Treasurer’s Training

January 20, 2019
Campus Life Professional Financial Staff

Katie Chandler
Business, Health & Wellness, Performing Arts, Service

Cathy Winter
Academic, Cultural, Dance, Media

Cynthia Bowdry
Sports, Political Action, Religious, Sustainability & Special Interest

Janice Davidse
Business Manager
Responsibilities, Expectations, Role
Campus Life and Student Union Expectations

- Be aware of group programs and their financial necessities
- Enforce financial timelines within your group
- Adhere to policies and procedures from SU, CL and The University
- Maintain account balances
- Submit request forms after checking for accuracy
- Track financial transactions
- Be prepared and on-time for business coordinator appointments
- Communicate any problems/questions in a timely manner
- Be good stewards of the student activities fee
Key Tools and Resources
Student Union

• Office Hours
• Officers – here to help you!
• DUCSAs
• SU Website – new and improved!
Click Here to Learn How To Make a Mental Health Appointment

Apply to Join Senate and Treasury

Remember to Re-Register Your Student Group on WUGO

What Does Student Union Do?
Click Here to Learn How To Make a Mental Health Appointment

Apply to Join Senate and Treasury

AUGUST 26, 2018

Remember to Re-Register Your Student Group on WUGO

AUGUST 13, 2018

What Does Student Union Do?
• Where you will find EVERYTHING you need to run your student group
• Where most important documents and link reside
• Where you’ll find Treasurer Training Slides
Important Student Group Documents & Links

Here you will find many of the important documents and links you may need to manage your student group. If you don't see a document or link that you need, feel free to email the VP of Public Relations at pr@su.wustl.edu.

Contents [hide]

- General Documents
- Finances
- Event Programming
- Public Relations, Outreach, and Advertising
- SU Recognition
• Useful links
• Link to all Campus Life Resources
  • Advising
  • Contracts
  • Training Calendar
• Learn how to use various SU resources (currently expanding)
• If you have any suggestions on How tos, email pr@su.wustl.edu
• SUPR Request Form
Missed the latest President & Treasurer Email?
Check here for the latest news
• Click here to be directed to the WUGO Group Directory
Find all the latest SU Initiatives here!
How Things Work

- Accounts Rules and Policies (pgs 9-12)
- Sources of Funding (pgs 13-23)
- Spending (pgs 23-29)
- Miscellaneous Policies (pg 30)
- Resources (pgs 31-35)
- How Tos (pgs 36-48)

https://su.wustl.edu/howthingswork-2/
“Groups may not request funding for supplemental events (based on the definitions in the Budget Allocation Manual) through appeals, but rather only through the semesterly budgeting process.”
Budget Allocation Manual

https://su.wustl.edu/su-bam/
Budget Allocation Manual Changes

- Conferences: Updated the language of the Conferences section to ensure Budget Committee has all the necessary information it needs when student groups request funding for conferences.

- Travel: The funding limit for CAT 1 Groups was increased from $600 per participant to $750 per participant to adequately adjust for extra event budgeting that groups should be doing with the changes to the appeal process this past summer.

- GBMs: The definition of a GBM was changed to “General Body Meetings are informative events held by the group” to encourage student groups to put on a wider variety of informative events and not restrict them to a single format. The funding limit for CAT 1 Groups was increased from $300 to $500 and for CAT 2 groups was increased from $150 to $250 to adjust for the increase in events that will fit under this new GBM category.

- Coaching Funding Limit: The Coaching Funding Limit was increased from $500 to $750 per semester, regardless of the number of coaches.
Responsible Community Training

- Student Union is partnering with Title Mine, LIVE, SARAH, and the RSVP Center to offer personalized student group trainings tailored to making our campus community safer and better informed about relationship and sexual violence.

- This initiative is AVAILABLE to any interested student group, but REQUIRED for any CAT I student group funded for a large-scale social in the Spring 19 semester BEFORE the event occurs.
Responsible Community Training

- To schedule your training, please use the following form: https://goo.gl/forms/Zt1VduOWUQv6JGtT2

- Topic areas covered could include survivor support skills and resources, group culture and accountability, gender stereotypes, bystander intervention, consent “grey areas,” and more
Campus Life

Before planning an event, retreat, or student group meeting, review and utilize the resources below. All resources are meant to be helpful in preparing for student group activities throughout the year. If you don’t see what you’re looking for, sign up to have a conversation with someone in Campus Life using GPS Advising.

Campus Life

Our Vision: Students empowered to become better people making better communities.
Our Mission: Campus Life empowers students to discover and define themselves and their communities through advising, programs and resources.

The Department of Campus Life is organized to accomplish focused initiatives regarding student learning, facilities management, and exemplary Student Affairs work through 4 areas of focus:

- Event Management
- Harvey Media Center,
- Leadership Development
- Student Involvement (which includes support for Student Unions).

Through talented staff and student collaboration, these areas support student initiatives, student groups and student programming.

Contact Information

Danforth University Center, Room 210
One Brookings Drive
St. Louis, MO 63130
Ph: (314) 935-3443

Campus Life
STUDENT AFFAIRS AT WASHINGTON UNIVERSITY
WUGO

Top 10 Reasons to LOVE WUGO
10. News
9. Elections
8. Messaging/Distribution Lists
7. Roster Management
6. Forms – who needs Google?
5. Group Directory
4. Mobile Check In
3. Transition Officers with Ease!
2. Events – Registration & Calendar
1. Access to Reserve a Space and SUFinance
Group Pathways to Success (GPS)

GPS Training

• Monthly schedule
  • Required for activities: events with alcohol, responsible contact training, travel coordinator training
  • Encouraged: programming, transition, WUGO, group dynamics…
Group Pathways to Success (GPS)

GPS Advising

• Meet with Campus Life staff

• Services include:
  • Contract Review/Signing
  • Event Planning
  • Student Group Travel
  • Starting a New Student Group
  • Group Dynamics

• Group development
• How to Get Involved
• WUGO Support
• CliftonStrengths Facilitation
STUDENT UNION TREASURERS TRAINING 1/20
1:20 PM Simon 1

TREASURER TRAINING 1/22
12:1 PM DUC 234

WUGO WEDNESDAY 1/23
2-2:30 PM DUC 234

COMMUNITY SERVICE GROUPS TRAINING 1/24
3-4 PM DUC 234

TRAVEL POLICY 1/28
12:30-1 PM DUC 276

SOCIAL EVENT MANAGEMENT – EVENTS WITH ALCOHOL 1/30
12-12:30 PM DUC 276

RESPONSIBLE CONTACT 1/30
12:30-1 PM DUC 276

CIVIC ENGAGEMENT FUND 1/31
12:1 PM DUC 234

STRESS FREE EVENT PLANNING 101 1/31
1-2 PM DUC 276

FOR MORE INFORMATION, VISIT WUGO.WUSTL.EDU
SUPR (Pronounced “Super” Team)

- Group of graphic designers, photographers, and videographers whose job is to help student groups with PR and outreach.

- Offer multiple services:
  - Event photography
  - Event videography
  - Headshots
  - Graphic Design
    - Pamphlets
    - Booklets
    - Flyers
    - Facebook Banners
    - Button designs
SUPR

• Each student group gets a certain amount of SUPR hours free:
  • Cat I: 8 hours
  • Cat II: 6 hours
  • Cat III: 4 hours
How to Submit a SUPR Request

- Must submit 3 weeks before event/deadline for guaranteed pickup by SUPR
- Give as much description as possible
- If necessary, a SUPR member will set up a meeting with you to get a better idea of your request
Check out these other PR Resources

Public Relations, Outreach, and Advertising

SU Public Relations Team
- SUPR Team Page: Need help with graphic design, photography, or videography? Click this link to learn about the SUPR team and ways that we can help your student group with your PR!
- SUPR Request Form: Click here to submit a request for graphic design, photography, or videography for your student group
- Submit Your Student Group for an SU Highlight
- SU Logos: Link to a folder with all of the SU logos

SU Office Resources
- How to Print in the SU Office: Learn how to print flyers, handouts, or booklets with the SU Office printers
- How to Use the SU Button Maker
- How to Use the SU Helium Tank

Harvey Media Center
- HMC Rental Equipment List: All items listed are free for SU student groups
- HMC Media Rental Request Form
  - You may rent equipment any time up to 48 hours before an event.
  - If you need to cancel an equipment reservation, please call 314-935-3961 or send an email to jpfisher@wustl.edu noting that you want to cancel your request.
  - You may pick up your rental equipment or either the day before or the day of your event. The only location you may pick up and return the equipment is DUC 340 between the hours of 9am-5pm Monday through Friday.
  - If equipment is returned to any location other than DUC 340 and/or outside the hours of 9am-5pm Monday through Friday on the agreed upon return date you will be charged a $100 abandonment penalty.
  - Any equipment not returned at the agreed-upon date will be subject to a late penalty of $100 for each day that it is late as well as possible fines and/or other disciplinary actions.
Reserve Media Equipment Through HMC

• All the information is under “Important Documents and Links”
• All equipment is free for all SU Student Groups (disregard prices on Equipment list)

Harvey Media Center

• HMC Rental Equipment List: All items listed are free for SU student groups
• HMC Media Rental Request Form

  ◦ You may rent equipment any time up to 48 hours before an event.
  ◦ If you need to cancel an equipment reservation, please call 314-935-3961 or send an email to jeff.allen@wustl.edu noting that you want to cancel your request.
  ◦ You may pick up your rental equipment on either the day before or the day of your event. The only location you may pick up and return the equipment is DUC 340 between the hours of 9am-5pm Monday through Friday.
  ◦ If equipment is returned to any location other than DUC 340 and/or outside the hours of 9am-5pm Monday through Friday on the agreed upon return date you will be charged a $100 abandonment penalty.
  ◦ Any equipment not returned at the agreed-upon date will be subject to a late penalty of $100 for each day that it is late as well as possible fines and/or other disciplinary actions.
Category Change Survey

SU Financial Leadership is thinking of new ways to categorize student groups and would love your thoughts. Please fill out this short survey to let us know what you think! NO CHANGES HAVE BEEN MADE!

Important Dates
Financial Deadlines

New Group Applications: January 25th, 11:45 PM
Category Change Applications: January 25th, 11:45 PM
Fall 2019 Budgets Due: January 30th, 5:00 PM
BAT Interviews: January 31st -February 5th
Budgets Released: March 1st
Last day to Program: April 28th
Questions?

finance@su.wustl.edu
Evaluation

https://bit.ly/2RVf2u4