)

## G. Modifications

- i. Each fall and spring semester, a budget modification may be requested until the end of the fifth (5<sup>th</sup>) week of the semester. Prior to this deadline, organizations may request approval for changes in how they need to spend their funding. Organizations may also return funds that will not be spent to avoid negative effects of not spending your allocated funding. Each organization may request up to **two (2)** modifications during this period.
- ii. Modifications are not intended to create entirely new events, but to make adjustments that may be necessary due to unforeseen circumstances. Any event changes need to reflect the same purpose or intent as the original details of the event approved by SFAB.
- iii. Modification requests must be submitted on an official modification form. Modifications are not final until the organization receives written or electronic notice that the modification has been approved.
- iv. Organizations may not request to increase the travel budget, promotional item budget, or increase the total award amount.
- v. Organizations are expected to spend the funds they have been awarded. Failure to spend funds could negatively affect future funding. However, it is understood that planning can change from the time of budget request submission for various reasons.
- vi. Frivolous spending in order to avoid leftover funds will impact the organization as well. Do not spend funds just to spend them!

## H. Promotional Items

- i. Each organization has an annual limit of \$300 for promotional items. Funding for promotional items is not automatically awarded; it must be included in the budget request and approved by the SFAB.
- ii. Promotional items include: pens, pencils, magnets, buttons, etc. Promotional items should relate in some way to the organization or its purpose and/or have the organization's information printed upon it.
- iii. Promotional items are for distribution to the campus community and should not be used as a way to purchase items for members.
- iv. Does not necessarily include: Reusable banners or tablecloths, t-shirts or any type of apparel, food items, etc. If in doubt, ask the SABO.
- v. Any use of the CSU name or logo must be approved **prior** to order/purchase. Contact SABO in advance.
- vi. Promotional items should not be paid out of pocket by organization members without prior written approval from SABO.

## I. Honorariums

- i. Honorariums are limited to \$150 per speaker unless specifically awarded otherwise by SFAB and detailed as such in your award letter.

- ii. Travel and lodging are not covered for speakers, but may be supplemented by available Agency funds if desired.
- iii. Honorariums are paid by CSU check only (no gifts or gift cards).
- iv. Employees of other USG/BOR unit may receive honorariums or contracted pay for services. However, if the honorarium is more than \$250 (if given special approval from SFAB) their unit must invoice CSU for the payment and then that unit will be paid through Accounts Payable. That unit will then pay the employee through their payroll system. The process can be lengthy. This needs to be coordinated with SABO in advance.
- v. No honorariums may be paid to a political candidate seeking public office.
- vi. No honorariums to CSU employees
- vii. No honorariums for CSU students (does not include student DJs or Photographers)

**J. Equipment/Materials**

- i. Any equipment or materials purchased with SFAB funds belong to CSU for the use and enjoyment of CSU students. If an organization disbands or goes inactive, equipment and materials need to be turned in to the SABO.
- ii. Each organization may be required to submit an equipment/material inventory annually and/or upon request.

**K. Dual Enrollment Students**

Dual enrollment Students do not pay Student Activity Fees. For any SFAB funded events, activities, or trips, dual enrollment students **may** be required to pay the same amount as any other non CSU student would be required to pay to participate.

**L. Faculty/Staff**

- i. Allocated funds cannot be used to benefit any faculty or staff member. Therefore, allocated funds cannot be used for any type of faculty/staff appreciation event or gift.
- ii. Faculty and staff are not allowed to win any SFAB funded contests or games that result in monetary or material awards or prizes.

**M. Event Evaluations**

- i. Event evaluations are a critical tool for accessing the success and impact of SFAB funded activities to ensure that student activity fees are being used for the best benefit of the student body. These evaluations are also useful for the organizations in shaping and modifying their planned events.
- ii. An event evaluation form must be submitted to the SABO Administrative Coordinator within 10 business days of any SFAB funded event or activity.

- iii. Failure to submit an event evaluation form within 10 business days will result in negative consequences. If an event evaluation form is not submitted for each event/activity, the organization may NOT be eligible for SFAB funding the following semester.
- iv. Each organization will be allowed one late waiver per semester. This is for unexpected delays and emergencies and should not be used unless necessary. If an event evaluation is late more than once per semester, the organization will NOT be eligible for SFAB funding the following semester.

**N. Missing Documentation** – No future events or fundraisers will be approved if there are outstanding documentation/deposits/reimbursables missing from a previous event or fundraiser.

**O.** The SABO reserves the right to process payment from an organization’s allocated funds to any CSU department, off campus vendor, or individual for any legitimate outstanding balance, should the organization fail to follow through with all requirements on their own.

#### **4. Agency Accounts**

##### **A. Deposits**

- i. Deposits into Agency accounts can be in the form of cash, check, or money order. No credit card payments or wire transfers are accepted.
- ii. Deposits must be accompanied by a Student Affairs deposit form, with all required information and signatures.
- iii. A receipt will be issued after deposits are verified by the SABO.
- iv. Checks must be submitted for deposit within 7 days of the date on the check.
- v. “Starter” checks are not accepted. All checks must have the name, contact information and banking information printed on the check.
- vi. All checks should be made payable to Clayton State University and the student organization name should be written in the memo line. Checks cannot be made out to the name of the student organization.
- vii. Any checks received from students should include the student’s Laker ID and phone number.
- viii. Any checks received from non-Clayton State campus members must include Driver’s License (or other government issued ID) info on the front of the check, along with a phone number.
- ix. Any deposit consisting of more than \$20 in coins may be required to be exchanged for cash bills, via a bank or a service such as Coinstar.
- x. If the SABO Administrative Coordinator is not available to accept a deposit personally, deposits may be turned in to Student Affairs Office, UC 250. It is the responsibility of the organization to ensure that the front desk puts their deposit in the Student Affairs safe in their

presence. Receipts will not be issued from the Student Affairs front desk, but can be obtained later from the SABO Administrative Coordinator.

- xi. Deposits are not official until the SABO receives an official deposit slip from the Bursar's office. It is imperative that deposits be made in a timely manner if an organization is seeking to use the funds, because of the time allowances necessary for checks to clear and deposits to post.

## **B. Fundraising**

- i. Any fundraiser must have prior approval from the SABO. Approval must be requested on an official Fundraiser request form at least 15 business days prior. One fundraiser request form can be used for consecutive dates of fundraising. However, if there is a break in the dates (with the exception of weekends) a new fundraiser request form must be submitted for each additional group of consecutive dates. All fundraisers must comply with all University, BOR, state, and federal guidelines.
- ii. Fundraisers include: selling goods or services, charity donation drives, collecting dues/fees, selling admission to an activity or event, etc.
- iii. Student organizations may not conduct fundraisers by charging outside vendors of any kind to visit campus or provide services or information to students. (Ex. Graduate schools, potential employers, food vendors or service providers) Furthermore, any vendor of that kind, may be subject to certain stipulations or a fee paid to the university. Contact Campus Life for more information.
- iv. Any fundraiser may be denied on the basis of risk management concerns.
- v. If a fundraiser is cancelled by the organization, the SABO Administrative Coordinator must be notified immediately so that a deposit is not anticipated for the event.
- vi. All fundraisers must display signage that identifies the name of the organization and where the proceeds will go.
- vii. All expenses for fundraisers will be paid for from the Agency or Foundation accounts.
- viii. Expenses for any fundraiser should not be paid in cash with funds raised at the fundraiser. All raised funds must be deposited into the Agency account and will then be allocated out by check as needed.
- ix. Funds, along with a fundraising receipt form, should be deposited on the day of the event during normal business hours. If the SABO Admin Coordinator is not available, all funds should be submitted to Student Affairs, UC-250, to be placed in the safe. If the event ends after business hours, the deposit should be made as soon as possible the following business day.

- x. Failure to turn in raised funds within 3 business days could result in a loss of fundraiser privileges, accounts being frozen, and/or confiscation of agency funds. No future events or fundraisers will be approved if there are outstanding documentation/deposits/reimbursables missing from a previous event.
- xi. Fundraising deposits must be accompanied by the Fundraising receipt form.
- xii. Online fundraising is allowed through sites such as Paypal or Eventbrite, but donors must be notified that a small portion of their donation will go toward the online site's administrative fees.
- xiii. Fundraisers may not be for the benefit of an individual and may not be in any individual's name. Fundraisers may be in honor of an individual if the funds are going to another charitable organization and approval is granted by the SABO.
- xiv. Fundraisers involving children under the age of 18 may be allowed on a case by case basis. If approved, all underage participants must have a waiver signed by a parent or legal guardian in order to participate.
- xv. Fundraisers may not be mixed into an event funded by SFAB funds. Fundraisers and allocated funds must be kept separate. SFAB funded events cannot be used in any way to attract customers or donors for a fundraising event. Charity donation drives (non-monetary) may be an exception. Check with the SABO for specifics.
- xvi. If hosting a third party charity foundation drive, a W-9 for the charity to receive the funds must be submitted prior to the fundraiser being approved.
- xvii. Organizations are encouraged to conduct fundraisers during fall and spring semesters. Approved fundraisers may occur during the summer semester if the organization was recognized at any point during the previous academic year. However, organizations are reminded that there are much fewer people on campus during the summer, so the cost versus potential profit should be considered.
- xviii. **Membership Dues**
  - a. If a fundraiser consists of collecting membership dues, the deposit must be accompanied by a list that includes the name, student ID request form is not required for collecting dues.
  - b. Any organization that claims to collect dues, either in their constitution or in the SFAB budget request, will be tracked to ensure that appropriate funds from dues are deposited in a timely matter throughout the year.
  - c. Dues must be submitted for deposit. Under no circumstances should funds be retained by the organization to use as "petty cash" for expenses directly.

- xix. **Food sales** (See Section 14 “Food”)
- xx. **Pageants**
- a. Pageants are allowed, but organizations need to meet with the SABO Administrative Coordinator well in advance to plan out such a large event.
  - b. No pageants may offer “scholarships” unless it’s a requirement of the organization’s National chapter. If an organization refers to an unauthorized scholarship in their pageant, all revenue from the pageant will be confiscated and submitted to the Clayton State Foundation to be used toward scholarships as they deem appropriate.
  - c. Monetary prizes can be awarded on participants Laker cards if there is adequate funding in the organization’s agency account. The amounts of the monetary prizes must be determined prior to the event and included in the Fundraiser Request form. The agency and/or Foundation account must hold adequate funds to cover the monetary prizes prior to the event taking place in order to ensure that the advertised winnings can be covered even if pageant does not raise enough funds.
  - d. Scholarships pageants required by an organization’s national headquarters are allowed with pre-approval, but must be processed through the Foundation and Financial Aid offices as an official scholarship separate from the organization fundraiser.
  - e. Individual organization members are not allowed to retain a portion of fundraising proceeds.
- xxi. **Car Washes**
- a. Car washes are NOT allowed on campus.
  - b. Car washes may be held off campus, in the areas immediately surrounding campus. Please contact the SABO to see if a location is approved.
  - c. In order to have a car wash at a local business, the organization must submit a letter from the local business that states that they will allow the organization to hold a car wash there and indicate if the organization will be charged for the location, water, other utilities, etc.
- xxii. **Raffles** - Raffles as fundraisers are NOT allowed under any circumstances. This includes any game of chance, as well as the game commonly referred to as “50/50”.
- xxiii. **Personal Services** - Organizations may not sell or offer “personal services”, such as babysitting, cleaning, repair services, etc. If an organization is uncertain about whether an event falls into the

“personal services” category, it is the responsibility of the organization to contact the SABO for clarification.

### **C. Donations**

- i. Businesses and individuals may make donations to a student organization at any time by check, cash, or money order. Checks and money orders should be made out to Clayton State University with the student organization name in the memo line. If a business or individual would like a tax credit letter for their donation, the donation must be made through the Foundation. (See “Foundation Accounts” for more information)
- ii. Items, food, and materials may be donated to a student organization. A “gift-in-kind” form must be completed for any non-monetary donations. Contact the SABO for more information.
- iii. Any donation in which the donor receives tax credit cannot be used to sell or auction off as a fundraiser.
- iv. Donation of gift/gas cards are not allowed unless it is a direct donation to a third party for which the student organization is collecting. Such situations require approval of the SABO on a case by case basis.
- v. If an organization is actively soliciting donations on campus, a fundraising request form must be approved **prior** to the activity.

### **D. Use of Funds**

- i. Agency funds are not subject to the same strict usage regulations of funds. The SABO retains the right to deny expenses from the Agency account when such an expense is deemed to not be in the best interest of the organization, the Student Affairs Division, or the University. Such decisions may be made on the basis of ethics, legality, public image, risk management, or any other reason.
- ii. SABO must pre-approve any event involving the intake or output of all funds, including Agency funds.
- iii. No taxes may be paid or reimbursed from the Agency account. Contact the SABO if you need to make arrangements for a tax exempt purchase.
- iv. Events funded by Agency funds that involve children under the age of 18 may be allowed on a case by case basis. If approved, all underage participants must have a waiver signed a parent or legal guardian in order to participate.
- v. No gift/gas cards may be purchased with Agency funds.
- vi. Any “giveaways” from the Agency account must be approved and tracked with appropriate documentation and signatures.
- vii. Any t-shirts ordered by an organization must have the artwork pre-approved via SABO prior to placing the order. All t-shirts will require a signature sheet accounting for each shirt distributed to each individual.



The signature sheet is required BEFORE the invoice can be paid or reimbursed.

- viii. If T-shirts or other items of value are given out to members, the taxable income requirement may apply to students who work for the university, unless said items are documented as items members will receive in exchange for membership dues. (See Taxable Income Requirement section)
- ix. The SABO reserves the right to process payment from an organization's agency funds to any CSU department, off campus vendor, or individual, for any legitimate outstanding balance, should the organization fail to follow through with all requirements on their own.

**E. Petty Cash-** Petty cash is not allowed at any time. No petty cash will be issued for cash purchases. All funds must be in an appropriate account at all times. If any organization is found to have withheld funds from a deposit to keep for petty cash, the organization accounts will be frozen and the organization may face suspension.

## **5. Foundation Accounts**

### **A. Purpose**

The purpose of the Foundation Account is to offer donors the option to receive tax credit for their donation. This is especially helpful when receiving large donations from businesses.

### **B. Establishing a Foundation Account**

Not all organizations will need a Foundation account, so one should not be requested until it is needed. In order to establish a Foundation account, a student organization must request one through the SABO Administrative Coordinator.

### **C. Donations**

Any donation to the Foundation account should be made in the Form of check or money order and made out to *Clayton State University Foundation* with the organization name in the memo line. Any material or monetary donation made to the Foundation account cannot be used to sell or auction off as a fundraiser.

### **D. Using the Foundation Account**

- i. The Foundation account is housed under the Clayton State University Foundation and is handled separately from Allocated and Agency accounts. Foundation funds can be used in same ways that Agency funds can be used, with a few exceptions including, but not limited to: university van rental, university media services, and contest winnings on the Laker card. Payments made from Foundation funds cannot be joined into a single check with allocated and/or agency funds, therefore splitting expenses between those accounts can be difficult.
- ii. Foundation funds are not subject to the same strict usage regulations of allocated funds, but the SABO has the responsibility of advising organization on appropriate use of organizational funds. The SABO

retains the right to deny expenses from the Foundation account when such an expense is deemed to not be in the best interest of the organization, the Division, or the University. Such decisions may be made on the basis of ethics, legality, public image, risk management, or any other reason.

- iii. SABO must pre-approve any event involving the intake or output of all funds, including Foundation funds.
- iv. No gift/gas cards may be purchased with Foundation funds.
- v. Any “giveaways” from the Foundation account must be approved and tracked.
- vi. The SABO reserves the right to process payment from an organization’s foundation funds to any CSU department, off campus vendor, or individual, for any legitimate outstanding balance, should the organization fail to follow through with all requirements on their own.

## 6. Budget Training

- A. Online budget training is held at the beginning of each fall and spring semester. The purpose of the training is to cover the key operational procedures that will help each organization run smoothly.
- B. Organizations are notified of the training via email. Additional notices may also be made via student info emails, flyers, or social media.
- C. Completion each semester is required of the President and Treasurer of each organization that received allocated funding for that semester.
- D. Completion is required each fall for ALL recognized organizations, because the training also covers topics on agency accounts, fundraising, travel, etc. Organizations that do not receive SFAB funding are not required to complete the spring budget training unless there is a change in the executive board or unless they are given specific instructions to attend by the SABO. However, all organizations are welcome to complete the spring budget training if they would like a refresher.

## 7. Communication

- A. **Email-** All official communication will be sent via email to the President and/or Treasurer. The emails used for communication are referenced from the Campus Life database of recognized student organizations. It is the responsibility of the organization to ensure that the appropriate contact information is on file with Campus Life.
- B. **Hard Copies-** If a hard copy of any documentation is needed by the organization, it may be requested and picked up directly from the SABO Administrative Coordinator.
- C. **Authorized parties-** Communication regarding organization business will only be made with authorized parties whether it be via email, phone, or in person. Authorized parties include the organization President, Vice President, Treasurer,

and Advisor. Under no circumstances should non CSU students or organizational alumni try to conduct business on behalf of the organization.

## **8. Submitting forms and deposits**

- A.** Unless deposits are handed directly to the SABO Administrative Coordinator in person, all deposits must be put into the Student Affairs safe, along with the fundraising receipt form. If you leave a deposit in the safe, a deposit receipt will not be issued by the Student Affairs office staff. A receipt can be obtained from the SABO Administrative Coordinator once the deposit is processed. It is the organization's responsibility to see that the deposit is placed in the drop safe by the Student Affairs staff member assisting them.
- B.** Whenever possible, all documents should be handed directly to the SABO Administrative Coordinator in person. If that's not possible, documents may be submitted at the front desk of the Student Affairs office, UC-250, and the front desk staff will place the documents in the Administrative Coordinator's mailbox. Notify the Administrative Coordinator by email that you have left documents in her mailbox.
- C.** Under no circumstances should forms or deposits be left on desks, slid under office doors, or left with another individual. The Student Affairs business office is not responsible for any lost deposits or documents that are not submitted in the appropriate way.

## **9. Travel**

- A.** Any organization travel planning should begin by meeting with the SABO Administrative Coordinator to discuss your plans and go over the process and requirements.
- B.** Any student traveling with a student organization must have a minimum GPA of 2.0.
- C.** Any individual or group traveling any distance as a representative for a student organization or conducting business by or on behalf of a student organization, regardless of the funding source, is considered official student travel.

### **D. Travel Funds**

Each organization has an annual maximum travel limit of \$1,000 from allocated funds. However, an organization's travel funds may be less if indicated as such on the organization's award letter each semester. Do not attempt to spend travel funds unless your organization has been expressly awarded them in the SFAB award letter. Organizations may also use agency and foundation funds to supplement travel, including items not allowed under allocated funds (meals, etc. Per diem limits and documentation requirements still apply.), as long as those funds are not earmarked for another expense or a pending transaction. Always confirm your travel fund availability with the SABO Administrative Coordinator prior to planning your travel.

#### **E. Student Travel Forms**

- i. Request to Travel Form (must be submitted 30 days prior to travel or registration deadline, whichever comes first)
- ii. Student Travel Agreement Forms (must be complete and attached to request to travel form when submitted 30 days prior to travel or registration deadline, whichever comes first)
- iii. Personal Health History, Emergency Contact, & Insurance Information Form
- iv. Driver & Passenger Information Form
- v. Driver Agreement Form
- vi. DMV Record Check Consent Form
- vii. Vehicle Rental Cost Comparison Form (required if greater than 100 miles roundtrip)
- viii. Travel Reimbursement Forms (non-employee) or Employee Self-Service Expense Report (employee)

#### **F. Travel Financials**

- i. Pre-Pay vs. Reimbursement- Travel expenses can be paid two ways: pre-paid or reimbursement. Meals and mileage (if applicable) will always be reimbursements and never pre-paid. Lodging will always be pre-paid unless special circumstances arise. Registration and vehicle rental can be either pre-paid or reimbursable. It is important to remember that pre-paid items require advance planning. Failure to allow adequate time for payment processing will result in the traveling students paying out of pocket and being reimbursed upon return from travel (for approved expenses).
- ii. Lodging- Lodging charges for organization travel will be pre-paid, either by check or on a university purchasing card by the SABO Administrative Coordinator (only possible if the expense is less than \$1,000), and charged to the appropriate organization account. Students will need a credit card at check-in for incidental charges. No hotel stays within a 50 mile radius of Clayton State University may be paid for with SFAB allocated funds. Do not transfer reservations or add authorized guests to any reservation without prior approval from Student Affairs.
- iii. Registration- Registration fees for conferences can be pre-paid by university check or paid by the students and reimbursed from organizational funds upon return from travel. If an organization would like registration fees pre-paid, be mindful that most registration fees are due long before the travel occurs, so pre-planning by the organization is important in order to make sure that registration fees are paid on time. Registration fees cannot be paid until all travel forms are submitted and travel is officially approved.
- iv. Transportation (see– “Transportation” below)

- v. Meals- Meals for travel are not allowed to be paid from Allocated funds. Meals may be reimbursed from Agency or Foundation funds if available. If meals are reimbursed, they will be subject to state per diem rates. More information on per diem rates can be found here <http://www.clayton.edu/accounting-services/Expenses/Travel/FAQs> . Alcohol purchases will not be reimbursed. Taxes and Tips are **NOT** reimbursable from the Agency account if funds are available. It is recommended that all students traveling discuss the availability of funds for reimbursing meals with the President or Treasurer prior to traveling.
- vi. Travel Reimbursement- Any reimbursement request for travel must be submitted within ten (10) business days of returning from the travel. Original receipts are required for any reimbursement and all standard reimbursement requirements apply to travel reimbursements as well. Students must complete a Non-Employee Travel/Expense Reimbursement Form. Contact the SABO Administrative Coordinator for more in depth instructions on travel reimbursement.
- vii. If travel expenses are being split between a student organization and another funding source (ex. department budget), the funds from the other source, as well as a plan for the processing of payments, must be agreed to and verified in writing with SABO prior to any expense being approved from organization funds.
- viii. If a trip is cancelled and SFAB funds cannot be recouped, the financial responsibility could fall to the student organization or the individual students traveling, depending on the situation. Such situations will be reviewed by the Vice President for Student Affairs on a case by case basis.

#### **G. Transportation**

- i. A vehicle cost comparison form is required for any drive that is greater than 100 miles roundtrip. The type of rental car chosen should be the most cost effective, which is generally the compact option. Any other choice must be clearly justified. Justifications must be submitted to the SABO Administrative Coordinator in writing (email is sufficient) before any travel can be approved. The cost comparison form can be found at <http://ssl.doas.state.ga.us/vehcostcomp/>.
- ii. Rental vehicle- Student organizations may rent vehicles through Enterprise. The contact number of the Forest Park Branch is (404) 366-1204. It is the organization's responsibility to inform Enterprise that the rental is for a CSU organization in order to get the discounted rate. Organizations may NOT rent 15 passenger vans. If the student driver will be under the age of 25, the underage driver fee is required (usually \$15) and must be paid for by the organization. All required driver forms must

be completed. Family members and friends are not approved drivers for student organization travel.

- iii. Out of state car rental must be a reimbursable expense, paid up front by the student organization.
- iv. Personal vehicle- Students may drive their personal vehicles for organization travel. However, for travel over 50 miles from campus, students must do a price comparison of rental car versus mileage reimbursement (See section 9. G. i). If driving a personal vehicle, the student must provide proof of auto insurance and must sign a statement attesting to the mechanical integrity of the vehicle. All required driver forms must be completed. Family members and friends are NOT approved drivers for student organization travel, unless given special permission due to extenuating circumstances. If driving a personal vehicle, students may be reimbursed for mileage at the standard mileage rate the state of Georgia determines.
- v. University Van- The University van is not available for student travel with student drivers. However, if the advisor is traveling, the university van must always be checked for availability first before using a rental or personal vehicle.
- vi. Driver's Training Course- If the organization will be using a 12 passenger van, the student(s) who will be driving must complete a driver's training course. The cost of the Driver's Training Course must be covered by the organization. More information on the driver's training course will be available through the SABO.
- vii. Proof of Driver's License and Auto Insurance- All drivers, whether driving a personal or rental vehicle, will be required to show proof of a valid Driver's License. The proof of auto insurance requirement is waived for faculty/staff advisors driving the university van.
- viii. DMV Record Checks- A Department of Motor Vehicles record check will be required of all student drivers who are driving a van, a rental vehicle, or a personal vehicle if transporting another student. The check will cover the previous three (3) years of a student's driving record. The SABO may deny the student's right to drive for organization travel based on the results of the background check. Any cost associated with the DMV record check will be charged to the organization.
- ix. Special allowances will be made on a case by case basis for students with documented disabilities that may affect their transportation options.

#### **H. Advisor Travel**

Advisors are typically not required to travel with student organizations. However, if the advisor does wish to travel with the organization, allocated funds may not be used to cover the advisor's expenses. Such expenses include, but are not limited to,

lodging, transportation, registration, or meals. Advisors may not share a hotel room with students. Agency funds may be used to supplement the advisor's travel expenses, but such a payment or reimbursement will require the signature of both the president and treasurer of the organization. No receipt for student travel charges may contain any expenses for the advisor or other university employee. In most cases, an advisor's travel will be a personal expense. There may be situations when the SABO requires an advisor to travel with an organization in order for the travel to be approved. Such situations may be based on safety concerns, distance of travel, travel destination, or any special concerns that may arise.

**I. In Case of Emergency**

Each student traveling with the organization will be provided with a phone number to call in case of emergency. This will provide the traveling students with a point person to get in touch with should any problems arise during the trip.

**J. Travel Checklist**

There is a travel checklist located on the Campus Life website to help student organizations navigate the various travel requirements and timelines.

**K. NOTICE OF TRAVEL TIMELINES**

**Travel requires advanced planning and failure to meet the associated timelines at any time during the process may result in not being allowed to travel.**

- L. TRAVELING WITHOUT PRIOR APPROVAL-** If members of a student organization travel without prior approval and/or without completing the travel process as required, no university funds may be used and no portion of travel expenses will be reimbursed to either the students or the advisor. Furthermore, travel funds may be withheld the semester immediately following the infraction and limited to a \$500 maximum the semester after that. Even travel that doesn't involve organizational funding requires prior approval and failure to comply will result in consequences to the student and/or the organization.

**10. Contracts**

- A.** A pre-meeting with the SABO Administrative Coordinator is required for events requiring a contract.
- B.** A contract is required for all professional services provided to an organization, including, but not limited to: caterers, DJs, photographers, inflatables, dunk booths, fashion shows, etc. Even if the services will be provided for no cost, even if a student is providing the service, a contract must be in place.
- C.** **There are two types of contracts:** CSU standard contract and outside vendor contracts.
- D.** Contracts must be submitted for review at least 10 business days prior to an event or making a purchase for an event.
- E.** **CSU standard contracts** are required any time a student organization is purchasing a "service", such a speaker, DJ, photographer, etc. The CSU standard contract can be found on the Campus Life website.

- F. **Outside vendor contracts** are those required by the vendor. In the event that a vendor requires CSU to sign a contract, the contract must be submitted to the SABO as soon as possible so the contract review process can begin.
  - i. The University contract review process is lengthy and could take up to several weeks depending on the length, complexity, and monetary amount of the contract. Some vendors may not agree to the contractual requirements of the University. If that is the case, the organization will then have to cancel the vendor or start the process with another vendor.
  - ii. At no point is a student or advisor allowed to sign any contract or agreement for the organization or the university.
- G. Letters of agreement or memos cannot take the place of a written contract.
- H. All contracts **must** be completed, approved, and signed prior to the related event. Planning ahead is essential due to the time requirements of contracts. Organizations will receive a confirmation email when a contract is finalized.
- I. Supplies for events requiring a contract should not be ordered until the contract(s) is complete.
- J. Performances or services without an approved contract on file cannot be honored and will be considered a personal expense not reimbursable by the University.
- K. Payments for contracted services of CSU employees must be handled through the Additional Pay Process. Contact the SABO Administrative Coordinator for more information.
- L. Certain services may also require a copy of a vendor's liability insurance. Such services would include those that come with any risk of danger or harm, such as caterers, inflatables, dunk booths, etc.
- M. Events, or portions of events, can and will be cancelled based on contract failures.

## 11. University space usage

- A. Organizations must go through the event registration process with Campus Life prior to reserving space for any event or fundraiser on campus.
- B. Large events have special rules and guidelines.
  - i. Events with an anticipated attendance of over 100 people at any given time require security to be present (at the expense of the organization). If the event will require security, the request form must be submitted for approval six weeks ahead of the anticipated date of the event in order to make the necessary arrangements. The Campus Safety Payment request form must then be submitted at least 10 business days prior to the event.
  - ii. If a large event is cancelled later than 48 hours ahead of time, the organization may be responsible for a financial penalty to cover set-up charges, staff overtime, etc.



- iii. If an event runs past business hours, the organization may be responsible for staffing expenses, overtime, etc.
- C. If an organization charges students to attend the event, the organization may be responsible for rental fees for the space usage. This is consistently true with the SAC ballrooms.
- D. Due to space constraints, organizations are encouraged to use space at CSU East or in the Continuing Education building when feasible. However, when using spaces in these locations, the organization must notify the SABO Administrative Coordinator and must adhere to all policies regarding events and fundraisers. It is the organization's responsibility to determine if there will be a space usage fee.
- E. If an organizational event results in damages to any University space or property, the organization will be financially responsible. However, damage fees or fines cannot be paid from SFAB allocated funds. Appropriate funds to cover possible fines must be available in the agency account prior to the space usage.
- F. Photographing and/or video recording events are forbidden without written permission from the facility and/or the participants being captured in the images. Email from CSU email addresses is sufficient as written communication.

## **12. Off campus events**

- A. Travel and off campus events are not the same thing. If there is any doubt as to which category something should fall under, please contact the SABO for clarification.
- B. Each student organization is limited to one off campus event per semester.
- C. The organization's CSU faculty/staff advisor must be present for the duration of all off-campus events.
- D. Every off campus event must have event insurance. Event insurance can be obtained through most major insurance carriers. It is suggested that you obtain several quotes in order to get the best price. Event insurance must be paid from agency or foundation funds.
- E. The off-campus location housing the event must provide copies of insurance and a certificate of occupancy. The SABO reserves the right to request any additional information from the facility as needed.
- F. Locations that serve alcohol must submit documentation that they will check IDs and enforce all state and local laws regarding alcohol.
- G. Tickets to the off campus event must be sold and/or distributed on campus prior the event.
- H. All students who receive a ticket to participate in the off-campus event must sign an approved waiver form at that time. All waiver signatures must be submitted to the SABO prior to the event.
- I. Car Washes- (Also see "Car Washes" section) Car washes may be held off campus, in the areas immediately surrounding campus. Please contact the SABO to see if a location is approved. In order to have a car wash at a local business, the

organization must submit a letter from the local business that states that they will allow the organization to hold a car wash there and indicate if the organization will be charged for the location, water, other utilities, etc. Organization members participating in the car wash must sign an off campus events waiver and submit it to the SABO prior to the event.

### **13. Contest Winnings/Trophies/Plaques**

- A.** No organization can give out scholarships, cash or material awards/gifts, including CSU memorabilia.
- B.** The only appropriate form of award (other than trophies and plaques) is monetary contest winnings issued on an individual student's Laker card. Any contest winnings issued to the Lakercard are subject to taxable income requirements for any CSU student employee. (See Taxable Income Requirements section for more information)
- C.** An individual award cannot exceed \$500.
- D.** Trophies and Plaques are allowed forms of award. However, trophies or plaques purchased with SFAB funds can only be given out to CSU students. The trophy/plaque form must be completed and signed by the student receiving the award and submitted to the SABO.
- E.** Laker Card winnings can be funded by agency funds or by allocated funds if specifically awarded for such by the SFAB.
- F.** In order to award Laker Card winnings, an organization must first confirm that there is available funding in their account(s). Then the advisor must send an email to the SABO Administrative Coordinator with the name of the organization, the name of the event that resulted in the award, the student(s) name, Laker ID number, and award amount. The organization must also submit an approved flier advertisement of the contest, stamped by the Department of Campus Life. The award is usually on the student's Laker card within 48 hours.
- G.** Contest winnings are not to be awarded incrementally. An organization cannot award half now and half later, each individual award will be handled in one sole allocation to the winner.
- H.** The SABO retains the right to process payments to award winners when appropriate should the organization fail to follow through and submit the requirements for the payment request.

### **14. Food**

- A.** The following food policies are for all food distribution by student organizations, even if not using organizational funds.
- B.** Food is not an allowed expense with SFAB allocated funds, with the exception of campus wide organizations. All other organizations can use agency and/or foundation funds for food items as necessary.

- C. For all food distribution in which food is purchased with, or a person will seek reimbursement from, organizational funds (with the exception of members- only meetings and small scale fundraisers, such as bake sales), a list of recipients must be provided with original signatures from each attendee. No payment or reimbursement will be processed without the signature sheet. For some large scale events, a signature sheet may be replaced by a ticket log, but prior approval is required from the SABO.
- D. For both events and fundraisers, the following items are approved for distribution: (a space request confirmation may be required in order to document that it is an official organization event)
  - i. Baked goods (bakery type foods such as cookies, brownies, cakes, etc.)
  - ii. Catered foods, prepared in a professional kitchen (see “Catering” for more information). It is the responsibility of the student organization to make sure that all caterers have the appropriate food service licenses and liability insurance prior to using their services. The SABO may reserve the right to request a copy of the caterer’s license and liability insurance.
  - iii. Soft drinks in sealed manufacturer’s containers (Coca- Cola brand only)
  - iv. Prepared lemonade or fruit drinks
  - v. Misc. snack foods, upon pre-approval by the SABO
  - vi. Fruit (single serving, non-cut with a protective skin, such as bananas, apples, oranges)
  - vii. Ethnic foods that promote cultural diversity, upon pre-approval by the SABO
  - viii. If in doubt, ASK!
- E. For both events and fundraisers, the following items are NOT permitted:
  - i. Any item that needs to be refrigerated or heated
  - ii. Homemade items, other than bake sale goods
  - iii. Entrée items (including hot dogs, burgers, etc., with the exception of approved organization member only events and catered events)
  - iv. Any item that contains uncooked milk, cream cheese, eggs, whipped cream, yogurt, or frosting made with raw egg yolks or egg whites.
  - v. Any item with a strong or offensive odor may not be distributed in common indoor areas without specific approval.
  - vi. Any item that competes with official vendors on campus (Ex. Sodexo, Jazzman’s, the bookstore, Coca-Cola, etc.)
  - vii. If in doubt, ASK!
- F. Clayton State University has granted Aladdin the exclusive right to perform all food services on campus, including catering. Please see the Student Organizations Catering guidelines. Please consult the SABO if you have any questions.
- G. **GRILLING-**
  - i. The Campus Life grill is the main grill for use by student organizations. Grills at Housing locations may be used if there is written approval from Housing

for your event to be held there. The waiver sign must be obtained from Campus Life and displayed on site.

- ii. Your CSU faculty/staff advisor must be present at the event in order for the student organization to use the grill.
- iii. The grill may only be used for members-only organizational events. Grilled food items cannot be widely distributed as event catering or as part of a fundraiser.
- iv. A waiver must be clearly displayed that states that the meat was prepared on-site by non-professionals and warns of the dangers of consuming raw meat. Campus Life will provide an appropriate waiver sign upon approval of the grill use.
- v. A separate waiver form must also be signed for all who participate. The waiver form must be submitted to the SABO no more than 24 hours after the event. Each individual must be given a wristband or a ticket once they've signed the waiver and they must then present that ticket in order to get their food from the grill.
- vi. Meat to be grilled must be brought in 24 hours in advance and kept in the SAC fridge. You must contact Campus Life to arrange this prior to your event.
- vii. **NOTE:** Meats and many other high risk food items cannot be paid for or reimbursed by any organizational funds.

#### H. FOOD SAFETY-

- i. Anyone preparing or distributing food is required to follow standard food safety practices. It is your responsibility to review food safety guidelines at [www.foodsafety.org](http://www.foodsafety.org).
- ii. **NUT allergy warning-** All food distribution, including bake sales, must clearly display a warning if the food contains, or may have come in contact with, any nut product.

### 15. Vendors

A. The SABO is not responsible for communication with vendors. The Student Affairs Business Office is glad to assist if the need arises, but this is a courtesy. The responsibility of vendor communication falls to the organization.

#### B. Preferred vendors

- i. **Printing-** the preferred vendor for printing (fliers, brochures, posters, etc.) is CSU media printing services. Organizations should price the job through media printing services before outsourcing to another vendor. When using CSU media printing services, an organization must bring a sample of the print job to the SABO Administrative Coordinator along with the triplicate form provided by media services. The Administrative Coordinator will then verify that the organization has the funds and

then sign off on the form authorizing the expense. An organization must have financial approval first before authorizing a print job.

- ii. **Equipment-** organizations should always check with Campus Life to see if certain equipment (audio/visual equipment, etc.) is available to use prior to renting or buying it from an outside source. Whenever possible, existing resources should be used rather than spending additional funds.
- iii. **Frequently Used Vendor list-** Organizations can obtain a list of frequently used vendors from the SABO Administrative Coordinator. The benefits of using a frequently used vendor are: they are already established as vendors in the accounting system, you don't have to obtain a copy of their W-9, these vendors will often provide invoicing rather than requiring pre-payment, these vendors have proven quality merchandise and/or service to the university.

## 16. Payments

- A. All payments should be requested with the Student Activity Payment Request Form, including, but not limited to payments for: vendors, supplies, any invoiced expense, and service contracts.
- B. When submitting the Student Activity Payment Request Form, you should include all supporting documentation at the same time, such as invoices and contracts. The supporting documentation needs to include the business purpose of the expense.
- C. The Student Activity Payment Request Form is to be used for payments from all accounts: Allocated, Agency, and Foundation.
- D. Payment requests are due within 15 business days of the date on the invoice or contract.
- E. It takes a minimum of 15 business days to process a check request. There will be no rush requests to Accounting due to poor planning on the organization's part.
- F. No CSU staff member, outside of SABO, can place an order, approve, or pay for expenses against a student organization budget (SFAB, Agency, or Foundation), unless given written permission by the VP or AVP of Student Affairs.
- G. **Purchasing Card- (P-card)**
  - i. Organizations can make requests to have certain expenses paid with a purchasing card. Due to new purchasing regulations, p-card usage has been drastically limited and requires multiple pre-approvals. Requests for p-card usage can be denied. Please plan ahead!
  - ii. In order to request payment by P-card, prior approval must be given by Student Affairs. Appropriate supporting documentation must be included in the request.
  - iii. If submitting a Purchasing card request to pay for national membership dues, supporting documentation must include a roster or paying members and the website address and pin number if required.

## 17. Reimbursements

- A. All reimbursement requests must be submitted on the Student Activity Payment/Reimbursement Request form, along with appropriate supporting documentation. The form must be submitted by President, Vice President, or Treasurer of the organization.
  - i. Appropriate supporting documentation includes, but are not limited to, receipts with the name and Laker ID number of the person being reimbursed written legibly in ink at the top. Receipts should be attached to a standard 8 ½ x 11 white sheet of paper.
  - ii. Hard copy original receipts are required and must be submitted to the SABO Administrative Coordinator.
  - iii. Receipts need to be itemized
  - ~~iv.~~ Do not tape receipts. Staple only. Do not staple over critical information. Do not use pen or highlighter on printed portion of receipt.
  - v. Do not mix personal purchases on the same receipt with the items you will be seeking reimbursement for.
  - vi. Bank statements, credit card statements, copies of checks, etc. will not be accepted in lieu of receipts.
- B. Reimbursement checks will be mailed to the address on file. No checks will be held for pick up in person.
- C. **Travel Reimbursement-** See Section 9 – “Travel” for more information on travel reimbursements.

## 18. Supplies provided by Campus Life

- A. **Copies-** Each organization is provided with up to \$50 worth of copies and/or other documents. Inquire in the Student Activities Center Administrative Suite for details.
- B. **Supply Closet-** General office supplies for organizational use will be available in the Student Organization suite on the 2<sup>nd</sup> floor of the Student Activities Center.
- C. **Equipment-** See the preferred vendor section for more information.

## 19. Disability Access

- A. All posters, signs, or flyers promoting activities, events or programs require an accessibility statement notifying individuals with disabilities of how to request accommodations or obtain alternate formats. Postings without the accessibility statement will be removed. The required accessibility statement is:

*Individuals requiring disability-related accommodations for participation in any Clayton State University sponsored event or program may contact the Disability Resource Center at (678) 466-5445 or [DisabilityResourceCenter@clayton.edu](mailto:DisabilityResourceCenter@clayton.edu).*

- B. If a student organization needs assistance in providing disability -related access to a program or event, please contact the Disability Resource Center, in advance, for assistance at (678) 466-5445 or [DisabilityResourceCenter@clayton.edu](mailto:DisabilityResourceCenter@clayton.edu) .

## 20. Campus Wide Organizations

- A. Campus wide organizations include the following organizations:
  - i. Campus Events Council
  - ii. Student Government Association
  - iii. Fraternity/Sorority Council
  - iv. The Bent Tree
  - v. Clayton State Internet Radio
  
- B. **SFAB Award-** Campus wide organizations are awarded once annually, not each semester.
- C. **Promotional Items/Giveaways-** Some campus wide organizations must have a larger budget for promotional items due to their size and purpose. Promotional item limits for campus wide organizations will be set on each organization’s award letter. Giveaways are allowed depending on the specifics of the organizations award letter. Promotional items and giveaways cannot exceed a combined total of 10% of the campus wide organization’s total budget.
- D. **T-shirts-** Campus wide organizations are allowed to provide t-shirts to members and volunteers for identification purposes for large event. T-shirt purchases must have prior approval from the Director of Campus Life.
- E. **Food-** Campus wide organizations are allowed to provide food to the student community if awarded by SFAB and with prior approval of the Director of Campus Life. (See “Food” Section for more information.)
- F. **Reporting-** Campus wide organizations will report directly to the Director of Campus Life. Campus Life will coordinate all payments, reimbursements, fundraisers, deposits, contracts, travel, etc. for Campus wide organizations.
- G. **P-card usage-** The purchasing card is not allowed to cover fundraiser start-up expenses.
- H. **End of Year Report-** Campus wide organizations will be required to provide an end of the year report, covering goals and objectives, event evaluation, etc. A detailed request will be sent to Campus wide organizations and the end of year reports will be due with fall budget requests.
- I. **Adhering to Standard Policies & Procedures-** Campus Wide organizations are expected to follow all rules and regulations set forth throughout this handbook unless otherwise specified under “Campus Wide Organizations” section.

## 21. Greek Organizations

- A. Greek organizations are not eligible for allocated SFAB funding for events and activities that benefit the specific Greek organization. There could be an exception

to this if a special budget request is approved by SFAB to fund an event that is for the benefit of the entire student body and open to all students.

- B. Greek organizations are allowed to have off-campus bank accounts per national organization requirements.
- C. Greek organizations conducting fundraisers on campus must deposit raised funds into their CSU agency account. Those funds may not be deposited or transferred to the organizations' outside chapter accounts.
- D. **Reporting-** Greek organizations will report directly to the Director of Campus Life. Campus Life will coordinate all payments, reimbursements, fundraisers, deposits, contracts, travel, etc. for Greek organizations.
- E.

## **22. Taxable Income Requirements (IMPORTANT!!! MUST READ!!!)**

There is a requirement mandated by the IRS that affects CSU employees when they receive certain items of value. This includes student employees. Because of this tax mandate, the following rules now apply to student organizations.

- A. The taxable income requirement applies to both SFAB and Agency funds.
- B. Lakerbucks awards and prizes will be considered taxable income if the student receiving it is a CSU employee. Trophies and plaques given as awards and prizes are not subject to the taxable income requirement.
- C. Organization t-shirts and other items of value that are distributed to members may be deemed taxable income for any recipients who are CSU employees. However, if a member pays membership dues and it is documented beforehand that members will receive a t-shirt or other item of value in exchange for those membership dues, then the taxable income requirement will not apply. The key is that it must be documented (discuss your organization bylaws with Campus Life if you have questions).
- D. If an organization orders t-shirts or other items of value for distribution to members, no extra items may be ordered for future use or future members. Each item that is ordered must be tied to a student ID before the invoice for such an order can be paid or reimbursed.
- E. Promotional items are not generally considered items of value for the purposes of the taxable income requirements. However, SABO will help organizations determine this on a case by case basis depending on the items description, purpose, and distribution.
- F. Any student employee receiving items of value that fall under the taxable income requirement, but provide their employee ID number to SABO immediately.
- G. If there are any questions, concerns, or uncertainties related to this subject, please contact SABO directly for discussion and guidance.



## 23. Forms & Timelines

- A.** All forms are available on the Campus Life website. It is the organization's responsibility to ensure that the most recent, up to date forms and formats are being used.
- B. Summary of Forms**
- i. Fundraising:
    - Fundraising Request Form (15 business days prior)
    - Fundraising Receipt Form (Day of event)
  - ii. Payment/Reimbursements:
    - Student Activity Payment Request Form (15 business days prior)
    - Non-Employee Travel/Expense Reimbursement Form (see SABO)
    - Standard Contract (10 business day prior)
    - W-9 (10 business days prior)
    - Campus Security Payment Form (see SABO)
  - iii. Travel:
    - Request to Travel Form (30 days prior)
    - Student Travel Agreement (30 days prior)
    - Driver & Passenger Information Form (30 days prior)
    - Personal Health History, Emergency Contact, & Insurance Information Form (30 days prior)
    - Driver Agreement Form (30 days prior)
    - Semester Day Trip/Volunteering Roster (see SABO)
    - Semester Day Trip/Volunteering Signature Form (see SABO)
  - iv. Trophy/Plaque Award Form (10 business days post)
  - v. Event Evaluation Form- via Community module (10 business days post)
  - vi. Budget Modification Form (End of 5<sup>th</sup> week of semester)
- C.** The SABO reserves the right to cancel or deny an event or travel at any time if the correct forms are not submitted.
- D. Financial Transactions-** Unless otherwise noted, all financial documentation and forms have a minimum processing time of 10 business days. Checks must be deposited within 7 days of the date on the check.
- E. Travel-** See section 9 (Travel) and the "Travel Checklist" located on the Campus Life website for specific timelines for various travel scenarios.
- F. Contracts-** The contract review process must start a minimum of 10 business days prior to the event. However, the process can be lengthy, so even further notice is recommended to ensure that the contract process is complete in time for your event. If the contract(s) is not finalized prior to the event, the event will not be allowed to occur.
- G. End of semester/year-** Each semester will have a deadline established for all events and transactions. This deadline will be communicated to organizations via email.

- H. The SABO reserves the right to cancel or deny an event or travel at any time if the correct forms are not submitted on time.

#### **24. Bookkeeping/Record keeping**

- A. It is the organizations responsibility to maintain accurate and up to date financial records for all accounts. Organizations should also keep records of all contracts, travel documentation, budget requests, award letters, etc. Organizations should maintain an updated inventory of equipment, materials, and supplies.

#### **25. Campus Labs Software**

As of Fall 2018, many budget and business transactions are completed via our new Campus Labs student organization management software. Further information and more detailed instructions will be given during the mandatory budget training.

#### **26. Advisors**

- A. **Appointment-** Appointment of the advisor role is a mutual selection between the student organization and the prospective advisor. However, if a student organization is unable to secure an advisor, the University may suggest potential volunteers that the student organizations may contact.

- B. **Role**

- i. Clayton State University believes that as educators, we guide and support students through a learning and development process. Therefore, student organizations should primarily be managed and run by its members and officers.
- ii. The main roles of organization advisors are to provide advising and guidance, help develop student leaders, provide continuity for the organization, and facilitate, but not lead.

- C. **Responsibilities**

- i. Monitor expenses and help the organization stay on budget.
- ii. Be accessible to the student organization for questions, support, and guidance.
- iii. Be familiar with university policies and procedures regarding student organizations. (The Student Organization Handbook and this Business Policies and Procedures manual are good resources for advisors.)
- iv. Be aware of student organization transactions, contracts, and travel and provide signatures on documents as needed.
- v. Communicate university information to the organization, including reminders regarding important student organization deadlines.

- D. **Training** – For more detailed information on Advisor roles and responsibilities, please see the required Advisor workshop, available on the Campus Life website. Each advisor must sign the Advisor Agreement form, also available on the Campus Life website.

## **27. Failure to Adhere to Policies**

- A.** Failure to adhere to these policies or attempting to conduct business without going through the SABO could result in the following consequences:
  - i. Freezing of accounts
  - ii. Retraction of funding and/or confiscation of funds
  - iii. Denied right to travel
  - iv. Organization suspension
  - v. Advisors may be asked to step down
  - vi. Any other action as seen fit by the Vice President of Student Affairs
- B.** Any breach of these policies that results in a violation of the Student Code of Conduct may be turned over to the Office of Community Standards for investigation.
- C.** An organization may appeal any action taken as a result of failing to follow these policies. To initiate an appeal, the President must submit a formal written appeal directly to the Business Manager for Student Affairs via Clayton State University email.

## **28. Disclaimers**

- A.** These policies and procedures should not be considered complete or exhaustive. This is an overview provided for guidance. Always consult the SABO if you have questions regarding any activity involving funds, contracts, travel, etc.
- B.** Policies may change at any time (including Student Affairs, SFAB, University, and Board of Regents policies). If policies are updated within the academic year, organizations will be notified by email. It is the organizations responsibility to access the newest version of the handbook, via the Campus Life website, and adhere to all policies and procedures

**29. Signatures**

I, \_\_\_\_\_, President of

\_\_\_\_\_ ,  
have read the Business Policies and Procedures for Student Organizations, version FY19.1, in its entirety. I have had the opportunity to ask questions and I fully understand my organization's responsibilities.

\_\_\_\_\_, President

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date