



# Student Club/Organization Finance Training

# Account Numbers

- Every club is affiliated with their own **account number**.
- If you do not know your organizations account number, please be sure to reach out to:

**Autumn Reffit**  
[areffit@shawnee.edu](mailto:areffit@shawnee.edu)

or

**Bailey Smith**  
[breader@shawnee.edu](mailto:breader@shawnee.edu)

They will supply you with the accurate number.

# Student Club/Organization Emails

- Every club is affiliated with their own **email**.
- It is the treasurer's responsibility to maintain the email and keep the login information to themselves.
- This email will be used to login to your **PowerBI** and **DocuSign** accounts.
- You may also utilize your club email for meeting minutes, welcoming new members, event reminders, and general club announcements.

# PowerBI

- Each club has a **PowerBI** account.
- Here you will find your club's remaining balance. **Only the treasurer** or designated officer should have access to this portal.
- Advisors will have their own way of logging in to see the club's account balance. With that, there is **no need to share your login information with anyone.**
  - **Green** = Positive Balance
  - **Red** = Negative Balance

# DocuSign

- Each club has a **DocuSign** account.
- Creating an account allows the Treasurer to log in and complete any unfinished forms, instead of having to start the form all over.
- Please note that all forms can still be completed even without access to your DocuSign account through the links provided in Presence.

# To Spend Club Funds

- Must be in good standing with SSU
- Completed trainings (Title IX, Hazing, Finance, etc.)
- **Updated Roster**
  - President is responsible for updating and submitting to SGA for review. Please see the Student Resource Guide on the Dean of Students webpage for how to manage your roster, change a member's role, deactivate a member, or create a new organization.
  - Request for Club Funds Form must be submitted at least 21 days before your planned event and must go through the approval process before the purchase can be made by the Student Affairs Specialist.

# To Spend Club Funds (continued)

- **Buying food**
  - Anything over \$250.00, you must use Aladdin catering.
  - Anything below \$250.00 can be ordered locally.

# To Spend Club Funds (continued)

- **Alcohol**
  - If you plan to serve alcohol or have a bar available, you must use Aladdin Catering for bar service. You must also comply with the following stipulations:
    - If alcohol will be served, your student organization advisor must agree to attend and supervise the event. The organization advisor must be present for the entire event.
    - Also, schedule an Officer or Security Guard with the Department of Public Safety to work your event. This must be paid for by club/organization funds.
    - You **MUST** schedule a meeting with the Director of Student Life to register your event.
    - Finally, Student Life will provide a sign in poll that is required for all attendees.



# To Spend Club Funds (continued)

- **Alcohol**
  - (Stipulations continued)
    - Student club/organization funds may not be used to purchase alcohol.
    - Event participants will not be allowed to bring their own alcoholic beverages.
    - Student organizations will be responsible for their personal behavior, as well as the behavior of their guests. Students and their guests are subject to the Student Conduct Code. Students are responsible for knowing the policies set forth in the SSU Student Conduct Code.
    - Aladdin reserves the right to refuse to service at their discretion.

# **To Spend Club Funds (continued)**

- **Leadership & Club Approvals**
  - Leadership Approval (President, Vice President, & Treasurer) is required when a purchase exceeds the amount of \$40.00.
  - Club Approval (all members in the club/organization) is required when a purchase exceeds the amount of \$100.00.
  - Just send an email with the purchasing details to all Leadership or all club members. Then, upload a screenshot or PDF of that email in the attachment section of your Request for Funds form.

# Request for Funds Form Overview

## Student Club/Organization Request for Funds

Allow 21 days to process completed forms.

STUDENT ORGANIZATION INFORMATION			
Organization Name:		Club Treasurer:	
Account Number:	10-1060-50-	Phone Number:	
Advisor's Name:		SSU Email:	
<b>VENDOR INFORMATION:</b>			
The Office of Student Engagement should be able to access your vendor <b>webpage directly</b> by clicking the link below.			
Vendor Name:		Website Link:	
Phone OR Email:		Purchase Type:	Online Local Pick-up
DESCRIPTION OF ITEMS TO BE PURCHASED			
Keep Item Descriptions Short! Attach additional paperwork if necessary.		QTY	Price Each
Total			
Place items in cart, save document as PDF or a screenshot, then attach to this form.			
1.)			
2.)			
3.)			
If your order includes more than three items, please provide a Word document listing the items, quantities, individual prices, and the total cost. Make sure to <b>attach the document</b> by using the attachment button in this section.			
<b>SUBTOTAL:</b> _____ <b>SHIPPING:</b> _____ <b>TAXES:</b> _____ <b>GRAND TOTAL:</b> _____			
Is this a reimbursement? ____ YES ____ NO Reimbursement Amount (if applicable): _____			
Who is being reimbursed? _____			
THE FOLLOWING DOCUMENTS MUST BE ATTACHED, IF APPLICABLE: All required forms below can be found in Presence or SSU Website.			
<b>Fundraiser Approval</b> Must attach <b>approved</b> email received from Chris Moore if you plan to collect any funds/donations at your event.		<b>Catering Aladdin</b> Attach a screenshot of your cart. Must use Aladdin if food cost is more than \$250.00.	
<b>Request to Travel</b> Must attach <b>approved</b> travel form for reimbursement, which should have been submitted prior to travel.		<b>Club/Organization Approval</b> If spending more than <b>\$40.00</b> you must attach your Leadership's approval here. If spending more than <b>\$100.00</b> you must attach approval from all club members.	
<b>Off Campus Vendor</b> (Kroger, Amazon, Giovanni's, etc.) Must attach screenshot of cart with <b>ALL</b> items listed and the total included.		<b>Liability Waiver Form</b> Must attach signed form anytime a club event is held off campus.	
EVENT INFORMATION: If applicable (e.g., for pizza orders), specify a pick-up time in the "Other Information" section.			
Event Name:			
Location & Time of Event:		Date needed by:	
Other Information:			

# Accepting Funds

- Fundraiser Request Form from the Foundation must be submitted 21 days prior to the scheduled commencement of the proposed fundraising activity. You will receive approval/denial via email.
- **Change Fund Form**
  - For making change for currency sales and/or services. Filling out this form reserves the change fund for your club's fundraiser. When you request the change fund, you will also receive a **sales tracking sheet, receipt book for donations, a counterfeit pen, and a cash box**. After returning the funds, the Student Affairs Specialist will count the money with the student present and provide a receipt for record keeping.
  - Please keep in mind it is the **Treasurer or designated officer's responsibility** to bring the change fund back to Student Life the same day as the event, unless the event is after hours. Then, the treasurer is to give the change fund to DPS, retrieving the funds the next business day and returning it back to the Student Affairs Specialist.

# Accepting Funds (continued)

- **Tracking Sales**

- A data or tally sheet should be used to record each transaction, noting the amount ordered and who made the purchase—this includes fundraisers, bake sales, t-shirt sales, etc.! This step ensures that all money is properly accounted for when submitted to the Student Affairs Specialist.
- Funds raised should NEVER be handed over to another student, even if the student works in a particular office! Always be sure you are giving your funds to a staff member.

# Accepting Funds (continued)

- **Receipt Book**

- A receipt should be written for every donation you receive. A donation is a voluntary gift or contribution, typically in the form of money, goods, or services, given without expectation of return or compensation, usually to support a cause, organization, or individual in need.
- Funds raised should NEVER be handed over to another student, even if the student works in a particular office! Always be sure you are giving your funds to a staff member.

# Accepting Funds: Forms Reviewed



## Student Club/Organization Change Fund Request Form

Club/Organization Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Club/Organization Account Number: \_\_\_\_\_

Amount Requested (Please check the box beside the desired amount below):

\$100.00 \_\_\_\_\_ \$50.00 \_\_\_\_\_ \$25.00 \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Approved Fundraising Request Form (please attach in the box below):



Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*\*\*Amount must be returned in full, along with the profit made, the same day as the event. If an event occurs after operating office hours, the treasurer is responsible for turning the cash into Department of Public Safety (DPS). The treasurer is then also responsible for retrieving the cash from DPS the next business day and returning it to the Office of Student Life. Please NEVER hand cash to another student!!!*

Authorized by: \_\_\_\_\_

(Signature from The Office of Student Life)

Amount Approved: \$100.00 \_\_\_\_\_ \$50.00 \_\_\_\_\_ \$25.00 \_\_\_\_\_

# Tracking Student Club Funds

Organization: \_\_\_\_\_ Event/Fundraiser Name: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Treasurer Phone: \_\_\_\_\_

Items to be Sold	Price of Item	Amount Sold (Tally Marks)	Total Sold
<i>Example: Brownies</i>	\$2.00		\$6.00

**\*\*\*All donations must have a written receipt from the student club receipt book.**

Organization: \_\_\_\_\_ Event/Fundraiser Name: \_\_\_\_\_  
Treasurer: \_\_\_\_\_ Treasurer Phone: \_\_\_\_\_

[illegible]

\*\*\*All donations must have a written receipt from the student club receipt book.



# Student Travel

- All travel for student clubs, whether it be same-day or overnight, requires **pre-approval** from Student Life staff. If you plan to travel, the first step is to **schedule a meeting with the Director of Student Life**. After that, you will need to complete a **Permission to Travel form**, including a breakdown of all expenses—even if you are not seeking reimbursement. It's important for us to ensure that you are traveling safely and responsibly. Additionally, you must have **written approval from your club**.
- **The Permission to Travel form** should be completed before your trip, allowing Student Life to review your plans in advance. It's difficult for us to provide a definitive answer without knowing the specifics of your travel. Once you've discussed the details with the Director of Student Life, you'll have a clearer understanding of how to proceed with the form.
- If your form is approved, you can go through with any reservations needed. Following your trip, you will need to submit a **Request for Funds** form to request reimbursement, if applicable. To be eligible for reimbursement, make sure to keep all receipts from your travels.

# Permission to Travel Form Overview

## Student Organization Permission to Travel

Allow **21 business days** to process completed forms

Before filling out this form, you will need the following documentation:

- MVR Authorization
- Liability Forms
- Leadership or Whole Club Approval

### Section One: Student Organization Information

Club/Org. Name:		Club Treasurer:	
Account Number:	10-1060-50-	Phone Number:	
Advisor's Name		Club Email:	

### Section Two: Students Traveling

If more than 6 students are traveling, another form must be filled out for the remaining individuals.

Name:	Name:	Name:
ID:	ID:	ID:
Name:	Name:	Name:
ID:	ID:	ID:
Dates of Travel:		
Reason for Travel:		
Name of Drivers if Driving SSU Vehicle: (Attach Copy of MVR Authorization for all Drivers)		

### Section Three: Event Information

Vendor Name:	
Vendor Email:	Vendor Phone Number:
Vendor Address:	
Other Information:	

### Section Four: Lodging Information

Vendor Name:	
Vendor Email:	Vendor Phone Number:
Vendor Address:	
Other Information:	

### Section Five: Travel

How are you planning to travel? Specify below.

SSU Owned Vehicle	Personal Vehicle	Rented Vehicle
Flying	Bus	Other

### Section Six: Estimated Costs

Must include all estimated costs, even if not being reimbursed.

Description	Costs Covered by Student Life	Cost Covered by Club Account	Non-Reimbursable Amount
Airfare	\$	\$	\$
Ground Transportation (Bus, Car, Uber, Taxi, etc.)	\$	\$	\$
Meals	\$	\$	\$
Lodging	\$	\$	\$
Parking Fees	\$	\$	\$
Mileage	\$	\$	\$
Other Expense(s):	\$	\$	\$
Other Expense(s):	\$	\$	\$
<b>Total:</b>	\$	\$	\$

### Section Seven: Necessary Attachments

Since attachments are limited, compile all receipts into a single Word document before uploading. Be sure to also include the following, if applicable:

- MVR Authorization Forms for all drivers.
- Liability Waivers for all travelers.
- Proof of Club/Leadership Approval: If over \$40.00 = Leadership Approval | If over \$100.00 = Whole Club Approval
- Receipts—only if applicable.

### Section Eight: Individual(s) to be Reimbursed

Name:	Email:	Phone:
Name:	Email:	Phone:
Name:	Email:	Phone:

Student Life will complete the green section. Please look for a DocuSign Email.

Names:	Signature	Date
Club/Organization Advisor:		
Student Affairs Specialist:		
Student Engagement:		
Controller's Office:		

# Reimbursements

- Each student or group seeking reimbursement must submit **required material** immediately following and no later than **(30) days** after the event, program, or purchase to the Office of Student Life.
- **Required materials include:**
  - Permission to Travel form with all expenses (including non-reimbursable expenses)
  - Copy of the club's vote of approval
  - All original receipts (only attach what is being reimbursed)
  - Liability form (if applicable)
  - Bank statement of charge including the purchaser's name
  - Last four digits of card used, and the total amount spent

## Reimbursements (continued)

- Failure to turn in all requested materials on time could affect your reimbursement.
- Please keep in mind if an advisor uses their Shawnee State University P-Card for any purchases **without the proper form of approval**, reimbursements CANNOT be guaranteed.
- **Students are permitted to be reimbursed in certain situations only.** Conditions for student reimbursements are considered on a case-by-case basis. If they spend their personal funds on university programming and events without pre-approval, it CANNOT BE GUARANTEED they will be reimbursed.

# Request for Funds Cut Off Time

- For any orders related to graduation, there will be a request cut-off time **14 days before** the graduation date.

## Other forms to keep in mind...

1. Making Reservations
2. Fundraising Request
3. Catertrax
4. Liability Waiver Form
5. Motor Vehicle Record Authorization

\*All links to forms can be found on Presence!

# You have completed the **first** part of the Student Organization Finance Training.

Next, you are expected to complete the quiz provided in the link below—a **perfect score (10/10)** is required to gain access to your club accounts.

[Student Organization Finance Quiz](#)