

Dear Club/Organization Leader:

Northwestern Health Sciences University Student Senate is responsible for providing funds to clubs and organizations on campus. As a NWHSU club leader, we rely on you to spend your funding wisely and responsibly. In order to ensure that you are aware of and familiar with the budgeting policies, **you are required to sign the Acknowledgement of Receipt of Funding Guidelines by Tuesday, May 14, 2019. It is your responsibility to read and know the bylaws and processes for funding and use of student space.**

Please note the following to best facilitate a seamless process:

1. **Pay very close attention to the requirements listed in the Budget Guidelines. Your reimbursement will be contingent on your organization following ALL required procedures for reimbursement.**
2. **Persons submitting requests for reimbursement must complete a "Travel & Expense Voucher** (available in the Student Organization Center on top shelf of the club mailboxes). Expenses submitted without a voucher will be returned to your club mailbox for completion. The person submitting the voucher may be called upon to answer questions from the Student Senate Treasurer and/or the Dean of Students & Alumni Affairs. **Vouchers must include an itemized receipt.** Failure to provide this, may forfeit your request.
3. Student Senate Funding Guidelines document is located online. **It is your responsibility to know the requirements in this document for the budget approval process.**
4. **All clubs are required to submit a student interest list, handed out at the Club and Org Engagement Fair. This list must have at least 15 signatures to be eligible for any funding.**
5. **All clubs will be assessed funding according to their degree of activity over the term. All clubs should host three meetings or a single event per term. Meetings should reflect an average of 25% of the numbers of signatures provided. Failure to show true activity could result in deactivation of your organization status. Each club meeting should include an attendance list with student signatures to verify club activity.**
6. Appeals to funding awards will only be granted by the vote of the Student Senate. Appeals must be made in writing within the two weeks of receiving an award letter.
7. Additional funding requests must be submitted in writing to the Student Senate Treasurer two weeks in advance of the event date, or the date payment is needed. These requests will be discussed by the Student Senate Finance Committee. The committee may approve requests of \$200 or less. Larger requests must be approved by the full Student Senate.

Thank you for enhancing the community at NWHSU by your participation in clubs and organizations. We hope getting you this information in advance, will make budgeting a seamless process for you and your group.

Yours in Health!

Student Senate Treasurer

Student Senate President

Excerpts and Highlights of Student Senate Funding Guidelines for Clubs and Organizations

At the beginning of each trimester, clubs, students, and organizations may apply for funding from the Student Senate for the current trimester. Funds will be granted based upon completion of requirements and eligibility as defined in the following sections. Funds will typically be distributed through reimbursement vouchers with attached receipts. Funds may also be distributed by providing a purchase order form and invoice at least 2-3 weeks prior to the time the money is needed. This should be turned in to the Student Senate Treasurer mailbox in the Student Organization Center.

Clubs and Organizations must abide by the policies set forth in the Student Handbook. All decisions concerning the funding of student clubs and organizations is up to the discretion of the NWHSU Student Senate.

SECTION A. – FUNDING ELIGIBILITY

Clubs and Organizations Eligible for Funding

- Student Chapters of National, International, or State Organizations
- Service Organizations
- Academic & Technique Clubs
- Practice Management Clubs
- Cultural Clubs
- Athletic Teams
- Fitness and Wellness Clubs

Clubs and Organizations Not Eligible for Funding

- Social Clubs

SECTION B. – FUNDING APPROVAL PROCESS

Funding provided by the Student Senate will be earned according to the following requirements:

1. 10% of approved funding will be awarded for representation at the Mandatory Club and Organization Leader Meeting.
2. 20% of approved funding will be awarded for representation at the Club and Org Engagement Fair.
3. 20% of approved funding will be awarded if the club paperwork is turned in on time and in full; including a members list and the name of the Faculty/Staff Advisor(s), if applicable under the specific requirements of that category.
4. 30% of approved funding will be awarded based upon the completion of the previous term's End of Term Summary, demonstrating campus club and organization involvement. The End of Term Summary deadline can be found on page two of this packet. Should a club decide that, due to lack of interest or lack of leadership, a "Term of Inactivation" is needed, they

must complete the Term of Inactivation request form. Term of Inactivation request forms for this term are due by the end of the Mandatory Club Leader Meeting.

NOTE: Any EOT summary turned in after the end of a trimester (last day of classes) will incur a 30% reduction in eligible funding. A club will automatically be considered inactive if the previous trimester EOT summary has not been turned in and the club leaders are absent from the Mandatory Club Leader Meeting. These clubs will not be eligible for any funding for that trimester.

5. Newly formed clubs and organizations are eligible for 70% of total funding during their first active term. After the completion of the first active term, Item 4 of Section B is applicable.
6. All checks issued by the Northwestern Health Sciences University Student Senate must be cashed within 90 days of issuance, or they shall be rendered null and void.
7. I also understand that the Club/Org ***cannot meet on Thursdays from 11:00 am to 12:00 pm***

Further reductions may occur at the discretion of the Budget Committee and the Northwestern Health Sciences University Student Senate Cabinet.

Club and Organization Engagement Fair

The Club and Organization Engagement Fair is held the Thursday following the Mandatory Club Leader Meeting. These typically take place the 2nd week of the new trimester. A club or organization's leadership team must be present for tabling. These members must be able to adequately promote the club or organization. You may not represent 2 clubs, each club must have their own representation.

Reminder: All clubs are required to submit a student interest list, obtained at the Club and Org Engagement Fair. This list must have at least 15 signatures to be eligible for any funding.

SECTION C. – DISTRIBUTION OF AWARDED FUNDS

Funds allocated to a student club or organization may only be received by submitting a completed expense voucher including an itemized receipt to the Student Senate Treasurer mailbox in the Student Organization Center during the trimester in which the expense was incurred. Receipts may be in the form of a copy of a canceled check, a credit card receipt or original itemized receipt from a business. Hand written receipts will not be accepted. All receipts must be submitted by the deadline as outlined in the Student Club and Organization Information Packet. After this time, reimbursements will not be considered.

SECTION D. - SPECIFIC CLUB / ORGANIZATION GUIDELINES

****See Student Senate Website for specific guidelines****

1. Acceptable Organization Expenditures: Groups that are found eligible for funds have the following suggested guidelines for use of budgeted funds:
 1. **Supplies are considered** food for meetings and speaker events, supplies for advertising, and other reasonable supply items directly used by the club.
 2. **Materials are defined** as educational and/or recreational. Educational materials are to be held in the Greenawalt Library as part of the cataloged club collection. Recreational materials must be kept on campus and locked when not in use.

3. **Fees are defined as** funds directly paid to speakers, transportation and lodging expenses for the speaker to travel to campus, gift certificate in lieu of a speaker fee. A maximum gift of \$25 will be allowed per seminar for a speaker brought onto campus.
 4. **Travel expenses include** expenses related to seminar fees and hotel lodging fees for club leaders or members will not be allowed. See Treasurer for questions.
 5. **Prohibited use of funds (expenses not reimbursed)** include private lunch/dinner with the speaker for club members, compensation in any way to club leaders or faculty supervisors, any club activity that involves gambling (i.e. Raffles, bingo, etc.).
2. Additional Funding Opportunities: Additional funding may be made available for student clubs and organizations after the allocated club budget is spent. These additional funds may be requested by filling out the 'Club/Organization Request for Additional Funds' form available from the Student Senate Treasurer. Any request over \$200 must be first approved by the Financial Committee and then by the full senate.
 3. Volunteer Activities: In keeping with the mission of the Student Senate, it is highly encouraged that clubs have at least one event that is dedicated to charitable activities. These activities will be considered for additional funding or sponsorship by Student Senate at the request of the club.

When in doubt, ask the Treasurer before spending!!!

❖ Reimbursements

All club reimbursements require a "Travel & Expense Voucher" form and a receipt attached to it. Completed vouchers with receipts should be turned in to the **Student Senate Treasurer mailbox** in the Student Club/Organization Room.

Friday, July 26th is the last day vouchers with receipts may be turned in. This is the last day of classes for the trimester (before finals). This is also the deadline for the **End of Term Summary report.** Please submit these items to the **Student Senate Treasurer mailbox** in the Student Club/Organization Room. **(Please DO NOT put in the Student Affairs "IN" box)** This should be filled out and turned in by the club leader and not the Advisor. ***

Your checks will be held for pick up in the Accounting Office. You will receive an e-mail once you are able to pick up your check, so please check your e-mails!