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GENERAL REMARKS

Welcome! This is your guide to navigating Student Union as a student group! We are here to serve and support you as you pursue your passions, brighten your communities, and exercise your many talents. Our goal is to make sure you have all the relevant information and resources so you can continue to do what you do best. You may notice that this document is a combination of the two SU documents formerly known as the Budget Allocation Manual and How Things Work. Our goal in combining both documents is to improve clarity and accessibility. For your convenience we have created a Budget Allocation Fact Sheet with all relevant budgeting information which you can find by clicking here. If you have any questions about anything in this document or about SU in general, please feel free to reference the relevant contacts section. We are looking forward to this upcoming year and all the exciting things you will accomplish.

Best,

Tyrin Truong
Student Union President

Ariel Ashie
Vice President of Finance
A WORD FROM YOUR FALL 2019
BUDGET COMMITTEE CHAIR

Dear Student Group Leaders and Members,

This semester will be a defining one going forward, as Budget Committee looks to do its best to allow student groups to program according to their missions while being fiscally responsible with the amount of money they have according to the SU General Budget. Last semester, I made sure to do my best to get into contact with as many student groups as possible to make sure they are viewed appropriately in the Budget Committee allocation meetings. If you have not gotten into contact with me yet, wish to meet with me again to teach me more about your student group, or have any general questions or concerns, as always, I, and the rest of the Financial Leadership Team, are always ready to help you. You will see all of our contact information later on in this document.

Notable changes include but are not limited to:

• Retreats: The funding limit of Retreats have been removed to encourage student groups to further program this type of event without any front-end restrictions placed upon them.
• Travel Cap: The travel funding limit per participant has been decreased for Category 1 groups to hold the budget committee more fiscally responsible when it comes to allocating funds towards off campus events.
• Incremental Growth: The policy for incremental growth has been changed in order to more carefully determine whether groups should or should not be allowed to increase their total amount of essential and/or supplemental events.

If you have any questions regarding this manual, any of our updates, or your specific budget, please do not hesitate to reach out to me at budget@su.wustl.edu.

Sincerely,
Arjan Kalra
Budget Committee Chair Fall 2019
RELEVANT CONTACTS & THEIR ROLES

SU Executive Board:

Click Here to View All of the Exec’s Office Hours

Tyrin Truong, President:  

president@su.wustl.edu

Talk to him about SU information, SU’s long-term plans, and general inquiries

Nia Plump, Vice President of Administration:  

administration@su.wustl.edu

Talk to her about SU information, general inquiries, and internal SU policies

Ariel Ashie, Vice President of Finance:  

finance@su.wustl.edu

Talk to her about budgets, Executive Appeals, and financial policies

Charlotte Pohl, Vice President of Programming:  

programming@su.wustl.edu

Talk to her about SU resources and general programming advice

Beth Weisinger, Vice President of Public Relations:  

pr@su.wustl.edu

Talk to her about SU resources and advertising resources/reservations

Treasury:

Click Here to View All of the Treasury Officers’ Office Hours

Agneesh Dasgupta, Speaker of the Treasury:  

treasury@su.wustl.edu

Talk to him about Treasury in general, appeals, and the Trending Topics Series

Arjan Kalra, Budget Committee Chair:  

budget@su.wustl.edu

Talk to him about your group’s budget

Alexa Jochims, Activities Committee Chair:  

activities@su.wustl.edu

Talk to her about your new group’s application and changing categories
Fall 2019 Budget Committee Members:

Budget Committee gathers each semester under the guidance of the Budget Committee Chair to finalize the budgets of Category 1 and Category 2 student groups according to the designated funding caps. To read more about Category 1 and 2 groups go to pgs 14-15.

BAT 1: bat1@su.wustl.edu
BAT 2: bat2@su.wustl.edu
BAT 3: bat3@su.wustl.edu
BAT 4: bat4@su.wustl.edu
BAT 5: bat5@su.wustl.edu
BAT 6: bat6@su.wustl.edu
BAT 7: bat7@su.wustl.edu
Professional Staff:

Janice Davidse, SU Business Manager - Campus Life, Student Involvement: Janice.davidse@wustl.edu, 314-935-5911 Office 251A in Ste 250/270 Campus Life DUC
Talk to her about SU Finances and policies, student group support and how to get involved.
Click here to schedule an appointment with Janice

Cathy Winter, SU Business Coordinator - Campus Life, Student Involvement: Catherine.winter@wustl.edu, 314-935-7584 Office 257 in Ste 250/270 Campus Life DUC
Talk to her about financial transactions for the following group classifications: Academic (Including Honoraries), Cultural/Diversity & Inclusion, Dance, Media.
Click here to schedule an appointment with Cathy

Katie Chandler, SU Business Coordinator - Campus Life, Student Involvement: Katie.chandler@wustl.edu, 314-935-8217 Office 257 in Ste 250/270 Campus Life DUC
Talk to her about financial transactions for the following group classifications: Business, Governing, Health & Wellness, Performing Arts, Service.
Click here to schedule an appointment with Katie

Cynthia Bowdry, SU Business Coordinator - Campus Life, Student Involvement: Cynthia.bowdry@wustl.edu, 314-935-4043 Office 257 in Ste 250/270 Campus Life DUC
Talk to her about financial transactions for the following group classification: Political Action, Religious, Sports Clubs, and Sustainability & Special Interest.
Click here to schedule an appointment with Cynthia

Pamela Avila, Program Coordinator – Campus Life, Student Involvement: Pamela.avila@wustl.edu, 314-935-3962 Office 256 in Ste 250/270 Campus Life DUC
Talk to her about programs your group is interested in sponsoring, events involving alcohol, Class Councils and Social Programming Board.
Click here to schedule an appointment with Pamela

Peggy Hermes, Asst Director – Campus Life, Student Involvement: Peggy.dixon@wustl.edu, 314-935-3962 Office 254 in Ste 250/270 Campus Life DUC
Talk to her about WUGO, GPS advising and training, general student group support and Campus Life policies.
Click here to schedule an appointment with Peggy
Will Atchinson, SU Technology Specialist – Campus Life, Student Involvement:  
Will.atchinson@wustl.edu, 314-935-3936 Office 251B in Ste 250/270 Campus Life DUC  
Talk with him about WUGO access, SU hardware, software licensing, or website feature requests.  
Click here to schedule an appointment with Will

Beth Doores, Assoc Director-Campus Life, Student Involvement:  
Ejdoores@wustl.edu, 314-935-4971 Office 255 in Ste 250/270 Campus Life DUC  
Talk to her about getting involved on campus, finding the right group for you, general Campus Life resources and connections.  
Click here to schedule an appointment with Beth

Student Workers (also known as Campus Life DUCSAs):  
Second Floor window in the Business Coordinators suite during business hours and receptionist desk after 5pm.  
Talk to them if you need help with the copier, how to’s, deposits, packages or questions on use of SU resources.

ROLE OF STUDENT GROUPS

The President, Treasurer and Members should become knowledgeable about and utilize resources containing procedures and policies in order for the group to function together:

- SU Financial Guidelines
- SU Finance website - sufinance.wustl.edu
- Student Union website – su.wustl.edu
- Campus Life website – students.wustl.edu/campus-life/

There can only be one President and one Treasurer registered as group leaders through WUGO: Washington University Student Group Organizer, but a group can operate with co-presidents and co-treasurers.

The student group Treasurer is accountable for adherence to policies and procedures, maintaining the balance of the student group’s account, approving, tracking and submitting all financial transactions in SU Finance.
TYPES OF STUDENT GROUP ACCOUNTS

Student Union (SU) will allocate funds into one or more of the following accounts: operating, revenue, appeals. In addition, student groups have access to a fundraising and gift account, which are not funded by SU.

Operating Account
Funds are allocated by SU and used to support the needs of the student group to operate. Each student group event is classified as either Essential or Supplemental. Essential and Supplemental event designations are not made in SU Finance.

Essential Events
Essential events are central to the purpose and function of the student group. Student Union Treasury prioritizes this type of event.

Essential events include:
- Mission
- Speakers & Panels
- Retreats
- Conferences
- Publications
- Equipment

Supplemental Events
Supplemental events are additional activities the group may want to hold during the semester. These are not crucial or directly related to the purpose or function of the group, but promote group bonding.

Supplemental events include:
- General Body Meetings
- Socials
- Group Apparel

Keep in mind any remaining funds at the end of each semester will be retrieved by SU. If this account is overdrawn, the deficit is covered with available funds in the fundraising or gifts account.

Revenue Account
Funds are allocated by SU and used to support mission revenue generating events. Revenue events generate profits by charging fees to participate in the event. Moneys collected from revenue events are deposited into this account and all expenses are expensed to this account.
At the close of every semester, this account is reviewed by SU staff to determine if there is a profit or loss. This is formulated by adding up all of the income, deducting expenses, then calculating 20% of the income. If there is a profit (difference between income and expenses is greater than 20% of the income), the amount will be transferred to the student group’s fundraising account. If there is loss (difference between income and expenses is less than 20% of the income), only 20% of the income collected will be transferred to the fundraising account. Income doesn’t include the actual allocation from SU.

If there is a remaining balance at the end of the semester after profit or loss is determined, the funds are retrieved by SU and used to fund future revenue generating events. If this account is overdrawn, the deficit is covered with available funds in the operating account and/or fundraising or gifts.

**Appeals Account**
Funds are allocated by SU and used to support specific items, events or speakers as additional funding not received through semester budgets.

Any unused funds are retrieved at the end of each semester. If this account is overdrawn, the deficit is covered with available funds in the operating account and/or fundraising or gifts.

[Click Here to See How To Access Your Student Group Appeals on pg 17](#)

**Fundraising Account**
Funds in this account come from money sources other than an SU allocation. Any unused funds will automatically carryforward without a submitted request form.

**Gift Account**
Funds in this account are generated by a student group through gifts or donations received from outside organizations, companies or individuals. If the student group receives a gift or donation, it should be given to the student group’s assigned Business Coordinator for appropriate processing.

Funds in the fundraising and gift accounts are not subject to the same restrictions as SU allocated funds. However, despite the more flexible restrictions, some expenditures are subject to review by the Vice President of Finance and/or SU professional staff.
GUIDELINES FOR STUDENT GROUP ACCOUNTS

Spacing before Funding

Student Union will not reimburse students for expenses incurred before funding is available in your group’s accounts. If you have any questions about this policy, please reach out to the VP of Finance (finance@su.wustl.edu) or the Business Manager (janice.davidse@wustl.edu).

Re-Allocating Funds

Student Groups are expected to program all events for which they were funded each semester. However, after budget allocations some groups may discover that particular events are no longer feasible to program due to unforeseen or uncontrollable circumstances during the semester.

If a group chooses to re-allocate Student Union funds to an event not specified on the group’s budget, the following rules apply:

- ✓ Supplemental → Essential
- ✓ Essential → Essential
- ✓ Supplemental → Supplemental
- ✗ Essential → Supplemental

This policy intends to give groups flexibility with certain events that they may not be able to program during the semester. Budget committee will also promote the re-allocation of funds within respective Essential or Supplemental categories. Budget Committee understands the value in moving SU allocated funds to program an Essential event, which represents an event central to the group’s purpose, instead of a Supplemental event.

Re-Allocation Contingency

For a group to re-allocate funds from an essential event to another without penalty, they must demonstrate why the group was unable to hold the original event were due to circumstances beyond the group’s control.

For example, extreme weather may force the group to cancel an outdoor event that was funded on their budget.
Groups will be responsible for indicating new events programmed with re-allocated funds when an expense report is filled out on SU Finance. The treasurer must also report the reason why the original, budgeted event was unable to programmed.

SU Finance does not track reallocations, we strongly recommend keeping a supplemental ledger elsewhere to track reallocations.

### Misallocations

The following will be considered a **misallocation of funds**:

- Re-allocating funds to program a Supplemental event in place of an Essential event.
- Using SU funds to hold events that are exclusively for the Executive Board or particular, exclusive subset of a student group. This applies to every event type.
- The only exception to this policy is if every member of the student group serves on the Executive Board.
- Expenditures for apparel, large scale social events, and coaching fees that exceed Budget Committee’s allocation.
- Groups may use their fundraising account, gifts account, or personal contributions from group members to cover the remaining costs.
- Filing an expenditure which costs substantially more than the cost specified, approved, and allocated on the group’s budget.
- Budget Committee will determine if the increase in funds spent on a particular event was reasonable and appropriate.
- The rational behind this specific policy is that by spending substantially more on one particular event, substantial funds are taken away from other events for which the group was also allocated.
- Re-allocating funds to program a Miscellaneous event in place of either an Essential or Supplemental event.

If Budget Committee determines that specific expenditure was a misallocation of funds, the amount of money spent on this event deemed a “misallocation” will be considered unspent when calculating the 90% rule for the group.

If you are unable to spend a significant amount of funds during the semester, please reach out to the SU Business Manager, Janice Davidse ([janice.davidse@wustl.edu](mailto:janice.davidse@wustl.edu)).

### Outside Bank Accounts

Under NO circumstance is a SU group allowed to have an outside bank account. Accounts such as or similar to Venmo, Go Fund Me and Paypal are considered outside accounts and are strictly prohibited. Group members are never allowed to use personal bank accounts to house student group funds. 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.

If your group would like to solicit donations, please utilize the Alumni and Development website. If you have any questions, please contact the VP of Finance ([finance@su.wustl.edu](mailto:finance@su.wustl.edu)).
Accepting Credit Cards for Payment (CashNet)

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. Venmo, PayPal, Square and all similar apps/devices are strictly prohibited.

Student Union offers two ways for student groups to accept credit card payments. The first is to reserve a credit card machine through SU Finance. The second is on-line through CashNet. If CashNet is preferred, fill out the CashNet application on the SU Website. Please allow 2 weeks to process and activate your CashNet account. Applications should be completed each time a CashNet link is being used, even if it is for the same event.

Click here to watch the CashNet training video

Important Dates for Your Accounts

You can access your accounts through the following dates:

- Fall Semester: July 15th - December 10th
- Spring Semester: January 13th – May 3rd
- Summer: May 3rd – June 15th
- No access to accounts from June 16th to July 15th

Moving Funds Between Accounts

Student groups are not allowed to request the transfer of funds from one account to another once the request form has been processed and posted in Track Spending. Treasurers should make sure the correct account is selected before submitting the request. If there are concerns or any discrepancies, please speak to the group’s assigned Business Coordinator.

Overdrafts

Student groups will not be permitted to overdraft any account. Business Coordinators will contact the group’s treasurer when a request form has been submitted in overdraft. No expenses will be processed until the overdraft has been cleared.

SU reserves the right to move money between accounts to cover overdraft spending in operating, revenue, appeals, fundraising or gift accounts. Repeat offenses may result in the suspension of your student group’s accounts.
Carryforward

A carryforward is a request type that is submitted via SU Finance for student groups that may have had extenuating circumstances that prevented them from spending allocated funds in the operating, appeal or revenue accounts during the semester. The student group has the option to submit a request to carryforward the remaining funds in their allocated accounts to the following semester to be used for the same purpose. These requests are reviewed by the VP of Finance and SU Business Manager and are granted on a case-by-case basis and should entail clear and concise details as to why the funds were not utilized in the semester allocated.

Fundraising and gift account funds will automatically carryforward without a submitted carry forward request form.

Student Union will not carryforward any funds from rejected reimbursement expenses due to a student not having an accurate social security number on file with the Registrar’s Office. If the individual gets this resolved by the following semester and notifies their Business Coordinator, the funds will transfer back into the student groups account in order to pay the expense request. Student Union can only transfer back the amount of the expense and it cannot be more than the amount retrieved. If the expense is more than the retrieval, the group will have to pay for the balance from their fundraising or gift accounts. If group does not resolve the issue after one semester has passed, they will have to use their own funds to cover this specific expense when resolved.

Stale Dated Checks

Any payment or reimbursement issued on a WashU check is void after 180 days. Checks that have not cleared WashU’s bank after 180 days are considered stale dated and are automatically canceled. The Business Coordinators receive a report of stale dated checks and work directly with the recipients of the payment to re-issue a duplicate check. This activity is reflected in the Track Spending in SUFinance student group’s accounts. When a check is automatically canceled, it is reflected as a deposit and when it is re-issued, it is reflected as a debit.

There can be a long period of time between when a check is canceled and when a check is re-issued so it is the responsibility of the student group to be aware of such activity. Student groups should not be spending the money that appears in the account as a canceled check. This should be left alone so when the check is re-issued, it doesn’t have an impact on the student group account.

If the student group spends the canceled check funds, then the funding will come from the student group’s fundraising or gift account in order to re-issue the check.

Misuse of Accounts

All SU and University rules apply to any and all items purchased. Misuse of any of the business accounts or failure to comply with SU policies will result in immediate loss of privilege to the student group pending investigation. Individuals may be held personally liable for unapproved or inappropriate purchases.
Restriction List

The following items listed below may not be purchased using funds from the operating, appeals or revenue accounts. These items may be purchased with funds from either fundraising or gift accounts.

- Apparel purchased to be sold for profit
- Beer and wine
- Contributions, donations, gifts, gift cards, give-a-ways, party favors, prizes
- Early arrival/late stay housing charges
- Resources SU offers
- Events/Items directly related to the recruiting process for jobs or internships
- Fines, damages, loss
- Individual membership dues
- Meals more than $20 per person
- Recordings/Photography purchased for profit or archiving
- Fundraising expenses
- Varsity athletics
- Student group or fraternity/sorority initiation
- Closed rush events
- Expenses related to tabling at the Fall and Spring Activities Fair
- Any Items that are considered giveaways or gifts with no value added by the student group
- Candy, prizes, flags, etc.
- Events that lead directly to internships or job offers

The following items listed below are prohibited from purchase using any funds from all accounts.

- Advertising through sources Off-Campus
- Candles
- Cellular phone or pager expenses
- Class projects for which students receive academic credit
- Hard Alcohol or drinkware such as: shot glasses, steins, etc...
- Improvements to University property and/or facilities
- Power tools
- Purchase of food and/or supplies for group events using meal points/Bear Bucks

Background Checks

Student Union will only pay for background checks provided by the University. Student Union will not pay for additional background checks mandated by a national organization or any other third party. If additional backgrounds are needed groups must use their fundraising or gift accounts.

To receive a background check, follow the instructions on the Campus Card Services Website. Notify them that you are receiving the background check on behalf of SU and provide the SU billing reference (9125).
STUDENT GROUP SOURCES OF FUNDING

For Category I Groups

Every semester, Category I groups apply for funding for the next semester through Budget Committee. For example, in Fall 2019, Category I groups will apply for funding for the Spring 2020 semester. Budgets are submitted through sufinance.wustl.edu. Due dates can be found on SU Finance. Please ensure that you are registered on WUGO to receive important emails regarding the allocation process.

Student groups should provide an outline of the upcoming semester’s activities, items, and services they will need.

Interviews
After submitting your budget online, sign up for an interview with your budget allocation team (BAT) leaders. BAT leaders are Budget Committee members assigned to your student group who will present your budget to the committee and represent your interests at the overall committee meeting. All Category I groups are required to attend these face-to-face interviews to discuss their budget.

Interviews are informal and allow the BAT leaders to ask any questions and clarify items in your original budget. The interview also allows you to ask questions about the allocation process.

Failure to schedule or attend an interview may result in a financial penalty against your allocation as determined by Budget Committee.

Allocation Meetings
Following the interviews, Budget Committee will meet to decide the allocations for each student group individually. These meetings are closed. Your budget will be presented by the BAT leaders that conducted your interview. They will represent your interests in all meetings.

Funding Percentage
Each semester, the Vice President of Finance (finance@su.wustl.edu) decides the sum of money available to be allocated to Category I Student Groups. If the amount of money allocated to Category I groups is less than the amount of money Budget Committee approves to be funded to groups, every group will receive a percentage of the money approved by Budget Committee.

\[
\text{Funding percentage} = \frac{\text{Category I Funds Available}}{\text{Budget Committee allocations}}
\]

\[
\text{Your final allocation} = \text{funding percentage} \times \text{Budget Committee Allocation}
\]

Note: funding for equipment is not subject to the funding percentage

Historically, the funding percentage has varied between 70% and 90% range. More recently, the funding percentage has been closer to 100%.
For Category II Groups

Every semester, Category II groups apply for funding for the next semester through Budget Committee. For example, in Fall 2019, Category II groups will apply for funding for the Spring 2020 semester. A Category II group may submit a request for at most $500 per semester. Student groups should provide an outline of the upcoming semester’s activities, items, and services they will need. Budget Committee will also send reminders via email throughout the semester. Please ensure that you are registered on WUGO to receive important emails regarding the allocation process. Budgets are submitted through sufinance.wustl.edu. Due dates can be found on SU Finance. Groups submitting their budgets late or requesting more than $500 may be subject to penalty at the discretion of the Budget Committee.

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

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

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

For Category III Groups

Category III groups are entitled to student group recognition and resources as well as $350 funding annually for internal group activities. Category III groups are not required to submit a budget and are not subject to the funding caps set by Budget Committee and the 90% rule. Unused funds will be retrieved at the end of the semester.

Category III groups are allowed up to three appeals per semester but must adhere to a $1,000 overall funding cap from Student Union. This cap does not apply to appeals for speakers, off-campus conferences, or equipment.
For Category IV Groups

Category IV groups are entitled to student group recognition and resources as well as a flat $150 per year to be deposited in the fall semester or $75 in the spring semester. Unused funds will be retrieved at the end of the fiscal year.

Category IV groups do not have to submit a budget or follow any caps set by budget committee. They are not subject to the 90%.

For Category V Groups

Category V groups are entitled to student group recognition and resources but do not receive funding from SU and may not submit appeals.

***Your Business Coordinator will not be able to answer questions regarding your allocation, so please contact the Budget Committee Chair at budget@su.wustl.edu if you have any questions.***

For Executive Entities

The entities of Student Union include Class Councils, Diversity Affairs Council, Student Sustainability Board, School Councils, Social Programming Board, and LIVE. These entities submit a yearly budget to the Vice President of Finance to be reviewed through the annual General Budget process.

Block Funding

A block funding agreement is an arrangement between Student Union and a student group or initiative to provide a certain level of funding for one year. This budgeting method was created to guarantee sustained support from Student Union for high cost, long term projects. Block funded budgets also include groups who would like their budget to be voted on by the entire student body because the group’s mission offers a service to the entire student body.

A block funding budget must be passed by a two-thirds vote of the voting undergraduate student body in the spring SU election. To have your group placed on the ballot, you will need to write a proposed budget on SU Finance, go over the budget with the Vice President of Finance, and collect a petition with electronic signatures from 15% of the undergraduate student body. The budget will be shown on the petition. The group will have to go through the budget with the Vice President of Finance to ensure that it is in accordance with SU policy. The process occurs early in the spring semester.

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. Block Funding groups cannot appeal for additional funds.
Contact the Vice President of Finance (finance@su.wustl.edu) for more details on the Block Funding procedure and the Election Commissioner (elections@su.wustl.edu) for the exact number of electronic signatures needed and a complete list of election rules.

**Appealing**

As the school year progresses, student groups may wish to access additional funding not planned for when submitting their semester budgets. These funds may be accessed through appeals, which are distributed throughout the semester to groups in order to leave space for new and unique events that align with a group’s mission. Groups may not request funding for supplemental events through appeals, but rather only through the semestery budgeting process. Exemptions can be made on a case-by-case basis by the Vice President of Finance and the Speaker of the Treasury.

There is no limit for the number of appeals a student group may submit; however CAT I-III groups are limited to three approved appeals per semester. This total is calculated according to the date of the event being appealed for—therefore, if an appeal is approved for an event in January during the Fall semester, that appeal will count as one of the three appeals allowed in the Spring semester. Unutilized appeals do not carry over to following semesters. Exemptions to this limit may be made at the discretion of the VP of Finance and Speaker of the Treasury. **If a student group is planning on appealing for more than one event, each event must be submitted separately and will be reviewed as separate appeals.** Additionally, student groups are not allowed to appeal for the same event or expense more than once. If an event was funded in your student group’s budget, you are not eligible to appeal for more funds without an exemption granted by the Speaker of Treasury and VP of Finance. Such an exemption would only be granted if the event has been substantially altered and any concerns raised by Budget Committee have been addressed.

The funds in the Appeals account are controlled by the Vice President of Finance and Treasury as follows:

- Any appeal under $1,000 is reviewed by the VP of Finance.
- Any appeal at or above $1,000 is reviewed by Treasury.*
- *Note: Speakers at and above $10,000 will not be seen by Treasury. These speakers must be appealed through a separate Trending Topics process in the Spring semester.

If you have any questions about Trending Topics, please contact the VP of Programming (programming@su.wustl.edu) or the Speaker of Treasury (treasury@su.wustl.edu).

**Appeals – Limits**

- Category I groups may submit any appeal, limited to three approved appeals per semester.
- Category II and III groups may submit any appeal, limited to three approved appeals per semester, but are subjected to a $1,000 cap on overall funding from Student Union. Any exemption to this cap must be approved by the Vice President of Finance. This cap does not apply to appeals for speakers, off-campus conferences, or equipment.
- Category III, IV, and V groups cannot appeal for funds from Treasury or the VP of Finance.

For more information about group categories and how your student group is categorized, please contact the Activities Committee Chair (activities@su.wustl.edu).
Limits on Appeals
There are certain categories of funding that are subject to funding caps through Treasury. Any event that would normally be funded through a student group’s semester budget but is granted an exemption to appeal to Treasury is subject to the funding rules in the Budget Allocation Manual.

Some notable limits include:

- **Conferences:** Conferences for CAT I groups may be funded by Treasury at up to 3 people at up to $1,000 per person, with no more than 3 people funded in full or $3,000 total.
- **Travel:** The specific limits for group travel are as follows. We understand that these caps may serve as subsidies for group travel if necessary:
  1. Gas—up to $0.15 per mile per car
  2. Domestic Flights—up to $300 per round trip ticket
  3. International Flights—up to $500 per round trip ticket
  4. Hotels—up to $30 per person per night
- **Coaching:** Treasury will fund coaching contracts at up to $750 total per student group per semester.

The appeals fund is allocated on a first-come, first-serve basis. Student groups will be scheduled by the Speaker of the Treasury to present their appeal to Treasury during Tuesday night weekly meetings. This is the only time during which an appeal could be approved by Treasury. Please be aware that the Treasury docket fills quickly, so plan ahead and submit your appeal as early as possible.

**Treasury requires that appeals be submitted at least five weeks in advance of the event or speaker, and suggests that you submit appeals about six to eight weeks in advance.**

This timeline is in place so that groups are not forced to program their events last minute—given the high volume of appeals submitted to Treasury, the docket for each session is usually set about three weeks in advance, so do not expect to be able to appeal immediately. If you must submit a time-sensitive appeal, please reach out to the Speaker of Treasury for an exemption to this rule. The only case in which an exemption could be granted is if an opportunity arises last-minute out of the group’s control.

For appeals above $5,000, you are required to meet with a Campus Life advisor before presenting to Treasury.

If a student group is appealing for a speaker, a contract between the University and the speaker is required. Please be aware that no student can commit to or sign any contracts before the event’s funding is approved. However, groups should meet with Campus Life prior to appealing to Treasury to ensure that a contract is ready if funding is approved.

Student Union will not reimburse students for expenses incurred before funding is approved. Please do not spend personal funds on items unless an appeal for the specific event has been approved. If you choose to spend money on an appeal event without Student Union approval, you will not be reimbursed. Only spend money on funds that have been approved by the Treasury or the Vice President of Finance. If you have any questions about this policy, please reach out to the VP of Finance or your student group’s SU Business Coordinator.
If you have any questions or need help in writing an appeal, you can email the Vice President of Finance or the Speaker of the Treasury to set up a meeting or receive guidance on appealing for funds.

**How to Present at Treasury**

If your group is appealing for over $1,000, you must present your appeal to Treasury. Treasury meets at 9:00pm on Tuesday nights and consists of 21 Treasury Representatives, led by the Speaker.

After submitting your appeal online through SU Finance (sufinance.wustl.edu), the Speaker will email your group’s President and Treasurer as listed on SU Finance to schedule a date and time for the group to present to Treasury. Please be advised that presentations are scheduled on a first-come, first-serve basis. On the date of your presentation, please arrive at the meeting room no later than 9:00pm unless otherwise instructed.

For your presentation, it is highly recommended you have a PowerPoint or similar presentation format that includes some general information on your group, its mission, the funding breakdown you are requesting, and how your appeal relates to the group’s mission. If your group has held similar events in the past, it may also be helpful to include past funding for that event. The Speaker will provide the group more detailed guidelines for the presentation once it is scheduled. It is recommended that you be as specific as possible with the information you present, especially relating to funding. Please include costs that are as itemized as possible and that you clearly delineate any group member contributions, websites used for hotel/flight costs, and the sources of quotes for any goods/services as given by vendors. Include specific amounts of each item, their dollar amount, a general explanation of your goal in putting on the event, and any research you conducted into additional funding sources.

In addition to presenting all finance-related items for the event, the group should provide a comprehensive plan for how the event will run from beginning to end. These plans should be demonstrated to Treasury by providing information such as exact dates, times, locations, and schedules for the event. Your presentation should be no longer than ten minutes.

Following your presentation, Treasury Representatives will have the opportunity to ask questions about your appeal and clarify more information. Common questions include the methodology used to settle costs, planned spending out of your group’s fundraising account, planned marketing efforts, expected attendance at the event, past funding for events, and planning around any other events that might be occurring at a similar time to your event.

After Treasury Representatives have no more questions, Treasury will move into a discussion period to decide how to fund the appeal and will take a vote on an exact funding amount. The decision will be announced while your student group is present in the meeting, and your group will have access to any money awarded to your group the next day.

At the end of every meeting, there is time for Open Forum where anyone in the room can speak. If you have any feedback, questions, or comments regarding your Treasury meeting or Treasury in general, you are encouraged to make your voice heard during that time.

If you have any questions about a Treasury appeal or presentation, please reach out to the Speaker of the Treasury at treasury@su.wustl.edu.
Appealing - Executive Appeals

The Executive Appeals account is controlled by the Vice President of Finance and Executive Council. Any appeal $1,000 and above submitted by SU Entities will be directed to the Executive Council. Appeals below $1,000 will go directly to the Vice President of Finance. Appeals can be submitted for entities that desire additional funding other than what has been obtained during the General Budget process. There is no limit for the number of appeals an entity may submit, however, all groups are limited to three approved appeals per semester. Unutilized approved appeals do not carry over to the following semester. Exemptions are limited to the discretion of the Vice President of Finance. If a student group is submitting more than one event, each will be counted as an individual appeal. Student groups are not allowed to appeal for the same event or expense more than once.

It is recommended to submit an appeal at least three weeks in advance and will be seen on a first-come-first-serve basis. All appeals must be in compliance with Student Union policies. To submit an appeal, please contact the Vice President of Finance and fill out the online form on SU Finance by clicking “Submit and Appeal”.

Advocacy Fund

The Advocacy Fund is created to provide grants to recognized student groups for collaborative social justice, community service, and other advocacy-related programming. This is an initiative to bridge the gap in funding for groups that may or may not have advocacy-related programming as their core function and mission, but still wish to advocate for such issues. The fund is a combination of the Advocacy Fund and the Everyone’s Welcome Campaign, which currently stands at $10,000 contributed from Student Union for the 2019-2020 school year. Each appeal is evaluated by the Diversity Affairs Council EWC Chair and the Student Union Vice President of Finance.

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

Trending Topics

Trending Topics is an annual speaker series funded and programmed by SU. This initiative allows student groups to nominate speakers at a higher price point than groups would traditionally have access to. The speakers populate an annual lineup that is co-programmed between Student Union and the nominating groups. Only CAT I-III groups, as well as SU Executive Entities, may nominate a speaker for Trending Topics.

The VP of Programming will oversee the entirety of Trending Topics. All communications must go through the VP of Programming (programming@su.wustl.edu), and the VP of Programming is responsible for reaching out to all student groups involved. The VP of Programming will initiate initial contact with all student groups eligible to nominate for Trending Topics the first week of February during the preceding academic year. This will continue to be the method of contact for all student group needs during the Trending Topics process.
The Speaker of the Treasury will oversee the appeals session for voting on the Trending Topics speaker lineup for the academic year to come. The Trending Topics series will be decided upon by Treasury in a special appeal session. The VP of Programming and the Speaker of the Treasury will determine the exact date for this appeal session as well as the final list of speakers that will present before Treasury for their nominee. The amount allocated for Trending Topics each year will be decided during the annual General Budget session.

If your student group’s speaker is selected for the Trending Topics series, your student group is responsible for coordinating any adjacent programming. This could include a reception, a meet and greet, a book signing, etc., and your group should collaborate with Campus Life to make appropriate arrangements. The nominating group or groups are also responsible for creating PR around their speaker’s visit to campus.

**Student Sustainability**

The Student Sustainability Board (SSB) is an entity of Student Union that aims to incorporate practical sustainability measures into University programs and events. SSB does this by allocating funds to sustainable projects and by offering environmental consulting services to student groups planning events. Additionally, SSB environmental consulting services were utilized at small events (15 people) and large events (1,000+ people) alike.

SSB is now accepting appeals for project and/or composting funding! To request compostable plates/cups/cutlery for an event with under 100 attendees, fill out the Compost Stockpile Request Form at least a week in advance. To request compostables for an event with over 100 attendees OR funding for a sustainable project, fill out the Appeals Form and Information Sheet. Appeals are considered on the 1st and 15th of each month. For projects, SSB will discuss allocation and assign a member to the project if approved. This SSB member will then work with the appealing group to refine the budget and implement the project. All appeals must be in compliance with Student Union policies. Contact ssb@su.wustl.edu with any further questions.

**Loans**

All student groups are eligible for loans through the Vice President of Finance. Loans are contracts 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 adjusted based on the situation.

Loans are generally used to assist in funding items or events not typically funded by Student Union through the appeals or budget process. Loans are also often used to help provide the capital to put on a fundraiser. Examples include: t-shirts, recording CDs, and ThurtenE. If a student group is interested in holding an event or purchasing an item not funded by Student Union, the group can inquire about a loan. A detailed repayment plan outlining sources of income to repay the loan in full by the due date must be provided for approval.

Loan requests are submitted online at sufinance.wustl.edu. Please also contact the Vice President of Finance after submission to discuss the nature, terms, and repayment plan of the loan.
Deposits

When Student groups receive money, the group Treasurer is responsible for depositing funds into their student group account. Deposits should be made within 24 hours of the conclusion of an event, program, fundraiser or collection of funds.

Money collected to support an allocation must be deposited into the same account where the allocation is posted. Don’t spend the funds before depositing into your account. Funds deposited into a student group account for the sale of goods are subject to Missouri Sales Tax Law. If sales tax is applicable, the student group is responsible for payment of those taxes, and the deposit will be reduced by the appropriate amount.

REQUIRED: Click here to watch our Fiscal FOMO - Deposits Training Video

Gift/Donation Deposit

Gifts are tax deductible to the individual or organization so it is important to track these funds. The student group should not deposit these funds without assistance from the Business Coordinators. Tax documents and an acknowledgment letter will be sent to the donor for the gift/donation by the University. If a student group provides goods and/or services in exchange for the gift/donation, then this should not be deposited into the gift account because it is not considered a tax-deductible donation.

REQUIRED: Click here to watch our Fiscal FOMO - Gift/Donation Deposit Training Video

Receiving Money from a WashU Department - Interdepartmental Order

In order to receive the funds, SU must bill the department. This is done through an Interdepartmental Order request form.

When transferring money between student groups, the student group sending the money should fill out the request form.

REQUIRED: Click here to watch our Fiscal FOMO - ID: Receiving Money Training Video
BUDGET ALLOCATION PROCESS

Only Category I and II groups submit budgets. If you have any questions regarding your student group’s category, please consult SU Finance or contact the Activities Committee Chair at activities@su.wustl.edu.

Important Dates

**September 25th, 5 pm:** Budgets Due  
**September 26th - October 2nd:** Interviews with BAT leaders  
**October 29th:** Treasury approves Budget Allocation  
**November 1st:** Budgets released  
**November 4th:** Post Allocation office hours

Funding Principles

In order to allocate funds to SU groups, Budget Committee considers several factors. Interviews with group members and past budgets/spending histories inform Budget Committee’s decisions. Budget Committee strives for fair allocation between all 400+ SU groups. Budget Committee looks closely at:

**Itemization**  
Every event and line-item in a group’s budget must contain the specific item, unit price, and unit quantity.

Budget Committee requires itemization to fully understand expenses and will NOT fund particular events or line-items in a budget if the group fails to provide sufficient itemization. Groups are also responsible for communicating information not noted on the group’s budget to their BAT leaders.

**Good Itemization**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Inn: 1 room x 2 nights (4 people per room)</td>
<td>$218.95</td>
</tr>
<tr>
<td>$1.20 x 3 Lemons from Schnucks</td>
<td>$3.60</td>
</tr>
<tr>
<td>$1.24 x 10 Apples from Schnucks</td>
<td>$12.40</td>
</tr>
</tbody>
</table>

**Bad Itemization**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>$219</td>
</tr>
<tr>
<td>Lemons and Apples</td>
<td>$15</td>
</tr>
</tbody>
</table>

**Incremental Growth**

Budget Committee considers how many events of each classification (essential or supplemental) a student group has put on in comparison to how many events of each classification (essential or supplemental) a student group has requested when determining whether a group shall be allowed to expand their programming using SU funds. Student groups will be allowed to expand their programming by one additional event for a certain classification after demonstrating consistent programming over two prior semesters.
Budget Committee will give exceptions to groups who may not have been able to program all of their allocated events in certain extenuating circumstances. All groups are encouraged to stay in touch with the Budget Committee Chair to ensure that the Budget Committee is properly informed on any event cancellations.

**Past Spending**
Budget Committee will consider a student group’s history of programming and spending in the prior semester when deciding how many events to fund for the next semester.

**90% Rule**
If a student group spends less than 90% of their funding in a given semester, the group’s next allocation will be capped to the amount spent that semester. Misallocations will not be included as spent. [Click here to learn more about misallocations.](#)

Budget Committee calculates the 90% rule using a group’s spending in their operating and revenue accounts from the prior completed semester. For example, when reviewing and approving budgets in Fall 2019 for the Spring 2020, Budget Committee will refer to the spending activities from Spring 2019.

\[
\text{Total Funds Allocated} = \text{Operating} + \text{Revenue} + \text{Appeals}
\]

\[
\text{Percent Spent} = \frac{\text{Total Funds Allocated} - \text{Total Unspent Funds}}{\text{Total Funds Allocated}}
\]

Carry-forward withdrawals and deposits at the start of the next semester will be considered allocated funds and will be added to the total funds allocated to the group for that semester.

**Exemptions from the 90% Rule**
Exemptions will be granted for circumstances beyond the group’s control. It is the responsibility of the student group to inform their BAT leaders of this situation during their BAT Interview.

Transitions in Executive Board leadership or internal conflicts amongst group leaders will not qualify as an exemption to the 90% rule. New and existing group leaders are expected to understand Student Union policies and rules.
How to Write a Budget

1. Decide the events your group will program the upcoming semester. You may want to look through past budgets and think about events your group programmed previously. Additionally, you can brainstorm potential programs your student group may want to consider.

2. Register as a Group leader on WUGO.

3. Go to SU Finance and click on the “Budget Entry” tab.

4. Enter each event your student group plans to put on next semester. For each event you must:
   - Select one of the drop down boxes which best describes the category of the event.
   - Enter the date of programming.
   - Enter a description of the event including where it will be located.
   - Enter the number of attendees.
   - Enter each expenditure as a separate line item under the event.
   - List the quantity, price per quantity, and total for each line item. If possible, include the brand or store.
   - Predict the costs using research on current prices and/or past expenses.

5. List your events in order of priority using the rank number at the top left-hand corner of each event. This allows Budget Committee to know which events to fund first.

6. Press “Submit.”

7. Sign up for a Budget Allocation Team (BAT) interview to further discuss the details of your budget. Your budget will not submit until you sign up for an interview.
FUNDING LIMITS (CAPS):

MISSION EVENTS

Mission events relate directly to the purpose and central mission of the group.

**Funding Limit:** CAT 1: No limit  
CAT 2: Up to $500 total

Budget Committee will only consider a social event to be a mission event if the only purpose of the group is to program social activities for its members.

Community service events will not be funded unless community service itself is the central purpose of the group.

Speakers & Panels

Speakers & panels are events which host guest speakers on campus. Student groups can request an unlimited number of speakers and panels up to the funding limit.

**Funding Limit:** CAT 1: $300, CAT 2: $200, excluding honorarium  
Honorarium: Up to $1,000 per speaker

Groups must provide basic information about the speaker event (source of honorarium amount, speech or discussion topic) in their budget.

Speaker honoraria exceeding $1,000 will not be funded in Budget Committee; groups must appeal to Treasury for any speaker event with an honorarium over $1,000.

Example: The Troll Club wants to bring in a motivational troll speaker from the St. Louis area to speak about their experience in the Troll movie industry. The honorarium is based on the average fee that a troll speaker charges, as reported by troll management.


Retreats

A retreat is a meeting designed specifically to facilitate a group’s ability to step back from their day-to-day demands and activities. Retreats are often extended periods of concentrated discussion, brainstorming, and strategic planning about the organization’s future or specific issues the group is facing.

Funding Limit: CAT 1: No limit  
CAT 2: Up to $500 total

Each group will only be funded for one retreat per semester. The retreat itself must be open to every group member. Executive Board retreats will not be funded.

Example: The Troll Club wishes to go off campus one weekend to brainstorm as a group what the Troll Club should be focusing on in the years to come.

Conferences

Conferences are off-campus events that group members may attend in order to gain new knowledge or skills relating to their group’s purpose that will be beneficial to the functioning of the group and general undergraduate community. Student groups must provide budget committee with a plan for what rationale they will use to select attending members.

Funding Limit: CAT 1: Up to $1000 per person with a maximum of 3 members funded in full.  
CAT 2: Up to $500 total

*Up to one conference will be funded each semester.

Full funding may be granted to the first three group members attending (as long as this cost does not exceed a total of $3,000), with the intention that this number of attendees will allow group members to engage in all facets of the conference and share with the group what they have learned.

Example: The annual Troll Conference takes place in Minnesota each year and the club wishes to send their president and two general body members to explore what Troll Clubs on other campuses are accomplishing.
Travel

Travel fees include the costs incurred while traveling, including but not limited to the cost of airfare and hotels. However, the entry fee for competitions or conferences will not be considered travel expenses.

Specific restrictions on travel costs can be found below. The funding limits will act as a subsidy if travel costs exceed what Budget Committee can fund.

In addition, student groups are required to request funds for any expected travel costs in their budgets, including events that they have a high likelihood of qualifying for, rather than through appeals. Exemptions may be granted on a case-by-case basis by the VP of Finance and/or Speaker of Treasury.

Funding Limit: CAT 1: up to $600 per participant per semester
CAT 2: up to $500 total

Rental Cars

Funding Limit: CAT 1: No Limit
CAT 2: Up to $500 total

Click here to be directed to the Campus Life Travel Policy

Gas

Funding Limit: CAT 1 & 2: up to $0.15 per mile per car

Flights

Funding Limit: CAT 1 & 2: up to $300 per round trip domestic ticket, or up to $500 per round trip international flights

The international flight cap will only be applicable to student groups who would not be able to function or program their mission effectively without international travel.
Publications

To give Budget Committee the necessary information to make decisions on publications, print groups must clearly communicate the following during their BAT Interview:

1. Pricing tables obtained and ready to present at BAT interviews.
   - The tables should include the printing cost by number of copies and number of pages per copy.
   - Please provide a range above and below your desired number of copies.
2. Provide a concrete distribution plan detailing how you plan to distribute your publication.
   - i.e. 50 copies will be placed in the magazine racks in the DUC, 50 copies will be handed out by the underpass, etc.
3. Any revenue that printing groups expect to earn.

Each issue of a publication will be considered a separate mission event. If a printing group wants to increase the number of issues it prints, see the guidelines for increasing mission events.

All publication groups must either bring their leftover copies from the previous semester to their BAT Interview, to the BC Chair prior to their BAT interview, or to the Harvey Media Center at any time prior to their BAT interview to receive funding for the next semester. Using amount of leftover copies, Budget Committee will recalculate how many copies worth of funding will be allocated to each publication group. It is recommended that this process be complete towards the beginning of the semester, as the pricing table that is required at the BAT interview must be for the recalculated amount of copies that Budget Committee has designated it will allocate to that specific publication group.

Equipment

Funding Limit: CAT 1: $1,000 per equipment item  
CAT 2: Up to $500 total

Insurance on Equipment: $0.50 per $100 of equipment’s original value

Equipment items must stay with the group each year; equipment that is kept by an individual student will not be funded. Equipment must be available to the entire student group. If a group budgets for equipment, they must provide an inventory of their current equipment at their budget interview, indicating the condition of their equipment (e.g. very good, good, bad, unusable). Additionally, the group must provide current and future storage plans for any equipment requested.
Groups purchasing equipment over $500 should insure the items. The insurance cost should be added to your Operating Budget for the Spring semester. Student Union will pay for $0.50 of insurance per $100 of equipment. (For example, an item costing $500 will be insured up to $2.50 per year.)

If an item purchased with SU funds is not insured and lost or damaged, the group will be liable for its replacement. It is in each group’s best interest to insure equipment purchases of over $500.

## Carshare

Groups that have been allocated money for Carshare may not reallocate this funding to any other events under any circumstances. Budget Committee will decide how many Carshare hours a student group is allocated for based on past use of Carshare hours. If your group is not able to use a certain number of carshare hours, please inform the current Budget Committee Chair (budget@su.wustl.edu) of your situation as soon as you can in order to avoid future confusion.

**Carshare non-usage will not affect a group’s 90% rule calculation.**

[Click here to learn about the SU CarShare Pilot Program](#)
SUPPLEMENTAL EVENTS

General Body Meetings

General Body Meetings are informative events held by the group. This includes but is not limited to information sessions and elections. The Budget Committee will only fund food for one General Body Meeting per semester.

Funding Limit: $5 per member; unlimited number
CAT 1: up to $350 total, CAT 2: up to $200 total

Example: The Troll Club holds one general body meeting during the course of the semester to inform possible new members and current members of plans for the year and gauge potential membership for the upcoming semester.

Socials

Social events promote student group bonding among its members. Socials cannot include individuals who are not active members of the group.

Funding Limit: $6 per participant
CAT 1: up to $400 total, CAT 2: up to $200 total

Example: The Troll Club wants to go to an Escape Room to promote bonding.

Large Scale Social Events

Large scale social events emphasize bonding for the entire student group and often include celebrating the achievements of a semester. Budget Committee will fund up to one large scale social event per semester. This includes what many groups traditionally classify as a banquet. SU will not fund individuals who are not active members of the group.

Funding Limit: up to $20 per member attending; max of one event per semester. CAT 1: No limit, CAT 2: up to $500
The funding limit of $20 per member attending will act as a subsidy for events whose costs exceed what Budget Committee will fund. If a student group spends more than Budget Committee’s allocation, the additional SU funds used by the group to fund the large scale social event will be seen as a misallocation of funds. (See “Misallocation Policy” for more details).

In addition, student groups are required to request funds for large scale social events in their budgets, rather than through appeals. Exemptions may be granted on a case-by-case basis by the VP of Finance and/or Speaker of Treasury.

Example: The Troll Club hosts a dinner and dance at the end of the year to celebrate their achievements and celebrate graduating seniors.

All Category I student groups that have been funded for large scale social events must coordinate a relationship and sexual violence (RSV) training through SU’s partnership with the RSVP Center, LIVE, SARAH, and Title Mine. Training attendance numbers (taken through WUGO) are expected during those group’s BAT Meetings for the SP19 semester. If a group’s training has not yet occurred, group leaders should be prepared to discuss their plans for training with the BAT Leaders.

Group Apparel

Apparel items will only be funded by Budget Committee at a subsidy. Only one apparel item per member will be funded per semester.

Funding Limit: $5 subsidy per member; max of one per semester. CAT 1: up to $500 total, CAT 2: up to $200 total

This subsidy is a strict Student Union policy that is applied to all student groups. If a student group spends more than $5 per item using funds allocated from Budget Committee, the additional funds used by the group to fund their apparel will be seen as a misallocation of funds. (See “Misallocation Policy” for more details). In addition, Budget Committee will not fund apparel designed exclusively for the Executive Board.

Items considered group apparel include but are not limited to t-shirts, jackets, hats, and honor cords.

Example: The Troll Club wishes to buy T-shirts for their members to promote their club on campus.
MISCELLANEOUS EVENTS

Coaches

All groups with coaches must submit coaching contracts through the budgeting process, to be reviewed by Budget Committee. If a contract has not been set by the budget submission deadline, groups may choose to submit these contracts to VP Finance for that semester. If groups appeal for the contract’s first semester, they must request these coaching funds in their budgets for all subsequent semesters.

A new contract must be submitted to Budget Committee if a group replaces a coach and hires a new one. The burden of firing or replacing coaches falls within the discretion of the team. Groups must also submit a new contract to Budget Committee if the price of coaching services changes. These contract changes will not be seen by VP Finance.

Funding Limit: up to $750 per semester, regardless of the number of coaches

The funding limit of $750 will act as a subsidy for contracts that exceed what Budget Committee will fund. If a student group spends more of their budget on coaching than Budget Committee’s allocation, the additional funds used by the group to fund the coaching fees will be seen as a misallocation of funds. (See “Misallocation Policy” on pg 10 for more details).

Sports Clubs are prohibited from paying student coaches using Student Union funds.

Buttons

Student Union offers all student groups 100 buttons per semester at no cost.
ACCESSING YOUR MONEY & MAKING PURCHASES

SU Finance

SU Finance is the financial system used in Student Union to submit budget, file appeals, create request forms, track group spending, schedule appointments, communication, reserve Bear Bucks and credit card machines.

**REQUIRED: Click here to watch our Fiscal FOMO Training Videos which include:**
- Introduction to SU Finance
- Track Spending
- My Pending Requests
- Book an Appointment with Your Business Coordinator

Check Request

A check request document type is used to pay vendors directly if they don’t accept credit card payments and to reimburse individuals for out of pocket student group related expenses.

Any member of a group can complete a Check Request form in SUFinance, however, the Treasurer is the only person who can submit, approve, the request form. If the Treasurer is being reimbursed, only the President can submit the request form.

Check Request forms must be submitted within 14 days of purchase for reimbursement. If a check request form is submitted before the 14 days and it gets rejected by the Business Coordinator, the issue must be fixed/addressed within 14 days of rejection. Failure to comply will result in non-reimbursement.

**REQUIRED: Click here to watch our Fiscal FOMO - Check Requests Training Video**
Additional Supporting Documentation required on the following Check Request Forms:

**Gifts/Prizes/Acknowledgments**

If a student group purchases items to be given as gifts, acknowledgments or prizes, then extra supporting documentation is required in addition to the proper documentation mentioned above. A Gift, Prize and Award Form must be included with the request form. Click here to see the form on the SU Website. The following information is required to complete the form:

- Recipient’s name – who received the gift/acknowledgment/prize
- Social security number
  - If it is a student/employee, just their ID # is necessary
- Home address
- Description and value of each gift, award or prize
- Date of purchase
- The reason of purchase

Gifts/Prizes/Awards can be subject to Federal Tax Laws. If the Tax Department deems it taxable and charges the student group for taxes owed, the additional expense must come out of the group’s fundraising or gift account.

**Making a Donation**

If a group wants to make a donation to an organization, supporting documentation is a letter of intent. This is a document outlining an agreement between two parties. The document required should be on the charity’s letterhead. It should contain the dollar amount that is being committed. Charities are familiar with issuing such documentation. Click here to view a sample letter of intent.

If a group is wanting to make a charitable contribution from the proceeds of a revenue allocated event, the donation process must wait for revenue accounts to be balanced at the end of the semester.

**Contracts**

A contract is required any time a student group enters into an agreement with an individual or company to perform a service.

Student groups must work with approved staff members in Campus Life to have contracts signed, using the GPS (Group Pathways to Success) Advising. Click here to be directed to their website. Student groups, Business Coordinators and Business Manager are not allowed to sign contracts.

**REQUIRED:** Click here to watch our Fiscal FOMO - Financial Rules for Contracts Training Video
Payments for Services/Performances

Student groups are not allowed to pay for contracted services and submit for reimbursement. Student Union WILL NOT REIMBURSE. All payments must be made directly to the service provider or performer by University check and contracts are required.

Paying University Employees and Students

If a student group contracts for a service with a University employee or student who is employed by the University, the employee will be paid for the service on the payroll period following the review and approval of the Check request form.

Labor Laws prevent hourly employee’s/student employees from working more than 40 hours per week unless their employer is willing to increase their rate of pay to time and a half for hours worked in excess of 40. Paid workers must not work over 40 hours per week. If this should occur, the student group will be responsible for paying time and a half. A time sheet must be attached with the contract.

Paying Individual Students or Student Groups

Student groups are not allowed to hire members of their own student group for paid services. If a student is hired from outside the student group, Student Union will pay up to $15 per hour using allocated funds and a contract is required for the service rendered. Any rate in excess of $15 per hour must be paid from student group fundraising or gift accounts.

No student or student group may provide services under a name or in such a way that it could be construed as running a business. No Student Union resources should be used.

Student groups, who submit false information, including contracts and invoices, to Student Union or any other University department, will be considered for immediate referral to University Police, the Judicial Administrator or other Conduct official to face criminal or Washington University Judicial Code charges.

All supporting documentation must be physically turned into a student worker at the Business Coordinators window for processing:

- Completed Check request form
- W-9 (Foreign entity will need a W-8BEN)
- Signed contract – signatures from Campus Life staff and vendor
- Time sheet if payment is to a WashU employee or student employee

Services Between Student Groups

Student groups are not allowed to pay other student groups for performing at their show from SU allocated accounts. They are allowed to pay them using their gift or fundraising accounts.
SU Credit Cards

All SU student groups have access to use the following credit cards: Visa, Schnuck’s, Sam’s Club, Amazon and Enterprise. The Schnuck’s credit card is the only card that may be physically checked out of the Business Coordinator’s office.

If using personal credit cards and want order shipped to the SU office, please use this shipping information:

Name of Student Group
Washington University in St Louis
6475 Forsyth Blvd
DUC Room 270/250 CB 1128
St Louis, MO  63105

Misuse of Credit Cards
All SU and University rules apply to any and all items purchased. Misuse of any of the SU credit cards failure to comply with SU policies will result in immediate loss of privilege to the student group pending investigation. Individuals may be held personally liable for unapproved or inappropriate purchases.

SU VISA Credit Card
The SU Visa can be used to make purchases in the Campus Life office over the internet or by phone.

For access to the credit card, an appointment is required with the group’s assigned Business Coordinator. Please plan in advance as appointments are limited. Anyone in the student group can meet with the Coordinator as long as the treasurer has approved the purchase. Prior to the appointment, a SU Visa request form must be submitted in SUFinance. A reasonable estimated amount can be used if the exact dollar amount is unknown. SU Visa requests should be a minimum of $20. The request must be reviewed and approved by the Business Coordinator prior to the use of the SU Visa. Please allow 2 business days for the review of the SU Visa request form.

REQUIRED: Click here to watch our Fiscal FOMO - SU Visa Training Video
**Schnuck’s Card**
The Schnuck’s card can be used at any Schnuck’s location to purchase groceries and/or supplies for group activities. An appointment is required with the groups assigned Business Coordinator to receive the Schnucks’s credit card. An appointment is not required to return the credit card. The Schnuck’s card must be returned to the student worker or a Business Coordinator and the receipt must be uploaded to the Schnucks request form. The card must be returned within 24 hours. If returned after 5:00pm, slide the card under the Business Coordinators office door.

Please plan in advance as appointments are limited. Anyone in the student group can meet with the Coordinator as long as the treasurer has approved the purchase. Prior to the appointment, a Schnucks request form must be submitted in SU Finance. A reasonable estimated amount can be used if the exact dollar amount is unknown. The request must be reviewed and approved by the Business Coordinator prior to the Schnucks card check out. Please allow 2 business days for the review of the Schnucks request form.

**REQUIRED:** Click here to watch our Fiscal FOMO - Schnuck’s Card Training Video

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**Sam’s Club**
To make a Sams Club purchase, an appointment is not required. However, an electronically submitted Sam’s Club request form in SU Finance is required. The request will show up in the Business Coordinators processing stream to review. Please allow 2 business days for the review of the Sam’s Club request form.

The order will be placed online and prepaid using the Student Union Sam’s Club account and credit card.

Please note that the order can only be placed 5 days out and never on the same day of pick up.

**REQUIRED:** Click here to watch our Fiscal FOMO - Sam’s Club Card Training Video

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**Amazon Purchases**
The Amazon account has Prime associated with it and the account is sales tax free.

An appointment is not required with the group assigned Business Coordinator. An electronically submitted Amazon request form in SUFinance is required. The request will show up in the Business Coordinators processing stream to review and order placed by the Business Coordinator. Please allow 2 business days for the review of the Amazon request form and for your order to be placed.

**REQUIRED:** Click here to watch our Fiscal FOMO - Amazon Account Training Video
**Enterprise**

The travel policy applies to all cases where travel is organized and sponsored by a student group and the destination is outside a 50 mile radius from the university or includes an overnight stay. Car rental reservations must be done with the group’s assigned Business Coordinator and an appointment must be made to book the car reservations.

For access to the credit card, an appointment is required with the group’s assigned Business Coordinator. Please plan in advance as appointments are limited. Anyone in the student group can meet with the Coordinator as long as the treasurer has approved the purchase. Prior to the appointment, an Enterprise request form must be submitted in SU Finance. The request must be reviewed and approved by the Business Coordinator prior to the use of the SU Visa. Please allow 2 business days for the review of the Enterprise request form.

**REQUIRED: Click here to watch our Fiscal FOMO - Enterprise Car Rental Training Video**

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**CarShare Pilot Program**

In order to utilize the Student Union Carshare program, student groups will be required to have each driver apply for an activation through the Vice President of Finance. Each group is limited to 10 active drivers. If your group needs more than 10 drivers, please email the Vice President of Finance to set up an appointment to discuss your group’s unique situation.

Once activated, drivers will receive a link and a job code to begin booking cars. Groups will receive a monthly invoice from their Business Coordinator. It is the responsibility of your group’s Treasurer to accurately upload the invoice and corresponding expense request. The group is responsible for ensuring that the invoice is correct and each ride taken was indeed on behalf of the group. Submission of the expense request will serve as approval of all incurred charges. If any of the charges on the bill are incorrect, please reach out to the Vice President of Finance.

If a member of the group abuses the program by incurring personal charges on the group’s CarShare account, their registration will be removed; however, the charges will remain and the offending individual will be responsible for the incorrect charges billed to the group.

As of now, only 15 groups are eligible for the pilot program. If your group would like to be considered for the program in later semesters, we recommend creating a new event entitled “Carshare” in SU Finance and tagging all CarShare transactions with that event name. This will allow Budget Committee to track your Carshare usage. If you have any questions, reach out to Budget Committee Chair (budget@su.wustl.edu) or VP of Finance (finance@su.wustl.edu).
Paying a WashU Department – Interdepartmental Order – ID’s

When planning an event where costs may be associated like premier spaces, Bon Appetit, Knight Center, or WFF, a submitted ID request form should be filled out at the time of reserving or committing to such services. Request forms must be submitted within 14 days of reservations or commitment to services. Once the event is over, the department bills SU and the Business Coordinators must pay the bill immediately.

When the student group is being billed by another department, the student group’s department billing number is 009125. Please provide the following information and request it to be provided on the actual bill:

- Name of the student group
- Event name and event date
- Description of charge

When transferring money between student groups, the student group sending the money should fill out the request form.

REQUIRED: Click here to watch our Fiscal FOMO - IDs: Paying Bills Training Video

Student Groups Supported by Campus Partners or University Departments

All financial transactions required for programming must be processed through the Student Union office. All payments for goods and services budgeted from Student Union accounts must be processed through the systems we have in place. We will not reimburse departments or campus partners for program expenses that should be processed directly through your group’s accounts.
STUDENT GROUP POLICIES

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:

- 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.
- The purchase of goods or services from a business in which a student, family member or friend has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest. Such situations must be disclosed to the Student Union Business Manager for review prior to the disbursement of funds for that item or service.
- 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, pens or note pads, etc.), these or other gifts should never be accepted in return for a business favor. Such gifts may not directly or indirectly influence the student’s 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 Business Manager all offers of gifts prior to acceptance.
  - Any promotional benefit that results 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.
  - 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.
  - Student group members must provide equal opportunity to firms wishing to pursue business relationships with the University.
  - 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.

Attendance Policy Section
For all SU recognized group events that are funded in any way from operating, revenue, or appeals accounts, at least 85% of those in attendance must be Washington University undergraduate students. However, if the event is a performance and if venue capacity allows, the remainder of the event access may be made available to non-undergraduate students. Exceptions can also be made by Vice President of Finance (finance@su.wustl.edu)
**Large Scale On-Campus Fundraising Events**
Groups that exist solely 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.

**Last Day to Program Exception Requests**
We ask that groups not program during reading and finals weeks. The Last Day to Program rule helps to ensure that students take a break from their student group activities to focus on studying for exams. Groups may request an exception for reading/finals week by filling out this request form on WUGO. Exceptions are made for study-break type events with minimal planning involved. If missing the event will negatively impact members in any way, the event will not be approved.

*Student groups will not be eligible to receive reimbursement for any unapproved event.*

**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 SU allocations will be placed in a Student Union reserve account to be administered towards general student group allocations. Recollected fundraising or gift funds will be placed in the SU Saving - Mental Health Fund.

**Competition Prizes Policy**
Undergraduate recognized student groups are able to represent the University at tournaments and competitions off campus. Competition Prizes Statement was created to ensure that any prize money or items won at a competition will be utilized for the use of the recognized student group and not for individual use.

Any funds awarded in a competition will be deposited into the recognized student group fundraising account. Individuals cannot keep money awarded for a prize in their competitions if SU has funded full/partial the competition. The money/item won would belong to the recognized student group.

For non-compliance with the guidelines above the recognized student group will be subject to sanctions at the discretion of Campus Life and/or Student Union. Sanctions include but not limited to loss of future funding and the group’s account could be frozen.
**Room Reservation Policy**
Undergraduate Student Union recognized groups have the opportunity to reserve rooms on the Danforth campus. Student group room reservation privileges cannot be utilized for personal use. The Campus Life Room Reservation Statement was created to ensure that room reservations are only for recognized student group use.

For non-compliance with the guidelines above the student group will be subject to sanctions at the discretion of Student Union. Sanctions include, but not limited to loss of reservation privileges and the group’s financial account frozen.

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

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

To get more information about acquiring an E-Waiver please contact the Program Coordinator you are working with in the Campus Life office for additional information.

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

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

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Student Union reserves the right to updated or add policies as needed
RESOURCES

Office Resources

These resources are available to any recognized student group and are located in Campus Life for usage. Campus Life DUCSA’s are available during normal office hours to assist group members with any of the items listed below:

- Balloons and Helium Tank
- Bear Bucks Machine*
- Button Supplies
- Cash Boxes
- Computers to use for SU financial transactions and printing materials for student groups
- Copy paper, card stock, colored paper and colored butcher paper
- Credit cards: Amazon, Sam’s Club, Schnuck’s, Enterprise and Visa
- Credit Card Machine*
- Poster maker - located in the SU office
- General supplies: markers, scissors, staplers, paper shredder, hole punchers, tape, pens, crayons, colored pencils, and other basic office supplies
- Paint room supplies and underpass reservation system
- Paper trimmer
- Printer/Copy
  - Campus Life student worker can provide student group members with their copy code. Student groups have a printing budget of $300 per year for printing materials the group. Student Union has the ability to monitor any copies produced on these machines. If used for unauthorized purposes such as personal use, student group is subject to fine and loss of privileges.
- Space is available in the DUC, Residential Life and the 560 Building. **
- Student Group Mail Folders (group responsible for checking these without notifications)
- Tax-exempt student groups can save on tax when purchasing and payments to merchants in Missouri with the University Sales Tax Exempt letter. See Business Coordinator for assistance.
- Long Term Storage – Student Union offers long-term storage to student groups with equipment that is used only on an occasional basis. These storage units are located in the Millbrook Garage and Academy Building. Please contact the Activities Committee for questions and additional information - activities@su.wustl.edu
- Equipment rental from the Harvey Media Center ***

Student Union Office Addresses:

<table>
<thead>
<tr>
<th>Name of Student Group</th>
<th>Name of Student Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington University in St Louis</td>
<td>Washington University in St. Louis</td>
</tr>
<tr>
<td>6475 Forsyth Blvd</td>
<td>One Brookings Drive</td>
</tr>
<tr>
<td>DUC Room 270/250 CB 1128</td>
<td>Campus Box 1128</td>
</tr>
<tr>
<td>St Louis, MO 63105</td>
<td>St. Louis, MO 63130</td>
</tr>
</tbody>
</table>

United States Postal Service (USPS)

<table>
<thead>
<tr>
<th>Name of Student Group</th>
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</tr>
</tbody>
</table>
Student Union Opportunity Fund

Student Union is dedicated towards the idea that socioeconomic status should not prevent any student from having a complete undergraduate experience. With this idea in mind, the Student Union Opportunity Fund was established in November of 2017 and endowed with $300,000 on February 15th of 2019. Student Group Leaders and Members are encouraged to take advantage of this amazing opportunity and advertise the fund and use it when eligible.

For more information, please contact Student Union President, Tyrin Truong, at president@su.wustl.edu.

Rules for Bear Bucks and Credit Card Machines*

The Bear Bucks machine (which utilizes your Washington University ID) and Credit Card machine can be used to purchase tickets to events, collect dues and/or registration fees or sell merchandise being sold by Student Union groups. These machines are available for student groups to reserve to sell items to fellow students, University faculty or staff.

Student groups can only reserve one machine per day. Machines must be returned by 10:00 am daily even if the group has consecutive day reservations.

Machines must be picked up directly from the Campus Life/Student Union Office on the second floor, Monday – Friday by 4:30 pm. For weekend reservation, machines must be picked up by Friday at 4:30 pm.

They cannot be used for the following purposes:

• To collect donations
• Sell alcohol
• Sell home baked good
• Date auctions
• Auctions for dinner or outings with specific persons
• Auctions or sales of services offered by non-professional service providers
• Sale of animals
• Sales by outside vendors

Funds will be automatically deposited into the student group’s account around the 10th day of the following month.

• Only registered Student Union groups may use machines.
• Student Union groups may not sponsor Non-SU Groups, University departments or outside entities for use of these machines.
• All items being sold must have a set price
• Machines must never be left unattended for any reason. Groups will be responsible for the safekeeping of the machines and supplies.
• Group must have a trained operator at all times.
• Student groups will be held responsible for damaged or lost equipment, and funds will be withdrawn from groups’ fundraising or gift account.
- The cost to replace a machine is between $850 - $1,000 per machine.
- The cost of all lost equipment is $100 for each piece.
- Machine must be returned to the Campus Life/Student Union Office after the finish of their reservation by 10am the next business day.
- Student group sales are subject to Missouri sales tax laws.
- Student groups are subject to a 3% service charge.

**Credit Card Machines**
- 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.

**Schedule of Fines**
- Late return of equipment will result in a $100 fine out of your group’s fundraising or gift account and or suspension of card reader privileges.
- Readers left unattended will be subject to a $100 fine and privileges will be suspended for one semester. NO EXCEPTIONS.
- Misrepresentation of Sales: Groups who misrepresent sales in any way are subject to loss of all revenue and/or suspension for one semester of 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.

**On-Campus Room Rentals**

Student Union has a signed contract with Danforth University Center, Residential Life and the 560 Building for student groups to use their spaces free of charge. These spaces are paid as a general line item in SU General Budget.

Danforth University Center
- Student groups can reserve the all spaces in the DUC under the SU contract with the DUC and not have it effect their individual budgets.

Additional Fees groups are responsible for:
- Pre cleaning, post cleaning and reset of room
- Damage to room will be charged to the student group’s fundraising/gift account

Contact the Event Coordinator for any additional fees that might be associated with your program.
Residential Life
The following locations are available under the SU contract with Res. Life:

College Hall
Lopata Multipurpose Room
Lopata Great Hall
South 40 Private Dining Room
Ursa’s Fireside
Ursa’s Stage Side
Village Private Dining Room

Mudd Multipurpose Room

Additional Fees groups are responsible for:
- Pre cleaning, post cleaning and reset of room
- Damage to room will be charged to the student group’s fundraising/gift account
- Security
- Box Office
- Contact the 560 Building for any additional fees that might be associated with your program.

560 Building
The following locations are available under the SU contract with 560 Building:

E. Desmond Lee Concert Hall**
Pillsbury Theatre**
Ensemble Rooms 101, 102, or 103
Recital Hall
Dual Piano Room

Up to 15 days per semester
Up to 10 days per semester
Up to 110 hours/week among
the three rooms
Available when Ensemble Rooms are booked
Available when Ensemble Rooms are booked

** Includes the room, lobby areas, green room, dressing rooms and available equipment

Additional Fees
Contact the Event Coordinator for any additional fees that might be associated with your program.

Additional Fees groups are responsible for:
- Pre cleaning, post cleaning and reset of room
- Damage to room will be charged to the student group’s fundraising/gift account
Equipment Rentals***

Student Union has a signed contract with Harvey Media Center for student groups to rent equipment free of charge. The rented equipment is paid as a general line item in SU General Budget.

SU groups can reserve HMC Media Rentals under the SU contract with HMC and not have it affect their individual budgets.

**Click here to find a list of all HMC Media Equipment that can be rented by SU-recognized student groups**

**Click here to find the HMC Equipment Rental Form**

Additional Fees groups are responsible for:
- This does not cover equipment specific to premier spaces.
- Late fees will be charged to the student group’s fundraising/gift account.
- Damage to equipment will be charged to the student group’s fundraising/gift account.
- Contact the HMC for any additional fees that might be associated with your program.
### EVENT MANAGEMENT PRICES

#### Room Rental Costs

<table>
<thead>
<tr>
<th>Room</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pooled Classrooms</td>
<td>Student Union has a signed contract with Danforth University Center, Residential Life and the 560 Building for student groups to use their spaces free of charge. These spaces are paid as a general line item in SU General Budget.</td>
</tr>
<tr>
<td>South 40 Meeting Rooms</td>
<td></td>
</tr>
<tr>
<td>Risa Commons</td>
<td></td>
</tr>
<tr>
<td>DUC Meeting Rooms</td>
<td></td>
</tr>
<tr>
<td>Goldberg Formal Lounge</td>
<td></td>
</tr>
<tr>
<td>Lopata Multipurpose Room</td>
<td></td>
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<tr>
<td>Lopata Great Hall</td>
<td></td>
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<tr>
<td>May Auditorium</td>
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<tr>
<td>McMillan Cafe</td>
<td></td>
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<tr>
<td>Mudd Multipurpose Room</td>
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<tr>
<td>Orchid Room and Courtyard</td>
<td></td>
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<tr>
<td>South 40 Private Dining Room</td>
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<tr>
<td>Tisch Commons</td>
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<tr>
<td>Ursa’s Fireside</td>
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<tr>
<td>Ursa’s Stageside</td>
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<tr>
<td>Village Black Box Theatre</td>
<td></td>
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<tr>
<td>Village Private Dining Room</td>
<td></td>
</tr>
<tr>
<td>Emerson Auditorium</td>
<td>Full Day: $1,875</td>
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<tr>
<td></td>
<td>Half Day: $1,125</td>
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<tr>
<td></td>
<td>NOTE: Requires dedicated technician at $75 per hour</td>
</tr>
<tr>
<td>Frick Forum with Knight/Bauer Hall</td>
<td>Full Day: $300</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>Half Day: $150</td>
</tr>
<tr>
<td>Graham Chapel</td>
<td>$150 per day</td>
</tr>
<tr>
<td>Holmes Lounge</td>
<td>$125 per day</td>
</tr>
<tr>
<td>Knight/Bauer Hall 3rd Floor Atrium</td>
<td>Full Use: $2,250 per day</td>
</tr>
<tr>
<td></td>
<td>As Is/Outlet Open: $200 for full day, $100 for half day</td>
</tr>
<tr>
<td>Knight/Bauer Hall Outlet Closure</td>
<td>Full Day: $5,000</td>
</tr>
<tr>
<td></td>
<td>Half Day: $2,500</td>
</tr>
<tr>
<td>Lopata Great Hall</td>
<td>$100 per day</td>
</tr>
<tr>
<td>Rettner Gallery</td>
<td>$50 per day</td>
</tr>
<tr>
<td>South 40 Dance Studio</td>
<td>$35 per reservation (2 hours max)</td>
</tr>
<tr>
<td>Umrath Lounge</td>
<td>$125 per day</td>
</tr>
<tr>
<td>Women’s Building Formal Lounge</td>
<td>$125 per day</td>
</tr>
</tbody>
</table>
# Standard Rental Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compostable Stations*</td>
<td>Set up by student group: $54 per station</td>
</tr>
<tr>
<td></td>
<td>Set up provided: $79 per station</td>
</tr>
<tr>
<td>House Core Cleaning (ResLife)*</td>
<td>$20 per hour</td>
</tr>
<tr>
<td>Keystone Security</td>
<td>Guard: $16 per guard per hour</td>
</tr>
<tr>
<td></td>
<td>Supervisor: $18 per supervisor per hour</td>
</tr>
<tr>
<td></td>
<td>Note: Keystone is not an option if your event requires age verification. Keystone is only able to provide crowd control service at this time.</td>
</tr>
<tr>
<td>NPB Security</td>
<td>Guard: $16 per guard per hour Manager: $18.50 per manager per hour</td>
</tr>
<tr>
<td></td>
<td>Note: 4 hours minimum</td>
</tr>
<tr>
<td>B&amp;D Security</td>
<td>$15 per person per hour</td>
</tr>
<tr>
<td>Sound Tech Setup*</td>
<td>More than two weeks in advance: $30 per hour. Less than two weeks in advance: $40 per hour</td>
</tr>
<tr>
<td>WFF Cleaning*</td>
<td>$32.32 per person per hour Less than 72 hours’ notice: $44.77 per person per hour</td>
</tr>
<tr>
<td></td>
<td>Below are some representative setup/cleaning estimates for representative spaces provided by WFF. These are simply to provide starting points for your budget as prices will vary depending on your event’s specific needs.</td>
</tr>
<tr>
<td></td>
<td>Please reach out to Kyra Johnston in Event Management (<a href="mailto:kyra.nickel@wustl.edu">kyra.nickel@wustl.edu</a>) to obtain quotes for your specific event.</td>
</tr>
<tr>
<td></td>
<td>Tisch Commons: 10 hours Goldburg Formal Lounge: 4 hours Women’s Building Formal Lounge: 4 hours DUC 276: 2 hours McMillan Cafe: 2 hours</td>
</tr>
</tbody>
</table>

* Denotes a WashU service

**IMPORTANT NOTE:** All the prices listed above estimates as of 9/6/2018 and should only be used as a basis for your budget. These prices are subject to change.

If you have any questions about WashU service pricing, feel free to email Kyra Johnston in Event Management (kyra.nickel@wustl.edu)
Student Union reserves the right to update or add additional policies as needed throughout the academic year.