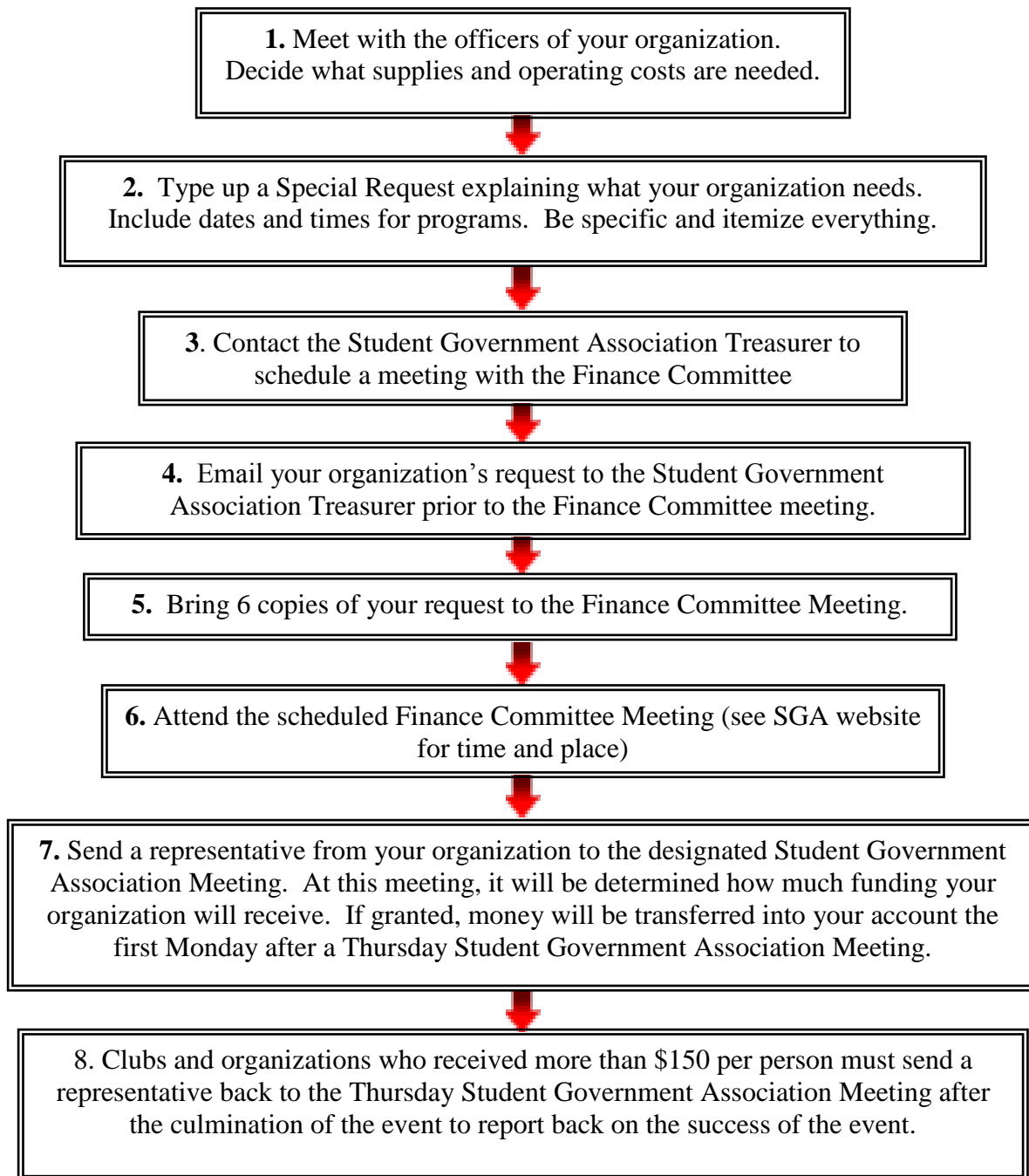




# Finance Manual

## 2011-2012

# Student Government Association Funding Process



**Still Confused? Contact the SGA Treasurer ☺**

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# TABLE OF CONTENTS

<b>Section I:</b> .....	<b>4</b>
<b>Policies</b> .....	<b>4</b>
<b>I. ELIGIBILITY FOR FUNDING</b> .....	<b>5</b>
<b>II. THE FINANCE COMMITTEE</b> .....	<b>6</b>
<b>III. RIGHTS OF THE FINANCE COMMITTEE</b> .....	<b>6</b>
<b>IV. FINANCE COMMITTEE POLICIES</b> .....	<b>8</b>
<b>V. FUNDRAISING</b> .....	<b>17</b>
<b>VI. PENALTIES</b> .....	<b>19</b>
<b>Section II:</b> .....	<b>20</b>
<b>Procedures</b> .....	<b>20</b>
<b>I. TIMELINE</b> .....	<b>21</b>
<b>II. BUDGET PROCESS</b> .....	<b>22</b>
<b>III. WARRANT PROCEDURES</b> .....	<b>29</b>
<b>IV. DEPOSITING FUNDS</b> .....	<b>31</b>
<b>V. SPECIAL REQUESTS</b> .....	<b>32</b>
<<Insert Organization Name Here>> .....	<b>33</b>
<<Insert Date Here>>.....	<b>33</b>
<b>Section III:</b> .....	<b>35</b>
<b>Documentation</b> .....	<b>35</b>
<b>Muhlenberg College Student Group Officer Update Form</b> .....	<b>36</b>
<b>STUDENT DRIVER RESPONSIBILITY ACKNOWLEDGMENT FORM</b> .....	<b>37</b>
<b>PASSENGER INDEPENDENT TRAVEL INFORMED CONSENT FORM</b> .....	<b>38</b>
<b>Section IV:</b> .....	<b>39</b>
<b>Helpful</b> .....	<b>39</b>
<b>Information</b> .....	<b>39</b>
<b>★ I. WHERE TO GO ★</b> .....	<b>40</b>



# Section I: Policies

## I. ELIGIBILITY FOR FUNDING

Only student organizations officially recognized by Muhlenberg College, with the exception of Greek organizations, academic honoraries, varsity athletic teams and club/intramural sports, are eligible to request funding from the Student Government Association. Organizations must have the following items on file with the Associate Director of Student Activities:

- ✓ A copy of current governing documents (bylaws, constitution, or both) approved by Muhlenberg College;
- ✓ A list of current officers' and advisors' names and contact information;

If you are unsure if your organization is currently in compliance, contact the office at extension 3562. Additionally, organizations applying for funding must meet the following criteria:

- 1) Each organization **MUST** comply with the rules of the Finance Manual including, but not limited to, submitting required documents, attending required events, and complying with required policies. **Organizations that have failed to comply with any policy of the Finance Manual will not receive priority for allocations in the current semester and may face other penalties.**
- 2) In compliance with Muhlenberg College's non-discrimination clause, membership in an organization must be open to all students who have paid the Student Activities Fee. If a single sex organization exists, a comparable single sex organization of the opposite sex must exist in order to be eligible for funding.
- 3) Each organization **MUST** have at least two students holding different and separate executive officer positions. One officer must be in charge of the finances of the organization (treasurer). In the case of a shared position responsible for the finances, the organization shall note one of the officers as the primary liaison to the Finance Committee. Officers must be elected by the general membership of the organization unless a Student Government Association-approved constitution dictates otherwise.
- 4) Treasurers **MUST** attend one (1) of the two (2) mandatory treasurer workshops held every semester. **Any student organization whose treasurer does not attend one (1) of the two (2) mandatory workshops will forfeit its eligibility to receive funds.**
- 5) Each organization **MUST** have the Student Group Officer Update Form on file in the Office of Student Activities. This update form must contain accurate information. (These sheets may be obtained from the Office of Student Activities).
- 6) Newly recognized student organizations are encouraged to plan and organize in their first active semester. New organizations should look to a related department for start-up funds or operational funds. New organizations may make a special request under \$100, itemized specifically for publicity supplies, and may request up to \$150 for programming initiatives.
- 7) All organizations requesting money from the Student Government Association **MUST** fundraise and adhere to the fundraising policies outlined in this manual.
- 8) Organizations that obtain funding from sources other than the Student Government Association (meaning support from National Organizations, fees for services, or extended family support) **MUST** supply documentation of distributions and amounts so that all organizations may be allocated fairly.
- 9) All funds allocated to campus organizations **MUST** be used to benefit students and to uphold the character of the Muhlenberg Community.

## **II. THE FINANCE COMMITTEE**

The Finance Committee is a standing committee of the Student Government Association consisting of members of the SGA and is chaired by the Student Government Association Treasurer.

The Finance Committee is responsible for providing a recommendation to the Student Government Association regarding an allocation of each semester's Student Activities Fees for recognized organizations and events. Additionally, the Finance Committee will monitor all financial transactions of student organizations under its jurisdiction. The Student Government Association makes the final decision on all expenditures and allocations.

## **III. RIGHTS OF THE FINANCE COMMITTEE**

- 1) The Finance Committee has the right to monitor any event for the purpose of ensuring that the standards set forth in the Finance Manual or by stipulation of the Finance Committee and/or the Student Government Association are adhered to.
- 2) The Finance Committee and/or the Student Government Association Treasurer have the right to audit any organization receiving funds.
- 3) The Finance Committee and/or the Student Government Association Treasurer have the right to recommend, and the Student Government Association has the right to impose, a financial penalty or to deny access to an organization's funds for any violation of the policies or stipulations of the Finance Committee, the Student Government Association, or Muhlenberg's Social Code.
- 4) The Finance Committee and/or the Student Government Association Treasurer have the right to request and/or require additional financial information and/or documentation from any organization.
- 5) The Finance Committee and/or the Student Government Association Treasurer have the right to refuse payment of a bill that is not in accordance with the Finance Manual's policies and procedures.
- 6) The Finance Committee and/or the Student Government Association Treasurer have the right to reallocate funds that were not used/over-budgeted for that which was allocated to an organization in their budget, as long as there is notification to the organization prior to the removal of funds.
- 7) The Finance Committee has the right to recommend and the Student Government Association has the right to adjust or deny funding for any request(s) that falls outside the guidelines outlined in this manual or is contrary to the established precedent since novel situations do occur from time to time.
- 8) The Finance Committee, Student Government Association Treasurer, and/or the Student Government Association have the right to deny future funding or deny access to an organization's funds if it's determined that the event did not benefit and uphold the character of the Muhlenberg Community.
- 9) The Finance Committee and/or the Student Government Association Treasurer reserve the right to clear or remove any portion of any allocated but not yet used funds from an organization's Student Government Association account, as long as there is notification to the organization prior to the removal of funds.
- 10) The Finance Committee and/or the Student Government Association Treasurer reserve the right to consider an organization's fundraising account when making funding decisions.

- 11) The Finance Committee has the right to recommend and the Student Government Association has the right to adjust or deny funding for any request that is deemed to be for an inordinate and/or disproportionate amount of money per student.
- 12) The Finance Committee and/or the Student Government Association Treasurer reserve the right to request, raise, remove, or adjust any established or self-imposed subsidization fees.
- 13) The Finance Committee has the right to recommend and the Student Government Association Treasurer has the right to adjust or deny funding for any travel request(s).
- 14) The Finance Committee and/or the Student Government Association Treasurer reserve the right to apply a subsidization fee to the purchase of equipment or any such allocation that is not going towards attending an event.
- 15) The Finance Committee and/or the Student Government Association Treasurer reserve the right to deem any expense ineligible for funding by the Student Activity Fee, and suggest it be paid for by an organization's fundraising account.
- 16) The Finance Committee and/or the Student Government Association Treasurer reserve the right to require a detailed explanation sheet and itemized receipt for every expense.
- 17) The Finance Committee and/or the Student Government Association reserve the right to deny or decrease funding based upon the pertinence of the use of Student Government Association allocated funds to the club's mission.

## **IV. FINANCE COMMITTEE POLICIES**

### **ADVERTISING AND ATTENDENCE**

- 1) All events funded by the Student Government Association must be advertised on campus and therefore open and publicized to the entire student body, not just recognized club members.
- 2) A piece of publicity may consist of any item that appropriately displays information about that club. Publicity may be in the form of apparel, excluding T-shirts, that does not exceed \$10.00 per unit.
- 3) When a group submits a proposal to the Finance Committee, the number of people attending a trip must be the same number of people pre-registered for the trip. Without an exact number a group will have to re-submit the proposal.
- 4) When sponsoring an event, all campus organizations must estimate the number of people attending. This will ensure that an event is funded properly for the number of people attending.
- 5) All campus organizations receiving Student Government Association funding must advertise for these funded events in at least two different forms which are available to the entire student body at least three days prior to any student being able to sign-up for the event. Specifically, in such forms as: campus wide mailing, fliers, Message Board, Berg Bulletin Parents Plaza Sheet, Seegers Table, and Facebook.

### **ADVISORS**

- 1) Each organization must have an advisor in order to receive funds.
- 2) Advisors are limited to the faculty and administration of Muhlenberg College unless otherwise approved by the Student Government Association.
- 3) No advisors shall be paid for their work.
- 4) The organization's advisor must co-sign all warrants and explanation sheets along with the club/organization treasurer.

### **ALCOHOL**

- 1) The Student Activities Fee may not be used to purchase alcoholic beverages.

### **ALTERNATIVE SPRING BREAK, CONFERENCES & SERVICE LEARNING**

- 1) An alternative spring break, conference, or service learning trip, like all Student Government-funded events, must be open and publicized to all students paying the Student Activities Fee.
- 2) Any Alternative Spring Break Trip costing over [\$150.00] per student may be funded by the Student Government Association up to one third (1/3) of the cost per participant. The organization and the individual should share the remaining cost with the use of fundraising techniques recognized by the Finance Manual.
- 3) In requesting funds for an Alternative Spring Break, Conferences, or Service Learning Trip an organization must be able to demonstrate what they hope to contribute to the campus and organization as a result of attending. This demonstration of gathered and beneficial information is to be presented to the assembled full-bodied Student Government Association within the semester it occurs or in the semester immediately following.



- 4) Upon discretion of the Finance Committee and/or Student Government, up to one third of the cost per participant will be eligible for funding by the Student Government Association. The organization and the individual should share the remaining cost.
- 5) The number of participants per Alternative Spring Break Trip is recommended not to exceed 15 students, so that the Finance Committee and/or the Student Government Association can properly allocate the Student Activities Fee to the entire student body.
- 6) The Subsidization Fee, as outlined in the *Dues and Participation* section of the Finance Manual is applied to the cost of trips. The subsidization system is as follows: If the trip costs,
  - a. Less than \$20.00 per person → no Subsidization Fee required
  - b. Between \$20.01 and \$50.00 per person → \$5.00 per person must be paid
  - c. Between \$50.01 and \$100.00 per person → \$10.00 per person must be paid
  - d. Over \$100.01 per person → ten percent (10%), or as deemed by the Finance Committee and or Student Government Association Treasurer, of the total cost per person is required.
  - e. In the event of an Alternative Spring Break, Conference, or Service Learning Trip costing over \$150.00 per person, one third (1/3), or as deemed by the Finance Committee and/or the Student Government Association Treasurer will be allotted through the General fund to the cost of the trip.
- 7) Advisors and/or trip facilitators cannot be funded for their participation.
- 8) No organization may pay for any graduating seniors to attend an event after graduation with any of its funds.
- 9) Upon successful completion of the trip, a representative from the club/organization must report back to the Student Government Association. See inside cover for details.

### **CHARITABLE ACTIVITIES**

- 1) Money from the Student Activities Fee cannot be used for monetary charitable donations. The charitable goods must relate to the operating costs of the organization
- 2) Organizations may use fundraising money to supply financial help to campus or community activities.
- 3) When sponsoring an event for charity, an account may be opened with the Controller's Office to deposit the proceeds while awaiting the conclusion of the event. Additionally, third-party checks to charities may be held in the Controller's Office for safekeeping so that the entire donation can be delivered together.
- 4) Sponsoring a fundraising event with the intention of donating the proceeds to charity will be considered fulfillment of one of an organization's required fundraisers (see fundraising policies).

### **CONTRACTS**

- 1) Any contracts in amounts greater than or equal to \$1,000 must be reviewed before the Assistant Treasurer of the College signs them.
- 2) Upon discretion of the Finance Committee and/or the Student Government Association, organizations may not enter into contracts without having either budgeted or special requested the expense. Funds must be requested at least two weeks prior to the event. This includes transportation contracts. Entering into any contract initiated before confirmation of funding is at the risk of the organization and is strictly prohibited.

- 3) Contracts for services rendered that are non-performance contracts may be asked to have two competitive bids or price estimates in writing, upon request of the Finance Committee. These estimates must be obtained independently by the organization, and not by one of the persons submitting a bid.
- 4) The Finance Committee reserves the right to make inquiries to any person submitting a bid and to obtain a competitive bid for comparison purposes.
- 5) The Finance Committee will require services to be performed by the lowest bidder when services are identical in every reasonable aspect.
- 6) Organizations that are permitted to enter into contracts for periods longer than the duration of the academic year will be subject to the competitive bidding process only at the time that the contract is up for renewal.
- 7) Standard formats for contracting with outside vendors are available in the Seeger's Union Office and must be used to protect an organization's best interests when sponsoring vendors in order to raise funds.
- 8) Contracts with vendors that will involve these vendors conducting business on the Muhlenberg College Campus must include a clause requiring the vendor to furnish a certificate of insurance naming Muhlenberg College as an additional insured.

### **DEPARTMENTAL FUNDS**

- 1) A department or other office within the College may co-sponsor an activity funded by a Student Government Association organization.
- 2) No activity sponsored by a Student Government funded organization may be open only to students in a particular program, major, or field
- 3) Any group requesting funds for speakers must be first seek co-sponsorship with the Lectures and Forums Committee so as to fully utilize the funding and ability of the Lectures and Forums Committee and to preserve the Student Activities Fees whenever possible.

### **DUES AND PARTICIPATION**

- 1) No organization may charge any type of membership fee to its student members.
- 2) Dues to affiliate organizations may be requested from Student Activities Fees by an organization.
- 3) For any organization receiving Student Government Association funding, **a Subsidization Fee of:**
  - a. Less than \$20.00 per person → no Subsidization Fee required
  - b. Between \$20.01 and \$50.00 per person → \$5.00 per person must be paid
  - c. Between \$50.01 and \$100.00 per person → \$10.00 per person must be paid
  - d. Over \$100.01 per person → ten percent (10%), or as deemed by the Finance Committee and or Student Government Association Treasurer, of the total cost per person is required.
  - e. In the event of an Alternative Spring Break, Conference, or Service Learning Trip costing over \$150.00 per person, one third (1/3), or as deemed by the Finance Committee and/or the Student Government Association Treasurer will be allotted through the General fund to the cost of the trip.

The concept of subsidization fees is applied to Student Government Association allocations in order to alleviate potential disproportionate uses of the Student Activities Fee and to ensure that members are invested in the activity for which they are requesting funding. In addition, it is important to remember that

the Finance Committee and/or the Student Government Association Treasurer reserve the right to request, raise, remove, or adjust any established or self-imposed subsidization fees.

### **ELECTIONS**

- 1) In accordance with the Student Government Association policies and the constitution of that organization, organizations should promptly report election results to the Student Government Association and to the Office of Student Activities (Muhlenberg College Student Group Officer Update Form, see SGA website for form).
- 2) Elections of organizations must consist of at least two different positions and be filled by two different people. See Club Recognition policies for further detail.

### **EQUIPMENT AND CAPITAL PURCHASES**

- 1) In order to purchase large or expensive equipment over \$250 or to make other capital purchases, an organization must present a competitive price range based upon research. Requests for equipment and other capital purchases over \$250 should first be made through the Purchasing Office.
- 2) Requests for furniture must be made through the Office of Residential Services. The Finance Committee will only consider requests for the purchase of furniture after receiving written notification from the Office of Residential Services that they do not intend to provide the requested furnishing.
- 3) Requests for computers, software, and related equipment must be made not only through the Purchasing Office, but also through the Office of Information Technology or Office of Media Services following the same procedure.
- 4) Written confirmation that a request was denied may be in any form and must include a signature of the person reviewing the request or representing the office.
- 5) Organizations wishing to purchase equipment jointly must apply together by means of a special request.
- 6) The helium tank is for club/organization use only. Clubs/organizations must provide their own balloons.

### **FOOD**

- 1) Recognized organizations may receive up to \$500 per semester for food for campus wide events, held on campus that are open to the entire student body.
- 2) The Student Government Association may purchase food for events open to the entire student body and when necessitated by the sponsoring of conferences, conventions, or mixers.
- 3) When calculating the expense of trips or conventions, the expense of meals may not be included.
- 4) Meals for speakers and performers will only be paid for as required by a contract and the Finance Committee reserves the right to request that these expenses be paid out of an organization's fundraising account.
- 5) Upon discretion of the Finance Committee and/or the Student Government Association, organizations that hold weekly or biweekly food based community events for more than two semesters or those organizations that hold open and highly attended semester galas with guests in excess of 50 people are allowed to petition to the Student Government Association for extra funds in excess of \$5.00 per person who regularly attend organizations' events, but not exceeding \$1,500 total.

- 6) When sponsoring an event, we suggest the use of Muhlenberg College Dining Services. Please note that in many on-campus locations, the use of Dining Services is contractually required.
- 7) When using Muhlenberg College Dining Services, please note that payment is required before the event takes place.

### **GIFTS AND PAYMENTS**

- 1) Gifts may be purchased only out of an organization's fundraising account.
- 2) Money may not be given as a gift to anyone from any source of funding.
- 3) The Student Government Association is allowed to provide up to \$600 per club for a speaker to come to campus.
- 4) The Student Government Association is allowed to provide up to \$250 per club for a disc jockey to come to campus.
- 5) The Student Government Association is allowed to match the current amount paid by the Student Activities Office to student performers at events sponsored by recognized clubs and organizations.
- 6) Unless otherwise specified by Student Government Association's advisor, the Dean of Students, the President of the College, or the Provost, no Student Government Association funded organization may use allocated funds to pay for an instructor, coach, or other such leadership position.
- 7) The Student Government Association may allocate funds to pay for services necessary to the organization's functions. Such functions can be reimbursed either via the Fundraising account or if it were previously requested and voted upon by the Student Government Association.

### **INVENTORY**

- 1) Because organizations may not hold a petty cash account, organizations should realistically budget for their needs of office supplies.
- 2) Inventory purchases may be made on personal credit cards, and accordingly, students may be reimbursed for these expenses when they submit a valid itemized receipt.
- 3) Purchases may not be made by outside agencies or non-personal credit cards with the expectation of reimbursement.
- 4) For large expenditures, alternative-purchasing arrangements may be made through the Student Government Association Treasurer and the Purchasing Office with the expectation of reimbursement.
- 5) Organizations may request to open an account in The Berg Bookshop for supplies. In budgeting, a specific dollar amount may be requested for general office and publicity materials. Bookstore accounts are limited to purchasing these materials. These accounts carry forward their balance each semester. Only organization officers will be permitted to sign for items purchased on account from the bookstore. Exceptions must be made through the Student Government Association Treasurer.
- 6) Deposits into an organization's bookstore account are permitted from the Student Government Association account only when requested through the operations section of the budget request. Otherwise, deposits must be made from the fundraising account.

- 7) Receipts for bookstore purchases should be compiled and maintained by the organization's treasurer.
- 8) Student Government Association has the right to review the transaction record of any Student Government Association organization's bookstore account.

### **INVESTMENTS**

- 1) The Student Activities Fee may not be used in any outside investments.

### **LOANS**

- 1) Student Government Association-funded organizations may not loan money to any person or organization for any reason.
- 2) Organizations may request a loan from the Student Government Association through special request procedures.
- 3) Within three to four weeks of the event, or upon the specific discretion of the Finance Committee and/or the Student Government Association, the campus organization is required to repay the loan in full that the Student Government Association awarded them.
- 4) If an organization fails to repay the loan by the agreed-upon date, the amount will be automatically subtracted from the organization's funds, and/or the organization's account will be frozen until deemed appropriate. Failure to pay back a loan within the specified time period will result in a freeze on future funding for that organization until the loan is paid in full.

### **MEDIA PRODUCTION RIGHTS**

- 1) Performance groups (such as A Cappella Groups) have the right to produce media to raise funds to be deposited into their fundraising account.
- 2) Groups may create one form of recording every four years. This is to ensure that each student involved has the opportunity to be a part of a media recording over the course of his or her college career.
- 3) Groups are encouraged as always to seek the lowest prices for recording services, should look to consult groups that have previously recorded media, and should consult the resources within the school's Purchasing Office – located in the basement of Haas.

### **MEDIA SERVICES**

- 1) Whenever equipment is required for a performance or event, students may have their faculty advisor contact Media Services before renting or purchasing equipment from another source. In almost all cases there will be no charges for the services provided by this Office.

### **PERSONNEL**

- 1) Organizations may not establish a stipend or salary for any position within the organization.
- 2) Organizations planning large events may be subject to personnel charges associated with facilities set-up, food service, and security. Before agreeing to services such as these from the college, a designee of the organization shall communicate its intention to the Finance Committee in order to coordinate funding for these services and to ensure that these groups receive accurate cost estimates.
- 3) Funding for personnel charges from the college is subject to the Finance Committee policy on departmental expenses outlined in the Finance Manual.

## **PETTY CASH**<sup>1</sup>

- 1) Organizations may not hold a petty cash account.
- 2) Cash received for any reason must be deposited during the next business day. Access to a safe for overnight storage of cash is available through campus safety.

## **POLITICAL ACTIVITY**

- 1) Organizations may not use any of their Student Government Association funds to endorse any individual, political party, partisan campaign, or ballot initiative on or off campus. Using funding from the General Fund to pay for a paid advertisement endorsing any political initiative is **strictly prohibited**.
- 2) Only fundraising funds may be used to attend political fundraising dinners or other events that require any type of fee or donation for admission.
- 3) Organizations may use fundraising funds towards speaking fees or other expenses incurred as a result of hosting a candidate for political office to speak on campus without approval from the Student Government Association.

## **PRINTING SERVICES**

- 1) Printing of budgeted projects may be obtained by opening an account through the Print Shop or through an outside service.
- 2) Outside printing services must submit bids and should be selected on a competitive basis.
- 3) Printing services for publications require a written contract and are subjected to the contract policies of the Finance Manual.
- 4) Student Government Association may decide what printing service will be used at the time of allocating funds for projects involving printing or at the time of approving a student publication's budget or special request.
- 5) The Print Shop and outside printing services should be used when there is a large quantity or a need for technical expertise.

## **SPONSORSHIP**

- 1) A Student Government Association organization wishing to co-sponsor an event with another non-Student Government Association Organization may not contribute funds without having approval in the form of a confirmed budget request or special request and passed by the Student Government Association.
- 2) No Student Government Association funded organization may contribute funds to an event that in any way excludes any segment of the student body, or offers preferential admission, seating, or other treatment to persons not paying the Student Activities Fee.

## **START UP FUNDS**

- 1) In their first semester, a new organization may make a special request for up to \$100, itemized specifically for publicity supplies.

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<sup>1</sup> Petty Cash: cash on hand; physical currency

- 2) In their first semester, a new organization may make a special request for up to \$150 for programming initiatives.

### **SUGGESTED DONATIONS**

- 1) Any event wholly or partially funded by the Student Government Association may with the permission from the Finance Committee or the Student Government Association Treasurer charge a “suggested donation” of any amount to students paying the Student Activities Fee. Admission cannot be denied any person not paying the fee.
- 2) Organizations sponsoring events that include non-Muhlenberg students may charge an admission fee to non-Muhlenberg students. It is not likely that the Muhlenberg College Student Government Association will sponsor an event attended by a large number of non-Muhlenberg students as determined by Student Government Association.

### **TELEPHONE EXPENSES**

- 1) The Office of Information Technology (OIT) will bill clubs with office telephone costs each semester. All billing disputes shall be resolved directly with OIT.
- 2) Infractions will result in the inability to have a long distance service.
- 3) Organizations without telephone lines may use a phone log to track long distance calls in lieu of submitting an explanation sheet.
- 4) If there is an outstanding bill, the account will be frozen and no special request or budget will be passed until the debt is paid in full.

### **TRANSFER OF FUNDS**

- 1) Funds may not be transferred from any account in the Student Bank to another account in the Student Bank without the Student Government Association’s approval, which can be obtained through a warrant request.
- 2) Similarly, organizations may not promise sponsorship of another organization’s activity without Finance Committee approval.

### **TRAVEL EXPENSES**

- 1) Mileage may be calculated at the approved federal rate per mile for individual student drivers using their own personal vehicles. A mileage log and detailed explanation of each trip along with the number of vehicles and student drivers/passengers in each car must be submitted with the warrant.
- 2) Please refer to the Dean of Students Office’s policy on using Muhlenberg College Vans for group activities. These costs are legitimate expenses for activities open to the student body and may be placed in an organization’s budget: \$0.75/mile for the use of vans and \$1.00/mile for the use of campus bus. The cost of drivers is \$12/hour. Appropriate waivers **MUST** be filled out for the use of college vehicles or individual vehicles for the function of college sponsored events (p. 51 & 52).
- 3) Vans must be reserved before an organization submits a special request. Requests for transportation **CANNOT** be approved without certainty of vehicle availability.
- 4) Travel expenses for travel between a student’s home or other residence and Muhlenberg College will not be reimbursed.

- 5) To avoid underestimating a special request allocation when determining travel expenses, please factor in an estimate of tolls and/or other pertinent traveling expenses (i.e. parking costs).
- 6) Abuse of travel privileges may result in a temporary or permanent loss of ability to reimburse any member or selected members for travel or for an organization's expenses from what remains in the organization's Student Government Association or Fundraising accounts.
- 7) The Finance Committee and The Student Government Association recommends that all organizations seek transportation via Muhlenberg College's school bus/van services.

### **UNIFORMS**

- 1) The Student Government Association can only fund items found essential to the workings of the club.
- 2) A uniform is defined to be an article of clothing that properly identifies a member of the organization and must be passed down from participant of club to participant of club.
- 3) The Student Government Association cannot fund the purchase of footwear for an organization.
- 4) Funding will only be given for the number of performing participants in a club.



## V. FUNDRAISING

All Student Government Association-funded organizations have a fundraising account. Money generated through fundraising is a necessary component of the finances of any organization receiving or eligible for Student Government Association funding. This account will carry over its balance from one semester to the next. Unlike Student Government Association allocated funds, the use of money in this account does not require a special request and can be spent in any manner that the organization sees fit. This money can be used to cover the expenses of items or events that are beyond the means of the Student Activities Fee and allows the organization to have greater flexibility than it would have solely through the use of Student Government Association allocated funds. The only regulations that fundraising money will be held to are the policies outlined in the following section.

### FUNDRAISING POLICY

Fundraising is one of the most important things a club can do. It shows the Finance Committee and Student Government Association that organizations are responsible and committed to the club to which they belong. Rather than asking for the full cost of the items/events, fundraising allows the organizations to work with the Student Government Association to alleviate the expenses.

Organizations receiving less than \$3,000 during the semester (including special requests) must hold **at least one** fundraiser during that semester in order to be eligible for funding in the next semester.

Organizations receiving \$3,000 to \$10,000 during the course of the semester (including special requests) must hold **at least two** fundraisers during that semester in order to receive funding for the next semester.

Organizations receiving more than \$10,000 during the course of the semester (including special requests) must hold **at least three** fundraisers during that semester in order to receive funding for the next semester.

**New organizations are required to fundraise in their first semester of recognition in order to receive funding in the future.** New organizations are only permitted to submit a special request for under \$100 specifically for publicity supplies and another \$150 for programming initiatives in their first semester of operation.

### FUNDRAISING PROJECT EXAMPLES

Examples of fundraising projects include:

- ✓ Ticket Sales
- ✓ Advertising Sales
- ✓ Fundraising Drives and Donation Campaigns
- ✓ Subscription Campaigns
- ✓ Organizational Events and Sales (i.e. T-shirt sales, bake sales, raffles, etc.)

- 1) Fundraising money must be used for purposes that benefit the entire organization.
- 2) All campus policies in regards to advertising, promotion, publicity, and solicitation must be adhered to. Outside vendors and non-Muhlenberg students are not permitted to solicit in the residential areas of the campus in accordance with college policy and safety concerns.
- 3) All monies generated by fundraising activity must be deposited in accordance with the appropriate procedures.

- 4) An organization that wishes to work with an outside vendor will be referred to as a sponsoring organization and must:
  - a) Perform all the administrative tasks related to the event (i.e. reserve space, account for funds, publicize, oversee all aspects of the event, fulfill necessary documentation responsibilities, etc.)
  - b) Secure a written agreement with the outside vendor and the organization that specifies any fees received or paid by the organization, and the percentage of gross receipts received. Standard vendor contracts are available at the Seeger's Union Office. When a vendor offers an alternative contract, the contract must be reviewed in accordance with the contract policy of the Student Government Association Finance Manual.
  - c) Reservations for vendor space in Seeger's Union may be made through the Assistant Director of Seeger's Union.
  
- 5) In accordance with Section 3-H of the Residence Hall Policy in the Student Handbook, please notify the Office of Residential Services before soliciting in the Residence Hall. (Non-Muhlenberg students may not solicit in the Residence Halls).

## **VI. PENALTIES**

Any and all infractions of the rules described in this manual will be assessed by the Finance Committee and referred to the Student Government Association, if necessary. The following penalties may result, depending upon the severity of the infraction, but are not necessarily successive steps nor are they in any particular order:

- Freezing of the Student Government Association and/or Fundraising account
- Complete Audit by Finance Committee and/or the Student Government Association
- Loss of current semester's budget allocation
- Involvement of an oversight committee formed by the Student Government Association
- Referral to Social Judicial Board/Hearing Board (which would be coincided with a referral to the Student Government Association)

Freezing of an account prohibits an organization from withdrawing any money from its account. To unfreeze an account, the treasurer of the organization must contact the Student Government Association Treasurer, who will arrange for the account(s) to be unfrozen pending Student Government Association approval.



# Section II: Procedures

## **I. TIMELINE**

### **ALLOCATION APPOINTMENTS**

Each organization will be scheduled to appear before the Finance Committee, represented by the Treasurer of the organization, in order to answer questions, offer clarifications, and alleviate any concerns that the Finance Committee may have after reviewing the budget request. Budget Allocations take place at the end of each semester in preparation for the upcoming semester. The responsibility to schedule an allocation appointment rests with the organization. Times will be announced with as much notice as possible, but every organization should be aware of the general time of year that allocations take place.

The Finance Committee will individually review requests for yearly budget proposals (Academic Year Only) from organizations with unique circumstances, and will also consider upon written request making alternative budget allocations for unique operating needs of an organization (i.e. organizations that must plan more than a semester ahead).

### **SPECIAL REQUESTS**

Special Requests may be requested at any time of the semester, particularly after a student organization's semester allocation has been established. The treasurer of an organization **MUST** notify the Student Government Association Treasurer prior to a Finance Committee meeting and must email the organization's special request to the Student Government Association Treasurer in order to be placed on the agenda.

### **END OF THE SEMESTER**

At the end of each semester, the amount of money left unspent in an organization's Student Government Association Account will be returned to the General Fund. Fundraising Account balances will be carried forward. Organizations may request to keep their account open for a specified period of time by contacting the Student Government Association Treasurer.

An organization that remains active over the summer may designate a person other than the treasurer to act on the treasurer's behalf in carrying out necessary transactions over the summer. The schedule for issuing checks will be different in the summer, and will be announced to organizations making such arrangements.

## **II. BUDGET PROCESS**

A budget represents an operating plan or blueprint for an entire semester or year. It displays cost estimates for various programs and constitutes a formal request for money. The formal budget request only involves a request for money from the Student Government Association.

### **A. DEVELOPING A BUDGET**

The following steps should be taken in order to develop a budget:

- 1) Gather the organization's financial records together to obtain the historical data for the budget.
- 2) Plan the activities for the semester or the year based upon a reasonable estimate of the level of funding the group anticipates.
- 3) Access the expenses associated with these activities.
- 4) Determine administrative and other expenses associated with the organization. Use the Standard Supply Sheet for prices when calculating the costs of basic supplies.
- 5) Total the amount for each category and enter the amount onto the correct budget page.
- 6) The **crucial** part of the budget request is the explanation of each item in the budget. **BE AS DETAILED AS POSSIBLE.** Show exact computations wherever applicable. Use the bookstore prices as a guideline and for larger items research different places and companies for the lowest prices.
- 7) Do **NOT** inflate budget requests by assuming that cuts will be made. The Finance Committee will do its best to accommodate each organization.
- 8) Events or programs scheduled after 7 weeks of a semester will most likely be cut from the initial budget and will require a special request. This occurs because funds are limited and the Finance Committee would like to ensure funding to early events that have been fully researched and have specific information. Exceptions to this rule vary.
- 9) Include a list of speakers' fees and conferences and their itemized costs. All speaker's fees and conferences booked within the first half of the semester may be included in a Budget Proposal otherwise through a Special Request at a later date.

### **B. PROPOSING A BUDGET**

Assuming compliance with the Finance Manual and Student Government Association regulations, an approved organization should take the following steps to propose its budget request:

- 1) Look for notification for allocations. **Allocations will be held at the end of each semester for the following semester.**
- 2) Semester Allocations are preferred due to the setup of the General Fund.
- 3) Organizations should sign up for an allocation appointment and arrive 15 minutes early with at least 6 copies of the budget for members of the Finance Committee.
- 4) The treasurer **MUST** attend the allocation appointment with the Finance Committee; other officers should be present whenever possible.

- 5) Officers must attend the next Student Government Association meeting after meeting with the Finance Committee where the recommendation of the committee will be discussed and voted upon. This gives the organization the ability to answer any questions that may arise. **If NO representative is present the request will be tabled until the next meeting when the organization can be properly represented.**
- 6) No Student Government Association Representative may act as a representative to a Student Organization.
- 7) The organization should then await written confirmation from the Student Government Association Treasurer of the amount of money the organization will have for the next semester (for yearly requests, the amount granted for each semester) and the specific cuts that were made from the budget. The Finance Committee has the right to make lump cuts due to the fact that funds are limited. Organizations are expected to understand these cuts and obtain funding through other resources or by fundraising.

## Student Government Association Standard Supply Sheet

Product	Price
<b>Sheets</b>	
Queen	\$11.99
<b>Spray Paint</b>	\$8.50
<b>Boxes of:</b>	
Pens	\$3.99/dozen
Pencils	\$3.99/dozen
Markers	\$4.69/dozen
<b>Paper (Ream)</b>	
Colored	\$7.99
White	\$6.79
<b>Poster board</b>	
White	\$0.50
Color	\$0.50
<b>Tape</b>	
Duct	\$7.89
Scotch	\$2.29
Packaging	\$1.39
Masking	\$1.99
<b>Campus Wide Mailings</b>	
Full Sheet	\$50.00
½ Sheet	\$30.00
¼ Sheet	\$15.00
<b>Elmer's Glue</b>	\$1.19
<b>Rope</b>	
Twine	\$4.89
String	\$2.00
<b>Utensils</b>	
100 Box- Forks	\$5.79
100 Box- Knives	\$5.79
100 Box- Spoons	\$5.79
180 Variety Pack	\$9.99
9" Plates- 250/Box	\$9.79
12oz Bowl- 125/Box	\$7.99
12oz Cups- 100/Pack	\$6.09
8oz Paper Cups-100/Pack	\$4.29



# Organization's Name

## Student Government Association Budget Proposal

### Semester (i.e. Fall 2010)

#### *Officers*

*Academic Year (i.e. 2010-2011)*

#### ***Treasurer***

Name:

Extension:

E-mail:

Box #:

#### ***President***

Name:

Extension:

E-mail:

Box #:

#### ***Vice President***

Name:

Extension:

E-mail:

Box #:

#### ***Secretary***

Name:

Extension:

E-mail:

Box #:

#### ***Faculty Advisor –***

## *A little bit of history...*

Please include a history of your organization. All members of the Finance Committee may not be familiar with your organization and a brief description helps them understand what your objectives are. Also, if your organization has a website address please include it in the paragraph.

## *I. Operating Budget*

### *A. Publicity*

Please insert a brief explanation here as to why you are requiring the goods you are requesting and then itemize them as shown in the **EXAMPLE** below.

Weekly Ads (4 – ¼ page ads) x \$39.00 = \$156.00

Office Supplies:

Poster board (20 pieces) x \$.99 = \$19.80

White Sheets (5) x \$3.49 = \$17.45

Spray Paint (2 – 12oz cans) x \$2.77 = \$5.54

Masking Tape (2 – 3 packs) x \$3.68 = \$7.36

**TOTAL REQUESTED = \$206.15**

### *B. Warrant Book*

1 warrant book x \$5.00 = \$5.00

\*Please note that no more than five dollars should be requested for the warrant book.\*

**TOTAL REQUESTED OPERATING BUDGET FALL 2007 = \$211.15**

## *II. Programming Budget*

Please insert a brief explanation here as to why you would like to hold certain events in the coming semester.

### *A. Event Title*

Please include a brief description of the event including the date, time, and location. Please itemize the materials needed to hold the event, as shown in the **EXAMPLE** below.

Red Door Cafe = \$0.00  
Documentary Film Title = \$0.00

**Total Requested = \$0.00**

***B. Event Title***

Please include a brief description of the event including the date, time, and location. Please itemize the materials needed to hold the event, as shown in the **EXAMPLE** below.

Red Door Cafe = \$0.00  
Decorations:  
(2) packs of balloons, 100 pieces each = \$2.00

**Total Requested = \$2.00**

***C. Event Title***

Please include a brief description of the event including the date, time, and location. Please itemize the materials needed to hold the event, as shown in the **EXAMPLE** below.

Martin Luther Underground = \$0.00  
(8) boxes of crayons x \$1.50 = \$12;

**Total Requested = \$12**

**TOTAL REQUESTED PROGRAMMING BUDGET FALL 2007 = \$14**

***IV. Total Budget***

***TOTAL REQUESTED BUDGET:***

A. Operating Budget: \$211.15  
(Inserted from Operating Budget page)

B: Programming Budget: \$14.00  
(Inserted from Programming Budget page)

***TOTAL REQUESTED: \$225.15***  
(Total from Operating and Programming Budgets Combined)

## ***V. Fundraising Goals***

### ***A. Proposed Fundraising Activities***

Please insert a brief description of how many fundraisers you plan to conduct in the coming semester.

i. Please insert a brief description of the fundraiser and include how much revenue you plan to generate.

ii. Please insert a brief description of the fundraiser and include how much revenue you plan to generate.

iii. Please insert a brief description of the fundraiser and include how much revenue you plan to generate.

***TOTAL ANTICIPATED FROM FUNDRAISING = \$\_\_\_\_\_***

***TOTAL CURRENTLY IN FUNDRAISING ACCOUNT = \$\_\_\_\_\_***

### III. WARRANT PROCEDURES

Warrants are used to request funds in either cash or check form from a student organization's Student Government Association or Fundraising account. Warrants are not checks and cannot be given to students or other individuals with hopes of having them exchanged for cash or check. All transactions are carried out through the Cashier's Office in the Haas College Center. A treasurer may purchase a warrant book at the Cashier's Window, making the first warrant of the book out for \$5.00 payable to the Controller's Office.

The procedure for submitting a warrant is as follows:

- ☑ All warrants must be accompanied by a detailed explanation sheet that explains the purpose of the warrant.
- ☑ Upon the warrant, the 14 digit account number of the organization should be written. For withdrawals, the last four digits will read 8-3-9-1, for deposits, the last four digits are 6-3-9-0. upon the explanation sheet, the account (Student Government Association or Fundraising) must be designated from which the transaction is being made. The first four digits of an account number may be obtained from the Cashier or Student Government Association Treasurer.
- ☑ Explanation Sheets must include an individual's BERG ID #, or if an individual has performed a service (DJ, Performed, etc.), the explanation sheet must include the individual's social security number. When making a reimbursement to a Muhlenberg student, the individual must include *that student's* BERG ID # on the explanation sheet.
- ☑ Both warrants and explanations sheets must be signed by the organization's treasurer and faculty advisor. \*If a warrant is to be made out to the treasurer of an organization, the faculty advisor or another member of the executive board is to sign in the treasurer spot on the warrant and explanation sheet (The treasurer is not permitted to sign for a warrant to him/her).
- ☑ Warrants and explanation sheets must also include a back up or an itemized receipt as proof of purchase and/or service.
- ☑ The warrant should be on top, followed by the explanation sheet, with the receipt at the end. All of these items should be stapled together on the top right side outside of the perforated edge so that the yellow sheet may be removed without tearing the warrant.
- ☑ Warrants are triplicate. The pink copy is for the organization's records and is not to be given to the Cashier. The Cashier should receive both the white and yellow copies of the warrant.

\* All Warrants must be co-signed by the Student Government Association Treasurer in order to be processed. This will occur after warrants are submitted to the cashier. If a warrant has failed to comply with the previous guidelines, it will not be approved.

- \* If the Cashier's Window is not open, warrants may be submitted to the Controller's Office which is located to the right of the Cashier's Window.
- \* If a check is to be mailed, the warrant must include an addressed envelope along with the explanation sheet and back-up.
- \* Treasurers are responsible for notifying individual recipients to claim their check or cash reimbursements at the Cashier's Window.

SAMPLE: The following Explanation Sheet may be photocopied and used to accompany warrants or an organization may design their own as long as the main criterion is present.

✂-----

## **EXPLANATION SHEET**

**Warrant Amount** \_\_\_\_\_

Please Designate From Which Account the Transaction is Taking Place:

\_\_\_\_\_ **Student Government Association Account**      \_\_\_\_\_ **Fundraising Account**

**Detailed Explanation:**

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**BERG ID #** \_\_\_\_\_

**Student's Home Address** \_\_\_\_\_

**Student's Box #** \_\_\_\_\_

**Treasurer Signature** \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_

## **IV. DEPOSITING FUNDS**

Organizations may not keep cash on hand. Cash received for any reason must be deposited during the next business day. Access to a safe for overnight storage of cash is available through Campus Safety.

Depositing takes place at the Cashier Window.

The Following Procedures must be taken when depositing funds:

- A large amount of checks MUST be bunched in groups of 50.
- Checks MUST be added with either a calculator with a tape or on an excel spreadsheet.
- Make checks payable to: Muhlenberg College Organization Name
- Coins MUST be rolled (Wrappers may be obtained from the Cashier's Window)

Once these procedures have been completed, the deposit may be made at the Cashier's Window. When depositing funds, the student organization treasurer will be given a deposit slip where they will write the amount they are depositing and check off the account (Student Government Association or Fundraising) in which they are depositing money in.

- \* At the end of the semester, Student Government Association Accounts are cleared and Fundraising Accounts are carried into the next semester. Therefore, it is best to deposit into an organization's Fundraising Account unless an organization is paying off a Student Government Association bill from their Student Government Association Account.

## **V. SPECIAL REQUESTS**

If an organization has depleted its allotted budget or plans to, a special request may be made for additional funding from the General Fund. This involves filing the appropriate form (or a typed letter following this format) with the Finance Committee asking for additional funds. These forms are also used to ask permission to use existing funds for a purpose not requested in the budget, to make a transfer to another account, or to request a loan from the General Fund.

Special Requests must be typed, itemized and formally presented at a Finance Committee Meeting. Additionally, **the Student Government Association Treasurer MUST be contacted the Monday prior to the next scheduled Finance Committee Meeting in order to place the item of business onto the meeting agenda.** Any non-itemized requests will be tabled until the itemized information is presented.

The Finance Committee will discuss the Special Request and either table the issue for more information, in which case the organization would be contacted, or pass the special request along to Student Government Association with a recommendation for a vote at the next scheduled Student Government Association Meeting. **Organizations MUST attend a Student Government Association meeting in order to answer questions and speak on behalf of their special requests.**



## Special Request to the Student Government Association Finance Committee

<<Insert Organization Name Here>>

<<Insert Date Here>>

<<Insert Title for Program Here>>

<<Please insert a description of the program you would like to special request, including the date, time, and location of the event. Please remember that the Student Government Association cannot fund requests alcohol. **Please see the example below.**>>

<<Please insert a detailed itemization for the event. **Please see the example below.**>>

Respectfully submitted,

<<Insert Treasurer's Name Here>>

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### **EXAMPLE:**

## Special Request to the Student Government Association December 1, 2008

As part of our ongoing responsibility to expose students on campus to different forms of Judaism, Hillel would like to offer students the opportunity to experience a Friday night Shabbat at New York University on February 11<sup>th</sup>. The program will be held at the Bronfman Center for Jewish Student Life. There will be hundreds of students from throughout the New York area present for a variety of services, a traditional Sabbath meal and discussion groups. Our students will have a great opportunity to network with other students and professionals and, consequently, bring many great programming ideas back to our campus.

Bus to NYU: \$718

Admission to Shabbat Programs: \$218.25 (45 students x \$4.85)

**TOTAL REQUESTED: \$936.25**

Respectfully Submitted,  
Antarctica '07  
Vice President of Finance

# Tips for Funding

- 1) Itemize EVERYTHING
- 2) Always Keep Receipts as back up
- 3) Be as specific as possible
- 4) Do your research! – Bring copies of ticket price information, pictures of equipment etc.
- 5) Never Assume – Don't be afraid to call for help
- 6) There are no consequences for requesting money too early, but it is possible to request too late.
- 7) If you are purchasing basic supplies such as paper, pens etc, use the standard supply sheet.
- 8) We will not pay for something after it has already occurred.
- 9) If you would like to use a portion of your budget for something that was not originally requested, you must come back to the Finance Committee and submit a reallocation.
- 10) We are not able to fully fund everything – we have limited funds!
- 11) The Purchasing Office should be consulted PRIOR to special requesting items over \$250 to see if a purchase order can be made.



# Section III: Documentation

# Muhlenberg College Student Group Officer Update Form

The Recognition Committee must approve any revisions or amendments to the bylaws of a recognized student club before their implementation. Organizations must submit any revisions or amendments, with the rationale for making the changes, to the Chairperson of the Recognition Committee

Please complete this form anytime there is a change in the officers for your group. It is important that the Office of Student Leadership Development and Greek Affairs has up-to-date information in order to continue providing services and programs for your group.

Please be aware that the following information is considered public information and may be shared with groups and agencies external to the College.

Please legibly print all information.

Do you wish to have the contact information below published in the student group directory and on the College website?  YES  
 NO

Name of Organization (do not abbreviate): \_\_\_\_\_

<b>Title</b>	<b>Name</b>	<b>Box</b>	<b>Phone</b>	<b>Email</b>
President				
Vice President				
Secretary				
Treasurer				
Faculty/Staff Advisor				

# **STUDENT DRIVER RESPONSIBILITY ACKNOWLEDGMENT FORM**

I hereby acknowledge that I have read and understand the **MUHLENBERG COLLEGE TRIP POLICY**. As a student driver, I agree to comply with all the procedures prescribed in the **POLICY**.

I understand that in the event of an accident while driving my personal vehicle to or from an official College sponsored field trip or activity, my personal automobile insurance serves as primary protection against claims brought against me. The College's automobile liability insurance only provides protection against actions taken against the College.

\_\_\_\_\_  
Signature of Student Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Automobile Insurance Company

\_\_\_\_\_  
Driver I.D. #

**MUHLENBERG COLLEGE**  
**PASSENGER INDEPENDENT TRAVEL INFORMED CONSENT FORM**

I hereby acknowledge that I have read and understand the **MUHLENBERG COLLEGE TRIP POLICY**. I am voluntarily traveling as a passenger independently for the trip listed below.

In consideration of the efforts put forth by Muhlenberg College to provide me the opportunity to participate in this trip, I hereby release and discharge and agree to indemnify, defend and save harmless Muhlenberg College, its officers, agents, program director, employees and others connected therewith, from all claims, demands, damages (including costs and legal fees), and liability whatsoever incurred by them or that I or that I or my representatives have or may have against any of them arising from my participation.

I have read the foregoing and understand it. Any questions that have arisen or occurred to me have been answered to my satisfaction.

I have executed this Informed Consent intending to be legally bound.

\_\_\_\_\_  
Signature of Passenger

\_\_\_\_\_  
Date

\_\_\_\_\_  
Passenger Name (Please Print)

\_\_\_\_\_  
Trip Description/Destination



# Section IV: Helpful Information

## **★ I. WHERE TO GO ★**

**Cashier's Window:** Located on the Ground Floor of the Haas College Center. All transactions take place here. Warrant books, coin wrappers, and explanation sheets are available. Checks and cash may be picked up here.

**Controller's Office:** Located on the Ground Floor of the Haas College Center, to the right of the Cashier's Window. Warrants may be handed in here if the Cashier's Window is closed.

**Dean of Student's Office:** Located on the Third Floor of the Haas College Center. Concerns may be addressed and college policies verified.

**Finance Committee Meetings:** Located in the Fulford Room in the Trexler Library. The meetings take place every other Thursday. The Committee reviews special requests, budgets, and makes recommendations for the funding of capital projects.

**Office of Information Technology:** Located on the Ground Floor of Ettinger. Telephone billing, technology concerns, computer facility concerns, and internet and software questions may be addressed. Help Desk x3375

**Office of Residential Services:** Located on the Ground Floor of Prosser Hall. This office handles student activity office space in *residential areas*. Resident Advisor mailboxes for distributing publicity are also located in this office.

**Purchasing Office:** Located on the Ground Floor of Haas College Center, across from Controller's Office. Inquire about the process for purchasing furniture or large equipment purchases over \$250. Purchasing staff can also assist with the selection of vendors and obtaining the best prices.

**Student Government Office:** Located in the lower level of Seegers Union. Executive Board and other Committee meetings take place here.

**Seeger's Union Office:** Located on the Main Level of Seeger's Union. Register fundraisers, event coordination, planning assistance, room reservations. Information Desk x3493

**Student Life Annex:** Across from the Student Government Association Suite. This office has begun to provide support and development services for all recognized student organizations.



## **STUDENT GOVERNMENT ASSOCIATION TREASURERS**

Anne Lewis, 1991 – 1992  
Shana Flatt, 1992 – 1993  
Stephanie Sinisko, 1993 – 1994  
Christopher Lyon, 1994 – 1996  
Shannon Gary, 1996 – 1997  
Lauren Ravit, 1997 – 1997  
Scott Davies, 1998 – 1998  
Jodi Siegel, 1998 – 2000  
Christina Coviello, 2000 – 2002  
Robyn Duda, 2002 – 2003  
Kate McLaughlin, 2003 – 2004  
Kim Nguyen, 2004 – 2006  
Christina Vergos, 2006 – 2007  
Barrie Schessler, 2007 – 2009  
Philip Weisgold, 2009 – 2010  
Adam Neufeld, 2010 – 2011  
Steven Poirier, 2011 – Present

2011 Finance Committee  
Steven Poirier, Chair '14  
Michael Arbittier '13  
Adam Neufeld '13  
Stephanie Wolbransky '13

### **Student Government Association Meeting Time:**

Every other Thursday 7:00pm  
3<sup>rd</sup> Floor Conference Room  
Haas College Center

**Website: <http://sg.muhlenberg.edu>**

## **Cashier**

**Cashier:** *Arlene Vito*

**Extension:** 3155

**Email:** arlevito@muhlenberg.edu

### **Cashier Hours:**

**Monday:** 10:30-11:30am and 1:00-3:00pm  
**Tuesday:** 1:00pm-3:00pm  
**Wednesday:** 10:00-11:30am. and 1:00-3:00pm  
**Thursday:** 1:00-3:00pm  
**Friday:** 10:30-11:30am and 1:00-3:00pm

# **Guidelines In Order To Be In Good Standing with The Finance Committee**

## **General Information**

- ✓ To make a special request, contact the Student Government Association Treasurer the Friday prior to the Monday Finance Committee meeting
- ✓ Have special request sheets fully itemized including the price per person<sup>2</sup>

## **New Organizations**

- ✓ Only permitted to make a special request of under \$100 for publicity supplies and \$150 for programming initiatives
- ✓ Are prohibited from making any special requests, except that of the publicity supplies
- ✓ Must fundraise in order to be available for funding for the following semester (See Fundraising Policies)

## **Established Clubs**

- ✓ Fundraise,
- ✓ Seek co-sponsors, and
- ✓ Uphold appropriate code of conduct!!

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<sup>2</sup> Total Cost / Number of People Expected