HOW THINGS WORK
A Guide to Student Union
Fall 2015
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su.wustl.edu
facebook.com/wustudentunion
@WUStudentUnion
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Student Union Mission Statement

The mission of Student Union is to create a vibrant campus community by: advocating for the needs and interests of undergraduate students, developing and implementing innovative and traditional programs, and allocating the student activity fee to unique and engaging activities, programs, and initiatives.
Foreword

How Things Work was created to help student groups and students understand the organization of Student Union and familiarize themselves with SU resources, procedures and policies regarding finance, administration and programming.

This year, we have put in great effort to shift the organization of How Things Work towards a user-centric model. Section A focuses on student group finance, section B on student group administration and programming, and section C on training videos. Special attention has been paid to the flow of contents within each section so as to make How Things Work as intuitive as possible.

Every subsection in How Things Work will be uploaded to the Student Union website, which can be found through the search box on our website. This allows quick and easy reference to specific resources, procedures, and policies online.

You will also notice that we have changed the numbering of our subsections to give each subsection a number that will uniquely identify it. This allows users to reference each subsection quickly on both How Things Work and the Student Union website.

The contents of How Things Work will also be continually updated on the website throughout the semester to ensure that information on resources, procedures, and policies remain most up-to-date. Any changes made to How Things Work will be included in the weekly All Presidents and Treasurers email.

We hope that you will enjoy reading How Things Work and we look forward to working with you in the coming academic year!

Thank you very much!

Sincerely,
Kenneth Sng
Student Union Vice President of Finance
PART A: STUDENT GROUP FINANCES

Section A1: Overview of Different Organizations on Campus

100. Overview of Different Organizations on Campus

Section A2: Starting New Groups

110. CAT I, II, and III student groups
111. Overview of Category I, II, and III
112. Forming a New Student Group
113. Changing Student Group Category
114. Changing Name of Student Group

Section A3: Funding

120. Overview of Funding Process in SU
121. CAT I and II student groups
122. Category I – Budgets
123. Category II – Budgets
124. How Does Budget Committee Allocate Money?
125. Failure to Submit a Budget on Time
126. Category III – Budgets
127. Block Funding
128. SU Entities: SPB, DAC, GEC, Class Councils, School Councils
129. Advocacy Fund
130. Speaker Series
131. Loans

Section A4: Appealing

140. CAT I and II student groups
141. Appeals/ Speakers – Category I & II Groups
142. How to Present at Treasury
143. CAT III & Block Funded
144. Sports Clubs
145. SU Entities: SPB, DAC, GEC, Class Councils, School Councils

Section A5: Spending

150. General Remarks
151. Student Union Business Coordinator of the Day
152. Student Group Finances – General Remarks
160. Student Group Accounts
161. Overview of Student Group Accounts
162. Operating Account
163. Subsidy Account
164. Revenue Account
165. Appeals/ Speakers Account
166. Fundraising Account
167. Gift Account
170. Payment Methods
171. Turning in Request Forms
172. Check Request
173. Travel
174. Purchase Order
175. Interdepartmental Order
176. SU VISA Credit Card
177. Schnucks Card
178. Sam’s “Fax and Pull”
180. Collecting Money
181. Cash Boxes
182. Bear Bucks Reader
183. Credit Card Machine Policy
190. Others
191. Extensions & Carryforwards
Section A6: Finance Policies

200. Finance Policies
201. Failure to follow policies
202. Auctions
203. Deregistered Groups
204. Conflict of Interest Policy
205. Outside Bank Accounts
206. Accepting Credit Cards for Payment
207. Overdrafts (Penalties)
208. Rules on Deposits
209. Gift Deposit
210. Registration Fees
211. Sales Tax
212. Stickers/Decals
213. Paying University Employees and Students
214. Paying Individual Students or Student Groups
215. Gifts, Awards, or Prizes
216. Gift Cards
217. Meal Points and Bear Bucks
218. T-Shirts and Group Apparel
219. Student Groups Supported By Campus Partners or University Departments
220. Insurance on Equipment Purchases
221. Moving Funds between Accounts

PART B: STUDENT GROUP ADMINISTRATION AND PROGRAMMING

Section B1: New/Returning Presidents and Treasurers

300. Presidents and Treasurers’ Training
301. Responsibilities of a Student Group Treasurer

Section B2: Student Group Resources

310. Student Group Resources
311. Advisor of the Day
312. Office Resources

PART C: TRAINING VIDEOS

400. Training Videos
IMPORTANT CONTACTS WITHIN STUDENT UNION

Executive Branch

Jordan Finkelstein, President: president@su.wustl.edu
Talk to him about SU information, SU’s long term plans, and general inquiries
Mike Holtz, Vice President of Administration: administration@su.wustl.edu
Talk to him about SU information, general inquiries, and internal SU policies
Kenneth Sng, Vice President of Finance: finance@su.wustl.edu
Talk to him about General Budget, Exec Appeals, Appeals under $1,000, and financial policies
Bonner Williams, Vice President of Programming: programming@su.wustl.edu
Talk to her about SU resources and general programming advice
Chan Kwon, Vice President of Public Relations: pr@su.wustl.edu
Talk to him about SU resources and advertising resources/reservations

Legislative Branch (Treasury)

Hunter Malasky, Speaker of the Treasury: treasury@su.wustl.edu
Talk to him about Treasury appeals and Speaker Series Appeals
Vikram Biswas, Budget Committee Chair: budget@su.wustl.edu
Talk to him about your group’s budget
Danyao Xu, Student Group Activities Committee Chair, sgac@su.wustl.edu
Talk to her about Activities Fair, your new group’s application and changing categories

Legislative Branch (Senate)

Scott Myers, Speaker of the Senate: senate@su.wustl.edu
Talk to him about advocacy projects at Washington University
Nicole Nemec, Academic Affairs Committee Chair: acaff@su.wustl.edu
Talk to her about academic policies at Washington University
Uma Parikh, Campus Services Committee Chair: cserve@su.wustl.edu
Talk to her about dining, parking, and any other university services
Rahool Bhimani, University Initiatives Committee Chair: initiatives@su.wustl.edu
Talk to him about non-academic policies at Washington University
Judicial Branch
Gabrielle Buchbinder: Chief Justice of Constitutional Council: judicial@su.wustl.edu
Talk to her about the SU Constitution
Savannah Rush: Student Union Election Commissioner: elections@su.wustl.edu

Executive Entities
Jordan Mendoza, Diversity Affairs Council Chair: dac@su.wustl.edu
Talk to her about diversity issues at Washington University
Muhammad Elahi, Engage 360 Chair: engage360@su.wustl.edu
Talk to him about community service opportunities for your student group
Emma Searson, Executive Advisor for Sustainability: eas@su.wustl.edu
Talk to her about sustainability initiatives at Washington University
Hannah Greenhouse and Alex Webb, Green Events Commission co-Chairs: gec@su.wustl.edu
Talk to them about making your events more sustainable
Jessie Bluedorn, Social Programming Board President: president@spb.wustl.edu
Talk to her about W.I.L.D., concerts, happy hours, and comedy shows
Nick Becker, Sports Club Board Director: sports@su.wustl.edu
Talk to him about sports clubs

School Councils
Marina Archangeli, Architecture School Council President: architecture@su.wustl.edu
Shannon Levin and Alyse Gellis, Art School Council President: artcouncil@su.wustl.edu
Arts & Sciences Council: artscicouncil@su.wustl.edu
Jimmy Soldati, Olin Business Council President: obc@su.wustl.edu
Tyler Crawford, Chelsea Branson, EnCouncil President: encouncil@wustl.edu
Talk to them about school related projects and programs

Class Councils
Christine Lung, Senior Class President: senior@su.wustl.edu
Reid Petty, Junior Class President: junior@su.wustl.edu
Richard Wu, Sophomore Class President: sophomore@su.wustl.edu
Freshman Class President: freshman@su.wustl.edu
Talk to them about class unity programs and class-specific campus projects
Professional Staff

Janice Warren, SU Business Manager: janice.warren@wustl.edu
Cathy Winter, SU Business Coordinator: catherine.winter@wustl.edu
Cynthia Bowdry, SU Business Coordinator: cynthia.bowdry@wustl.edu
Katie Chandler, SU Business Coordinator: katie.chandler@wustl.edu
Renee Murphy, SU Receptionist: renee.murphy@wustl.edu
Talk to them about SU finances
Eric Suiter, SU Technology Manager: eric.suiter@wustl.edu
Talk to him about your group's website or email account
PART A: STUDENT GROUP FINANCES

Section A1: Overview of Different Organizations on Campus

100. Overview of Different Organizations on Campus

All new or returning Presidents and Treasurers are required to register every semester on the SU Finance Website.

All student-run organizations on campus can be classified under four distinct categories:

1. SU-recognized student groups
2. Sports Clubs
3. Block Funded
4. SU Entities (i.e. Class Councils, Diversity Affairs Council, Green Events Commission, and School Councils)

SU-recognized student groups

Almost all student clubs and organizations come under this classification. They are funded by Student Union Treasury and are categorized into Category I, II, and III according to their funding needs.

Sports Clubs

All non-varsity sports clubs on campus are funded by the Sports Clubs Board. All appeals go to Sports Club Board too. Please contact the Director of Sports Club Board (sports@su.wustl.edu) if you have more questions.

Block Funded

Block Funded groups are student organizations that are given guaranteed, direct funding from Student Union and they do not undergo the budget allocation by Student Union Treasury. Block Funding petitions are submitted annually in the Spring semester. Please contact the Vice President of Finance (finance@su.wustl.edu) to find out more about the Block Funding process.

SU-entities

SU-entities are the executive branches of Student Union and they include Class Councils, Diversity Affairs Council, Engage 360, Green Events Commission, School Councils, Social Programming Board, Sports Club Board, SU Public Relations Committee.
Section A2: Starting New Groups

110. SU-recognized student groups

111. Overview of Category I, II, and III

All Student Union groups are divided into three categories – CAT I, II, and III – depending on funding needs. The table below summarizes the funding and appeal caps for each category:

<table>
<thead>
<tr>
<th>CAT</th>
<th>Funding</th>
<th>Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>No cap on budget that can be submitted</td>
<td>No cap on appeal amount and types of events for appeal</td>
</tr>
<tr>
<td>II</td>
<td>Budget is capped at $500</td>
<td>No cap on the following events:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Speaker event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Off campus conferences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For all other events, total funding from Student Union cannot exceed $1,000.</td>
</tr>
<tr>
<td>III</td>
<td>Receive a flat $150 funding every year</td>
<td>Receive a flat $150 funding every year</td>
</tr>
</tbody>
</table>

112. Forming a New Student Group

To form a new student group, please submit an application through su.wustl.edu. Click “Resources” and “New Group Application”. A typed constitution – containing a statement of the group’s purpose, membership requirements, method of selecting and impeaching officers, and the means of altering the constitution – needs to be included in the submission.

After submitting an application, email the Student Group Activities Committee Chair (sgac@su.wustl.edu) and the chair will schedule a date for your student group to make a presentation before the Student Group Activities Committee.

The presentation will be 5-10 minutes long and members of the committee may have questions for you. The committee will then go into closed discussion and vote to approve or decline the application.

If the application is approved, it will go before Treasury the following Tuesday for a final vote. You will be invited to the Treasury session. Once Treasury has voted to approve SGAC’s recommendation, the change will take effect immediately. You will be required to meet with the SGAC Chair to go over rules, regulations, and resources. You will also need to contact the Budget Committee Chair (budget@su.wustl.edu) regarding the budget allocation process.
If the application is declined, the student group can choose to submit another application next semester.

**Evaluation Criteria**

Prospective student groups must fulfill student interests not currently addressed by other student groups or University departments, demonstrate clear short- and long-term goals, have at least half its membership composed of undergraduate students, and have only undergraduate students serving as executives. They must communicate their intent to host successful future events, which is best demonstrated by involvement in organizing successful past events. They must exhibit funding needs consistent with the group’s purpose and the category of application. They must show how their group will continue beyond its inception year. We re-emphasize that the most important evaluation criteria are those traits distinguishing the group from those that already exist.

113. **Changing Student Group Category**

To apply for a category change, please submit an application through su.wustl.edu. Click “Resources” and “Category Change Application”.

After submitting an application, email the Student Group Activities Committee Chair (sgac@su.wustl.edu) and the chair will schedule a date for your student group to make a presentation before the Student Group Activities Committee.

The presentation will be 5-10 minutes long and members of the committee may have questions for you. The committee will then go into closed discussion and vote to approve or decline the application.

If the application is approved, it will go before Treasury the following Tuesday for a final vote. You will be invited to the Treasury session. Once Treasury has voted to approve SGAC’s recommendation, the change will take effect immediately. You will be required to meet with the SGAC Chair to go over rules, regulations, and resources. You will also need to contact the Budget Committee Chair (budget@su.wustl.edu) regarding the budget allocation process.

If the application is declined, the student group can choose to submit another application next semester. If you have any questions, please contact the Student Group Activities Committee Chair (sgac@su.wustl.edu).

114. **Changing Name of Student Group**

To apply for a category change, please submit an application through su.wustl.edu. Click “Resources” and “Group Name Change Request”.

After submitting an application, email the Student Group Activities Committee Chair (sgac@su.wustl.edu) and the chair will evaluate the request before deciding on whether to approve or decline it. The decision will be emailed to you within a week. The system will be updated a week after you receive the decision via email.
SECTION A3: FUNDING

120. Overview of Funding Process in SU

121. CAT I and II student groups

122. Category I – Budgets

Every semester, Category I groups can apply for funding for the next semester through Budget Committee. For example, in Fall 2015, Category I groups will apply for funding for the Spring 2016 semester.

Student groups should provide an outline of the upcoming semester’s activities and items and services they will need. Budget Committee will also send reminders via email. Please ensure that you are registered on sufinance.wustl.edu so that you will receive the emails. Budgets are submitted through sufinance.wustl.edu. The due dates can be found on the website.

Funding Percentage

Each semester, the Vice President of Finance (finance@su.wustl.edu) decides how much money to give to Category I Student Groups. Invariably, the amount of money allocated to Category I groups is less than the amount of money Budget Committee approves to be funded to groups. Therefore, in order to spread that difference fairly across all student groups, we employ the funding percentage. It is determined by taking the money that the Vice President of Finance gives to Category I Allocations for the semester and dividing by the money that Budget Committee allocated. Each group’s allocation is then multiplied by this amount (except for equipment funding, which is not subject to the funding percentage). Historically, the funding percentage has varied from the 70% range up into the 90% range. More recently, however, the funding percentage has been set between 95-100%.

Interviews

Category I student groups are required to attend a face-to-face interview. After submitting your budget online, sign up for an interview with your budget allocation team (BAT) leaders. BAT leaders are Budget Committee members assigned to your student group. Interviews are informal and allow the budget committee members to ask any questions and clarify items in your original budget. The interview also allows you to ask any questions that you might have. An interview is mandatory. Failure to have one may result in a financial penalty against your allocation as determined by Budget Committee.

Allocation Meetings

Following the interviews, the Budget Committee meets to decide the allocations for individual student groups. BAT leaders who conducted your interview will present your budget, and they will be your representatives at the overall committee meeting. These meetings are closed.
Delivery to the Treasury

Finalizing the budget process, the Budget Committee presents all Category I and II budgets to the Treasury. This usually happens in late November and March. Traditionally, the Treasury does not review each budget individually but goes over a list of allocation amounts with the committee, questioning amounts that appear atypical. Students are welcome at this meeting and can contact the Speaker of the Treasury (treasury@su.wustl.edu) for the meeting time, date, and location.

After the allocation has been approved by Treasury, the Budget Committee Chair (budget@su.wustl.edu) will contact you with your allocated amount and provide you with details of the Post-Allocation Engagement session.

123. Category II – Budgets

Every semester, Category II groups can apply for funding for the next semester through Budget Committee. For example, in Fall 2015, Category II groups will apply for funding for the Spring 2016 semester. A Category II group may submit a request for at most $500 per semester.

Student groups should provide an outline of the upcoming semester’s activities and items and services they will need. Budget Committee will also send reminders via email. Please ensure that you are registered on sufinance.wustl.edu so that you will receive the emails. Budgets are submitted through sufinance.wustl.edu. The due dates can be found on the website.

Groups submitting their budgets late and requesting more than $500 may be subject to penalty at the discretion of the Budget Committee.

Interviews

Category II student groups are required to have an email interview. After submitting your budget online, your budget allocation team (BAT) leaders will send you an email with questions pertaining to the budget. BAT leaders are Budget Committee members assigned to your student group. The email interview also allows you to ask any questions that you might have. Responding to email interview is mandatory. Failure to do so may result in a financial penalty against your allocation as determined by Budget Committee.

Allocation Meetings

Following the interviews, the Budget Committee meets to decide the allocations for individual student groups. Your budget will be presented by BAT leaders who conducted your interview, and they will be your representatives at the overall committee meeting. These meetings are closed.

Delivery to the Treasury

Finalizing the budget process, the Budget Committee presents all Category I and II budgets to the Treasury. This usually happens in late November and March. Traditionally, the Treasury does not review each budget individually but goes over a list of allocation amounts with the committee, questioning
amounts that appear atypical. Students are welcome at this meeting and can contact the Speaker of the Treasury (treasury@su.wustl.edu) for the meeting time, date, and location. After the allocation has been approved by Treasury, the Budget Committee Chair (budget@su.wustl.edu) will contact you with your allocated amount and provide you with details of the Post-Allocation Engagement session.

124. How Does Budget Committee Allocate Money?

In order to allocate funds to SU groups, Budget Committee considers several factors. Using tools such as interviews with group members and past budgets/spending histories, Budget Committee strives for fair allocation between all 300+ SU groups. Budget Committee looks closely at:

1. Past spending: Budget Committee closely monitors events that are repeatedly asked for in budgets but not spent money on. Evidence of this happening for more than one semester will affect future allocations.
2. Re-allocations: if money is allocated for a specific event but used for another purpose, Budget Committee will note this. Future allocations will be adjusted accordingly. This is allowed but needs to be reflected in future budgets to more accurately reflect a group’s activities. Re-allocations of operating funds cannot be made to fund subsidy events. The Subsidy account is designed not to fully cover costs of an event; unexpected price changes are understandable and will be closely monitored moving forward.
3. Track spending: past spending history from sufinance.wustl.edu is analyzed to look for large changes or discrepancies from previous budgets. These changes will be brought up in interview(s) with the group President/Treasurer.

125. Failure to Submit a Budget on Time

Both Category I and Category II Groups must submit their budgets a semester in advance. If a group is in transition and accidentally misses this deadline, they should immediately contact the Vice President of Finance (finance@su.wustl.edu) and the Budget Committee Chair (budget@su.wustl.edu) to set up a solution on an individual basis. Generally, groups will be allowed to submit their budgets late, although that decision is made on a case-by-case basis (and all appropriate budgetary penalties will apply).

126. Category III – Budgets

Category III groups are entitled to student group recognition and resources as well as $150 funding annually for internal group activities (e.g. meeting food, supplies, etc.) and not for programming purpose. If a Category III group wishes to receive

127. Block Funding

A block funding agreement is a promise by Student Union to provide a certain level of funding to a Category I group for one or two years. This funding method was created to guarantee sustained Student
Union support for high cost, long term projects. Also included are those groups who would like their budget voted on by the entire student body because they believe they offer a valuable service to the student body.

Block funding must be passed by a two-thirds vote of the voting undergraduate student body in one of the SU elections. To have your group placed on the ballot, you will need to write a proposed budget and collect a petition with electronic signatures from 15% of the undergraduate student body. The budget will be shown on the petition. The group will have to go through the budget with the Vice President of Finance (finance@su.wustl.edu) to ensure that it is in accordance with SU policy.

It is important to note that while groups that receive block funding have a set budget amount for their term, all student group spending policies must be followed.

Contact the Vice President of Finance for more details on the Block Funding procedure and the Election Commissioner (elections@su.wustl.edu) for the exact number of electronic signatures needed and a complete list of election rules.

128. SU Entities: SPB, DAC, GEC, Class Councils, School Councils

All SU Entities except DAC, GEC, and Engage360 are funded directly through the General Budget written by the Vice President of Finance (finance@su.wustl.edu). Treasurer of these SU Entities will be required to submit a budget in the Spring semester to the Vice President of Finance for funding in the following academic year.

129. Advocacy Fund

Purpose: The Advocacy Fund is created to provide grants to student groups for social justice, community service, and other advocacy-related programming. This is an initiative to fill the gap in funding for groups that may or may not have advocacy-related programming as their core function, but still wish to advocate for such issues.

The fund currently stands at $10,000 for the 2015 – 2016 school year.

To submit a request, please go on to SU Finance website, click “My Appeals” and “Create New Appeal”. Select “Advocacy Fund appeal – [Student Group Title]”, fill up the questions and submit the request. If you have any questions, please contact the Vice President of Finance (finance@su.wustl.edu).
### 130. Speaker Series

If your group wants to bring a speaker over $20,000 to campus, you must present at a special meeting of Treasury called Speaker Series. This occurs early in the Fall semester. Names and dates of potential speakers will be submitted at the end of the previous Spring semester to the Speaker of Treasury (treasury@su.wustl.edu) who will come back with costs and feasibility of each submitted speaker. Groups will be notified of the feasibility of their event.

If a group wishes to go through with their speaker appeal, the Speaker of Treasury is notified and the group will present at the Speaker Series Treasury meeting. There will be a number of pre-meetings with group Presidents and Treasurers to inform them of details, presentation timelines, and the specific format of the meeting.

If your group is interested in bringing a large speaker to campus, watch out for and e-mail from the Speaker of Treasury with information regarding name/date submission. It is recommended that research into the speaker and proposed dates be done ahead of time to expedite the process of coming up with honoraria and feasible dates. For more information about this process, contact the Speaker of Treasury (treasury@su.wustl.edu).

### 131. Loans

All student groups are eligible for loans through the Vice President of Finance. Loans are contracts that are signed by the student group president, student group treasurer, SU Business Manager, and the Vice President of Finance. Usually a loan must be repaid by the end of the academic year, but the timeline for repayment can be extended based on the situation. Loans are generally used to fund items or events the Student Union does not fund: such as T-shirts, recording, ThurtenE or to provide capital for a fundraiser. Loan requests are submitted online at sufinance.wustl.edu. It is necessary to contact the Vice President of Finance (finance@su.wustl.edu) after submission to discuss the nature and terms of a loan.
SECTION A4: APPEALING

140. CAT I and II student groups

141. Appeals/Speakers – Category I & II Groups

As the school year progresses, student groups may plan large scale events not covered in their initial proposal to budget committee. To encourage such events, SU has substantial funds that can be distributed during the course of the semester.

Those funds are controlled by the Vice President of Finance and the Treasury. Any appeal under $1,000 is decided by the Vice President of Finance and all other appeals must go before the Treasury for approval. Category I groups may submit appeals for any events. Category II groups are allowed to appeal for a speaker, off-campus conference, and equipment. For all other events, Category II groups are subjected to a $1,000 cap on the overall funding from Student Union – unless exempted by the Vice President of Finance.

(Note: Previously, Category II groups are only allowed to appeal for speaker, conference, competition, or equipment. The new policy allows Category II groups greater flexibility to appeal for any events.)

The appeals fund is allocated on a first come, first-served basis and tends to run out early in the semester. Please plan ahead and submit your appeal early. Additionally, your appeal should be submitted five to six weeks in advance of the event or speaker. If you have questions or need help in writing an appeal you can email the Vice President of Finance (finance@su.wustl.edu) or Speaker of Treasury (treasury@su.wustl.edu) to setup a meeting or to get guidance in appealing for funds. Speakers require a contract, which means additional steps will be necessary.

Some examples of when you might want to apply for a budget appeal or speaker request are:

1. You have a new programming idea or want to bring in a speaker.
2. You have unplanned expenses.
3. You believe the Budget Committee made a mistake in determining your allocation.
4. You have new or additional information about your budget.
5. You have been asked to appeal by the Budget Committee/Vice President of Finance.

142. How to Present at Treasury

If your group requires additional funding over $1,000 you can appeal to Treasury. Treasury meets at 9:30pm on Tuesdays and consists of 20 Treasury Representatives led by the Speaker who will hear your presentation, ask questions, and then discuss to come to a funding decision.

After you submit your appeal online through SU Finance at sufinance.wustl.edu, the Speaker of Treasury (treasury@su.wustl.edu) will contact you regarding the date of your appeal presentation. For your presentation, it is recommended you have a PowerPoint or similar presentation. This
presentation should include some general information on your group, its purpose, the funding breakdown you are requesting, and how your appeal for extra funding ties into your group’s purpose(s).

It is recommended that you be as specific as possible with this information, especially relating to funding. Please try to include costs that are specific as possible and that you clearly delineate any group member contributions, websites used for hotel/flight costs, and the sources for any quotes for goods/services as given by vendors. Include specific amounts of each item and their dollar amount, a general explanation of your goal in putting on the event and/or speaker, and any research you made into additional funding sources. Before submitting an appeal over $5,000, a meeting with a SIL representative is recommended. Following your presentation, Treasury representatives will ask questions to clarify anything about your presentation and to get more information. Common questions include methodology used to arrive at costs, planned spending out of your group’s Fundraising account, planned marketing efforts, and about any other events that might be occurring at a similar time to your event.

Following this, Treasury reps will begin to discuss funding options for you group. During this time, you may still speak and clarify/add to any part of the ongoing conversation.

After Treasury reps are satisfied with the conversation, they will take a vote to decide on funding for your group. The decision will be announced and you will have access to any money awarded to your group as soon as the meeting is over.

At the end of every meeting, there is time for Open Forum where anyone can speak. If you have any feedback/questions/comments regarding that Treasury meeting or Treasury in general, you are encouraged to stay and make your voice heard. Treasury and SU are very receptive to your feedback and want to hear it.

**143. CAT III & Block Funded**

Category III and Block Funded groups cannot appeal for more funding.

**144. Sports Clubs**

All appeal by Sports Clubs will go through the Sports Club Board. Please contact the Treasurer of Sports Club Board (sports@su.wustl.edu) for more information.

**145. SU Entities: SPB, DAC, GEC, Class Councils, School Councils**

The Executive Appeals account is controlled by the Vice President of Finance and Executive Council. Any appeal $1,000 and above submitted by the Class Councils, Diversity Affairs Council, Engage360, Green Events Commission, School Councils, Social Programming Board, or Sports Club Board will be directed to the Executive Council; appeals below $1,000 will go to the Vice President of Finance. To submit an appeal, please contact the Vice President of Finance (finance@su.wustl.edu).
SECTION A5: SPENDING

150. General Remarks

151. Student Union Business Coordinator of the Day

Every Business Coordinator will rotate through this position on a daily rotation schedule. The Coordinator of the Day will work the desk located outside of their primary business office (Room 275 on the 2nd floor of the DUC). They and the student worker are the point persons for questions and processing.

Business Coordinator hours are Monday – Friday from 9:00 am to 4:30 pm.

152. Student Group Finances – General Remarks

Be sure there is money in your account to spend.

Student group treasurers are responsible for tracking all student group expenses, income and account balances. As a result, the treasurer should identify any errors or unauthorized entries on their financial report. Any problems should be brought to the attention of the Business Coordinators immediately. Financial reports are available online at http://sufinance.wustl.edu (track spending). Any attempts at deficit spending will result in a freeze on the student group account, and the student group treasurer will be notified of the problem immediately.

It is best practice to submit both expense request forms and receipts within two weeks of your event or activity. This way your group member can be paid in a timely manner. This will also help the overwhelming backup at the end of each semester when 800 to 1,000 expenses are turned in the last two weeks. Turning in a late expense request form will not be considered a rush for the office.

Get the tax-exempt advantage:

As a non-profit institution, the University has sales tax exempt status from Missouri. Students are not allowed to take a University Sales Tax Exempt letter with them when they shop, however Student Union can provide the letter on the group’s behalf when purchasing and making payments to merchants directly from their group account. Please see your Business Coordinator.

160. Student Group Accounts

161. Overview of Student Group Accounts

All student groups that receive funding from Student Union are given an account with Student Union. Within this account there are six sub-accounts which divide student group funds into the following categories:
1. Operating
2. Subsidy
3. Revenue
4. Appeals/Speakers
5. Fundraising
6. Gifts

Each of these sub-accounts is used to divide funding for special purposes and to simplify the student group treasurer’s job in tracking expenses, deposits and account balances.

Student Union reserves the right to put limits on excessive spending. For example, a meal should not cost more than $20 per person. Funds may be pulled from Fundraising or Gift accounts to cover excess spending. If funding is unavailable a reimbursement will not be processed.

Student Group leaders and members who seek to utilize funds are expected to know and follow all relevant policies.

SU allocated funds carry restrictions and cannot be used for the following items:

1. Advertising (Off-Campus)
2. Alcohol (including shot glass, steins, etc.)
3. Cellular phone or pager expenses
4. Class projects for which students receive academic credit
5. Clothing to be sold as a fundraiser or given away.
6. Copying/printing which could be done on the SU copiers
7. Deficit spending: Student Union will not pay for expenditures that have been incurred prior to your Allocation. Do NOT spend money you do NOT have!
8. Donations, contributions, party favors, prizes, gift cards, or gifts including those for visiting performers or graduating seniors.
9. Early arrival/late stay housing charges
10. Fines, damages, loss
11. Food for every group meeting
12. Give-Aways (including but not limited to pens, mugs, magnets, cups, etc.)
13. Improvements to University property and/or facilities
14. Individual membership dues
15. Meal Points/Bear Bucks
16. New banners for annual events; re-lettering is suggested
17. Pre-Orientation Programs
18. Power Tools*
19. Purchases of equipment that is available for check out from Media Services, free of charge
20. Recordings/Photography of any type
21. Refundable deposits made against possible damage or loss
22. Requests from individuals – Only requests from registered groups will be considered for funding
23. Stickers**
24. Supplies or equipment provided by Student Union (including but not limited to buttons and balloons)
25. ThurtenE Carnival expenses***
26. Varsity athletics
27. Websites

*Due to safety and liability issues, we will not allow student groups to use any funds held in SU accounts to purchase or pay for power tools.
**Student Union strictly prohibits any funds held in any SU account to purchase group promotional stickers.
***SU funding may not be used for any ThurtenE Carnival expenses. Future budget penalties will be imposed on SU groups that process payments and/or reimbursements for ThurtenE Carnival out of existing SU funding. Student groups are free to use any fundraising or gift funds in their SU account for carnival expenses. Loans are also available from SU.

Student Union reserves the right to modify this list at any time and also reserves the right to review all student group expenses. If you are unsure of a purchase, please contact the Vice President of Finance (finance@su.wustl.edu), ahead of time for more information.

162. Operating Account

The Operating account is used to hold money that is allocated by Student Union, University department contributions or programming support from other group operating funds. Unused operating funds are recollected at the end of each semester unless a carry-forward is granted in advance by the Vice President of Finance (finance@su.wustl.edu).

The Operating account is used to hold money that is allocated by Student Union, University department contributions or programming support from other group operating funds. Unused operating funds are recollected at the end of each semester unless a carry-forward is granted in advance by the Vice President of Finance (finance@su.wustl.edu).

163. Subsidy Account

The subsidy policy applies to all events hosted by any student group, board, or body receiving funding from Student Union. A subsidy event is defined as an event that Student Union agrees to provide a certain amount of funding per person and the group agrees to collect any additional funds needed from those who attend the event. The intent of a subsidized event is not to make a profit but rather to offer reduced costs to attendees and break even. Examples of subsidized events include, but are not limited to: traveling to a conference, retreats, formals, dinners, parties, outings, and other social functions.

When a specified subsidy event is requested in a budget, funding for the event from SU will be allocated into the Subsidy account. When a group collects money from students for this event the money must be deposited into the subsidy account, and expenses for this event will be spent from this account. Under NO circumstance may money collected be directly used to cover event expenses.
It is expected that all money being collected is deposited or placed in the Student Union safe within 24 hours. All funds must first be deposited into your group account and then used in accordance with SU policies. Student Union closely monitors the subsidy account.

Student Union allocates funds for subsidized events per person and based on a planned level of attendance. Events that are presented in your budget as a subsidized event cannot be changed after allocations are granted. If attendance varies significantly, SU reserves the right to adjust allocated amounts accordingly. The Subsidy account may not be overdrafted. Any overspending will be automatically deducted from available fundraising or gift funds only. If no funds are available, expense requests will be rejected. On the rare occasion that a group would earn a profit (revenue > expenses) from a subsidized event, that amount will be transferred to the group’s fundraising account at the end of the semester.

164. Revenue Account

The revenue policy applies to all revenue-generating events hosted by any student group, board, or body receiving funding for the event from Student Union and where participation fees are charged or tickets are sold with potential to make a profit. Such events include, but are not limited to: musical performances, concerts, comedy shows, and theater productions. Money collected from revenue events is placed in the revenue account as are SU allocated funds that are used to pay for event expenses.

It is expected that all money being collected is deposited or placed in the Student Union safe within 24 hours. Under no circumstances may money collected be directly used to cover event expenses. All funds must first be deposited into your group account and then used in accordance with SU policies. Student Union closely monitors the revenue account.

At the end of each semester Business Coordinators will evaluate the cost and revenue of the event. If a profit was made (revenue > expenses), that amount will be transferred to the group’s fundraising account. If a profit is not earned, 20% of the revenue collected will be moved to fundraising.

If a profit is earned but is less than 20% of the total revenue, 20% of the revenue will be transferred.

Examples:
1. If an event costs $1,000 and a student group makes $800 in revenue = $800 x 20% = $160 in fundraising
2. If an event costs $1,000 and a student group makes $1,000 in revenue = $1,000 x 20% = $200 in fundraising
3. If an event costs $1,000 and a student group makes $1,200 in revenue = $1,200 x 20% = $240 in fundraising (instead of $1,200 – $1,000=$200 in profit, since $240>$200)
4. If an event costs $1,000 and a student group makes $1,500 in revenue = $1,500 – 1,000 = $500 in fundraising (vs. $1,500 x 20% = $300)

All balances left in the Revenue account are recollected at the end of each semester. This money is placed in a Student Union Revenue account, and used to fund future revenue-generating events. Any overspending will be covered by available operating funds. If operating funds are not sufficient to cover
the overdraft, any available fundraising and/or gift funds will be used.

165. Appeals/Speakers Account

The Appeals/Speakers account is used to hold money that is granted to student groups for a specific appeal or speaker, usually by Treasury. The funds in this account can only be used for the specific appeal or speaker for which they were granted. Unused speaker funds are recollected at the end of each semester unless a carry-forward is granted in advance by the Vice President of Finance (finance@su.wustl.edu).

166. Fundraising Account

A fundraiser is an event designed for the sole purpose of raising funds to be used for events/expenses not funded by Student Union or to benefit a charity organization. All fundraising events must use money from the existing fundraising account, gifts or a loan. Operating, Appeals/Speakers, Revenue, Competition or Subsidy funds cannot be used for a fundraiser. Any money collected through fundraising will be deposited into a groups Fundraising account.

Fundraising money automatically carries forward from semester to semester and is not subject to the same restrictions placed on SU allocated funds. Despite the relaxed restrictions, the expenditures are still subject to review by the Vice President of Finance (finance@su.wustl.edu) and the Business Manager according to University policies.

167. Gift Account

The Gift account holds money generated by a student group through gifts or donations received from outside organizations, companies or individuals. If you receive a gift or donation for your student group, bring it directly to the Business Coordinator of the Day for processing through the University Gift Department. Do not deposit the money yourself. Once this money is received, a gift letter is sent to the donor for tax purposes as required by the IRS.

Gift money automatically carries forward from semester to semester and is not subject to the same restrictions placed on SU allocated funds. Despite the relaxed restrictions, the expenditures are still subject to review by the Student Union Vice President of Finance and the Business Manager according to University policies.

Instructions to receive Gift Donations:

The general information link that provides instructions for gift giving is http://alumni.wustl.edu/give/Pages/instructions.aspx.

Checks should be made payable to Washington University.

If the donors are paying by credit card, they should go to the Washington University on-line giving website.
https://gifts.wustl.edu/giftform.aspx. Under “Where would you like to direct your gift” select “other” from the drop down menu and then enter the name of the student organization.

170. Payment Methods

171. Turning in Request Forms

To spend or transfer money out of a student group account, the student group treasurer must submit the request form. Once submitted the form can be printed and turned in with the original, itemized receipts/documentation attached to the SU business office.

If you turned in a request form and you are not sure where it is in the process, please DO NOT REPRINT it or turn in the paperwork again. See the Business Coordinator of the Day for questions or tracking.

NOTE: If a request form is not properly filled out, receipts are not properly attached, or if necessary documentation is not submitted, requests will be returned to the student group’s folder for corrections and processing will be delayed. Check the student group folder for any rejected requests at least twice per week. Student group treasurers will receive only one email informing them of the problem.

172. Check Request

Submit a check request (CR) when you need to issue a check from your group account to a person or company for a specific amount. A CR is normally used to pay for a contracted service or performance, or to reimburse members of a student group who have used their own money to pay for a group’s expenses.

For any CR, an original receipt, invoice, or contract must be attached to the expense request form.

To request a check for reimbursement, you will need a receipt, which is all of the following:

1. Original (Copied receipts, photo, screen shots will NOT be accepted.)
2. Itemized
3. Must show proof of payment (payment tendered)
4. Neatly taped on all four sides (NO staples) to an 8 ½ by 11 piece of white paper. Do not tape receipts on the back side of the same sheet or the expense request form.
5. Web receipts which do not show proof of payment must be accompanied by a credit card or bank statement to show payment was made.
6. Copied checks or carbon copies of checks will not be accepted.
7. Credit card or bank statements may be used as supplemental back up to show proof of payment, but are not accepted by themselves in place of an itemized receipt. Do not lose your receipts.

173. Travel

The opportunity to travel as a member of a student group is limited to those individuals who are enrolled
full time as undergraduates and are in good standing with the University.

When submitting expenses relating to travel, you will need to check and complete the travel section of the expense request form. This includes: dates of travel, destination, and list of participants. In the description please state the purpose of the trip. Failure to supply this information will result in a rejection of your request, and delay the reimbursement/payment process. Examples of travel related expenses include: registration fees, entry fees, tournament fees, gas, hotel charges, airfare, vehicle rental, etc...

Student Union will not reimburse for frequent flyer benefits or miles.
Travel related expenses should be turned in within two weeks from return travel date.

Airfare must be used for intended purposes only. Student groups are not allowed to sell tickets to members for personal use unless it is for the full purchase price and requires pre-approval from Student Union.

174. Purchase Order

A purchase order (PO) is authorization from a student group to reserve a certain amount of money for the purchase of specific goods or services from a designated outside company. The purchase order also gives the company permission to bill the University for the specified items and amounts. This process eliminates the necessity of student group members to use their own money and wait for a reimbursement. It also allows student groups to make purchases without paying sales tax. You must check with the company ahead of time to ensure that they accept POs from the University.

When requesting a PO, it is important that you know the exact dollar amount of the purchase (including shipping and other applicable charges). On the Expense Request Form, select “purchase order” and fill in the company fields as well as the description of the items. PO requests must be turned in at least two weeks before they are needed to the basket on the second floor of the SU Office. Once the PO is processed you can see the PO number online in Track Spending on sufinance.wustl.edu.

If a PO is not used or needs to be changed, please submit an Expense Request Form for a PO change order. Print the form and turn it in to the basket.

Payments on purchase orders are generated after receiving an invoice from the vendor. If you receive an invoice from a vendor please bring it to a Business Coordinator of the Day for payment processing.

175. Interdepartmental Order

An interdepartmental order (ID) is used to transfer funds to or from another student group or University department. To request an ID, simply fill out the expense request form and select “interdepartmental order.”

If a University department is transferring money to your student group you will need the following
information enter into the description of the Expense Request Form:

1. Department name
2. Department number
3. Contact of the person who is giving your group funds
4. Contact phone number
5. Description of why you are receiving the funds

Remember to print and turn in the Expense Request Form into the basket on second floor student worker desk in the SU office.

If a department asks for your department number, please use 009125. The billing department will need the following information from you:

1. Your student group name
2. Event name
3. Description of why you are being billed
4. Make sure to turn in an Expense Request Form for an expense any time you give the department number for an ID billing your group.

If the transfer is between two SU groups, the treasurer of the group paying needs to approve, submit, print and turn in the expense request form.

If you fail to do this, your account will be frozen until the expense request form has been filled out and received.

Please take the time to submit a completed Expense Request Form in advance anytime you expect an online bill for your group. Departments that can direct bill Student Union are:

1. Bon Appétit (a contract must be attached to your Expense Request Form)
2. Knight Center (Guest name and date of stay must be put on Expense Request Form)
3. WFF
4. Maintenance
5. Event Services
6. Mail Services
7. Parking and Transportation
8. Residential Life or other WU Departments

Program contributions made to your student group from another University department will be deposited into the account you are using to pay for the program.

If your student group has performed a service for another University department, the money will be put into your fundraising account.
Groups cannot pay other student groups from allocated accounts. These expenses must be paid from the groups fundraising or gift accounts.

176. SU VISA Credit Card

All SU student groups have access to use the SU VISA credit card to purchase items over the internet/phone. The card may not be checked out to student groups. The process for utilizing the SU VISA is as follows:

1. A printed Expense Request Form that has been “submitted” on-line by the group’s treasurer is required before a transaction can take place. It is understood that the exact amount may not be known, but SU asks the treasurer to fill in a reasonable estimate and brief description.
2. Any group member can hand the Expense Request Form to the Business Coordinator of the Day, between the hours of 9:00 am and 4:30 pm. Business Coordinator of the Day will assist you with payment.
3. DO NOT PUT EXPENSE REQUEST FORM DIRECTLY IN BASKET. IF THIS HAPPENS THE REQUEST WILL BE REJECTED.
4. A printed itemized receipt that shows proof of payment must be presented to the Business Coordinator of the Day by 10:00 am the next business day. Failure to turn in receipt will result in your group’s account being frozen.
5. The SU VISA card has proven to be a valuable and convenient option for student group purchases. Student Union encourages student groups to take advantage of this option, however please be advised that strict adherence to these important policies is expected.

WARNING: Misuse of the SU VISA or failure to comply with SU policies will result in an immediate freeze placed on your Student Union group account pending investigation. Individuals may be held personally liable for unapproved or inappropriate purchases.

OTHER PENALTIES: Failure to submit appropriate paperwork or disregard for any policy for use of the SU VISA will result in immediate action against your group:

1. For a first offense, your group will receive a written warning and the treasurer will be required to meet in person with the SU Business Coordinator for clarification of the rules.
2. For a second offense, your group will be subject to a six month suspension from use of SU VISA and the treasurer of your student group will be required to meet in person with the SU Business Manager for clarification of the rules before any privileges may be restored.

177. Schnucks Card

The Schnucks Card is a credit account Student Union has set up with local Schnucks stores. It is available for use by any student group who would like to purchase groceries and supplies at Schnucks for group activities. The following process and policy will be strictly applied for any use:
1. Any group member can come to the Student Union office with the printed expense request form that has been submitted online by the group treasurer between the hours of 9:00 am to 4:30 pm and check out a card from the Business Coordinator of the Day.

2. It is understood that the exact amount may not be known, but SU asks the treasurer to fill in a reasonable estimate and brief description.

3. All cards must be returned by 10:00 am the next business day after check out and be accompanied by an original itemized cash register receipt. NO EXCEPTIONS. If a card is released on Friday, groups will be allowed until 10:00 am on the following Monday to return the card and itemized receipt.

4. All Student Union and University rules apply to any and all items purchased.

5. Under NO circumstances may the Schnucks card be used to make personal purchases. Always request a separate transaction for items you are purchasing for personal or non-group use.

6. The Schnucks card can be a valuable and convenient option for student group purchases. Student Union encourages groups to take advantage of this option, however, please be advised that strict adherence to these important policies is required.

7. Your purchase will always be sale tax exempt. Please remind the cashier of this benefit.

**WARNING:** Misuse of the Schnucks or failure to comply with SU policies will result in an immediate freeze placed on your Student Union group account pending investigation. Individuals may be held personally liable for unapproved or inappropriate purchases.

**OTHER PENALTIES:** Failure to submit appropriate paperwork or disregard for any policy for use of the Schnucks will result in immediate action against your group:

1. For a first offense, your group will receive a written warning and the treasurer will be required to meet in person with the SU Business Coordinator for clarification of the rules.

2. For a second offense, your group will be subject to a six month suspension from use of Schnucks and the treasurer of your student group will be required to meet in person with the SU Business Manager for clarification of the rules before any privileges may be restored.

**178. Sam’s “Fax and Pull”**

A “Fax and Pull” order can be used to make purchases from Sam’s Club for student group events. It is a multi-stepped process and requires some pre-planning.

**Step 1:** Fill out an expense request form, have it submitted on-line by your treasurer and print.

**Step 2:** Go online to [http://www.samsclub.com](http://www.samsclub.com) and shop for your items. Make a list of what you want or print an itemized list from your computer. Make sure your list is accurate as add-ons, changes, or deletions are not acceptable. Please include the following:

1. Include the item numbers on your list.
2. Quantity
3. Product description
4. Make sure you print legibly
Step 3: Obtain a pre-prepared Sam’s fax cover sheet from a Business Coordinator of the Day or a student worker.

1. Fill in the date
2. Contact name
3. Student group name
4. Contact phone number in the sent “FROM” section.
5. Contact email
6. Fill in the date and time you would like to pick up the order.
7. If you need items for a weekend event, you must have your order turned in and faxed by a Business Coordinator by 4:30 pm on the Thursday before the weekend.
8. Turn in the completed expense request form, the cover sheet and your item list directly to a Business Coordinator of the Day for processing and faxing.

Step 4: Order will be ready for pickup 24 hours after it’s been faxed over to Sam’s.

Step 5: A personal shopper at Sam’s Club will receive your fax and assemble your order.

Step 6: Come to the second floor of the Student Union to get a copy of your receipt from your group mail folder before going to pick up your order at Sam’s.

Step 7: Sam’s is located at 2100 Maplewood Commons Drive. Ask a Business Coordinator if you need directions. Enter the store and go to the customer service desk to pick up your order. You will be asked to show your signed receipt copy before receiving your order.

All charges will be deducted from your group’s account as indicated on your expense request form. Your purchase will always be sales tax exempt. You cannot return or receive a refund for any purchases.

WARNING: Misuse of the Sam’s “Fax and Pull” or failure to comply with SU policies will result in an immediate freeze placed on your Student Union group account pending investigation. Individuals may be held personally liable for unapproved or inappropriate purchases.

OTHER PENALTIES: Failure to submit appropriate paperwork or disregard for any policy for use of the Sam’s “Fax and Pull” will result in immediate action against your group:

1. For a first offense, your group will receive a written warning and the treasurer will be required to meet in person with the SU Business Coordinator for clarification of the rules.
2. For a second offense, your group will be subject to a six month suspension from use of Sam’s “Fax and Pull” and the treasurer of your student group will be required to meet in person with the SU Business Manager for clarification of the rules before any privileges may be restored.
180. Collecting Money

181. Cash Boxes

Student Union offers Cash Boxes for student group use in fundraising efforts as well as any other time where cash needs to be collected and stored. These cash boxes have locks on them to ensure the security of your money at all times. They can even be stored in the Student Union safe after use as an extra measure of safety. Check out a cash box for your groups next fundraising event for a safe place to keep your hard earned cash!

Cash boxes can be checked out from a student worker or a business coordinator on the second floor of the SU Office.

182. Bear Bucks Reader

Reader Reservations & Locations

Fill out a request form requesting a Bear Bucks reader online at sufinance.wustl.edu. Make sure that this request is sent in no later than 2 days before the event. Weekend reservations must be made by the previous Wednesday. NO EXCEPTIONS AND NO RESERVATIONS GIVEN THE DAY OF.

1. You must declare EXACTLY how much you are charging for each item and only charge that amount. After the reservation is made, this price may not be changed.
2. You must declare the location you wish to use the machine. Below you can find an image based list of locations and where the outlets are in each location. Click on the images to find out where the correct outlets are.
3. Note that we also have an option for offline Bear Bucks readers which you can use anywhere. However only five of these may be used at a given time and there are disadvantages of choosing an offline reader. As the reader will be run offline it can't check the student's Bear Bucks account to see if they have enough money in their account, meaning that if the student has insufficient funds in their account there is no way of knowing until it's too late. If a SU group chooses to run a card reader offline, SU is not responsible for any transactions charged to cards with insufficient funds. All risk of lost revenue is assumed by the student group. It is not recommended to use the offline reader for expensive sales. Also, offline readers MAY NOT BE SHARED.

Using the Reader

Set up your card reader – you will need both a power outlet and an internet outlet. For locations with both of these refer to the Reader Reservations and Locations tab. Make sure you are connecting to an internet outlet that either says campus card or epic only.

Use the card reader
1. Hit the CLEAR button to make sure that any previous sale is removed.
2. Make sure that the card reader displays “ONLINE” unless you are using one of the offline readers in which case it will always say “OFFLINE” and you will simply assume the risk of incurring expenses in case an individual is charged while having insufficient funds in their account.
3. Press the “SALE” button then type in the dollar amount and hit “ENTER.”
4. Press #1 for Bear Bucks, the screen should display “Swipe or enter ID.” The “A” side of the Bear Bucks card needs to be facing down with the picture toward the screen.
5. If sale goes through, machine will display “OK”.
6. If sale is declined, student will need to add more points before sale will be accepted.
7. Hit “PRINT PLU” after swiping card and a receipt will print. To provide a duplicate receipt for student/staff, hit “PRINT PLU” again. Retain the merchant copy of each receipt and place all receipts in the manilla envelope labeled “Bear Bucks Receipts”
8. Do not put your cash in with the Bear Buck receipts, hold onto the cash and give it to your treasurer to deposit into your student group’s account.
9. PLEASE MAKE SURE THAT YOUR STUDENT GROUP ONLY CHARGES THE EXACT AMOUNTS THAT ARE RESERVED FOR YOUR SALES. FAILURE TO CHARGE THE CORRECT AMOUNT WILL RESULT IN YOUR STUDENT GROUP NOT RECEIVING CREDIT FOR YOUR SALES.

Once the event is over, return Bear Bucks Reader and receipts to the Student Union office on the second floor, no later than 30 minutes after the end of an event. If the event ends after 5:00 pm or during the weekend return the reader by 10:00am the next business day. Student groups that are sharing readers must be accountable to one another. Failure to show up with a shared card reader at the assigned time will result in a $50 penalty payable to each group who lost sales due to your negligence. Proceeds from campus card sales are deposited into student groups’ accounts around the 16th of the month and the last day of the month.

Rules & Repercussions

GENERAL RULES:

The Bear Bucks card is your Washington University ID card which can be used to purchase tickets or merchandise being sold by Student Union groups. Student Union has nine card readers available for student groups to reserve to sell items to fellow students, University faculty or staff. They cannot be used for the following purposes: to collect donations, sell alcohol, sell home baked goods, date auctions, auctions for dinner or outings with specific persons, auctions or sales of services offered by non-professional service providers, sales of animals or for sales by outside vendors. Funds will be automatically deposited into the student group’s account.

1. Only registered Student Union groups may use a Bear Bucks card reader. Student Union groups may not sponsor Non SU Groups, University departments or outside entities for use of a Bear Bucks reader.
2. Each student group may check out one reader per location at a time.
3. Maximum of five groups per shared reader.
4. All items being sold must have a set price.
5. Each group can charge a maximum of five unique prices per reader.
6. Prices may not be changed once the reservation is made.
7. Maximum of three off line readers are assigned per day.
8. If an SU group chooses to run a card reader off-line, SU is not responsible for any transactions charged to cards with insufficient funds. All risk of lost revenue is assumed by the student group.
9. Auctions will be allowed for goods or gift certificates issued by professional service providers only.
10. Card readers must never be left unattended for any reason.
11. Group must have a trained operator at all times.
12. Student groups will be held responsible for damaged or lost equipment, and funds will be withdrawn from their fundraising or gift account. The cost to replace a card reader is $2,800.
13. Card readers must be picked up directly from a Student Union Business Coordinator on the second floor, Monday through Friday by 4:30 pm. For a weekend reservation, card readers must be picked up by Friday at 4:30 pm.
14. Readers must be returned to the Student Union office on the second floor, no later than 30 minutes after the end of an event, unless it is after 4:30 pm or over the weekend. Readers must be returned by 10:00 am the next business day.
15. Printed sales receipts are required for all Bear Bucks transactions. Failure to turn in receipts with the card reader may result in lost sales revenue for your group.
16. Student groups who are sharing readers must be accountable to one another. Failure to show up with a shared card reader at the assigned time will result in a $50 penalty payable for each group who lost sales due to your negligence.
17. Student group sales are subject to Missouri sales tax laws.
18. Student groups are subject to a 2% university surcharge.
19. Proceeds from campus card sales are deposited into student groups’ accounts around the 16th of the month and the last day of the month.
20. Reservations must be made at least two business days in advance. Weekend reservations must be made by the previous Wednesday. NO EXCEPTIONS and NO RESERVATIONS GIVEN THE SAME DAY.
21. All reservation requests must be received on-line and are subject to approval by an SU professional staff member.
22. If it is determined that any group member has violated rules, or misrepresented the intended use of the card reader, all funds will be returned to card holders, Bear Bucks card privileges will be revoked for one full semester, and the group may be subject to judicial review.

SCHEDULE OF FINES:

1. Late Return: $25 for first 30 minutes to one hour. An additional $25 will be charged per hour after up to $100.
2. Second Offense: An additional $25 will be added on top of the normal late fee
3. Pricing Error Fine: If ANY group member fails to stick to pre-set pricing, a fine of at least $10 will be applied, and your group is subject to loss of all sales which cannot be verified.
4. If any group fails to use the reader at an approved location a of fine $50 will be applied and your group is subject to the loss of sales that could not be verified. (If you reserve an outside location and the weather is severe you must see a Business Coordinator for relocation. This will be a the descretion of
SU professional staff.)

5. Inconvenience to another group: If your late return inconveniences another group who needs to pick-up the card reader, your group will be charged an additional $25 per group.

6. Misrepresentation of Sales: Groups who misrepresent Bear Bucks reader sales in any way are subject to a $100 fine, possible loss of all revenue and/or suspension of card reader privileges. This includes but is not limited to selling items prohibited by SU policy* or selling tickets, goods or services of outside entities or non SU groups.

7. Readers left unattended will be subject to a $100 fine and privileges will be suspended for one semester. NO EXCEPTIONS.

LOST EQUIPMENT:

1. Carder Reader: $2,800
2. Power Cord: $35
3. Data Line: $25
4. Extension Cord: $25
5. Storage Box: $10

If your group has incurred a card reader fine, all future reservations are dependent on the availability of group fundraising or gift funds sufficient to cover all possible future fines.

*The Bear Bucks Reader cannot be used for the following purposes: A liquor license is required for alcohol sales. The sale of home baked goods is regulated by the MO Dept. of Health. Auctions will be allowed for goods or gift certificates issued by professional service providers only. You cannot sell living things. Use of reader and machines is reserved for use by Washington University Student Union groups only.

183. Credit Card Machine Policy

The credit card machine allows your group to accept credit card payments when selling merchandise, tickets to events, or collecting dues and/or registration fees. They cannot be used for the following purposes: to collect donations, sell alcohol, sell home baked goods, date auctions, auctions for dinner or outings with specific persons, auctions or sales of services offered by non-professional service providers, sales of animals or for sales by outside vendors. Funds will be automatically deposited into the student group’s account. Revenue will be deposited directly to your SU group account. A 2-3% credit card fee is applied to all sales. All sales are subject to Missouri Sales Tax Law. Applicable taxes and fees will be automatically deducted from your gross sales.

1. Never electronically store cardholder data.
2. Never accept payment via Email. Tell the customer the other ways of submitting payment, NEVER process the transaction until they submit via the proper channels.
3. If you must write down the credit card information, keep it in a locked, secure place until it can be processed, then the paper needs to be destroyed immediately by shredding, pulping or incineration.
4. Never store any of the following information in any format; Magnetic Stripe, CVC2/ CVV2/ CID, PIN
Number.
5. There are three machines available for check out.
6. Only registered Student Union groups may use a credit card machine. SU groups may not sponsor Non SU Groups, University departments or outside entities for use of the machines.
7. Machines must be reserved on-line two business days in advance and picked up directly from a Student Union Business Coordinator on the second floor Monday through Friday by 4:30 pm. For a weekend reservation, machine must be reserved by Wednesday and picked up by Friday at 4:30pm. NO EXCEPTIONS and NO RESERVATIONS GIVEN THE SAME DAY.
8. Credit card machine must be returned to a Business Coordinator on the second floor in the Student Union office no later than 10 am the next business day.
9. The machines are wireless and can be operated anywhere within Sprint cell service areas.
10. All items being sold must have a set price.
11. Cardholders must be asked to show identification for each credit card transaction.
12. A signed receipt must be turned in for every transaction processed on the credit card machine.
13. Sharing a machine is not allowed. Only one group at a time will be allowed to use each machine.
14. Group must have a trained operator at all times.
15. Credit card proceeds will be deposited into group account within two weeks of use.
16. Machines must never be left unattended for any reason. Groups will be responsible for the safekeeping of the machine and supplies. The cost per machine is $850. Lost or damaged machines will be charged to the group’s Fundraising or Gift account.

SCHEDULE OF FINES:
1. Late Return: $25 for first 30 minutes to one hour. An additional $25 will be charged per hour after up to $100.
2. Second Offense: An additional $25 will be added on top of normal late fees
3. Inconvenience to another group: If the late return inconveniences another group who needs to pick-up the credit card machine, your group will be charged an additional $25.
4. Misrepresentation of Sales: Groups who misrepresent credit card sales in any way are subject to a $100 fine, possible loss of all revenue and/or suspension of credit card machine privileges. This includes but is not limited to selling items prohibited by SU policy* or selling tickets, goods or services of outside entities or non SU groups.
5. Machines left unattended will be subject to a $100 fine and privileges will be suspended for one semester. NO EXCEPTIONS.

LOST EQUIPMENT:
1. Credit Card Machine: $850
2. Equipment Cover: $95
3. Spare Charger: $100
4. Spare Battery: $100
5. Storage Box: $10
If your group has incurred a credit card machine fine, all future reservations are dependent on the availability of group fundraising or gift funds sufficient to cover all possible future fines.

*Credit Card Machine cannot be used for the following purposes: A liquor license is required for alcohol sales. The sale of home baked goods is regulated by the MO Dept. of Health. Auctions will be allowed for goods or gift certificates issued by professional service providers only. You cannot sell living things. Use of reader and machines is reserved for use by Washington University Student Union groups only.

### 190. Others

#### 191. Extensions & Carry-forwards

At the end of each semester there is a date set by the Vice President of Finance by which all expense request forms and paperwork must be turned in. This deadline is to allow the Business Coordinators time to close out accounts and start preparing the next semester's allocations. Some groups have special circumstances where they need to use their funding during winter break or over the summer. In these cases an exception may be granted by the Vice President of Finance to allow the student group to spend their previous semester's allocation for an extended period of time. An email will be sent out by the Vice President of Finance (finance@su.wustl.edu) informing presidents and/or treasurers of this deadline.

Along the same lines as an extension, some groups are unable to spend their semesterly allocation or appeals because of extenuating circumstances. In order to prevent student groups from applying for the same funds again, student groups may appeal to the Vice President of Finance (finance@su.wustl.edu) for a carryforward. These exceptions are granted on a case by case basis.

### 192. Internal Vendor List

Campus Vendors: All of these services can be paid using an interdepartmental order (ID)

**Danforth University Center Event Management**

Danforth University Center Event Management coordinates events on the Danforth Campus. They coordinate the space reservation system and can assist with the planning, set-up, or clean-up for an event. Their office is located on the third floor of the DUC, Room 322.

Phone: (314) 935-5234
Email: events@wustl.edu
Website: https://eventmanagement.wustl.edu
Spaces:

1. Danforth University Center
2. Holmes Lounge
3. Graham Chapel
4. Mallinckrodt Center Common Spaces
All Campus Audio Visual

All Campus Audio and Visual (ACAV) provides audio and video equipment for rental to students, staff, faculty, and guests of Washington University in St. Louis. Equipment is rented at a minimal cost and available for pickup from a centralized location in the Print Media Suite (DUC 347) of the Harvey Media Center. We also provide technical and setup assistance for any events occurring in the Danforth University Center and spaces managed by the Event Management office for an hourly rate. Many services are available to Student Union groups at reduced or no cost.

You can find more information and request equipment at http://duc.wustl.edu/events/planning-event/audio-visual-services/

WFF Billable Services

WFF provides the event setup, tear-down and cleanup for spaces on the Danforth Campus. If your event is scheduled in a Premier or Standard space, your event coordinator will provide WFF with the necessary setup information required for your event. You must provide your billing information. For events in other spaces not on the Danforth Campus or not managed by Event Management, please contact WFF directly for housekeeping arrangements.

Phone: (314) 935-9314

Email: wffevents@wffservices.com

Washington University in St. Louis Dining Services & Bon Appetit Catering

Bon Appetit Catering is the branch of WUSTL Dining Services responsible for catering needs. They are the exclusive caterers for the following spaces, so no outside food is allowed:

1. Holmes Lounge
2. Women's Building Formal Lounge
3. Orchid Room
4. Goldberg Formal Lounge
5. Umrah Lounge

Menu selection must be made directly with Bon Appetit a minimum of two weeks before an event. Their catering menu can be found at diningservices.wustl.edu/catering

For events that will include alcohol, Bon Appetit will need a minimum 14 day notice in order to obtain a
liquor license.

Phone: (314) 935-5054

Email: wucatering@cafebonappetit.com

Grounds Services/Top Care

Grounds Services at Washington University in St. Louis contracts Top Care Lawn Service to provide the following services: Lawn Care, Athletic Field care, Landscaping, Litter and leaf pickup, Snow and ice removal, Trash hauling/dumpsters. Other services may be available. For any outdoor event grounds needs please contact:

Kent Theiling, Grounds Manager/Horticulturist

Email: theiling@wustl.edu

Phone: (314) 935-4533

Fax: (314) 935-5564

Washington University Police Department

Select events are large enough to require assistance from the police department for extra security or crowd control. Event Management can assist clients in scheduling event planning meetings with WUPD.

Phone: (314) 935-5555

Website: www.wupd.wustl.edu

Parking & Transportation

Event Management can assist clients in coordinating with WUSTL Parking & Transportation for events on campus.

Phone: Parking Services (314) 935-5601

Transportation Services (314) 935-4140

Website: http://parking.wustl.edu

Student Involvement and Leadership

Student Groups planning events should utilize Advisor of the Day hours offered by Student Involvement
and Leadership, DUC 250.

Phone (314) 935-5994

Website: studentinvolvement.wustl.edu

193. Off-Campus Vendors and Services

Buses

First Student: 1(866) 490-1020 or (314) 389-1111, http://www.firststudentinc.com/


*Note: Make sure to get the cell phone number of your driver(s) or have the dispatch number on hand for easier contact on the day of the event! Fill out a bus registration request online: http://bus.wustl.edu/. We generally try to request the buses to the Alumni Lot (Lot 50). Note that buses cannot be parked on Shepley Drive.

Printing/Engraving

1. Hi/Tec Copy
2. Center: (314) 863-4111
3. FedExKinkos: (314) 963-2700
4. St. Louis Trophy and Engraving: (314) 991-2250

Rentals


Apparel

Fresh Prints: http://www.freshprintsshop.com/, sales@freshprintsshop.com

Security Services

B&D Security: (314) 827-2424

Signs, Banners, and Flags

1. The Designery: (314) 647-5222
2. McClay Sign Co.: (314) 771-1414

Please see a Business Coordinator for additional vendors.
SECTION A6: FINANCE POLICIES

200. Finance Policies

201. Failure to follow policies

Failure to follow these financial policies can lead to various penalties against the group or individual who commits the infraction. Penalties include but are not limited to: a warning, a fine levied on the group, deregistration of the group, or reporting the individual responsible to the University. To see a list of disciplinary actions which might be taken by Student Union, please see Article VI, Section 7 of the Student Union Statutes.

Because the University Judicial Code applies to student group conduct, the University reserves the right to undertake a review process conducted by a member of the Student Union or Student Involvement and Leadership staff when concerns arise regarding appropriate utilization of student group funds. Sanctions may be imposed on individuals and student groups through this process.

202. Auctions

The Washington University in St. Louis community values equity, civility, human dignity, and respect both locally and globally. Recognizing that student led programming is an integral part of the social and educational experience, we ask students and student organizations to consider the ethical, cultural and social implications of their efforts as well as how their decisions may impact members of the community. Students and student groups are highly discouraged from undertaking programs and events that are contrary to these community values including those described in this document.

Recognizing that student organizations hold auctions as a form of fundraising, we ask student organizations to think critically about the potential implications of such auctions. Students are asked to consider the following before undertaking such events:

1. Equating a human being to merchandise or comparing the relative value of one person to another does not promote human dignity.
2. Auctions selling people or services for the sake of fundraising make light of the serious social issue of human trafficking.
3. Auctions focusing on the sale of a person can create an environment where racism, heterosexism, sexual coercion and gender stereotypes are reinforced.
4. All participants should be able to engage in an activity in a safe and equitable way.
5. An organizer has no way of guaranteeing the safety of auction participants, including the person(s) performing or providing the services/items sold and the person(s) purchasing auction services/items.
203. Deregistered Groups

Student Union reserves the right to recollect any and all funding remaining in any group account in the event of deregistration. This includes SU allocations, fundraising and gift balances. All recollected allocations will be placed in reserve accounts to administer towards general student group allocations, and recollected fundraising or gift funds will be placed in Student Union general fundraising or gift account.

204. Conflict of Interest Policy

Students conducting business on behalf of student groups registered with Student Union (hereinafter “student groups”) have a responsibility to do so in a manner that is objective and ethical. The goal of all such dealings must be to benefit the student group and University students in general.

The following policies apply:

1. Student group members will conduct student group business ethically and objectively, in compliance with all applicable laws, regulations and University policies, including the University Judicial Code.
2. The purchase of goods or services from a business in which student, family member or friend has a financial interest or may directly benefit from such purchase, is a potential conflict of interest. Such situations must be disclosed to the Student Union Vice President of Finance for review prior to the disbursement of funds for that item or service.
3. In conducting student group business, students may encounter offers of gifts from suppliers. The following guidelines apply:
   a. Offers of gifts should generally be refused.
   b. Gifts of cash or monetary gifts of any kind or amount may never be accepted by students.
   c. While there may be occasion to accept gifts of nominal value (for example company promotional trinkets, pens or note pads, etc.), these or other gifts should never be accepted in return for a business favor. Such gifts may not directly or indirectly influence the students’ business judgment or give the appearance of impropriety.
   d. The cumulative value of gifts received from all suppliers in total should not exceed $25 in any 12-month period.
   e. Students should review with the Student Union Vice President of Finance all offers of gifts prior to acceptance.
4. Any promotional benefits that result from a business transaction must be provided to the student group (or any other student group registered with the Student Union) and not to an individual student.
5. No member of a student group may accept any sum from any supplier attempting to “reward” a student for the decision to do business with the supplier.
6. Student group members must provide equal opportunity to firms wishing to pursue business relationships with the University.
7. Any breach of this policy may result in referral of the student(s) to the University Judicial Administrator and may also result in legal actions, freezing of the student group account and the termination of the business relationship with the supplier.
205. Outside Bank Accounts

Under NO circumstance is any SU group allowed to have an outside bank account. PayPal accounts are considered outside accounts and are not allowed. It is also prohibited to use a group member’s personal account to house student group funding or fundraising. This includes accepting credit card payments for the sale of student group goods or tickets. Evidence of an outside bank account will result in an immediate freeze placed on the student group’s SU account and possible denial of future funding.

206. Accepting Credit Cards for Payment

Student groups are not allowed to contract with web hosting sites in order to accept credit card payments for the sale of tickets, merchandise, or dues and registration fees. PayPal accounts and personal credit card devices (including but not limited to “The Square”) are also strictly prohibited.

Student Union offers an option for accommodating credit card payments which provides simpler, lower cost opportunities for credit card sales. See the credit card machine policy or your Business Coordinator for more information.

207. Overdrafts (Penalties)

If your group has an overdraft, a meeting with the Vice President of Finance (finance@su.wustl.edu) will be required. Be prepared to discuss the following things:
1. reason for the overdraft
2. how your group will raise the funds to cover the overdraft
3. what you are doing currently to prevent it from happening again and potential problems in the future

SU will NOT be liable for overdrafts in student group accounts. Repeat offenses may result in the suspension of your student group’s accounts. SU reserves the right to reject any expense request if sufficient funding is not available in your group account to cover the expense or reimbursement.

If a student group overdrafts in any account by an amount exceeding $50, a 5% penalty will be applied to the next budget.

208. Rules on Deposits

1. Student groups are responsible for depositing money into their own accounts. The only exception to this is if a group receives money from a company or individual that gives a gift/donation. Please see gift deposit instructions.
2. When funds are collected for items or events that are not revenue generating, then funds must be deposited into the account where the event is allocated.
3. If you are depositing funds into your Fundraising account, then you must use your Fundraising account to finance the event or to purchase the items that are used to Fundraise.
4. If you are collecting funds for any reason those funds must be deposited into one of your Student Union group accounts within 24 hours. If you cannot deposit the funds within 24 hours you may ask the Business Coordinator of the Day to place your money in the SU safe. You will be responsible for depositing the funds the day after your event/program has concluded.

5. Do not use collected funds to pay for program expenses or to reimburse your members for any out of pocket costs. Never pay for a contracted service out of pocket or with cash you have collected. Evidence of not depositing funds will result in an immediate freeze placed on the student group’s SU account and possible denial of future funding.

209. Gift Deposit

If your group received money from a company or individual that gives a gift/donation you must do a gift deposit. Please remember that donation checks must be deposited as soon as possible, so that donors receive acknowledgement and tax receipts in a timely manner. In addition, each January, the University is required by the IRS to send all donors a year-end summary of giving for the prior year. Therefore, any gifts for the fall semester must be delivered to a Business Coordinator by December 15.

If your group provided goods or services in exchange for the gift/donation then this should not be deposited into your gift account because it would not be considered a tax deductible donation. See your Business Coordinator for information.

Deposit Procedures:
1. Fill out a request form on-line and select “deposit voucher”. Have a submitted on-line by your group’s treasurer and print it.
2. Make a copy of each check(s).
3. Endorse check(s) by stamping them on the back with the endorsement stamp.
4. Turn all items into Business Coordinator of the Day.

210. Registration Fees

Any registration fees being charged or collected for an event must be deposited into the SU account being used to pay for the related event expenses.

211. Sales Tax

Deposits made to your group accounts for the sale of goods are subject to Missouri Sales Tax Law. If sales tax is applicable, your group is responsible for payment of those taxes, and your deposit will be reduced by the appropriate amount. Refer to your Student Group Track Spending to review sales tax deductions, and see your Business Coordinator with questions.

212. Stickers/Decals

Student Union strictly prohibits any funds held in any SU accounts to purchase group promotional stickers and decals.
213. Paying University Employees and Students

If your group contracts for a service with a University employee or student who is also employed by the University, that employee will be paid for the service on the payroll period following review of the relevant expense request form by a business coordinator and the Tax Department. No manual checks will be issued.

Contracted WU Employee/Student must:
- Put pick a Personal Information Form from the Business Coordinator of the day
- Turn it the completed form in to the Student Union Business Manager two weeks prior to the event/program
- Turn in a time sheet completed by the employee/student worker along with your group’s Expense Request Form within 24 hours after the event/program
- Labor Laws prevent hourly employees/student workers from working more than 40 hours per week unless their employer is willing to increase their rate of pay to time and a half for hours worked in excess of 40. Paid workers must not work over 40 per week. If this should happen your group will be responsible to pay time and a half.

Student Union will not pay in excess of $15/hour to employees/student workers for services rendered to student groups.

Student groups should not pay members of their own group.

Student groups, who submit false information, including contracts and invoices, to Student Union or any other University department, will be considered for immediate referral to University Police, the Judicial Administrator or other Conduct official to face criminal or Washington University Judicial Code charges. Student Union highly encourages you to use the services of the newly formed PR Team. Please contact the Vice President of Public Relations at pr@su.wustl.edu

214. Paying Individual Students or Student Groups

Student Union will only pay a student or a student group out of a group’s Fundraising account, provided that the recipient is using their personal equipment (i.e. neither owned nor paid for by SU or the University.)

Examples of services include but are not limited to providing recording or photography services, acting as a coach or mentor to a team, DJ services, or offering rental services of any kind.

No student or student group may provide services under a name or in such a way that it could be construed to running a business if SU equipment or resources are being used.
215. Gifts, Awards, or Prizes

The IRS looks at the treatment of gifts, prizes, and awards by the University to determine that these have been recorded properly for tax purposes. If your group purchases items to be given as gifts, awards or prizes, SU will need the following information about the person who won or received the gift, prize or award before processing a reimbursement for the item(s):

1. Recipient’s name
2. Social Security Number or Student/Employee ID
3. Description and value of each gift, award, or prize
4. Home address (not local address)
5. Date
6. Reason

Please see the Business Coordinator of the Day for a form.

216. Gift Cards

Gift cards are considered taxable income by the IRS. The same reporting rules apply whenever gift cards are used. The purchase of gift cards from merchants who sell alcohol is prohibited.

217. Meal Points and Bear Bucks

SU will not reimburse students who use meal points or Bear Bucks to purchase food and/or supplies for group events.

218. T-Shirts and Group Apparel

T-shirts and group apparel can be purchased from a group’s Operating account only if it is for the members. Student groups are not allowed to sell the shirts for profit or give them to non-members. They are, however, allowed to collect money from members to subsidize the shirt cost.

Apparel that is meant to be sold for profit must be purchased from a group’s Fundraising account.

219. Student Groups Supported By Campus Partners or University Departments

All financial transactions required for programming must be processed through the Student Union office. Any and all payments for goods and services budgeted from your Student Union accounts must be processed through the systems we have in place. We will not reimburse advisors, departments or campus partners for program expenses that should be processed directly through your group’s accounts.
220. Insurance on Equipment Purchases

Some groups may need to purchase equipment to fulfill their objectives. All equipment purchased with SU funding is owned by SU and on loan to the group. The group is responsible for registering any capital purchases with the Business Coordinator so that the item may be properly catalogued and insured. Reimbursements for equipment will not be processed until the insurance process is completed for each item over $200. Contact your Business Coordinator to complete process. All groups must pay for insurance coverage out of their operating budget. The cost of insurance is equal to $.50 per $100 assessed value per year (e.g. an item costing $500 will cost $2.50 per year to insure). If an unregistered item is lost, stolen, or damaged, individual students can be held liable for its replacement. SU will not provide additional funding for replacement of uninsured equipment that is lost, stolen, or mishandled by members of your group.

A listing of all insured items for each group is placed in your group folder at the beginning of each year. It is your group’s responsibility to review the listing, verify all equipment is still in your group’s possession and make sure the list is complete. Inform a Business Coordinator of any changes.

221. Moving Funds between Accounts

SU reserves the right to move money between accounts to cover overdraft spending in Operating, Subsidy, Revenue, Competition, Appeals/Speakers, Fundraising, or Gift accounts. If you are concerned about this please speak with the Vice President of Finance (finance@su.wustl.edu).
PART B: STUDENT GROUP ADMINISTRATION AND PROGRAMMING

Section B1: New/Returning Presidents and Treasurers

300. Things to Do:

All new or returning Presidents and Treasurers are required to register every semester on the SU Finance website. This will allow Presidents and Treasurers to receive important emails on budget deadlines, training dates, announcements, etc.

Apart from registering on SU Finance website, they are also required to attend the Presidents and Treasurers’ Training that will be held at the beginning of every semester. Attendance is mandatory.

All Treasurers are required to take the Treasurer’s Training Quiz. The quiz will only be available after the Presidents and Treasurers’ Training. More information on how to access the quiz can be found on: http://su.wustl.edu/blog/portfolio/treasurers-training/

301. Responsibilities of a Student Group Treasurer

The student group treasurer position is very important and as such, we require all treasurers to agree to and sign the statement below. It is included here for your reference and to remind you of your responsibilities. Please remember that your actions as treasurer will potentially affect your student group for months or years after you leave, so please act in accordance with Student Union and University regulations.

I, the undersigned acting in the position of treasurer, agree to the following terms and conditions regarding the use of student group funds as set forth by Student Union of Washington University in St. Louis:

- I understand that a copy of How Things Work was given to me and exists on the Student Union website and that it is my responsibility to abide by the policies and procedures contained within;
- I will not knowingly violate any University regulation, local, state, or national law with the use of my group’s funds;
- I have received and will abide by the Conflict of Interest policy;
- I will only use group funds in a manner consistent with the purpose of my group and I grant the Student Union Vice President of Finance or Executive Council the authority to deem individual expenditures as excessive and/or not in line with the group’s stated purpose, after which the financial liability will rest with the group members themselves;
- I understand that should there be any questions about the legitimacy of a transaction, I will contact the Student Union Business Coordinators, Student Union Manager, or the Student Union Vice President of Finance immediately.
By creating expense requests you acknowledge that you understand and agree the information may be viewed by Student Union representatives and the executive board of your SU group.

By signing this statement, I further acknowledge that this list may be amended at any time without prior notice.

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**SECTION B2: STUDENT GROUP RESOURCES**

**310. Student Group Resources**

**311. Advisor of the Day**

Advisor of the Day is a resource provided by Student Involvement and Leadership. Student groups can utilize this resource by making an appointment at studentinvolvement.wustl.edu.

To prepare for meeting with a SIL staff member review the appropriate resources or guidelines:

1. Planning a formal or event for your student group
2. Planning an event with alcohol for your student group
3. Planning a concert or performance for your student group
4. Looking to get involved on campus
5. Running into issues in your student group
6. Seeking ways to improve your student group
7. You have a contract for your student group that needs to be signed

Please note A STUDENT MAY NEVER SIGN ANY CONTRACT. Only a representative from SIL can review and sign a contract.

Contracts must be signed 15 business days before the planned event. Often, additional information is needed when a contract is first presented to SIL staff for review. Therefore, in order to avoid late penalties, groups are asked to schedule an appointment for contract review before the 15 business day deadline.
312. Office Resources

Office Resource List:

1. Die Cut Machine
   a. Used to cut out letters and designs on paper or card stock

2. Printer/Copy/Fax Capabilities
   a. Groups can print using their group printing username and password
   b. Upstairs Printer – prints in color, has booklet printing options, and can scan and send emails
   c. Downstairs Printer – prints in black & white or gray scale only and is capable of scanning and sending faxes

3. Computers
   a. There are 6 computers located on the second floor SU office with printing capabilities, these computers also have Photoshop and Adobe Illustrator software

4. Laminator

5. Cash Counter

6. Colored 8.5 x 11 paper

7. Colored Butcher Paper

8. Card Stock
   a. Available in varied colors or plain white

9. Markers, scissors, staplers, paper shredder, hole punchers, tape, pens, crayons, colored pencils, and other basic office supplies

10. Paper Trimmer

11. Bear Bucks Machine

12. Credit Card Reader

13. Cash Boxes

14. Wagons
   a. Available to help carry supplies

15. Walkie Talkies aka. Two-Way-Radios
   a. Available for rental usage by student groups

16. Button Supplies and Maker

17. Balloons and Helium Tank

18. Paint Room Supplies and Underpass Reservation System

19. SU Projector
   a. Often helpful for creating a clean design for your groups underpass panel

20. Meeting rooms and tables
   a. These are equipped with projector and/or TV-Computer connection
   b. See one of the SU receptionists, Renee Murphy or Carol Kimball, to make these room reservations
   c. See a student worker or business coordinator to check out a video connection kit if you want to display your computer screen on the TV screen

21. DUC rooms
   a. DUC rooms are available to SU groups at no charge

22. Visa Card, Schnucks Car, & Sam’s Club Card
23. Group Mail Folders

24. Safe
   a. Groups can ask Business coordinators to store their group’s collected cash funds, dues, ticket sales etc. until their treasurer can deposit the money

313. Group Mail Folders

Group mail folders are located on the second floor of the SU office. They are in the cabinet on the far wall across from the sink. Student groups are responsible for regularly checking their mail.

314. Copy and Print Policy

The copy machines in the Student Union are provided for copying and printing needed for group related purposes only. Each group will be given a $300 balance for the year:

1. Color copies 10 cents each; same price for double sided color
2. B/W copies 5 cents each; same price for double sided B/W
3. If additional copies are needed, fill out an Expense Request Form and hand it directly to the Business Coordinator of the day.

Student Union has the ability to monitor any copies produced on these machines. If an SU group copy code is used by anyone for personal or non group purposes the group will be fined $50 from their fundraising account and will lose printing privileges for the rest of the semester.

See a business coordinator, student worker to get your group’s copy code. The copy machines are the perfect tools for creating flyers, table tents, booklets, posters (11x17 and legal size), and other event publicity materials. The machines have many advanced capabilities including, sorting, stapling, folding, double sided print, copying on card stock, reducing, and enlarging.

315. Email and Web Space

Any Student Union group or entity can request an email address or web space through Student Union. Email Eric Suiter, SU Technology Manager (webmaster@su.wustl.edu) with any requests. Eric can be found on the First Floor of the Student Union office.

316. Car Rental

Washington University has a contractual arrangement with Enterprise Car Rental to assist student groups in renting cars for group purposes. When renting a vehicle, contact the Enterprise office – no internet reservations will be accepted, identify yourself as a Washington University Student Union group and provide them with the following billing code XZ01522. This is required to receive special pricing.

1. Go to SUFINANCE to fill out a request form.
2. Select SU Credit Card under Request Type and use the drop down box to choose Enterprise.
3. Use the link within this form to fill out the Vehicle Request Form. You can also see the Business Coordinator of the Day to get the Vehicle Request Form.

Once the Business Coordinator finalizes your reservation by using the SU Enterprise Credit Card, the insurance card(s) will be placed in your mail folder and you will be notified via email. You will be required to present the insurance card to Enterprise to pick up your vehicle. If you make your own arrangements your group may not be covered by Washington University’s insurance.

Only drivers who are listed on the Vehicle Request Form may drive the rental vehicle, and only those drivers will be covered by the WU insurance policy.

Please allow at least 48 hours to process these requests.

Renter’s Terms & Conditions:

1. Must be 18 years of age or older to reserve a car. You must be 21 years old to request any vehicle over a full size sedan.
2. Have a valid United States driver’s license, free of any suspension or revocation from the individual state of issuance. The driver must have at least one year driving experience.
3. Have not had any major accidents within the last 12 months, no more than one moving violation within the last three years, and no citations for DUI/DWI or reckless driving.
4. Enterprise may decline to rent to drivers with poor driving records.
5. Operate the vehicle in compliance with all traffic laws and motor vehicle regulations.
6. Report any accidents immediately to the local police and Campus Police at (314) 935-5555.
7. All student rentals must be paid with a SU Enterprise Credit Card. For insurance reasons, no student rental can be paid with a student’s personal credit card.
8. Have a WU insurance card in the rental vehicle at all times.
9. If a trip will be over 300 miles (one way), an overnight stay or an alternate driver (an individual not participating in the activity) is required.
10. The University has special rules for truck rentals. Freshmen are not allowed to drive trucks. Trucks can only be driven by students who have had experience driving a large vehicle. No 12-15 passenger vans will be allowed.
11. When picking up and dropping off a vehicle, always examine the vehicle for damages with the Enterprise Rep. Note any damages – even the small scrapes/dents
12. When traveling in areas where there are tolls, you must have money to pay. Do not go through tolls without paying. Failure to pay tolls is against the law and will result in a violation.
13. If your group incurs any toll fines, moving or non-moving violations or red light tickets, your group will pay these expenses from the Fundraising or Gift Accounts. Student Union will also fine you an additional $50 for these expenses which will also be charged to your Fundraising or Gift Accounts. First offense for your group will result in the renter’s loss of car rental privileges for the academic year. Second offense for your group will result in the whole group’s loss of car rental privileges for the academic year. Report any violations to your Business Coordinator.
14. Refuel the vehicle prior to returning it to Enterprise.
15. When the vehicles are returned to the branch, you will need to get the receipt from the Enterprise branch. Cars must be dropped off during business hours and checked in by an Enterprise Rep. This is to protect the University and your student group against damage claims. **DO NOT LEAVE ENTERPRISE WITHOUT YOUR RECEIPT.** All receipts must be returned to a SU Business Coordinator by 10:00am the next business day after returning the rental car. **NO EXCEPTIONS.**
16. Failure to comply with any of the terms and/or conditions of this policy may result in personal responsibility for any damage, revocation of renting privileges, grade holds, and/or judicial proceedings and resulting sanctions including expulsion.

317. Student Involvement and Leadership Resources

Student Involvement and Leadership (SIL) works closely with Student Union and is a resource center for student groups. SIL can be found on the second floor of the DUC adjacent to the SU office.

Refer to the SIL website (http://studentinvolvement.wustl.edu/) for:

1. Resources, policies, and forms to support your efforts.
2. Information about trainings, planning events, post event evaluations, and many other student group resources.
3. Hazing prevention and laws (including anonymous reporting).
4. Ways to get involved on campus and in the community.
5. Helpful ways of providing good leadership transition within your student group or organization.

318. WUSTL Portfolio

Portfolio is home to the official Student Union group directory. All Student Union recognized groups are required to have an organization page on Portfolio, where they can manage their roster, hold elections, advertise events, and much more. Additionally, Portfolio offers individual students a place to record their leadership and involvement experiences and create a Portfolio document that can be used to support the student’s transcript when applying for jobs, graduate school, internships, awards, scholarship, and grants.

What Student Groups Can Do With an Organization Page in Portfolio:

1. Manage their group roster. Keep an accurate roster for members and group leaders/executive members, invite new members to join, easily remove graduated members or those no longer involved. Set Portfolio management permissions based on position held in the organization.
2. Manage a group listserve. Send messages easily to all members, all exec members, or just members holding specific positions. As members join or leave the organization, the listserve is automatically updated. “Listserve” messages can be received via email, the Portfolio message system, and/or text message.
3. Plan and advertise events. Use the Event Builder to connect with various departments on campus to make sure you have a well-planned and safe event. Advertise campus wide events on the digital flyer
board on the Portfolio home page, or events for your organization on the organization event calendar. Student groups programming with alcohol or bringing minors to campus are required to use Event Builder for their events.

4. Store and share documents and photos. Make photos and documents easily accessible to your members. For each document or photo, you can decide if it is viewable by executive members, all members, all campus, or the general public.

5. Additionally, groups can host online elections, collect retreat registrations, conduct surveys, track service hours, and do many other things on their organization page.

Benefits of Using Portfolio for Student Groups:

1. Keep all group information in one place including, constitution, rosters, listserve, documents, photos, election results, event calendar, and much more.

2. Help ease the transition to new leadership. Because everything is in one place (including event history), executive members can pass information along easily. There is no need to pass on a login and password because everything is tied to the wustl key.

3. Recruit new members. Students (particularly freshmen) will be visiting Portfolio regularly to maintain their involvement record and look for ways to get involved on campus. Make sure students can find out about your group, by getting it listed in the organization directory.

Register your group and have it added to the directory in Portfolio (https://portfolio.wustl.edu/register)

319. Two Way Radios

Student Union has two way radios available for student groups to reserve. These devices may be reserved for your group to use in conjunction with any approved Student Union event. Two way radios may only leave campus for approved events.

- Only registered Student Union groups may reserve or use the two way radios. Student Union groups may not sponsor Non SU Groups, University departments or outside entities for use of two way radios.
- Each student group may check out a maximum of 20 units at a time. Additional units may be available. Please speak to your Business Coordinator in regards to this request.
- Two way radios must never be left unattended for any reason.
- Radios must be picked up directly from the Student Union Business Coordinator of the Day on the second floor, Monday through Friday by 4:30 pm. For a weekend reservation, radios must be picked up by Friday at 4:30 pm.
- Radios must be returned to the Student Union office on the second floor, no later than 10 a.m. the next day. For a weekend reservation, radios must be returned no later than 10 a.m. on Monday.
- Student groups who are sharing two way radios must be accountable to one another. Failure to show up with a shared radio at the assigned time will result in a $100 penalty payable for each group who is negligible.
- Reservations must be made at least two business days in advance. Weekend reservations must be made by the previous Wednesday. NO EXCEPTIONS AND NO RESERVATIONS GIVEN THE SAME DAY.
• All reservation requests must be received on-line and are subject to approval by an SU professional staff member.
• If it is determined that any group member has violated rules, or misrepresented the intended use, privileges will be revoked for one full semester, and the group may be subject to judicial review.

Schedule of Fines:
• Late Return: $25 for first 30 minutes to one hour. An additional $25 will be charged per hour up to $100.
• Inconvenience to another group: If a late return inconveniences another group who needs to pick-up the two way radios, your group will be charged an additional $25 per group.
• Student groups will be held responsible for damaged or lost equipment, and funds will be withdrawn from their fundraising or gift account. The replacement cost is listed below.
• Two way radios left unattended will be subject to a $100 fine and privileges will be suspended for one semester. NO EXCEPTIONS.

The fees for lost equipment are as follows:
• Radio Unit: $180
• Charger Base: $40
• Ear Piece: $30
• Suit Case: $70

If your group has incurred a fine, then future reservations are contingent based on available funds in fundraising or gift accounts to cover all possible future fines.

320. University Archives and Archive-It

The Washington University Archives (WUA) strives to document and preserve the history of our university community. The student body and organizations are central to that mission. We have begun a new initiative to capture the online presence of WashU’s student organizations.

WUA is using Archive-It, a subscription web crawling service, to collect university websites and gather content that is no longer being created in print. We are able to make this available to researchers over the web through the online interface.

We will begin capturing the Student Union website at regular intervals starting this fall. We will also capture individual student group pages that are linked on the Student Union website. If you have other group sites, please let us know and we can discuss including them in this project.

It is especially important to capture this information since the WU Hatchet yearbook is no longer being produced.

University Archives is still interested in preserving paper records from Student Union and the many student groups as well. So if your group has paper documents that you would like to add to University Archives, please contact us and we can discuss this further.
SECTION B3: EVENT PLANNING

330. Event Planning

331. Reserving Spaces on Campus

Danforth University Center & Event Management

Danforth University Center & Event Management coordinates events on the Danforth Campus. They coordinate the space reservation system and can assist with the planning, set-up, or clean-up for an event. Their office is located on the third floor of the DUC, Room 322.

Phone: (314) 935-5234
Email: events@wustl.edu
Website: https://eventmanagement.wustl.edu

Spaces:

1. Danforth University Center
2. Holmes Lounge
3. Graham Chapel
4. Women’s Building Formal Lounge
5. Women’s Building Lawn
6. McMillan Café
7. McMillan Courtyard
8. Umrath Lounge
9. The Gargoyle
10. Mallinckrodt 100A
11. Bowles Plaza
12. Pooled Classrooms

South 40 Reservations: reslife.wustl.edu, (314) 935-5037

332. Attendance Policy

All SU recognized group events that are funded in any way from operating, subsidy, revenue, competition, or appeals accounts shall have at least 85% of those in attendance must be Washington University undergraduate students. However, if the event is a performance and if venue capacity allows, the remainder of the event access may be made available to non undergraduate students. Exceptions can also be made by Vice President of Finance (finance@su.wustl.edu).
333. Catering

Some spaces on campus are exclusive to Bon Appetite Catering. Washington University in St. Louis Dining Services & Bon Appetit Catering

Bon Appetit Catering is the branch of WUSTL Dining Services responsible for catering needs. They are the exclusive caterers for the following spaces, so no outside food is allowed:

1. Holmes Lounge
2. Women's Building Formal Lounge
3. Orchid Room
4. Goldberg Formal Lounge
5. Umrath Lounge

Menu selection must be made directly with Bon Appetit a minimum of two weeks before an event. Their catering menu can be found at diningservices.wustl.edu/catering

For events that will include alcohol, Bon Appetit will need a minimum 14 day notice in order to obtain a liquor license.

Phone: (314) 935-5054
Email: wucatering@cafebonappetit.com

334. All Campus Audio Visual

All Campus Audio and Visual (ACAV) provides audio and video equipment for rental to students, staff, faculty, and guests of Washington University in St. Louis. Equipment is rented at a minimal cost and available for pickup from a centralized location in the Print Media Suite (DUC 347) of the Harvey Media Center. We also provide technical and setup assistance for any events occurring in the Danforth University Center and spaces managed by the Event Management office for an hourly rate. Many services are available to Student Union groups at reduced or no cost.

You can find more information and request equipment at http://duc.wustl.edu/events/planning-event/audio-visual-services/

335. Tabling on Campus

In order to reserve a table either in the DUC or Bear’s Den to promote your student group or event, you need to reserve a table through reserveaspace.wustl.edu

The DUC will then label the table you should be at before your scheduled time. When Tabling in Bear’s Den, see the Residential Life Kiosk to sign out your table.

To reserve a Bear Bucks Reader, Credit Card Reader, or Cash Box – see the Student Union website.
All of these resources need to be picked up from Student Union during business hours and returned immediately after use. If tabling at night, your card reader must be returned by 10:00am the following business day.

Sometimes groups will be sharing a reader. Please be flexible and responsive to groups you are sharing with by exchanging phone numbers before your tabling shift.

### 336. Sustainable Event Planning and the Bottled Water Ban

For questions about anything in this section, please contact the Executive Advisor for Sustainability (eas@su.wustl.edu) or the Green Events Commission (gec@su.wustl.edu)

Planning a “green” student group event is easier than you think! Follow these steps and suggestions to become a champion of sustainability:

#### Consult with the GEC

The Green Events Commission is a creative “green consulting” student group within Student Union. The GEC seeks to promote sustainability in campus event planning while also staying within the bounds of practicality and event budgets. Whether this is your first time “greening” an event or you have worked with the GEC in the past, please consider consulting with the GEC early in your event planning to help kick-start your effort! Visit http://gec.wustl.edu/ for more information or email the Green Events Commission (gec@su.wustl.edu) to set up a consultation!

#### Publicizing the Green Way

There are plenty of paper-free ways to publicize your event! For example:

1. Paint Reserve a spot to paint the underpass
2. Chalk Campus sidewalks
3. Monitors Advertise on the DUC TVs around campus
4. Banners Purchase a reusable DUC banner
5. Social Media Use email, facebook, twitter, instagram, etc. to publicize events and distribute handouts and flyers

When you must print, be sure to:

1. Use 100% post-consumer recycled paper (all major contract printing companies have this available)
2. Reuse old flyers from the “scrap paper” bins located in the SU office and across campus for one-sided paper—ideal for flyers! (the SU office has easy instructions on the printers explaining how to place one-sided scrap paper into the SU printer machines)
3. Print multiple announcements per sheet for a lower impact

#### Set Up Recycling and/or Composting
Composting and recycling can divert a significant amount of waste away from a landfill! Always have recycling bins at an event, and make sure all event managers are aware of recycling rules.

If you're planning on serving food, set up an entire Waste Station with recycling, composting, and landfill bins. Make sure all event managers are aware of recycling and compost rules, and ensure that plateware at the event is suitable for composting.

For on-campus recycling rules, see sustainability.wustl.edu

For information on setting up Waste Stations and composting rules, visit the gec.wustl.edu or email gec@su.wustl.edu.

Transportation

When events are held off-campus, consider the following alternatives to cars:

1. Biking (or obtaining rentals from Bear Bikes)
2. St. Louis Metro Transit (MetroLink and Bus lines)
3. Enterprise Car Share (parking.wustl.edu)

For more information and maps on alternative transportation options in the St. Louis area, see Alternative Transportation Rules (sustainability.wustl.edu)

Sustainable Caterers and the Bottled Water Ban

Since 2009, there has been a campus-wide ban on plastic water bottles. Student groups are included in this ban, and are thus are no longer allowed to purchase plastic water bottles for use, regardless of the source of funding used*. Here are some proposed alternatives:

1. Pitchers of water and reusable, compostable, or recyclable cups
2. Wydown Water (orders can include compostable cups, if applicable)
3. Boxed Water
4. Use of reusable water bottles with refilling stations

When serving food, use local grocers and caterers that emphasize local, seasonal, and organic ingredients and produce. There are several sustainable caterers available in the St. Louis area!

For a list of sustainable caterers, grocers, and brands, contact the GEC (gec@su.wustl.edu)

Catering Equipment

1. Using reusable dishware, utensils, and napkins is always the preferred choice. WUSTL Dining and
WFF both offer reusable setup options.

2. When using disposables, always opt for compostable or recyclable wares made from recycled materials. Compostable is the preferred option because it is a less energy-intensive waste diversion option. When composting is not available, opt for recyclable wares. Luckily, most compostable dishware and utensils are recyclable (but always check packaging!). Recyclable and compostable products can be found at most retailers, such as Target, and several online retailers.

For more detailed information on greening your event, contact the GEC (gec@su.wustl.edu) and follow the links on event catering provided on the GEC website.

*If a student group feels forgoing the use of plastic water bottles would be exceptionally difficult, they may consult the Bottled Water Policy Review Committee Chair Alan Kuebler (alan_kuebler@wustl.edu) and the Office of Sustainability (sustainability@wustl.edu) to seek exemption.

**Financing Sustainable Alternatives**

When planning a green event, it is important to explicitly consider and include costs associated with the budgeting process. However, if your student group wants to take additional steps towards sustainability that requires additional financial assistance to make it happen, please look into the following resources available to SU groups:

1. The Green Events Commission’s Green Rebate Fund (gec.wustl.edu)
2. The Student Sustainability Fund (ssfwashu.org)

**3. Contracts**

A contract is required any time a student group enters into an agreement with an individual or company to perform a service, whether or not money is exchanged for that service. Though financial compensation is generally associated with contracts for services, there are circumstances where donated items and volunteer services can be given to a student group. These instances should be documented in the form of a contract as well.

To protect students from individual liability, all contracts processed through Student Union must first be reviewed and then signed by an approved University official. The personnel in Student Involvement and Leadership are the designated University officials for all Student Union contractual agreements.

Listed below are examples of services that always require a contract:

1. Caterer
2. Coaching/consulting/referee fee
3. Performer
4. Speaker
5. Co-sponsorship agreements with outside organizations
6. Event venue rental  
7. Musician  
8. DJ  
9. Some Rentals

Non Missouri Resident Entertainers Tax

In compliance with Missouri Tax Law, individuals and individual performance groups from states other than Missouri, who are paid $300 or more, will be assessed a performance tax of 2% withholding if tickets are sold, guests make any type of payment for admission, or there is a required cover charge. The 2% withholding will be notated on the contract and deducted from the performer’s payment. Any and all tax obligations are the responsibility of the performer.

Contract Approval

A student representative from the organization must arrange for a meeting with a SIL staff member by signing up for an Advisor of the Day meeting. Advisor of the Day meetings are available throughout the week in SIL in the Danforth University Center. Students sign up in advance for appointment times at studentinvolvement.wustl.edu. The meeting is an opportunity to talk about an upcoming event, review contracts/agreements with vendors (i.e., DJs, catering company, room rental charge) and discuss logistics.

Contract Timeline

1. Remember you must allow sufficient time for contract processing. Contracts must be approved by a SIL staff member at least 15 business days prior to the date of the event. A late contract fee will be assessed for all contracts not completed fifteen days before the event. See details of the late contract submission policy below. Student Union will not guarantee timely payment on late contract submissions.
2.  
3. You are encouraged to use a standard University Vendor Agreement available in SIL or on its website. A University contract is preferred. This will speed up the process.
4. Verify that all of the information on the contract is accurate and complete.
5. You will be provided with additional tax forms to be completed by your performer/speaker/entertainer. Payments cannot be processed without the completion of these forms.
6. If you are utilizing a contract from the service provider/vendor, the University must review and agree to their terms. If you are using a University provided contract, the provider/vendor must agree to our terms. Contracts drafted by service providers may require additional approval time depending on the complexity of the document. Please plan accordingly!
7. All contracts and required tax forms must be fully completed and signed before any kind of payment can be initiated. This includes any required deposits.
8. NEVER SIGN A CONTRACT YOURSELF!!!!. Sign up for a SIL Advisor of the Day planning meeting to discuss the event logistics and details surrounding the contract.
9. Most performance related contracts need to be reviewed by an additional party on campus to verify
proper insurance and indemnification. SIL staff will make every effort to expedite this review process.

10. Attach the original contract and any necessary tax forms to a completed expense request form and submit it to a SU Business Coordinator.

11. Use the “Special Mailing Instructions” section of the expense request form if you would like the check to be mailed back to your group folder or held for pick up at North Campus in order to present payment to your performer at the event. See the SU Business Coordinators for directions to North Campus if needed. If a held check is not picked up within 24 hours, it will be voided automatically.

To request a check for a contracted service or a performer, you will need a contract and tax forms:

1. If you use a Washington University standard contract, all blanks must be filled out.
2. All contracts must be reviewed and signed by the performer.
3. All contracts must be reviewed and signed by an authorized staff member of Student Involvement and Leadership (SIL).
4. All necessary tax forms must be completed and submitted with the contract and expense request form.

Late Contract Submission Policy:

All contracts must be approved at least fifteen business days prior to an event. A late contract penalty fee will be assessed for all contracts approved less than fifteen (15) business days prior to the event. Penalties for late contracts are as follows:

1. 1st late contract: Warning
2. 2nd late contract: $50 charge to be paid from the group’s fundraising or gift account
3. 3rd late contract: $100 charge to be paid from the group’s fundraising or gift account and risk ineligibility to program for the following semester

REMEMBER: A STUDENT MAY NEVER SIGN ANY CONTRACT. ONLY A REPRESENTATIVE FROM STUDENT INVOLVEMENT AND LEADERSHIP MAY SIGN TO COMPLETE A CONTRACT.

338. Events with Alcohol

Student Union will not fund alcohol for your group’s functions. A student group may use funds from the fundraising account to purchase beer and wine in accordance with University policy. You must contact a Student Involvement and Leadership advisor before planning events with alcohol.

Alcohol Policy Guidelines for Undergraduate Events

Undergraduate students and student groups are afforded the privilege of serving alcohol at certain events. With this privilege comes expectations regarding ensuring the safety and welfare of those in attendance. Students are expected to know and abide by all applicable state and federal laws and University policies and procedures. Students are responsible for their own behavior; however, if alcohol is a part of an event,
student organizers and sponsors must undertake efforts to provide a safe environment for the attendees.

Programming with alcohol requires additional time and resources to plan for appropriately. For details, please see the Policy Guidelines for Undergraduate Events with Alcohol.

339. Electronic Waivers

Electronic waivers are a benefit available to your student group to use for high impact events/programs involving a large number of participants.

Setting up an “E-Waiver” will allow you to present a participant (student/non-student/minor) with a web page that will allow accepting and signing a legal waiver that is approved by Washington University’s legal department.

To get more information about acquiring an E-Waiver web-page, please contact someone from Student Involvement and Leadership

SECTION B4: EVENT PUBLICITY

340. Event Publicity

341. Activities Fair

The Activities Fair is a once-a-semester event that is held by Student Group Activities Committee. The purpose of the fair is to showcase all the student groups on campus and connect them to students who are looking to get involved. We highly encourage student groups to take advantage of this fantastic recruitment opportunity.

Before each Fair, Student Group Presidents will receive an email from the Student Group Activities Committee Chair about the Activities Fair. All Category I, II, and III groups will have the option to sign up for the Activities Fair. If you are a newly forming group, you are eligible for a spot at the Fair if you have contacted SGAC and are on the docket to be reviewed to become a Student Union Group.

342. Public Relations Resources

Publicizing your group or event is one of the most important steps to success. When appealing to Treasury, Treasury Representatives will often ask about any creative marketing ideas.

Remember the SU logo needs to be on any fliers, posters, announcements, or publicity. Copies of the SU logo are available on the Student Union website. Failure to include the SU logo could result in deregistration.
Publicity Resources on campus:

Student Union Resources
1. Underpass
2. Posters and Flyers
3. All School Email

Campus Resources
1. Student Planner
2. Oak Walk Banners
3. Chalk Walls near the fun room
4. DUC TV Slides
5. Bear Den Slides
6. WUTV
7. KWUR
8. DUC Banners
9. Table Tents
10. Student Life Article
11. Social Media
12. WUSA and RA newsletters
13. Chalking

343. Student Union Public Relations Committee

Student groups seeking promotional resources or assistance are encouraged to contact the Student Union Public Relations (SUPR) Creative Team. The SUPR Creative Team consists of Washington University undergraduates with expertise in creative fields or marketing who work to provide free resources to student groups.

Category I groups are provided 8 free hours of SUPR services, Category II groups are provided 6 free hours, and Category III groups are provided 4 free hours. Any additional hours of services may be billable to the student group. Upon submitting a project request, estimated number of hours for a project will be provided, all dependent on SUPR's availability.

Additional requests can be made and are accepted based on availability.

Available resources include, but are not limited to:

1. Flyer and poster design (SUPR is not responsible for printing or posting flyers) (approx. two hours).
2. Logo design or assistance with branding (approx. three hours)
3. Website creation assistance through Student Union's WordPress platform (SUPR will guide a group member through website maintenance but is not able to provide content or act as a webmaster) (approx. three hours)
4. Event photography (varies per event)
5. Headshots for group members (varies by number of members)

Groups are encouraged to request projects as far in advance as possible, as quick turnarounds cannot always be possible. SUPR cannot guarantee any work to be completed with less than 10 days’ notice unless otherwise noted. To request a project, students can find a Project Request Form at su.wustl.edu/supr which can be filled out online or sent directly to the Vice President of Public Relations (pr@su.wustl.edu).

344. University Posting Policy

Student organizations and University departments are encouraged to publicize and promote their activities and causes to the University Community. Postings may not make any reference to alcoholic beverages or other drugs. Sexist and discriminatory materials are not allowed. Student Union groups MUST have the Student Union logo visible on all fliers, posters, announcements and other publicity materials.

Main Campus

1. All posters, fliers, and other notices must clearly state the name of the student organization, the title and date of the event. They may remain posted for one week prior to the event.
2. A maximum of two fliers per bulletin board or kiosk is allowed. Posting on top of other fliers is not allowed. Tacks and staples must be used to attach fliers to bulletin boards.
3. The bulletin boards will be cleared the first Sunday of each month. ALL postings will be discarded.
4. Posters, fliers, and other notices may not be posted on walls, doors, windows, trees, lamp posts, or sidewalks.
5. Student organizations are responsible for removing all of their publicity immediately after the event.
6. Violations of these policies will result in materials being removed and sponsoring organizations being subjected to disciplinary action and the cost of any necessary repairs.
7. Banners: Spaces for banners are available on the balcony of the Danforth University Center. Details regarding these professionally designed and printed banners can be found at http://duc.wustl.edu/items/banners/

South 40

1. No more than one flier per bulletin board is allowed.
2. Fliers may not be attached to: official RA/RCD bulletin boards, painted surfaces, glass, doors of any type, floors, ceilings, trees, sidewalks.
3. Fliers may be posted only once per event.
4. No posting on top of other current fliers. Tacks are preferred when posting. When using staples, limit to 2-3 per flier.
5. Clearly identify sponsoring organizations on all materials (INCLUDING STUDENT UNION).
6. Posters, fliers, handbills, notices, and other publicity may not be placed under the doors of residents in the residence halls.
7. No permanently affixing adhesive materials may be used on any surfaces.
No reference to alcohol, drugs, or nudity is permissible; no sexist or discriminatory materials allowed. What constitutes sexist or discriminatory materials will be left to the discretion of the Residential Life staff.

Miscellaneous

1. Table tents may be placed on tables in dining areas only with the permission of the management of Bon Appetit.

Chalking Rules

The Do's:
1. Use typical sidewalk chalk
2. Chalk on uncovered sidewalks

The Do Not's:
1. Do NOT use spray chalk, spray paint, etc.
2. Do NOT chalk on covered sidewalks
3. Do NOT chalk on limestone (aka the white smooth ledges surrounding the library and some bike racks, and lining many stairways and pathways such as those near the Gregg House on the South 40)
4. Do NOT chalk on benches
5. Do NOT chalk on essentially anything vertical
   a. Including: buildings, walls, trees, and the vertical part of stair cases
   b. Groups that chalk in these areas may be charged a fine for cleanup costs and have their South 40 space reservation access restricted.
6. In elections, for a first infraction students will be warned by the election commissioner and asked to clean off their misused chalk. Further infractions will result in imposed deductions upon a student's overall tallied election score.

345. Underpass Reservations and Policy

Underpass Reservations

The underpass is available for reservation by all Student Union registered groups on su.wustl.edu. Please note the Paint Room is located in the Carriage House next to the Alumni and Development Office on the South 40.

7. The Underpass operates on a first come first served reservation system. Events advertised must be open to the entire campus community. All reservations are made for a period of no more than seven (7) days. There must be at least one week between any two reservations made by the same group for the same event.
8. Events that are co-sponsored by two or more groups are only allowed one space on the underpass for that event. Spaces are large enough for all details to be included.
9. University departments who wish to reserve the underpass are limited to spaces available no more
than three weeks prior to their desired date. Student Union does not provide paint or painting supplies to University departments. Also, due to the popularity of the sculpted sections (12, 13, and 14) departments will be allowed to utilize those sections based on availability one week prior to their desired reservation date.

10. Only the paint supplies provided in the Paint Room are allowed (no spray paint or 3D paint supplies)

11. Fall Orientation Programs will have access to the entire underpass from mid August until the first day of classes. Athletics has section 1 and CS40 has section 25. Student Union has sections 10, 11, 15 and 16. These are standing reservations on the Underpass

12. All Underpass advertisements must contain the name of the sponsoring group(s) and the date of the event. All SU groups must include the SU logo or the phrase “Brought to you by Student Union” or “Brought to you by your student activity fee”.

13. If a group paints a space they have not reserved, and if this action defaces the advertisement of another student group, the group at fault will be assessed a $100 penalty, to be paid to the affected student group.

14. Falsifying reservations will result in a $100 penalty and your group will not be allowed to reserve the underpass for one year.

Paint Spills

1. If your group should happen to spill paint you must immediately call WFF AT 314-935-9314 DURING BUSINESS HOURS 8:30 TO 5:00PM. AFTER HOURS 314-652-2388.
2. Groups/departments and/or individuals will be held financially responsible for any clean up or damage caused by spills or misuse of paint and supplies.
3. Failure to report a paint spill will result in revoked privileges.

PAINTING IS PROHIBITED ON:

1. SIDEWALKS, SIDEWALLS OR WALKWAYS WITHIN OR AROUND THE UNDERPASS
2. LIGHTS, GROUND, AND CEILING WITHIN THE UNDERPASS
3. ANYTHING EXCEPT YOUR RESERVED DESIGNATED PANEL

ANY VIOLATION OF THE UNDERPASS POLICY SHOULD BE REPORTED TO THE STUDENT UNION AT 935-7878.

Student Union reserves the right to change policies at any time.

SECTION B5: PROGRAMMING POLICIES

350. Programming Policies

351. Responsible and Inclusive Programming
The Washington University in St. Louis community values equity, civility, human dignity, and respect both locally and globally. Recognizing that student led programming is an integral part of the social and educational experience, we ask students and student organizations to consider the ethical, cultural and social implications of their efforts as well as how their decisions may impact members of the community. Students and student groups are highly discouraged from undertaking programs and events that are contrary to these community values including those described in this document.

352. Large Scale On-Campus Fundraising Events

Groups that exist to plan/put on large-scale fundraising events on campus (e.g. Dance Marathon and Relay for Life) and use Operating money to help put on the event must apply for an exception to the Vice President of Finance. These exceptions will be made on a yearly basis. Please contact the Vice President of Finance (finance@su.wustl.edu) at the beginning of the school year to begin this process. Any registration fees being charged or collected for an event must be deposited into the SU account being used to pay for the related event expenses.

353. Programming During the Summer

Student groups may continue to program over the summer only if they receive permission from the Vice President of Finance (finance@su.wustl.edu). If your group is interested in summer programming, please email the Vice President of Finance for details. Groups are only allowed to use their fundraising or gifts accounts.

354. Food Related Contests/Events

The Washington University in St. Louis community values equity, civility, human dignity, and respect both locally and globally. Recognizing that student led programming is an integral part of the social and educational experience, we ask students and student organizations to consider the ethical, cultural and social implications of their efforts as well as how their decisions may impact members of the community. Students and student groups are highly discouraged from undertaking programs and events that are contrary to these community values including those described in this document.

Communities across the St. Louis area and throughout the world are challenged by food insecurity, hunger, homelessness, and the inability to find accessible, affordable and nutritious food. We also acknowledge that there are those in our community who have access to food but struggle with eating disorders and maintaining a healthy body image.

Student organizations have planned eating contests that feature individuals/teams consuming excessive amounts of food or host events where participants are asked to immerse themselves in large quantities of food for fund raising, entertainment or as a way to promote their group. Students are asked to consider the following before undertaking such events:

1. Eating large amounts of food in a short period of time is not healthy for any of the participants involved and can lead to negative health consequences.
2. Contests where food is consumed or used in other ways in great quantities reflects a level of
insensitivity related to hunger in our community as food is often wasted through the course
these event. This same food could be given instead to people who experience food insecurity and
consequently hunger.
3. Some food contests mimic symptoms of eating disorders such as bulimia. This could serve as a trigger
to students participating in or observing the event who have struggled with or continue to struggle
with eating disorders.
4. Please note – when food is included as part of an event, those planning the event are encouraged
to consider the dietary needs and restrictions of participants as necessitated by health, religious or
cultural concerns.

Students or Washington University community members with questions or concerns regarding the type
of programs described in this policy statement are encouraged to contact staff in Student Involvement and
Leadership, the Gephardt Institute, or the Center for Diversity and Inclusion.

355. Party Themes and Costumes

The Washington University in St. Louis community values equity, civility, human dignity, and respect
both locally and globally. Recognizing that student led programming is an integral part of the social and
educational experience, we ask students and student organizations to consider the ethical, cultural and
social implications of their efforts as well as how their decisions may impact members of the community.
Students and student groups are highly discouraged from undertaking programs and events that are
contrary to these community values including those described in this document.

Themed parties and costumes are problematic when they negatively portray a culture or identity. These
actions/decisions create an environment of racism, heterosexism, sexism, classism, and discrimination.
The impact of these actions undermines the values of our community and creates an unwelcoming and
unsafe environment. As such, events of this type should not take place. Students are asked to consider the
following when planning a theme-based function:

i. Themes that focus on a culture, ethnicity, gender expression, sexual orientation, religion or socio-
economic status are problematic when they rely on representations that are highly stereotypical and/or
disrespectful. This includes promotional materials, decorations, and costumes.
ii. Student led programs and events should offer safe and welcoming environments.
PART C: TRAINING VIDEOS

400. Training Videos

The following training videos are available on Student Union website.

1. How to Laminate
2. Filling out a Request Form
3. Budgeting Sustainably
4. All About Student Group Budgets
5. Filling Out an Appeal
6. Register as a Group Leader
7. Treasurer’s Training
8. How to print using the copy machines
9. How to send a fax or email with the SU Printer
10. All About the Paintroom
11. Balloons and the Helium Tank
12. Button Maker Instructions
13. Poster Maker

Go on to su.wustl.edu and type the title in the search box to find the training videos.