Show me the $$$!

Presented by Mandy St. Aubyn
Office of Activities & Engagement (OAE)

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

- Club Funding
- Budgeting Activity
- Fundraising
History & Purpose

- Student Organization Fee established in 2009
- Every student pays $6.45/semester
  - Fee Increased Fall 2013
- 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.
Office of Activities & Engagement (OAE)
- 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 3 students-at-large.
- 2015-2016 Board:
  - **Chair**: Allie Dove, ASMSU Senate VP
  - **Members**: Colby Adamek, Paden Wallace, Geneva Zoltek, Garret Leach, Connor O'Leary
- SOFB makes all funding decisions.
- Meets every Wednesday at 4:30pm
- Open position!
<table>
<thead>
<tr>
<th>2015-2016</th>
<th>Mass</th>
<th>Rolling</th>
<th>Matching</th>
<th>Club Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Money</td>
<td>$78,353</td>
<td>$38,760</td>
<td>$34,000</td>
<td>$32,500</td>
</tr>
<tr>
<td>Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How divided</td>
<td>2/3</td>
<td>1/3</td>
<td>Remaining from</td>
<td>Set amount, based on number of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Previous Year</td>
<td>Club Sports</td>
</tr>
<tr>
<td>Application</td>
<td>March of every</td>
<td>Weekly deadline</td>
<td>Weekly deadline</td>
<td>March of every year</td>
</tr>
<tr>
<td>Deadline</td>
<td>year</td>
<td>during academic year</td>
<td>during academic year</td>
<td></td>
</tr>
<tr>
<td>Maximum Request</td>
<td>No maximum, $1,000</td>
<td>$1,000 Maximum</td>
<td>Up to $500, must</td>
<td>Based on Tier System</td>
</tr>
<tr>
<td>Amount</td>
<td>minimum</td>
<td></td>
<td>commit to raise $500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How often</td>
<td>Once in the spring</td>
<td>Maximum of twice</td>
<td>Once during the</td>
<td>Once in spring. New clubs may</td>
</tr>
<tr>
<td>Apply</td>
<td></td>
<td>in an academic year</td>
<td>academic year</td>
<td>apply as they form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i.e. you can ask for $300 in November and then $700 in March).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cannot exceed $1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>total over the year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When use</td>
<td>Use in the NEXT academic</td>
<td>Use within the</td>
<td>Same as Rolling</td>
<td></td>
</tr>
<tr>
<td>money</td>
<td>year it was allocated.</td>
<td>academic year it was</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i.e. if you are</td>
<td>allocated. (i.e. if you</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>allocated money in the</td>
<td>were allocated money in</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>spring of 2015, you can</td>
<td>Oct., 2015 you have</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>start spending that</td>
<td>until June 17th, 2016 to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>money July 1, 2016)</td>
<td>spend)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility to</td>
<td>Must be a current</td>
<td>Must be a current</td>
<td>Must be a current</td>
<td>Must be a current</td>
</tr>
<tr>
<td>apply</td>
<td>registered student</td>
<td>registered student</td>
<td>registered student</td>
<td>registered student organization</td>
</tr>
<tr>
<td></td>
<td>organization</td>
<td>organization</td>
<td>organization AND club</td>
<td>organization AND club sport.</td>
</tr>
<tr>
<td></td>
<td>Have received funding in</td>
<td>NOT received Mass</td>
<td>Clubs who currently</td>
<td>Pool decided on by Club Sport</td>
</tr>
<tr>
<td></td>
<td>the past.</td>
<td>funding the previous</td>
<td>have funding (Mass or</td>
<td>Funding Board.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>spring</td>
<td>Rolling) are eligible</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>to apply however</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>having those funding</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>sources is NOT a</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>prerequisite to apply.</td>
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</tr>
</tbody>
</table>
### 2015-2016 Funding

**Mass Funding:**
- $301,665 requested from 52 clubs
- $78,353 allocated to 34 clubs

**Club Sports Funding**
- $47,490 requested
- $24,050 allocated to 16 Club Sports

### 2014-2015 Allocations:

**Rolling Funding**
- $36,974 allocated to 48 clubs

**Matching Funding**
- $13,000 allocated to 28 clubs
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.
Matching Fund: Fundraising

- Event, program, or individual club members participating in events such as
  - Career Fair
  - Athletic Events
  - Organizing own fundraiser
  - …and more!
Funding Steps

1. Submit Funding Application
2. Funding Board Application Review
3. Spending Orientation
4. Spend money through OAE
Application Process for Rolling & Matching

- Online application on OAE website
  - [www.montana.edu/engagement](www.montana.edu/engagement)
- Deadline: Every Thursday at 1pm
- MUST be submitted at least 2 WEEKS before funding need/event
- Will be reviewed at SOFB (meets every Wed. at 4:30)
  - Invited to send a representative
Application Process for Mass

- Deadline will be in March
- MUST attend an information session before applying
- SOFB will review in April
  - Do not send a representative
- Clubs will know by end of April if allocated Mass Funding
Acceptance and Rejections-Rolling & Matching

- Rolling & Matching
  - Full Budget
  - Partial Budget
  - Full Denial

- Mass
  - Full Budget
  - Partial Budget
  - Full Denial
Permitted Uses

1. Seed monies for fundraising activities for the registered student organization.
2. Travel (domestic only, excluding Canada) to conferences and competitions related to the registered student organization purposes.
3. Registration fees for activities, events or conferences.
4. Educational programs.
5. Support for organizational operations such as publicity, office supplies, and activities of the registered student organization.
6. Movies/films to be shown publicly or to advance the purpose of the registered student organization.
7. Speakers/lectures.
8. Other activities consistent with the mission of the registered student organization.
Prohibited Uses

1. Purchase of alcohol or tobacco.
2. Philanthropic donations, charitable contributions or gifts of any type.
4. Any organization that does not have open enrollment and does not comply with the anti-discrimination section of the RSO Policies.
5. Any item or activity deemed excessive, not justified, and/or in conflict with the mission of the registered student organization.
6. Social functions that are not related to a program or educational event.
7. Payment to members of the organization for any purpose.
8. Funding Board will not accept funding application requests for programs/events/activities that have already occurred. No retroactive funding.
9. Items already purchased before funding is approved.
10. Scholarships.
11. Bank account fees (initial deposits, overdraft, monthly fees, etc.).
Food Policy

- Clubs cannot apply for more than $75 in food for general club meetings for ENTIRE year.
- This excludes events, fundraisers, etc.
SOFB Guidelines to Assess Applications

- **Quality/Completeness of proposal**
  - Is the application complete?
  - Did the group convey their need for funding clearly?
  - Was their budget accurate and complete?
  - Overall quality of application.

- **Purpose of event/program/conference is consistent with the purpose of the RSO**
  - Is the purpose of the funding need consistent with the RSO?
  - Comes up more often with social events.
Guidelines to Assess Applications, cont’d

- **Value to campus community**
  - How will funding this organization bring value to the campus community?
  - Education, entertainment, cultural awareness, etc.
  - If they are attending a conference, how will those members bring their knowledge back to campus?

- **Value to student organization**
  - How will this funding assist the student organization internally?
  - Will it provide more visibility?
  - Provide leadership opportunities for its members?
  - Education/professional development to its members?
Guidelines to Assess Applications, cont’d

- Economical use of funds
  - Does their budget appear economical?
  - For example, do they allot $500 towards printing/advertising for an event? Does that seem like an economical use of funds for the event/program they are proposing?

- Funding will help organization meets it goals
  - Will this help move their organization towards their goals?

- Other considerations
  - Collaborating? Fundraising?
Good vs. Bad Budgets

- **Good=**
  - Specific and detailed
  - Clearly researched
  - Realistic

- **Bad=**
  - Vague
  - Even numbers (i.e. put $200 for every item)
### Good Example

<table>
<thead>
<tr>
<th>Item/Description</th>
<th>Cost Per Item</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microphone</td>
<td>$15.00</td>
<td>3</td>
<td>$45.00</td>
</tr>
<tr>
<td>Stage</td>
<td>$45.00</td>
<td>1</td>
<td>$45.00</td>
</tr>
<tr>
<td>Lemonade</td>
<td>$9.00</td>
<td>5</td>
<td>$45.00</td>
</tr>
<tr>
<td>Cookies</td>
<td>$8.00</td>
<td>7</td>
<td>$56.00</td>
</tr>
<tr>
<td>Paper Banner</td>
<td>$23.95</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>11x17 flyers</td>
<td>$2.00</td>
<td>60</td>
<td>$120.00</td>
</tr>
<tr>
<td>Honorarium for Speaker</td>
<td>$250.00</td>
<td>1</td>
<td>$250.00</td>
</tr>
<tr>
<td>Hotel for Speaker-2 nights</td>
<td>$89.99</td>
<td>2</td>
<td>$179.98</td>
</tr>
<tr>
<td>Laptop</td>
<td>$35.00</td>
<td>1</td>
<td>$35.00</td>
</tr>
<tr>
<td>Projector</td>
<td>$15.00</td>
<td>1</td>
<td>$15.00</td>
</tr>
<tr>
<td>Pizza for Volunteers</td>
<td>$9.50</td>
<td>4</td>
<td>$38.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$852.93</strong></td>
</tr>
</tbody>
</table>
## Bad Example

<table>
<thead>
<tr>
<th>Item/Description</th>
<th>Cost Per Item</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$100.00</td>
<td>2</td>
<td>$200.00</td>
</tr>
<tr>
<td>Food</td>
<td>$500.00</td>
<td>1</td>
<td>$500.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$150.00</td>
<td>10</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Cost to Host Speaker</td>
<td>$850.00</td>
<td>1</td>
<td>$850.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$3,050.00</strong></td>
</tr>
</tbody>
</table>
Tips

- Be thorough!
- Read instructions
- Do your research on your budget. Do not guess!
  - Common Campus Expenses Document
- Attend Funding Board Meeting
- Review! Review! Review!
- Send application to Mandy before goes to Funding Board.
Rolling/Matching Application

- Found at: montana.edu/engagement
- https://montana-mxeon.formstack.com/forms/rollingmatchingapplication
Spending Your Club Funding

- Bank Account
- Reimbursements
- University Credit Card
- Pay bills/invoices
- Gas Cards
- Copy Cats
- Costco
Budgets?

"I love budget season!" said no one ever!
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 One: 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
Step Two: 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 Three: Managing the Budget

- Set and maintain a minimum balance.
- Develop general financial policies and procedures (allow only approved expenditures, etc.).
- Keep accurate written 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 Activity

- Your club is planning to host a speaker from Colorado in the SUB.
- Expenditure line items only (i.e. flight)
Budget

- Travel
  - Flight
  - Shuttle/Taxi
- Hotel
- Meals for speaker
- SUB expenses
  - Stage
  - AV
  - Microphone
- Catering
- Marketing/Printing
# Budgeting Basics

## Revenue

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues/Member Contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraisers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Support</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note if a donation is in-kind you may be able to reduce event/overall expenses but should not be included in your revenue as a line item.*
## Expenses: General & Event/Program

<table>
<thead>
<tr>
<th>Expense</th>
<th>Anticipated Vendor</th>
<th>Cost Per Item</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner</td>
<td>Copy Cats</td>
<td>$22</td>
<td>1</td>
<td>$22</td>
</tr>
<tr>
<td>Website Host Fee</td>
<td>GoDaddy</td>
<td>$95/year</td>
<td>1</td>
<td>$95</td>
</tr>
<tr>
<td>Club Marketing Flyers-11x17</td>
<td>Copy Cats</td>
<td>$2</td>
<td>60</td>
<td>$120</td>
</tr>
<tr>
<td>Dues to National Assoc.</td>
<td>ACPA</td>
<td>$200</td>
<td>1</td>
<td>$200</td>
</tr>
</tbody>
</table>
# Budget Tracker

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>RSO OR CLUB FUNDING</th>
<th>MEMBER TO REIMBURSE:</th>
<th>SUBMITTED RECEIPT TO OAE?</th>
<th>RECEIVE REIMBURSEMENT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/17/2013</td>
<td>Delta (example)</td>
<td>Flight for conference</td>
<td>$389.76</td>
<td>RSO</td>
<td>Joe</td>
<td>x - 9/23/13</td>
<td>pending</td>
</tr>
</tbody>
</table>

*Excel spreadsheet available on OAE website*
Fundraising

- Goals

WE PUT THE FUN IN FUNDRAISING
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
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
Fundraising Ideas

- Think about your club’s mission & tie into
- GoFundMe
- 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??
On-Campus Ideas

- **Sports Facilities**
  - Football game clean-up, event set-up, clean-up or staff
  - Brian White
  - [BrianWhite@montana.edu](mailto:BrianWhite@montana.edu)

- **Career Fairs**
  - Roberta Kronebusch
  - [roberta.kronebusch@montana.edu](mailto:roberta.kronebusch@montana.edu)

- **Departmental Events**
Money Handling

- 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.
- OAE has a cash box to lend out!