Student Club Advisor Training

FALL 2018
MaryLisa Wood
Student Clubs & Orgs Financial Coordinator
mwood18@csuchico.edu  /  (530)898-5064

Student Financial Services (SFIN)
Student Services Center 230
Open Mon-Fri 8am-5pm
All clubs are approved to create and maintain an account with Student Financial Services in SSC 230. These accounts are simple deposit and withdrawal accounts.

NO Transaction Service Fees
• Only allowed for student clubs that have affiliations with **national organizations** OR are recognized with **501(c)3 non-profit status**.

• Clubs must apply for exemption to maintain an off-campus banking.
  ✓ This must be renewed annually.

• Rules of oversight and management of accounts that apply to on-campus accounts should be applied to off-campus accounts.

• **CSU, Chico or Chico State** should not be included in the bank account name.
  • Instead use **Chico Student Chapter** or other reasonable variation
You take on responsibility in the management of these accounts.

• Ensure student organization is in compliance with guidelines & expectations set by the national organization.

• Encourage student officers to properly transition new officers into their role to avoid account access issues.

• If you step down from your advisor role ensure you take necessary steps to remove yourself from the account.
<table>
<thead>
<tr>
<th>Club Name</th>
<th>College Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Delta Pi, Eta Rho</td>
<td>*Student Affiliates of the American Chemical Society</td>
</tr>
<tr>
<td>American Society of Civil Engineers</td>
<td>College Republican National Committee</td>
</tr>
<tr>
<td>Delta Sigma Pi</td>
<td>Delta Xi Phi</td>
</tr>
<tr>
<td>Gamma Phi Beta</td>
<td>*Golden Key International Honor Society</td>
</tr>
<tr>
<td>Hillel International</td>
<td>*IEEE-Eta Kappa Nu</td>
</tr>
<tr>
<td>Lambda Theta Phi</td>
<td>National Band Association</td>
</tr>
<tr>
<td>*National Society of Black Engineers</td>
<td>*Phi Chi Theta</td>
</tr>
<tr>
<td>Phi Kappa Tau</td>
<td>Pi Sigma Epsilon</td>
</tr>
<tr>
<td>Psi Chi International Honor Society</td>
<td>Sigma Alpha</td>
</tr>
<tr>
<td>Sigma Kappa</td>
<td>Society of Automotive Engineers International</td>
</tr>
<tr>
<td>*Society of Women Engineers</td>
<td>Young Life</td>
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* Indicates these student clubs also have an on-campus account.
What initiated these changes?

The Chancellor’s Office audited several CSU Student Organizations including Chico. As a result, the decision was made to move management of the financial transactions to the state-side.

What is the purpose?

Student Organization funds are now regulated with leniency to ensure proper use of finances to continue university recognized club’s missions.
Advisor Role

The club advisor must be a University employee of the State of California. Off-campus or auxiliary employees (Associated Students, Foundation) are not allowed to be club advisors for recognized student clubs and organizations.

The club advisor must be willing to follow CSU and campus policies regarding student club activities, including financial activities. Most readily, this means that the club advisor must be knowledgeable of and support use of authorized club accounts, and be willing to sign for authorization of any transaction from those accounts.
Advisor Role

• Know club rules, regulations, & financial processes
• Support students in achieving club mission
• Encourage financial best practices
  • Transparency
  • Budgeting
  • Management
• Review reimbursements/ purchases
ACTIVATING FINANCIAL ACCOUNT

✓ Required to use club funds
✓ Authorizes club members with account access
✓ Confirms Advisor
KNOW BEST PRACTICES

✓ Be transparent
✓ NO cash holding
✓ Deposit any funds received ASAP
✓ NO personal reimbursements
✓ Have a witness for withdrawals
Where can I find them?

Deposit and Transaction Request forms can be found on the Student Financial Services webpage under Student Clubs & Organizations.

http://www.csuchico.edu/sfin/student-clubs-fin.shtml

Here you can also find a link to our Handbook and Campus Policy.
Use this form when depositing cash, checks and currency into student club accounts. Please bring your completed and signed form along with the total deposit to Student Financial Services in SSC 230.

**STUDENT CLUB/ORGANIZATION INFORMATION**

<table>
<thead>
<tr>
<th>Club/Organization Name:</th>
<th>Date:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Depositor Name:</th>
<th>SS#:</th>
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</thead>
<tbody>
<tr>
<td>PRINT NAME</td>
<td></td>
</tr>
<tr>
<td>Chico State ID:</td>
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<table>
<thead>
<tr>
<th>DEPOSIT INFORMATION</th>
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If the deposit includes multiple activities, please identify and provide details for each activity.

<table>
<thead>
<tr>
<th>FUND/AMOUNT</th>
<th>ACTIVITY NAME*</th>
<th>DETAIL ACTIVITY DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC_DUES</td>
<td>MEMBERSHIP</td>
<td></td>
</tr>
<tr>
<td>SC_SALES</td>
<td>FUNDRAISING/EVENTS</td>
<td></td>
</tr>
<tr>
<td>CASH_DONATION</td>
<td>CASH/ CHECK</td>
<td>DONOR NAME/ADDRESS: (cash only)</td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL DEPOSIT</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>$</td>
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</table>

*True donations must be processed through University Foundation to include tax valid receipts. A 5% fee will be applied. Processing can take up to a month for funds to be available. Contact SOO Coordinator for assistance.
✓ Does not require advisor's signature

**Donation FYI’s**

- All donations processed through University Foundation
- A 5% admin fee will be applied
- Tax valid receipts available for donors
- Can take up to a month for funds to be available
**KNOW YOUR FORMS**

**Transaction Request**

- Cash Advance
- Change Fund
- Reimbursements
- P card / Purchase Order
- Travel
NO CASH HOLDING

- Funds should be deposited ASAP
- Do not reimburse students from personal finances

Withdrawal $250 per transaction allowed

- Returned within 3 business days of event/meeting
  - Full Cash Amount OR Itemized Receipts
- Locked Cash Box available
Transaction Request Form

REIMBURSEMENT

Up to $500 cash in hand at time of request

- MUST include itemized receipts for purchases of $25+/proof of payment

Missing Receipt?

1. Request new receipt from vendor

2. Request Lost Receipt Notification Form from coordinator
   - Requires details of purchase & amounts. Incomplete forms not accepted.
**TRAVEL**: Going to any location for any part of a day/multiple days outside of Chico city limits

- Student Club travel must follow campus travel reimbursement policy and IRS rules
- Expenses are expected to be in support of club’s purpose or mission
- All travel reimbursements will be provided via check (NO cash)
- Paperwork must be submitted to SSC230 no later than 60 days post trip
NO

- Alcohol
- Tobacco products
- Drugs of any kind

may be purchased/reimbursed with club funds.
T-SHIRTS require IMAGE APPROVAL

The use of the athletic cat logo is restricted.
FUNDRAISING RESOURCES

• Credit Card reader available to reserve for events
  • Easy to use
  • Deposits directly into club acct.
  • Must be scheduled in advance
  • 2.5% cc transaction fee
  • Sales: State tax (7.5%) must be applied

• NO Square card readers
• NO Venmo/$ Sharing Apps
**GOOD TO KNOW**

**Thank You Gifts**
Cannot be of monetary value

**Gift Cards**
- Must always be pre-approved before being purchased
- Cannot exceed $50 per card per person
- Cannot be purchased from primary alcohol/tobacco retailer
- Cannot be given to Staff or Faculty

**Sales Tax**
Clubs are responsible for taking into account (CA state sales tax is 7.5%) on item sales.
Revenue Sharing

- Government Affairs BMU 220
- Reimbursement Only – must be submitted by student club member
- No cash reimbursement – only checks

Contact: Sarah Stewart
        smstewart@csuchico.edu
        (530) 898 - 3393
QUESTIONS?