Funding Basics

- All student organizations must follow Chapman fiscal policy
- Chapman does not give you money at the beginning of the year
- All money you get you have to earn/request
- Three ways to get money
  - Dues
  - Fundraising or donations
  - SGA sponsorship

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On Campus Accounts

- Club accounts are available for student organizations
  - When you have money to deposit
  - Must need to use it more than once
- Chapman does not endorse or promote the use of off campus accounts
- To open an on-campus account, complete the Organization/Club Account Request Form on Engage
  - Takes 2-3 weeks to open an account
- Student organizations must deposit any cash or checks collected into the student organization account immediately upon receiving the funds
  - Deposit money to the Cashier's Office in Bhathal with a deposit form
  - Set up an online portal to receive electronic payments
- Accounts with no activity in a year will be closed and the money given to SGA

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Dues

- Dues can be collected in two ways
  - **Cash or check**
    - Collected in person and deposited immediately into on campus account through Cashier's Office
    - If there are multiple deposits, you must fill out Club Dues Deposit Worksheet and make sure to also include student IDs
  - **Online**
    - An ecommerce site can be set up for students to pay dues and have the money immediately deposited into the club account.
    - Please complete the ecommerce request form on Qualtrics which will be reviewed by your SOA and Cashier's Office to establish next steps
    - This process can take 1-3 weeks if your campus account is already set up.

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Making Purchases

Once your organization has an on campus account, there are several ways you can process payment:

- Disbursement - reimbursements and payments to vendors on behalf of student organizations.
  - To be reimbursed for purchases on behalf of your student organization, you will need the following documents:
    - **Student Organization Payment Form**: this form provides information on the expenditure and verification that a club officer is aware of the purchase.
    - **Non-PO Payment Form**: this form provides payee and account information.
    - **Proof of payment**
      - Credit card statement (must include entire statement with name and address. A screen shot of the charge will not be accepted)
      - Email Confirmation that shows payment (Name and transaction)
      - Copy of check (this must be the actual check with a name included. Not a copy of the carbon copy)
  - Please fill out the non-po payment forms completely and accurately.
  - Submit ASAP, processing takes 7-10 business days (express check option is $10)
  - All disbursement forms should be turned into Accounts Payable in Financial Services at 633 W. Palm or to your SOA in AF 303. Please allow 2 weeks for processing.

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Making Purchases

Once your organization has an on campus account, there are several ways you can process payment:

- Purchase Order – If you have an invoice for an order and want payment to go directly to the vendor, work with the Student Organizations team to submit a Purchase Order that will come directly from your club account.
- University credit card – You can also have a university staff member make purchases for your organization using a campus credit card. Contact your SOA for assistance.

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Making Purchases

- Alcohol cannot be reimbursed
- Furniture, software, technology equipment must be ordered through Purchase Order
- Cannot be used to pay political organization
- More details found in the Chapman fiscal policy!

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Donations

- Solicitations of businesses or individuals needs to be approved by Student Organizations team and University Advancement BEFORE SOLICITATION BEGINS
- Must be freely given with no strings attached
- Make checks payable to Chapman University, not your club
- Must be submitted to the gift recorder Jami McCoy jmccoy@chapman.edu with Gift Form at the Advancement office at 633 Palm Office #104
- Over 1k needs department head and AVP of Advancement Ops signatures
- Gifts over 5k need a professional appraisal attached
  - At donor's expense

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Fundraisers and Events

- All organizations must make the purpose of their fundraising clear by using the following "Proceeds Language" on tickets, marketing materials, and other correspondence.

  Proceeds from this donation/ticket/etc. will first be applied to the cost of the event. Net proceeds will be given to [specified group] to benefit the mission of their organization.

- On Campus Events
  - Ticketed events should use the university's official ticket service, which will allow funds to be deposited into the club/organization account free of charge
  - Eventbrite and other online ticket services are not supported.
  - Credit card machines and small change funds available to check out from Cashier's Office
  - Groups interested in selling food or beverages on campus as a fundraiser must have it approved by Sodexo (catering@chapman.edu) in advance, even if the supplies total less than $100. All food must be pre-packaged or commercially made for food safety precautions.

Fundraisers for Off Campus Organizations

- Donations collected that will then be given to a charity or off-campus organization, are not considered donations to Chapman
- University funds can never be donated to a charitable organization, thus only net proceeds and money that has been specifically raised for charity can be donated to that select cause
- No donations can be made to political parties or candidates
- To request the ability to collect money online for a non-profit, charity, or other non-Chapman entity, please complete the ecommerce request form on Engage
- The "Proceeds Language" must be included on all tickets, marketing materials, and other correspondence related to the collection of money.

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Raffles and Auctions

- Raffle ticket purchases are never considered gifts
- 50/50 raffles, in which a monetary donation enters you in a raffle to win half of the total raised profits, are not allowed
- Donated items for a raffle may be considered gifts-in-kind
- The fair market value of the item(s) must be displayed for bidders
- Auction bid money may be considered a donation if it is more than the fair market value

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SGA

- Student organizations may apply for specific amounts of funding for specific expenditures
  - Senate Allocations Committee makes decisions based on the merit of the application
  - Applications for funding over $1000 are decided on by full Senate
- Application is available on Engage
- Apply at least two weeks in advance of your event or expenditure
- SGA Director of Finance can be reached at sgafinance@chapman.edu

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