HOW THINGS WORK:
A Guide to Student Union

Washington University in St. Louis
2014 to 2015
Contributing Editors
Emma Tyler, Student Union President
Vivek Biswas, Student Union Vice President of Administration
Nick Palermo, Student Union Vice President of Finance
Laura Roettges, Student Union Vice President of Programming
Brian Benton, Student Union Vice President of Public Relations
Sam Gorshe, Student Union Speaker of the Treasury
Kenneth Sng, Budget Committee Chair
Michael Schumeister, Student Group Activities Committee Chair
Danica Yu, Student Union Executive Advisor for Sustainability
Peggy Dixon, Danforth University Center Event Coordinator
Janice Warren, Student Union Business Manager
Lina Yong, Student Union Business Coordinator
Cathy Winter, Student Union Business Coordinator
Katie Chandler, Student Union Business Coordinator
Eric Suiter, Student Union Technology Manager
Renee Murphy, Student Union Receptionist
Mike Hayes, Executive Director of Campus Life

Connect With Student Union
su.wustl.edu
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@WUStudentUnion
vimeo.com/wustudentunion

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.
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Welcome to How Things Work!

How Things Work was created to help students familiarize themselves with the organization of Student Union and how it functions.

This year, we have divided How Things Work into two sections: a guide for running your student group and a separate guide to student group finances. Inside, you will find a wealth of information on all the things that Student Union does as well as resources and policies you will find helpful as a student group leader.

Look inside to find the Student Union calendar for 2014-2015, information on how a student group functions, as well as resources on publicity, event planning, and student group financing. We have also provided an overview of how SU is structured, important contacts, and how to get involved.

We look forward to your participation in Student Union this year and hope that you can take part in any way that you can.

Included is the contact information for all Student Union officers. Please do not hesitate to reach out to any of us or drop by the Student Union office with questions, concerns, or just to say hi!

Looking forward to a wonderful year!

Student Union Executive Board
Emma Tyler, President (president@su.wustl.edu)
Vivek Biswas, Vice President of Administration (administration@su.wustl.edu)
Nick Palermo, Vice President of Finance (finance@su.wustl.edu)
Laura Roettges, Vice President of Programming (programming@su.wustl.edu)
Brian Benton, Vice President of Public Relations (pr@su.wustl.edu)
Top 10 FAQ

1. Where is the Student Union office?
   *On the First Floor of the DUC, Room 160*

2. How do I appeal to Treasury?
   *Email the Speaker of Treasury (treasury@su.wustl.edu) to be added to the docket. For more information, see page 41.*

3. What are the differences between group categories?
   *Categories help determine your budget and what resources are available to your group. See page 14 for what you can do within your category. See page 15 for how you can change your group’s category.*

4. When are budgets due and what is the last date to program?
   *10/5/2014 - Spring 2015 Budgets Due, sufinance.wustl.edu
   12/7/2014 - Last Day to Program for Fall 2014
   2/8/2015 - Fall 2015 Budgets Due, sufinance.wustl.edu
   4/26/2015 - Last Day to Program for Spring 2015*

5. Who can I contact to get more money or for questions about my budget?
   *For budget questions, contact the Budget Committee Chair (budget@su.wustl.edu)*

6. How do I form a new student group?
   *Apply through Student Group Activities Committee (sgac@su.wustl.edu). For more information, see page 16.*

7. What resources are available to me as a student group?
   *For a full list of resources available, including office supplies, PR, and others, see page 17.*

8. Where can I find the Student Union logo?
   *The SU logo is available on su.wustl.edu. Please use the black and white SU logo. Email Brian Benton, Vice President of Public Relations (pr@su.wustl.edu) with questions.*

9. Who should I contact if I have a question about Student Union?
   *General inquiries can be forwarded to Vivek Biswas, Vice President of Administration (administration@su.wustl.edu).*

10. I want to start a project at the University - who should I contact?
    *The Speaker of Senate (senate@su.wustl.edu) can connect you to senators and administrators to get your project started.*
## Important Dates and Meeting Times

### Student Union Events

- **8/22/2014** - SU Orientation Information Session, DUC 234
- **8/23/2014** - SUp All Night, Danforth University Center
- **8/31/2014** - SU Retreat, Hyatt Regency at the Arch
- **9/2/2014** - SU Slam information Session, Tisch Commons
- **9/3/2014** - Freshman Class Council Elections Packet released, online @ su.wustl.edu
- **9/7/2014** - Fall President’s and Treasurer’s Training, Emerson Auditorium (Bauer Hall)
- **9/10/2014** - Freshman Class Council Packets Due, Student Union Office (DUC 160)
- **9/14/2014** - Speaker Series Appeals, Simon 110
- **9/16/2014** - Freshman Class Council Elections, su.wustl.edu/vote
- **10/5/2014** - Spring 2015 Budgets Due, sufinance.wustl.edu
- **10/6 to 10/16/2014** - Spring 2015 BAT Interviews, Student Union Office (DUC 160)
- **10/22/2014** - Fall Election Packets Released, su.wustl.edu
- **10/29/2014** - Budgets sent to student groups
- **10/29/2014** - Fall Election Packets Due, Student Union Office (DUC 160)
- **10/31/2014** - Post Budget Allocation Presentation and Panel
- **11/4/2014** - Fall Student Union Elections, su.wustl.edu/vote
- **11/11/2014** - Fall Student Union Inauguration, Holmes Lounge
- **12/7/2014** - Last Day to Program for Fall 2014
- **12/12/2014** – Last Day to turn in an Expense Request Form
- **1/21/2015** - Spring Activities Fair, Danforth University Center
- **2/8/2015** - Fall 2015 Budgets Due, sufinance.wustl.edu
- **2/18/2015** - Spring Election Packets Released, su.wustl.edu
- **2/25/2015** - Spring Election Packets Due, Student Union Office (DUC 160)
- **3/3/2015** - Spring Student Union Elections, su.wustl.edu/vote
- **3/24/2015** - Spring Student Union Inauguration, Holmes Lounge
- **4/26/2015** - Last Day to Program for Spring 2015, Excellence in Leadership Awards
- **5/1/2015** – Last Day to turn in an Expense Request Form

### Schedule of Meetings

- **Senate:** Every Tuesday at 9:30pm, Simon 113
- **Treasury:** Every Tuesday at 9:30pm, Simon 112

*Check the all school email each week for details on other SU and student group events.*
Part One: Your Guide To Running A Student Group

Student Union 101

Student Union Organizational Structure
Important Contacts within SU

Executive Branch:
Emma Tyler, President: president@su.wustl.edu
Talk to her about SU information, SU’s long term plans, and general inquiries
Vivek Biswas, Vice President of Administration: administration@su.wustl.edu
Talk to him about SU information, general inquiries, and internal SU policies
Nick Palermo, Vice President of Finance: finance@su.wustl.edu
Talk to him about budgets, Exec Appeals, Speaker Series, and financial policies
Laura Roettges, Vice President of Programming: programming@su.wustl.edu
Talk to her about SU resources and general programming advice
Brian Benton, Vice President of Public Relations: pr@su.wustl.edu
Talk to him about SU resources and advertising resources/reservations

Legislative Branch (Treasury):
Sam Gorsche, Speaker of the Treasury: treasury@su.wustl.edu
Talk to him about Treasury appeals, budgets, and Speaker Series Appeals
Kenneth Sng, Budget Committee Chair: budget@su.wustl.edu
Talk to him about your group’s budget
Michael Schumeister, Student Group Activities Committee Chair, sgac@su.wustl.edu
Talk to him about your new group’s application and changing categories

Legislative Branch (Senate):
Sawyer Kelly, Speaker of the Senate: senate@su.wustl.edu
Talk to him about advocacy projects at Washington University
Rahul Aggarwal, Academic Affairs Committee Chair: acaff@su.wustl.edu
Talk to him about academic policies at Washington University
Nik Brozovich, Campus Services Committee Chair: cserve@su.wustl.edu
Talk to him about dining, parking, and any other university services
Josh Stevens, University Initiatives Committee Chair: initiatives@su.wustl.edu
Talk to him about non-academic policies at Washington University

Judicial Branch:
Chief Justice of Constitutional Council: judicial@su.wustl.edu
Talk to them about the SU Constitution
Student Union Election Commissioner: elections@su.wustl.edu
Talk to them about SU Elections

Executive Entities:
Amee Azad, Diversity Affairs Council Chair: dac@su.wustl.edu
Talk to her about diversity issues at Washington University
Jack Grundy and Sawyer Kelly, Engage 360 Co-Chairs: engage360@su.wustl.edu
Talk to them about community service opportunities for your student group
Danica Yu, Executive Advisor for Sustainability: eas@su.wustl.edu
Talk to her about sustainability initiatives at Washington University
Brittney Luntz and Sara Molinsky, Green Events Commission co-Chairs: gec@su.wustl.edu
Talk to them about making your events more sustainable
Jordan Finkelstein, Social Programming Board President: president@spb.wustl.edu
Talk to him about W.I.L.D., concerts, happy hours, and comedy shows
Nick Becker, Sports Club Board President: sports@su.wustl.edu
Talk to him about sports clubs

School Councils:
Marina Archangeli, Architecture School Council President: architecture@su.wustl.edu
Amanda Rothschild, Art School Council President: artcouncil@su.wustl.edu
Arts & Sciences Council: artsccouncil@su.wustl.edu
Ryan Geczi, Olin Business Council President: obc@su.wustl.edu
Tyler Crawford, EnCouncil President: encouncil@wustl.edu
Talk to them about school related projects and programs

Class Councils
Jeremy Sherman, Senior Class President: senior@su.wustl.edu
Christine Lung, Junior Class President: junior@su.wustl.edu
Reid Petty, 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
Katie Chandler, SU Business Coordinator: katie.chandler@wustl.edu
Cathy Winter, SU Business Coordinator: catherine.winter@wustl.edu
Lina Yong, SU Business Coordinator: linayong@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
Renee Murphy, SU Receptionist: renee.murphy@wustl.edu
Still not sure who to contact? Email the Vivek Biswas, Vice President of Administration (administration@su.wustl.edu)

Get Involved - Elections
Elections are a great way to get involved in Student Union. The mission of Student Union can be summed up in three words: Advocate, Allocate, Program. As the undergraduate student government of Washington University, Student Union is responsible for advocating for the student body to administrators, allocating the student activities fee (around $2.8 million), and coordinating most of campus programming.

Executive Branch:
Student Union has an executive board of 5 members: 1 President and 4 Vice Presidents. These positions are elected in the Spring Election Cycle, and are year-long terms.

Legislative Branch:
Student Union Senate is the main advocacy branch of Student Union, where Senators work on projects aimed at improving the university experience. Membership in Senate is based on your undergraduate school. Student Union Treasury is the main allocation board of Student Union. In addition to allocating the budgets for every student group, Treasury oversees the Student Union appeals process. Individuals or groups can submit appeals to Treasury for interesting initiatives, engaging speakers, or campus programming. Both Senate and Treasury have committees, where membership is attendance based (you don’t have to run for election to be a member). Each committee meets weekly, and is a great way to see if Student Union is right for you! Contact the respective committee chairs via email (listed above).

Executive Entities
If you are interested in programming events for your class, then Class Councils may be a great way to begin your SU involvement. Freshman Class Council is elected early in September, while the Sophomore, Junior, and Senior Class Councils are elected in the Spring Semester. School Councils also hold elections in the Spring Semester. Other executive entities such as the Diversity Affairs Council, Green Events Commission, and Social Programming Board are selected based on applications throughout the year.

Student Union Elections occur once per semester. Below are the dates and positions up in each election:
Part One: Your Guide To Running A Student Group

9/3/2014 - Freshman Class Council Elections Packet released, online @ su.wustl.edu
  Freshman Class Council Members (c/o 2018) run in this election
9/10/2014 - Freshman Class Council Packets Due, Student Union Office (DUC 160)
9/16/2014 - Freshman Class Council Elections, su.wustl.edu/vote
10/22/2014 - Fall Election Packets Released, su.wustl.edu
  Senators and Treasury Representatives run in this election
10/29/2014 - Fall Election Packets Due, Student Union Office (DUC 160)
11/4/2014 - Fall Student Union Elections, su.wustl.edu/vote
2/18/2015 - Spring Election Packets Released, su.wustl.edu
  Executives, Senators, and Treasury Representatives run in this election
2/25/2015 - Spring Election Packets Due, Student Union Office (DUC 160)
3/3/2015 - Spring Student Union Elections, su.wustl.edu/vote

For more information about elections, please contact Vivek Biswas, Vice President of Administration (administration@su.wustl.edu) or the Student Union Election Commissioner (elections@su.wustl.edu).

The Student Union Office (Space Changes This Year)
The Student Union Office is located in the Danforth University Center on the first floor. It is open to all students. Student Union Executive Officers and the SU Professional Staff are all located in the DUC office. In addition to the main office, SU has offices in the Women’s Building, Storage Space in Millbrook Garage, the Academy Building and a Paint Room on the South 40. All these spaces have changed this year; see a business coordinator for details.

All resources in the office are provided by your student activities fees and must be used for student group purposes only.

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<th>Paint Room Hours:</th>
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<td>Mon. to Thur. 12:15pm to 6:00pm</td>
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<tr>
<td>Fri. 8:30am to 6:00pm</td>
<td>Fri. to Sun. 12:15pm to 4:00pm</td>
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<tr>
<td>Sat. to Sun. 12:00pm to 5:00pm</td>
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Professional Staff Hours: Mon. to Fri, 8:30am to 5:00pm

For questions about the office, please contact Vivek Biswas, Vice President of Administration (administration@su.wustl.edu).
Part One: Your Guide To Running A Student Group

**Pilot Program: Student Union Advocacy Fund (New This Year)**

*Purpose:* To provide funding to student groups for advocacy-related (defined as pertaining to issues that a student group finds to be of personal, university, or community/state/country/world importance or significance) programming or marketing. Currently, no structure exists for groups that do not have promoting or programming for awareness of these issues as their core function, but still wish to program around such issues, to receive funding.

This fund is a *pilot program* that will see appeals reviewed by the Student Union Executive Council and evaluated on the basis of falling into the “advocacy-related” category, having a logical connection to the group’s activities (but not necessarily being their core function), and a recognition as to a lack of other funding from other Student Union entities or campus departments.

E.g., a cultural dance group wishes to hold an event publicizing an issue relating to the country of their dance’s origin. Having been previously denied funding for this event in their semesterly budget by Budget Committee, the group can submit an appeal to the Advocacy Fund which is then reviewed by Student Union Executive Council and voted on, seeing as there is 1) an appropriate advocacy connection, 2) a link to the group’s main activity, but not necessarily their main purpose, and 3) the group was denied funding already elsewhere.

Feedback on this process and suggestions for enhancements/expansion will be solicited from each group that appeals to the Advocacy Fund.

The fund will currently stand at $10,000 for the 2014 - 2015 school year. To submit an appeal or for questions about the advocacy fund, please contact Nick Palermo, Vice President of Finance (finance@su.wustl.edu).

---

**Your Student Group**

For questions about anything in this section, please contact the Student Group Activities Committee (SGAC) Chair (sgac@su.wustl.edu).

**Benefits and Requirements**

Every Category I, II, and III Student Group and all Student Union entities:
Are required to:

• Fully acknowledge their Student Union status by displaying the official SU logo on all fliers, announcements, and other publicity items.
• Elect a president and treasurer who must be a full-time undergraduate student. (The group president and treasurer must attend SU training sessions at the start of their term).
• Update their information each semester in the SU Finance system.
• Abide by the regulations, including posting and chalking policies, established by the university.
• Submit a formal semesterly budget (this excludes Category III student groups).

Receive:

• A copy code
• Posting privileges in accordance with the University posting policy
• Organization page on Portfolio
• Access to Student Union resources
• A mail folder in the Danforth University Center

Can request:

• Additional funding throughout the semester (this excludes Category III student groups)
• A Student Union email account and web space
• A staff or faculty advisor
• Meeting/Event space
• Long term storage*
• $35 for basic office supplies (fall semester only)
• A table at the Activities Fair
• A Portfolio Page

Note: Starting in the 2014 to 15 school year, Long Term Storage has moved to the Millbrook Garage and the Academy Building. See a Student Union Business Coordinator for details.

**Student Group Categories**

All Student Union groups are divided into three categories depending on their specific needs. Detailed information on each category can be found in Part 2 on page 37. The process for altering your student group name, purpose, constitution, or category is explained below.
Initially:
Download the appropriate application from su.wustl.edu. Email a completed application to the Student Group Activities Committee Chair (sgac@su.wustl.edu). If you are requesting a category change, you must also attach a sample budget.

Within Three Days:
Receive a confirmation email from the SGAC Chair informing you about your student group’s interview.

Within Three Weeks (pending special circumstances):
Interview with SGAC:
• If SGAC approves your student group name, purpose and/or constitution change, the appropriate change occurs immediately.
• If SGAC approves your student category change, the Treasury must approve the change the following Tuesday.

The Following Tuesday:
If Treasury approves your category change request, the change occurs immediately. You will be required to meet with the SGAC chair to go over rules, regulations, resources, and any other questions as well as contact the Budget Committee Chair (budget@su.wustl.edu) regarding the budget process (Categories 1 and 2 only). If Treasury denies your request, your group may reapply after waiting one semester.

Activities Fair
The Fall Activities Fair is scheduled for Friday, August 29 from 4:30 to 6:30pm in Brookings Quad. The Spring Activities Fair is scheduled for Wednesday, January 21 from 4:30 to 6:00pm in the DUC.

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.
Forming a New Student Group

Application Requirements:
All prospective student groups must complete and submit a new student group application, which is online at su.wustl.edu. Each student group must also submit 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.

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 officers. 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 which already exist.

Student Group Resources

For questions about anything in this section, please contact Laura Roettges, Vice President of Programming (programming@su.wustl.edu)

Basic Resources
The following resources are available to every student group:

- Copier and printer
- Computers
- FAX Machine
- Paints and Paint Supplies
- Butcher Paper and Markers
- Button Supplies and Maker ($0.15/button)
- Poster Machine
- Laminating Machine
- Helium tank and balloons (first 25 free, $0.50/balloon)
Part One: Your Guide To Running A Student Group

- Underpass Reservations
- Reserving space on campus (DUC rooms are offered to SU groups at no charge)
- Mail Folder
- VISA Card, Schnucks Card, Sam’s Club Card (ask a business coordinator or a Student Union Exec member)
- Card Stock
- Cash Boxes
- Bear Bucks Machine and Credit Card Readers
- Walkie Talkies
- Die Cut Machine
- Cash and coin counters
- Binding machine
- Sidewalk chalk
- Storage
- On line waivers

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:

- Color copies 10 cents each; same price for double sided color (one side is free if the double sided option is chosen).
- B/W copies 5 cents each; same price for double sided B/W (one side is free if the B/W double sided option is chosen).

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.

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.

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, identify yourself as a Washington University Student Union group and provide them with the following code, GE0998. This is required to receive special pricing. Submit a student group expense request form and Vehicle Request Form(s) to a Student Union Business Coordinator. Once the Business Coordinator finalizes your reservation by using an 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. Washington University has an agreement with the local Enterprise dealers that anyone under the age of 25 can drive. No 12 or 15-passenger vans will be allowed.

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 Enterprise agent. 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 by 10:00 am the next business day after returning the rental car. NO EXCEPTIONS.

**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. Policies and forms including:
   - Social Management Manual
   - Approved Social Venues
   - Bus Policy
   - Food Distribution Policy
   - Film Policy
   - Gambling Statement
   - Statement on Auctions
   - Social Event Registration Form
Part One: Your Guide To Running A Student Group

• Bus Event Registration
• Liability Waiver General
• Liability Waiver Inflatables
• Guest Liability Waiver
• Liability Waiver

2. Information about trainings, planning event worksheets, and reservations for media services, post event evaluations, and many other student group resources.
3. Hazing prevention and Laws
4. Ways to get involved on campus and in the community
5. The best contacts to help you run events efficiently and successfully
6. Helpful ways of providing good transitioning to members within your student group or organization

**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 on the SIL website (http://studentinvolvement.wustl.edu) or dropping by during Advisor of the Day Hours:

- **Monday:** 10am - 12pm
- **Tuesday:** 2:30pm - 4:30pm
- **Wednesday:** 2pm - 4pm
- **Thursday:** 2pm - 4pm
- **Friday:** 10am - 12pm

Refer to advisor of the day for questions or resources when:

- Planning a formal or event for your student group
- Planning an event with alcohol for your student group
- Planning a concert or performance for your student group
- Looking to get involved on campus
- Running into issues in your student group
- Seeking ways to improve your student group
- 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. For more information on contracts, please see the Appendix on Page 67.

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.
Portfolio

www.portfolio.wustl.edu

Portfolio is home to the official Student Union group directory. All Student Union recognized groups are encouraged 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:

- Manage the 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.
- Manage a group listserv. Send messages easily to all members, all exec members, or just members holding specific positions. As members join or leave the organization, the listserv is automatically updated. “listserv” messages can be received via email, the Portfolio message system, and/or text message.
- 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.
- 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.
- 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:

- Keep all group information in one place including, constitution, rosters, listserv, documents, photos, election results, event calendar, and much more.
- 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.
• 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)

Event Planning
For questions about anything in this section, please contact Laura Roettges, Vice President of Programming (programming@su.wustl.edu).

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 the attendance be composed of Washington University undergraduate students. However, if the event is a performance and under capacity at the starting time of the event and there are no further Washington University undergraduate students who wish to attend, the remainder of the event can be filled by any persons. Exceptions can also be made by Nick Palermo, Vice President of Finance (finance@su.wustl.edu).

Reserving Spaces on Campus
Reserve-A-Space (reserveaspace.wustl.edu) is a resource for Washington University in St. Louis students, staff and faculty to request events and spaces across most of the Danforth campus.

Enter the site and then click "Sign In" located in the red banner. Your WUSTL Key is required to sign in to Reserve-A-Space. If your organization is interested in Reserve-a-Space training please contact the DUC&EM office at 314-935-5234.

The number of reservable spaces on campus is plentiful. Although many spaces are reserved by Danforth University Center Event Management, there are other departments who are also responsible for space reservations. For a comprehensive rental and space information, please refer to the University Space Directory at eventmanagement.wustl.edu.
Standard Spaces managed through the Danforth University Center Event Management are available to student groups free of charge.

Reserve your space in advance and work with your event coordinator no less than 2 weeks before your event.

For questions, refer to:
- Main Campus Reservations: eventmanagement.wustl.edu, (314) 935-5234
- South 40 Reservations: reslife.wustl.edu, (314) 935-5037

Catering

Some spaces on campus are exclusive to Bon Appetite Catering. See the Vendors list in the Appendix of this guide on Page 67 for the list of Bon Appetite-exclusive spaces and important contact information.

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. For more details on the card readers, see page 60. 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.

Please see Part 2 for more information on Bear Bucks and Credit Card readers, and see a Student Union Business Coordinator with any questions.

Sustainable Event Planning and the Bottled Water Ban

For questions about anything in this section, please contact Danica Yu, 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
1) 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
1) There are plenty of paper-free ways to publicize your event! For example:
   a) Paint: Reserve a spot to paint the underpass
   b) Chalk: Campus sidewalks
   c) Monitors: Advertise on the DUC TVs around campus
   d) Banners: Purchase a reusable DUC banner
   e) Social Media: Use email, facebook, twitter, instagram, etc. to publicize events and distribute handouts and flyers

2) Printing
When you must print, be sure to:
   a) Use 100% post-consumer recycled paper (all major contract printing companies have this available)
   b) 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)
   c) Print multiple announcements per sheet for a lower impact

Set Up Recycling and/or Composting
1) 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.
2) 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 plate-ware 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:
  a) Biking (or obtaining rentals from Bear Bikes)
  b) St. Louis Metro Transit (MetroLink and Bus lines)
  c) 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
1) 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:
   a) Pitchers of water and reusable, compostable, or recyclable cups
   b) Wydown Water (orders can include compostable cups, if applicable)
   c) Boxed Water
   d) Use of reusable water bottles with refilling stations

2) 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)

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, wine or malt beverages in accordance with University policy. You must contact a Student Involvement and Leadership advisor before planning events with alcohol.

Please see the appendix on page 67 more information on programming with alcohol.

Event Publicity

For questions about anything in this section, please contact Brian Benton, Vice President of Public Relations (pr@su.wustl.eu)
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
- Underpass
- Posters and Flyers
- All School Email

Campus Resources
- Student Planner
- Oak Walk Banners
- Chalk Walls near the fun room
- DUC TV Slides
- Bear Den Slides
- WUTV
- KWUR
- DUC Banners
- Table Tents
- Student Life Article
- Social Media
- WUSA and RA newsletters
- Chalking

Student Union Public Relations Committee (New This Year)

Student groups seeking promotional resources or assistance are encouraged to contact the Student Union Public Relations Committee, or SUPR. SUPR consists of Washington University undergraduates with expertise in creative fields or marketing who work to provide free resources to student groups. SUPR recruits students semesterly, and all undergraduates regardless of academic field of study or experience are invited to apply.
Category I groups are guaranteed “eight hours of SUPR time”, and Category II and III groups are guaranteed “five hours.” Upon submitting a project request, a member of SUPR will give the group an estimated number of hours for a project, 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:

- Flyer and poster design (SUPR is not responsible for printing or posting flyers) (approx. two hours).
- Logo design or assistance with branding (approx. three hours)
- 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)
- Event photography (varies per event)
- Headshots for group members (varies by number of members)
- Event videography (varies per event)
- Assistance promoting or branding new events or groups (varies per event)

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 ten days’ notice unless otherwise noted. To request a project, students can find a Project Request Form at su.wustl.edu/supr that can be filled out online or sent directly to the Vice President of Public Relations (pr@su.wustl.edu)

**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**

- 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.
- 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.
Part One: Your Guide To Running A Student Group

- The bulletin boards will be cleared the first Sunday of each month. ALL postings will be discarded.
- Posters, fliers, and other notices may not be posted on walls, doors, windows, trees, lamp posts, or sidewalks.
- Student organizations are responsible for removing all of their publicity immediately after the event.
- 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.
- 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
- No more than one flier per bulletin board is allowed.
- Fliers may not be attached to: official RA/RCD bulletin boards, painted surfaces, glass, doors of any type, floors, ceilings, trees, sidewalks.
- Fliers may be posted only once per event.
- No posting on top of other current fliers. Tacks are preferred when posting. When using staples, limit to 2-3 per flier.
- Clearly identify sponsoring organizations on all materials (INCLUDING STUDENT UNION).
- Posters, fliers, handbills, notices, and other publicity may not be placed under the doors of residents in the residence halls.
- 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
- 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:
- Use typical sidewalk chalk
- Chalk on uncovered sidewalks
The Do Not’s:
- Do NOT use spray chalk, spray paint, etc.
- Do NOT chalk on covered sidewalks
- 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 Gregg House on the South 40)
- Do NOT chalk on benches
- Do NOT chalk on essentially anything vertical
  Including: buildings, walls, trees, and the vertical part of stair cases

- Groups that chalk in these areas may be charged a fine for cleanup costs and have their South 40 space reservation access restricted.
- 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.

**Stickers**
Student Union strictly prohibits any funds held in any SU account to purchase group promotional stickers.

**Underpass Reservations and Policy**
The underpass is available for reservation by all Student Union registered groups on su.wustl.edu. Please note the Paint Room has been relocated to the South 40. See a Business Coordinator for details.

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

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

**Paint Spills:**

- If your group should happen to spill paint you must immediately call WFF at 314-935-9314 during business hours (8:30 to 5:00 pm). After hours, please call 314-652-2388.
- 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.
- Failure to report a paint spill will result in revoked privileges.

Any violation of the Underpass Policy should be reported to Student Union at 314-935-7878. Student Union reserves the right to change policies at any time.

**Presenting at Treasury and Speaker Series**

For questions about anything in this section, please contact the Speaker of Treasury (treasury@su.wustl.edu)

**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 who will hear your presentation, ask questions, and then discuss to come to a funding decision.

After you submit your appeal online, the Speaker of Treasury (treasury@su.wustl.edu) will contact you regarding the date of your appeal presentation (for more information
about submitting an appeal or the funding specifics please refer to Part 2 on Page 34 or contact finance@su.wustl.edu or treasury@su.wustl.edu.

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 your 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.

In-depth meetings with more explanation on the Treasury process/example presentations will be held at Treasurer’s Training (9/7/2014) and at other times throughout the semester--watch your emails for more information.
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.

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 President 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).
**Part Two: Student Group Finances**

For questions on anything Student Union Finance Related, please refer to the following:

- Nick Palermo, Vice President of Finance (finance@su.wustl.edu)
- Speaker of Treasury (treasury@su.wustl.edu)
- Budget Committee Chair (budget@su.wustl.edu)
- Student Group Activities Committee Chair (sgac@su.wustl.edu)
- sufinance.wustl.edu

It is imperative for Student Union to stay in contact with student groups to ensure groups receive the most pertinent and up-to-date information. You are required to update your group information on the SU Finance website immediately as changes occur. Student Union reserves the right to modify any and all policies within this manual at any time.

**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 posted 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.

**The 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:

1. 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;
2. I will not knowingly violate any University regulation, local, state, or national law with the use of my group’s funds;
3. I have received and will abide by the Conflict of Interest policy;
4. 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;
5. I understand that should there be any questions about the legitimacy of a transaction, I will contact the Student Union Business Coordinators or the Student Union Vice President of Finance immediately.
6. 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.

______________________________  ________________________
Treasurer’s Name (print)              Signature

______________________________  ________________________
Student Group Name (print)            Phone Number

______________________________  ________________________
Date                              E-Mail

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 a member student or his/her family 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:
   • Offers of gifts should generally be refused.
   • Gifts of cash or monetary gifts of any kind or amount may never be accepted by students.
   • While there may be occasion to accept gifts of nominal value (for example company promotional trinkets, e.g. pens or note pads), 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.
   • The cumulative value of gifts received from all suppliers in total should not exceed $25 in any 12-month period.
   • 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 breech 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.

Student Group Accounts

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 seven sub-accounts that divide student group funds into the following categories: Operating, Subsidy, Revenue, Competition, Appeals/Speakers, Fundraising and 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.
SU allocated funds carry restrictions and cannot be used for the following items:

- Advertising (Off-Campus)
- Alcohol
- Cellular phone or pager expenses
- Class projects for which students receive academic credit
- Clothing to be sold as a fundraiser or given away.
- Copying/printing which could be done on the SU copiers
- 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!
- Donations, contributions, party favors, prizes, gift cards, or gifts including those for visiting performers or graduating seniors.
- Early arrival/late stay housing charges
- Food for every group meeting
- Give-Aways (including but not limited to pens, mugs, magnets, cups, etc.)
- Improvements to University property and/or facilities
- Individual membership dues
- Meal Points/Bear Bucks
- New banners for annual events; re-lettering is suggested
- Pre-Orientation Programs
- Power Tools*
- Purchases of equipment that is available for check out from Media Services, free of charge
- Recordings of any type
- Refundable deposits made against possible damage or loss
- Requests from individuals – Only requests from registered groups will be considered for funding
- Stickers**
- Supplies or equipment provided by Student Union (including but not limited to buttons and balloons)
- ThurtenE Carnival expenses***
- Varsity athletics
- 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.

### Operating

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 carryforward is granted in advance by the Vice President of Finance (finance@su.wustl.edu).

### Subsidy

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.

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 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.

**Revenue**

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 and 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:

- If an event costs $1000 and a student group makes $800 in revenue = $800 x 20% = $160 in fundraising

- If an event costs $1000 and a student group makes $1000 in revenue = $1000 x 20% = $200 in fundraising.

- If an event costs $1000 and a student group makes $1200 in revenue = $1200 x 20% = $240 in fundraising (instead of $1200-$1000 = $200 in profit, since $240>$200).
• If an event costs $1000 and a student group makes $1500 in revenue = $1500-$1000 = $500 in fundraising (vs. $1500x20% = $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.

**Competition**

The Competition account holds funds allocated through the Competition Committee budget process intended to cover costs directly related to attending competitions (examples of such competitions are Model UN conferences or dance competitions). Competition Committee evaluates requests for competition expenses in the Spring semester for the following academic year. The funds are then placed in the Competition account (potentially subject to a funding percentage) and the entire account is able to be used throughout the relevant academic year.

Prize money that is received from competitions will be deposited into a group’s Fundraising account. Individuals CANNOT keep money that is awarded as a prize for competitions if SU helped fund the competition. Violations of this policy will lead to freezing of SU accounts and possible lack of future funding for competitions.

When a group collects money from students for a competition the money must be deposited into the competition account, and expenses for this event will be spent from this account.

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 Competition account.

The Competition account may not be over drafted. Any overspending will be automatically deducted from available fundraising or gift funds only. If no funds are available, expense requests will be rejected.

For questions about the Competition account, please contact the Speaker of the Treasury (treasury@su.wustl.edu).
Part Two: Student Group Finances

Appeals/Speakers
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 carryforward is granted in advance by the Vice President of Finance (finance@su.wustl.edu).

Fundraising
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 Coordinators according to University policies.

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.

Gift
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 a Business Coordinator 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. 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.

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 Coordinators according to University policies.

Instructions for 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.

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).

Other Financial Policies

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.
Part Two: Student Group Finances

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 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 a Business Coordinator for more information.

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: reason for the overdraft, how your group will raise the funds to cover the overdraft, 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.

Deposits
If you are collecting funds for any reason those funds must be deposited or placed in the safe in Student Union within 24 hours into one of your Student Union group accounts. 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.

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.
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 a Business Coordinator with questions.

Paying University Employees on Payroll

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. In addition, payments to hourly employees must be done on an hourly basis, hours must be recorded and minimum wage requirements must be met. The current minimum wage is $7.50 per hour and subject to change. Supporting contracts must show exact hours worked. Please note when paying employees, should their total hours worked exceed 40 hours in a week, you will be required to pay time and a half. For questions surrounding the employment status of a service provider please see a Business Coordinator.

Paying Individual Students or Student Groups

If a group wishes to pay an individual student or another student group, please schedule a meeting with the Vice President of Finance (finance@su.wustl.edu) at least one week prior to the transaction. A formal policy will be distributed during the Fall semester to all groups.

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):

- Recipient’s name
- Social security number or Student/Employee ID
- Description and cost of each gift, award, or prize
- Home address (not local address)
Reimbursement will not be processed without the gift recipient information form, which can be found online at su.wustl.edu or from a Business Coordinator.

**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.

**Meal Points & Bear Bucks**
Students may not use meal points or Bear Bucks to purchase food and/or supplies for group events. SU will not reimburse for any purchases made with meal points.

**T-Shirts and Group Apparel (New This Year – Starting Spring 2015)**
Starting Spring 2015, group T-shirts and apparel can be purchased from a group’s Operating account if it is for internal group purposes only. This includes clothing a group needs for an event, apparel for group members, and sports uniforms.

Apparel that is to be sold for profit must be purchased from a group’s Fundraising account. Apparel that is to be given away for free to non-group members (giveaways) are strictly prohibited.

Details on this policy will be distributed to Student Group Treasurers in the Spring.

**Student Groups Supported By Campus Partners or University Department**
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.

**Insurance on Equipment Purchases**
Some groups may need to purchase equipment to fulfill their objectives (e.g. WUTV has to purchase video cameras). 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 an insurance form is completed for each item over $200 (see Business Coordinators for form). 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.

**Programming During The Summer**

Student groups may continue to program over the summer only if they receive permission from the SU Executive Council. If your group is interested in summer programming, please email the Vice President of Finance (finance@su.wustl.edu) for details.

**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.

**Failure to Follow These 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 Judicial Committee. To see a full list of disciplinary actions which might be taken, please see Article VI, Section 7 of the Student Union Statutes.
Budgets

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 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).

Category I
Each semester Category I groups apply to Budget Committee for a budget allocation. Student groups should provide an outline of the upcoming semester’s activities and the items and services they will need. SGAC and the Budget Committee will also send reminders via email. Though there is no monetary advantage to submitting your budget early, it’s best not to wait until the last day budgets are due. Throughout the semester, Budget Committee will host sessions to help groups writing a budget.

2014 to 15 Budget Deadlines:
- 10/5/2014 - Spring 2015 Budgets Due, sufinance.wustl.edu
- 2/8/2015 - Fall 2015 Budgets Due, sufinance.wustl.edu

Funding Percentage
Each semester, the Vice President of Finance 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. Recently the funding percentage has been set between 90-93%.
Help Sessions
After budget applications are released, the Budget Committee chair(s) will hold at least two budget help sessions for people who have questions or would like help structuring their budgets. The dates for the budget help sessions will be emailed to student group presidents and treasurers.

Interviews
After submitting your budget online, sign up for an interview with your budget allocation team (BAT) leaders. 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 will 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 the members of the BAT who conducted your interview, and they will be your representative 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 early December and late April. 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 for the meeting time, date, and location.

Category II
Each semester Category II groups can apply for a budget through the Budget Committee. A Category II group may submit a request for at most $500 per semester. Budgets are due online at sufinance.wustl.edu in October/February and are prepared for the next semester. Groups requesting more than $500 may be subject to penalty at the discretion of the Budget Committee.
Process
After completing your group’s budget online, click the “Submit this Budget” button. This sends an email to the Budget Committee Chair (budget@su.wustl.edu) letting them know your budget is ready to be viewed. The chair(s) or committee members will then contact you with any questions and let you know when your budget will be reviewed by the committee. Be as thorough as possible with your responses to questions posed, so that the committee has accurate information about your requests. Once the committee chairs have all the necessary information, they will present your budget to the committee which will decide your allocation. Soon after this meeting, one of the Budget Committee chair(s) will contact you with your allocation amount.

Category III (New This Year)
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. This policy is NEW for the 2014 - 2015 school year. If a Category III group wishes to receive more funds from SU under the budget system, please apply for Category I or II status through SGAC. Applications can be found online at su.wustl.edu.

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.

**Competition Committee Procedures**

Rather than being funded by Budget Committee, all competition-related expenses for both Category I and Category II student groups are reviewed by Competition Committee. This Committee consists of five members of Treasury and is advised by the Vice President of Finance and the Speaker of the Treasury.

Competition Committee allocates for these events on an annual, rather than a semesterly, basis. Instead of submitting a separate budget or form for competition events, groups will simply include them in their budget every spring (that is, the budget submitted every spring for the following fall semester). Unlike other expenses, however, groups must include their competition expenses for the entire following academic year rather than just for the following semester.

Once budgets are submitted in March for the fall semester, Competition Committee will individually flag competition-related events and review them all on an individual basis. Typically, this will include contacting groups that have requested funds for such events and either asking them questions over e-mail or setting up an in-person interview. This means that, for groups with both competition and non-competition expenses, it may be necessary to have two separate budget-related interviews—one with Budget Committee and one with Competition Committee.

After Competition Committee reviews the submitted expenses in a deliberative process similar to Budget Committee (although with a more individualized focus on each event) and creates a recommended set of allocations (and potentially a funding percentage), Treasury must approve the allocations, typically at the same time as it approves Budget Committee’s allocations for the fall semester. Students are welcome at this meeting and can contact either the Chair of the Competition Committee (competition@su.wustl.edu) or the Speaker of the Treasury (treasury@su.wustl.edu) for information about the time, date, and location of the meeting.

**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 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 (typically the fall). To have your group placed on the ballot, you will need to collect a petition with signatures from 15% of the undergraduate student body. Requests are generally made as a specific dollar amount per full time undergraduate student; however, all block funding petitions must provide a specific total dollar amount to be taken from the General Budget. 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 Election Commissioner (elections@su.wustl.edu) to find out the exact number of signatures needed and to receive a complete list of election rules and procedures.

**Appeals, Loans, Extensions, and Carryforwards**

**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 a speaker, conference, or any other new event. Category II groups may submit an appeal for a speaker, conference, competition, or equipment. Category III and Block Funded groups cannot appeal.

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 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:

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

**Executive Entity Appeals**

The Executive Appeals account is controlled by the Vice President of Finance and Executive Council. Any appeals submitted by the Social Programming Board, School Councils, Class Councils, Diversity Affairs Council, Green Events Commission, or Sport Club Board will be directed to the Executive Council and funds will come from this account. To submit an Appeal or inquire about the account please contact the Vice President of Finance (finance@su.wustl.edu).

**How to Appeal as an Individual (Non-SU group appeals)**

As an individual or non-SU group, you may be presented with a unique opportunity to provide something beneficial for the undergraduate community, but need finances in order to do so. Therefore, individuals may also seek funding from a separate appeals account.

Individuals can appeal to Student Union for an event or initiative up to $1,000. Please set up a meeting with the Vice President of Finance (finance@su.wustl.edu) if you are interested in submitting an appeal.

**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.

**Extensions & Carryforwards**

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.
How to Use Your Student Group’s Finances

For questions about anything in this section, please see a Business Coordinator.

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 of the semester. 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.

Turning in Expense Request Forms

To spend or transfer money out of a student group account, the student group treasurer must submit the expense 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 an expense request form and you are not sure where it is in the process, please DO NOT REPRINT it or turn in the paper work again. See a Business Coordinator for questions or tracking.

NOTE: If an expense 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 phone call or email informing them of the problem.

**Check Requests**
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:
- Original (Copied receipts will NOT be accepted.)
- Itemized
- Must show proof of payment (payment tendered)
- 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.
- Web receipts which do not show proof of payment must be accompanied by a credit card or bank statement to show payment was made.
- Copied checks or carbon copies of checks will not be accepted.
- 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.

**Travel**
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…
Part Two: Student Group Finances

**Purchase Orders**

A purchase order (PO) is an 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. For a listing of companies which are accustomed to accepting University POs, you can refer to the Frequently Used Company List located online at su.wustl.edu under resources.

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. This extra time gives you a buffer in case the form is incorrect or there is a delay in processing. 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 SU business office. 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 for payment processing.

**Interdepartmental Orders**

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 department name and/or number. Please also provide the name and phone number of your contact person in the department and put this information in the description field of the expense request form.

If a department asks for your department number, please use 009125 and tell the billing department to put your student group’s name in the description of the ID. 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.

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 Student Union receives a bill for your student group and you have not already turned in an expense request form, you will be notified by email from a business coordinator. You will have three days to submit an Expense Request Form to the Business Coordinator for payment. If you fail to do this, your account will be frozen until the expense request form has been filled out.

- Please take the time to submit a completed Expense Request Form in advance anytime you expect an on-line bill for your group. Examples are payments due to Bon Appétit, Knight Center, WFF, Maintenance, Event Services, Mail Services, Parking and Transportation, 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.

**SU VISA Credit Card**

All SU student groups have access to use the SU VISA credit card to purchase items over the internet/phone. You cannot use the SU VISA to make a payment that requires a contract. The card may not be checked out to student groups.

The process for utilizing the SU VISA is as follows:

- A printed expense request form that has been “submitted” on-line by the group’s treasurer is required before a transaction can take place.
- Any group member can present the form in the Student Union office during regular business hours and order items over the phone or from the internet using one of the computers in the SU office. Once the order is complete, one of the Business Coordinators or Student Union Executives can assist to enter the credit card information.
- A printed receipt for the transaction must be turned in to accompany the expense request form before you leave the office. Make sure the page you print is itemized and shows proof of payment.
- If you are going to a local store and want to use the SU VISA card you will need to make arrangements with one of the Business Coordinators or Student Union Executives to accompany you to the store. Please understand this is an option
Part Two: Student Group Finances

only in extreme situations, and subject to availability of an authorized Student Union member.

- 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.

**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. There are ten cards available from any of the Business Coordinators. The following process and policy will be strictly applied for any use:

- 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 during regular business hours and check out a card from a Business Coordinator.
- 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.
- 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.
- All Student Union and University rules apply to any and all items purchased.
- 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.
- 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.
- Your purchase will always be sale tax exempt. Please remind the cashier of this benefit.

**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.
Part Two: Student Group Finances

- Fill out an expense request form and have it submitted on-line by your treasurer and printed.
- Go online to 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 to include the item numbers on your list.
- Obtain a pre-prepared Sam’s fax cover sheet from a Business Coordinator. Fill in the date, your name, group name, and contact phone number in the sent “FROM” section. Also fill in the date and time you would like to pick up the order.
- Turn in the completed expense request form, the cover sheet and your item list directly to a Business Coordinator for processing and faxing.
- Order will be ready for pickup 24 hours after it’s been faxed over to Sam’s.
- 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.
- A personal shopper at Sam’s Club will receive your fax and assemble your order.
- The Business Coordinator will call Sam’s and authorize payment for your order. The receipt for your purchase will then be faxed to the Business Coordinator for final approval.
- Come to the SU Project Room to get a copy of your receipt from your group folder before going to pick up your order at Sam’s.
- 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.

If you need to make an emergency purchase at Sam’s Club and do not have time to fax an order and wait until the next day, you may be able to make special arrangements with a Business Coordinator or the SU Executives to go to Sam’s with you and make your purchase. Please understand this is an option only in extreme situations, and subject to availability of an authorized Student Union member.

**WARNING:** Misuse of the SU VISA credit card, the Schnucks Card, or a 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 SU VISA credit card, the Schnucks Card, or a Sam’s “Fax and Pull” will result in immediate action against your group:

- 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 Manager for clarification of the rules.
- For a second offense, your group will be subject to a six month suspension from use of either the SU VISA credit card, the Schnucks Card, or a 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.

**Bear Bucks Reader**

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.

- 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.
- Each student group may check out one reader per location at a time.
- Maximum of five groups per shared reader.
- All items being sold must have a set price.
- Each group can charge a maximum of five unique prices per reader.
- Prices may not be changed once the reservation is made.
- Maximum of three off line readers are assigned per day.
- 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.
• Auctions will be allowed for goods or gift certificates issued by professional service providers only.
• Card readers must never be left unattended for any reason.
• 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.
• 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.
• 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 5:00 pm or over the weekend. Readers must be returned by 10:00 am the next business day.
• 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.
• 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.
• Student group sales are subject to Missouri sales tax laws. The current MO sales tax rate is 7.113%, and subject to change without notice.
• Student groups are subject to a 2% university surcharge.
• Proceeds from campus card sales are deposited into student groups’ accounts around the 16th of the month and the last day of the month.
• 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 DAY OF.
• 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 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:
• Late Return: $25 for first 30 minutes to one hour. An additional $25 will be charged per hour after up to $100.
• Second Offense: An additional $25 will be added on top of the normal late fee
• 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.
Part Two: Student Group Finances

- 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.
- 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 collecting donations or selling tickets, goods or services of outside entities or non SU groups.
- Readers left unattended will be subject to a $100 fine and privileges will be suspended for one semester. NO EXCEPTIONS.

Lost Equipment
The fees for lost equipment are as follows:
- Card Reader: $2,800
- Extension Cord: $25
- Power Cord: $35
- Storage Box: $10
- Data Line: $25

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.

Credit Card Machine
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 sales revenues.
- Never electronically store cardholder data.
- 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.
• 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.
• Never store any of the following information in any format; Magnetic Stripe, CVC2/CVV2/CID, PIN Number.
• There are three machines available for check out.
• 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.
• 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 DAY OF.
• 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.
• The machines are wireless and can be operated anywhere within Sprint cell service areas.
• All items being sold must have a set price.
• Cardholders must be asked to show identification for each credit card transaction.
• A signed receipt must be turned in for every transaction processed on the credit card machine.
• Sharing a machine is not allowed. Only one group at a time will be allowed to use each machine.
• Each machine may be checked out only once per day.
• Group must have a trained operator at all times.
• Credit card proceeds will be deposited into group account within two weeks of use.
• 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:
• Late Return: $25 for first 30 minutes to one hour. An additional $25 will be charged per hour after up to $100.
• Second Offense: An additional $25 will be added on top of normal late fees
Part Two: Student Group Finances

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

Lost Equipment:
- Credit Card Machine: $850
- Spare Battery: $100
- Equipment Cover: $95
- Storage Box: $10
- Spare Charger: $100

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.

* The Bear Bucks Reader and 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.

Deposits

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 and would like a gift letter for tax purposes. In this case student groups must turn this money in to one of the Business Coordinators to be processed through the University Gift Department. Only gifts and donations processed through the Gift Department will be deposited in the student group’s Gift account.

When funds are collected for items or events that are not revenue generating (such as a subsidy or co-sponsorship) those funds must be deposited into the account being used to pay for those items or events.
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. If you have any questions about the deposit policies please see a Business Coordinator.

Deposit Procedures:
• Fill out a request form on-line and select “deposit voucher”. Have it submitted on-line by your group’s treasurer and print it.
• Pick up a deposit bag, key, and check endorsement stamp from an SU student staff member or Business Coordinator.
• Remove deposit slip from the bag.
• Make a copy of each check you are depositing.
• Note: Money orders and travelers checks must be included with your checks and listed on your deposit slip as if they are checks.
• Endorse checks by stamping them on the back with the endorsement stamp.
• Count your cash first by hand and again using the SU cash counter to verify. All cash must be counted twice. The cash counter is located in the student staff area in the SU Project Room. All large cash deposits must be verified with the cash counter.
• Record the amount of currency and coins separately on the deposit slip. Add up all of the checks and record that amount on the deposit slip. Record the number of checks in the “Total items” box on the slip.
• Write your group name in the bottom right corner of the slip. Write the total of your deposit at the bottom where it says “Total”.
• Attached the following items to the back of the Student Group Expense Request Form.
  o Yellow and pink copies of your deposit slip
  o Copies of the checks
  o The tear-off bag receipt from the bag

Prepare your Deposit Bag:
• Complete customer information on front of bag.
• Write name: WU – Student Group Name
• Write 009125 in “Store Location / Number”
• Write in date of deposit
• Currency amount
• Coin amount
• Check amount
• Total cash and checks
- Place the white copy of the deposit slip on top of any checks and or cash/coin in the bag. Bills should be sorted by denomination, place bills flat, face-up and in the same directions. The deposit slip should be visible.
- Seal the bag.
- If coins are more than $10 do a separate deposit bag. Do not roll coins.
- Take the deposit to the overnight depository, located adjacent to the ATM outside of Mallinckrodt next to Bank of America.
- Use the key to open the drop chute, and deposit the bag.
- Double check to make sure the deposit bag dropped properly.
- Return the key to the SU staff.
Appendix

Vendor List

Campus Vendors (All 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:
• Danforth University Center
• Holmes Lounge
• Graham Chapel
• Mallinckrodt Center Common Spaces
• Women’s Building Formal Lounge
• McMillan Café
• Umrath Lounge
• Pooled Classrooms

All Campus Audio Visual

All Campus Audio and Visual (ACAV) provides basic audio and video equipment for rental to students, staff and faculty of Washington University in St. Louis for nonclass activities.
Equipment is rented at a minimal cost and available for pickup from a centralized location in DUC 322. Technical and setup assistance is available for many 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.
Phone: (314) 935-5234
Website: https://eventmanagement.wustl.edu

WFF Billable Services (New This Year)

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:
- Holmes Lounge
- Women’s Building Formal Lounge
- Orchid Room
- Goldberg Formal Lounge
- 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

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  
Email: getinvolved@wustl.edu

**Off-Campus Vendors and Services:**

**Buses**
  *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**
- *Hi/Tec Copy Center*: (314) 863-4111  
- *FedExKinkos*: (314) 963-2700  
- *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**
- *The Designery*: (314) 647-5222  
- *McClay Sign Co.*: (314) 771-1414

Please see a Business Coordinator for additional vendors.

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**Alcohol 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.

For the full alcohol policy, please refer to Student Involvement and Leadership or getinvolved.wustl.edu.

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 liability, all contracts processed through Student Union must first be reviewed and then signed by an approved University official. The personnel in SIL are the designated University officials for all Student Union contractual agreements.

Listed below are examples of services that always require a contract:
- Caterer
- Event venue rental
- Coaching/consulting/referee fee
- Musician
- Performer
- DJ
- Speaker
- Co-sponsorship agreements with outside organizations

Non Missouri Resident Entertainers Tax
In compliance with Missouri Tax Law, all entertainment performances to which tickets are sold, guests make any type of payment for admission or there is a required cover charge, provided by persons, venues or other entities whom have residency outside of the state of Missouri and are receiving compensation for such performance which is $300 or more are subject to a 2% withholding. The 2% withholding will be notated on
Appendix

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. 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
Remember you must allow sufficient time for contract processing. Contracts must be turned in to SIL at least 15 business days prior to the date of the event. A late contract fee will be assessed for all contracts not received within the fifteen day period. See details of the late contract submission policy below. Student Union will not guarantee timely payment on late contract submissions.

1. 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.
2. Verify that all of the information on the contract is accurate and complete.
3. 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!
4. 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.
5. 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.
6. 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.
7. Most performance related contracts need to be reviewed by an additional party on campus to verify proper insurance and indemnification. The SIL staff will make every effort to expedite this review process.
8. Attach the original contract and any necessary tax forms to a completed expense request form and submit it to a SU Business Coordinator. 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:
• If you use a Washington University standard contract, all blanks must be filled out.
• All contracts must be reviewed and signed by the performer.
• All contracts must be reviewed and signed by an authorized staff member of Student Involvement and Leadership (SIL).
• All necessary tax forms must be completed and submitted with the contract and expense request form.

Late Contract Submission Policy:
All contracts must be received no later than fifteen business days prior to an event. A late contract penalty fee will be assessed for all contracts received less than fifteen (15) business days prior to the event. The following consequences will be put into effect regarding late contracts:
• 1st late contract: Warning
• 2nd late contract: $50 charge to be paid from the group’s fundraising or gift account
• 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.

Responsible and Inclusive Programming (New This Year)
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.
Auctions
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:

- Equating a human being to merchandise or comparing the relative value of one person to another does not promote human dignity.
- Auctions selling people or services for the sake of fundraising make light of the serious social issue of human trafficking.
- Auctions focusing on the sale of a person can create an environment where racism, heterosexism, sexual coercion and gender stereotypes are reinforced.
- All participants should be able to engage in an activity in a safe and equitable way.
- 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.

Party Themes and Costumes
Themed parties and costumes are problematic when they negatively portray a culture or identity. These actions/decisions create an environment of racism, heterosexism, gender stereotyping, classism and discrimination. The impact of these actions undermines the values of our community and creates an unwelcoming and unsafe environment. Students are asked to consider the following when planning a theme-based function:

- 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.
- Student led programs and events should offer safe and welcoming environments.

Food Related Contests/Events
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:

- 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.
- 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.
- 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.
- 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 Community Service Office or the Center for Diversion and Inclusion.