SHOW ME THE $$$!

PRESENTED BY
MANDY ST. AUBYN
OFFICE OF STUDENT ENGAGEMENT
OFFICE OF STUDENT ENGAGEMENT (OSE)

- Mandy St. Aubyn, Asst. Director
- Funding Board Advisor & Student Organization Funding Manager
  - SUB 222 (across from Ask Us)
  - 994-3113
  - amanda.staubyn@montana.edu
ON THE AGENDA...

• Club Funding
• Budgeting Activity
• Fundraising
STUDENT ORGANIZATION FUNDING

• Every student pays $6.45/semester
• Distribute funds collected by the Student Organization Fee to registered student organizations for the purpose of supporting programs, projects, and events that help the organizations succeed in meeting their goals and foster positive student development.
OSE & SOFB

- Office of Student Engagement (OSE)
  - Primary liaison for registered student organization funding.
  - Do not make any funding decisions.
- Student Organization Funding Board (SOFB)
  - Funding Board is comprised of 3 ASMSU Senators and 2 students-at-large.
  - SOFB makes all funding decisions.
  - Meets weekly
## Student Organization Funding 2016-2017

<table>
<thead>
<tr>
<th>Total Money Available in 2016-2017</th>
<th>Mass</th>
<th>Rolling</th>
<th>Matching</th>
<th>Club Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$67,730</td>
<td>$33,870</td>
<td>$18,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How divided</th>
<th>2/3</th>
<th>1/3</th>
<th>Remaining from Previous Year</th>
<th>Set amount</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>March of every year</th>
<th>Weekly deadline during academic year</th>
<th>Weekly deadline during academic year</th>
<th>March of every year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Maximum Request Amount</th>
<th>No maximum, $1,000 minimum</th>
<th>$1,000 Maximum</th>
<th>Up to $500, must commit to raise $500</th>
<th>Based on Tier System</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How often Apply</th>
<th>Once in the spring</th>
<th>Maximum of twice in an academic year. (i.e. you can ask for $300 in November and then $700 in March). Cannot exceed $1,000 total over the year.</th>
<th>Once during the academic year.</th>
<th>Once in spring. New clubs may apply as they form.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>When use money</th>
<th>Use in the NEXT academic year it was allocated. (i.e. if you are allocated money in the spring of 2016, you can start spending that money July 1, 2016)</th>
<th>Use within the academic year it was allocated. (i.e. if you were allocated money in Oct., 2015 you have until June 17th, 2016 to spend)</th>
<th>Same as Rolling</th>
<th>Use in the NEXT academic year it was allocated. (i.e. if you are allocated money in the spring of 2016, you can start spending July 1, 2016)</th>
</tr>
</thead>
</table>

| Eligibility to apply              | • Must be a current registered student organization  
• Have received funding in the past. | • Must be a current registered student organization  
• NOT received Mass funding the previous spring.  
• Funding need must be within fiscal year (before June 30th). | • Must be a current registered student organization  
• Clubs who currently have funding (Mass or Rolling) are eligible to apply however having those funding sources is NOT a prerequisite to apply.  
• Funding need must be within fiscal year (before June 30th). | • Must be a current registered student organization  
AND club sport.  
• Pool decided on by Club Sport Funding Board.  
• Not eligible to apply for other funding. |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------|
MATCHING FUND: FINANCIAL DONATIONS

- Financial donations qualify when someone (can be individual, business, organization, etc.) OUTSIDE of the organization makes a financial donation in the name of the club.
- Donations/Dues from members, advisors, leaders or other registered student organizations are not permitted.
- Will accept donations from MSU offices/departments.
- Will not match value of goods.
- No charitable contributions.
- Club Sports are ineligible to apply
MATCHING FUND: FUNDRAISING

- Event, program, or individual club members participating in events such as
  - Career Fair
  - Sports Facilities
  - Organizing own fundraiser
  - …and more!
FUNDING STEPS

1. Submit Funding Application
2. Funding Board Application Review
3. Spending Orientation
4. Spend money through OSE
APPLICATION PROCESS FOR ROLLING & MATCHING

• Online application on OSE website
  – www.montana.edu/engagement

• Deadline: Every Monday at 5pm (Fall semester)

• MUST be submitted at least 2 WEEKS before funding need/event
APPLICATION PROCESS FOR MASS

• Deadline will be in March
• MUST attend an information session before applying
• Funding Board will review in April
• Clubs will know by end of April if allocated Mass Funding
TIPS

• Be thorough!
• Read instructions
• Do your research on your budget. Do not guess!
  – Common Campus Expenses Document
• Send application to Mandy before goes to Funding Board.
BUDGETING...

What do you want? What can you afford?
BUDGETS: WHY NECESSARY?

The purpose of a budget is to:

- Clarify financial goals
- Compel organization members to use funds effectively and efficiently

- Summarizing how you spend your revenue
- Creating guidelines for your spending
- Provide accurate information to analyze, adjust, and evaluate programs and activities
- Provide a historical reference to be used for future planning
STEP 1: PRE-BUDGET CONSIDERATIONS

• What is the time period with which you are working (semester, entire year, etc.)?
• What does your group most want to accomplish?
• How will you accomplish this?
• Where will you get the money to pay for this?
• What is fixed and what is variable
  – i.e. catering cost may be variable while venue may be fixed
STEP 2: PREPARING YOUR BUDGET

- Review previous year’s activities and expenditures for insight.
- Prepare an outline of the organization’s planned activities.
- Determine current available funds (previous balance, allocated funds, etc.).
- Estimate and record expected revenue and when it will be available (dues, sales, fundraisers, etc.).
- Define and record expenses
- If possible, have a little extra money reserved for unexpected things.
**STEP 3: MANAGING THE BUDGET**

- Set and maintain a minimum balance.
- Develop general financial policies and procedures (allow only approved expenditures, etc.).
- Keep accurate electronic records of all financial transactions including income and expenditures.
- Periodically compare the budget to actual expenditures.
- Regularly report the financial status to the organization.
# BUDGETING BASICS

<table>
<thead>
<tr>
<th><strong>Income</strong></th>
<th><strong>Expense Categories</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Bank Account Balance</td>
<td>Advertising</td>
</tr>
<tr>
<td>Dues</td>
<td>Dues and Subscriptions</td>
</tr>
<tr>
<td>Student Organization Funding</td>
<td>Food and Beverages</td>
</tr>
<tr>
<td>Fundraisers</td>
<td>Appreciation/Recognition</td>
</tr>
<tr>
<td>Individual Donors</td>
<td>Travel</td>
</tr>
<tr>
<td>Grants</td>
<td>Space/Venue rental</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>Supplies</td>
</tr>
<tr>
<td>Academic Program Support</td>
<td>Postage</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td>Coaching Fees</td>
</tr>
</tbody>
</table>
BUDGETING ACTIVITY

• Your club is planning to host a speaker from Colorado in the SUB.

• Expenditure line items only (i.e. flight)
BUDGET

• Travel
  – Flight
  – Or Rental Vehicle and gas
  – Shuttle/Taxi

• Hotel

• Meals for speaker

• SUB expenses
  – Stage
  – AV
  – Microphone

• Crowd Management Services (CMS)?

• Catering

• Marketing/Printing
FUNDRAISING

KISSING BOOTH

25¢
DEFINITIONS

• **Fundraising**
  For University purposes, fundraising is defined as “any activity in which money is collected on or off-campus.” Even if all you wish to do is break even or recover costs, your activity will be considered fundraising if money is collected.

• **Sponsorships**
  This term refers to any funds or in-kind donations (including goods or services) from a business or organization to a student organization in return for a measurable benefit, such as advertising, event participation or signage.

• **Donations**
  Gifts (money or goods) given to an organization with no expectation of a measurable benefit to the donor.

• **In-Kind Donations**
  Exchange of services, such as providing concert sound free of charge or at a discounted rate for an event with no expectation of a measurable benefit to the donor.

• **Tax-Exempt**
  Student organizations are not tax-exempt organizations **UNLESS** they have gone through the paperwork and process to become a 501 © (3) non-profit according to the IRS. Student organizations may **NOT** use the MSU tax-exempt classification **UNLESS** they receive their donation through the MSU Alumni Foundation. **Please see those separate policies here.** NOTE: In order for your student organization to utilize the MSU Alumni Foundation account, the donation must be in the form of MONEY, not items or in-kind (such as advertising space, food, etc.).
SEEKING DONATIONS OR SPONSORSHIPS

• Strategic
  – Business Type
  – Individual Donor
• Donation Letter
• Specific what money will go towards
• Items vs. $
• Track
• Divide & Conquer
• Thank!!
MSU FOUNDATION

• Cannot be a religious or political organization.
• If have an academic affiliation, work through them.
• Take 5%
• See Handout
• Clear NOT soliciting on behalf of MSU or Foundation
• Must be seeking donations NOT sponsorships
• Spend through OSE, similar to club funding
• See guidelines on OSE website
ON-CAMPUS IDEAS

• Sports Facilities
  – Sporting events or other event set-up/clean-up, parking assistance, etc.
  – Brian White
  – BrianWhite@montana.edu

• Career Fairs-Allen Yarnell Center for Student Success
  – success@montana.edu

• Miller Dining
  – Mike Kosevich, 994-6999

• Crowd Management Services (CMS)
  – Austin Schnizler
  – aschnizler@cmsprotectsfun.com

• Departmental Events
EARN $$ FOR YOUR STUDENT ORGANIZATION!

Duties:
Sweeping,
Mopping,
Vacuuming,
Emptying
Garbage, Clearing/Wiping
Tables, Dishroom/Restocking Clean

Shifts available in Miller Dining
M-F 7pm-1am OR M&F 3pm-9pm

Requirements

• Minimum of 5 people from your organization MUST show up for the shift
• $250 will be paid to the Student Organization for EACH Shift
• Up to $500 may be matched by the Office of Student Engagement when you APPLY for Matching Funding (once per academic year).
• 1 meal provided per shift per student
• Training will be provided prior to first shift
• Online Sanitation Training MUST BE completed prior to first shift
• MUST fill out Volunteer Form
• Student Organizations NEED to fill out W9 Form to be paid

Contact Mike Kosevich at 406-994-6999
FUNDRAISING IDEAS

• Think about your club’s mission & tie into
• Online
  – GoFundMe
  – Fundly
  – Plum Fund
• Dunk Tank
• Raffle
  – State of MT Raffle Requirements
• Movie/Documentary
• Trivia Night
• Benefit Night at local restaurant/business
• Garage Sale
• Selling t-shirts, other apparel
FUNDRAISING IDEAS, CONT’D

• Silent Auction
• Photo Booth
• Bake Sale*
• “Sponsor” a member/leader
• Race
• Competition
• Mini Golf Tournament
• “Rent” services

OTHERS??
FUNDRAISING SUCCESSES

- Your club has hosted
- Others have hosted
- You have attended?
MONEY HANDLING TIPS

• When handling cash or checks ensure that all forms of currency is collected, transported and deposited into your organization’s account successfully within 3 business days of collection.
• Create reasonable and reliable procedures for your group so there is no ambiguity regarding the responsibilities of students handling group proceeds.
• Each group should have one designated person responsible for handling cash and checks. That person must maintain accurate records and be responsible for reporting receipts to the organization regularly or on demand.
• Each group must have an easily readable and retrievable system for recording how much money is received, from whom, on what date and for what purpose.
• Groups should keep funds in a code or lock protected cash box until you are able to make a deposit. Do not carry around group money in your wallet or backpack.
• OSE has a cash box to lend out!