Treasurer Training
Access & Affordability in Student Orgs

Treasurer Training 1/22/2019
What is Experience Vanderbilt (EV) ?

- Student led initiative that aims to make Vanderbilt more financially inclusive by providing scholarship funds to enable students on need-based financial aid to join extracurricular activities

- Statistics:
  - 1,040 applicants
  - More than 95% of applicants received an award
  - $304,000 awarded

Apply August 24 - September 12, 2018 on Anchorlink
Experience Vanderbilt

The Process

Application → Selection → Notification → Distribution → Confirmation

- Greek Life: Provides funding for membership dues or cost of participating in activities within a fraternity or sorority.
- Service: Enables students to participate in service experiences locally and globally.
- Club Sports & Recreation: Provides funding to pay dues associated with club sports and funding for outdoor recreational trips offered by the university.
- Arts & Cultural: Enables students to participate in a broad range of arts/cultural student organizations and relevant experiences.

Students are also able to apply for costs outside of these categories, such as membership dues for honor societies, academic or para-professional organizations, or miscellaneous experiences.
Pre-Application Period Reminders

**Upcoming:**

- **Officers report total cost of participation during student org re-registration**
  - This is how EV determines how much money to award students
  - Re-registration begins on March 1st
- **Treasurers help with the financial history of the organization, which they can provide to incoming officers as they're completing the EV portion of the form.**
Guidelines for Fiscal Operations

- When reporting your dues, make sure that they are as comprehensive as possible. Be upfront about dues.
- Purchase THROUGH the organization to allow for all/most costs to be covered through dues.
  - Example: Instead of having members pay separately for t-shirts, include t-shirts in the membership cost and purchase them THROUGH the organization...this will be more financially inclusive for members receiving EV, as they won’t have to pay this extra cost since it was purchased through EV funds allocated to the organization.
Guidelines for Operations and Financial Inclusivity Practices

- Once again, be comprehensive and upfront about fees.
- EV funds are never guaranteed and are NOT replacements for internal financial assistance.
- If you do have other financial assistance options, make sure you are CLEAR about them
  - Instead of instructing members seeking financial assistance to talk to an exec member, have the information easily accessible or/and clearly posted on your website
- Be aware that any amount of money can be a barrier to involvement.
Questions?

- Primary Contact
  - experiencevanderbilt@vanderbilt.edu

- EV Co-Chairs
  - Elizabeth Lansden sarah.e.lansden@vanderbilt.edu
  - Brandon Wong brandon.r.wong@vanderbilt.edu
OFFICE OF STUDENT ORGANIZATIONS & GOVERNANCE

DeAnte' Smith
Director

Wil De Los Santos
Program Coordinator

Brooke Gutschick
Graduate Intern
Role of Advisor

- Spending
  - Establish a relationship with advisor
  - Go over all events that require spending in advance
  - Checkout Card
  - Purchase Requisition
FINANCES

- Oracle Cloud
- Finances in Anchor Link
- Co-sponsor an event
- AcFee & Other Funding
- Tax Exempt
Finances >>> Oracle Cloud

• New Admin and Finance System

• Will be used for reimbursements, purchases, expense reports etc.

• Check requests, 1180’s, and student travel forms will no longer be used to process any expenses, or financial transactions i.e.; NO MORE PAPER!!!

• The Anchor Link Financial Module will be used to review finances

• Plan ahead for expenses and events accordingly

Visit https://www.vanderbilt.edu/skyvu/ for more information.
Finances >>> Task Number

- The COA String and Task Number will replace organization center number

- Serves as part of the Chart of Accounts (COA)/POET string that will be used to charge student groups

- Task Number can be found in two ways:
  - Via Anchor Link or
  - Via Student Org website (link below)

- Organizations needing a Task Number must complete a Task Number Creation Form and submit to Student Organizations & Governance

Visit [https://www.vanderbilt.edu/studentorgs/finances/student-organization-task-numbers](https://www.vanderbilt.edu/studentorgs/finances/student-organization-task-numbers) to find your task number or visit [https://s3.amazonaws.com/vu-wp0/wp-content/uploads/sites/93/2014/01/01172348/Finance_Detailed1.pdf](https://s3.amazonaws.com/vu-wp0/wp-content/uploads/sites/93/2014/01/01172348/Finance_Detailed1.pdf) to learn how to find your task number on Anchor Link.
Finances >>> Org Finances

• **No more e-Dog** – Students no longer need to request access to their student organization if they’re a student leader on Anchor Link.

• Student leaders listed on Anchor Link will be able to view their organization’s balance, and financial transaction history.

• They can also grant access of this finance module to new student leaders at will.

• To make **deposits**, complete the RSO Deposit Form and deliver to Mark Leners in Sarratt 351. The form is on the [Student Org Website](https://www.vanderbilt.edu/studentorg/).

Finances >>> Spending

- **Student Check Out Card (P-Card)** - A credit card issued by Vanderbilt for the purpose of paying for expenses related to Vanderbilt departments and student organizations. Please review link below for information on where to reserve.

- **Travel** - The student permission form is used for pre-travel permission. Reimbursement for travel related expenses will be achieved via Sky VU.

- **Reimbursement** – Students who spend money for organizational purposes can get reimbursed through the Oracle Cloud reimbursement request.

- Use a Student Check Out Card as much as possible (avoid spending your own money)

- Up to 10% and no more than $1,000 of a student organization's Activities Fee allocation may be used for purposes internal to the organization, such as retreats, t-shirts or other similar items. Exceptions to these restrictions may be made with approval from the Dean of Students or the Dean's designee.

Visit [https://www.vanderbilt.edu/studentorgs/finances/procurement-cards](https://www.vanderbilt.edu/studentorgs/finances/procurement-cards) to review Check Out Card procedure.
How to Co-Sponsor an Event

- YOU CANNOT TRANSFER FUNDS FROM ORG TO ORG
- Org A (Sponsoring Org) sponsors an event with Org B (Receiving org)
- Org B provides Org A with official price quote of item(s) they would like funding assistance for
- Org A provides documentation (email) that states what item(s) they plan to fund and the total amount of funding they are contributing to item(s)
- Org A provides their task number to Org B
- Org B takes all of the above documentation (documented price quote, Org A agreement email, Org A task number) to their organization advisor who will enter the information into Oracle.
- *Co-sponsoring an event may negatively impact funds for the following year if it was not included on the Acfee submission*
AcFee

- Vanderbilt students pay an activity fee

- A portion of the Activity Fee is allocated to RSOs through the Vanderbilt Student Government (VSG) AcFee Committee

- RSOs are eligible to apply for AcFee funding each spring semester for the following academic year
AcFee

• Groups are required to keep records of event expenditures in order to apply for AcFee
  • Includes tracking attendance through Anchor Link

• Application Process
  • First Application Submission
  • Application Reviews Returned
  • Final Application Submission
  • Interviews
  • Allocation Decisions
AcFee Contingency Fund

Reasons to apply for the Contingency Fund:

1. A significant new event for which funding was not requested is being pursued

2. An organization was formed after the AcFee allocation period

3. Unforeseen expenses make significant events impossible without additional funding

4. Other funding shortfalls to be evaluated on a case-by-case basis
Finances >>> Other Funding

• Member Dues
• Fundraising
  o Suggested Donations
  o Event Funding (No more than $5 - Except - Rites, Quake, Lights On The Lawn)
• Department Funding
  o DoS Co-Sponsorship Form
• Co-Sponsorships
  o VSG Co-Sponsorship Form

Visit [https://www.vanderbilt.edu/studentorgs/finances/spending](https://www.vanderbilt.edu/studentorgs/finances/spending) to access the tax exempt certificate.
Finances >>> Tax Exemption

- A RSO is considered to be a part of Vanderbilt and is therefore tax exempt

- To make a purchase you must have the Tax Exempt Certificate with you at the time of the purchase whether you are using your own money or the p-card

Visit https://www.vanderbilt.edu/studentorgs/finances/spending to access the tax exempt certificate.
Policies

✓ Registration and new org policies
✓ Contracts
✓ Fundraising
Policies >>> Registration and new org policies

**Re-Registration**
- Student organizations must reapply for registration annually
- Completed and approved registration confirms org’s participation at Student Involvement Fair
- Need current membership roster and constitution and/or bylaws
- Requires upload of completed Officer & Advisor Affirmation Form (upload both pages)
- If starting financial account, must upload Task Creation Form
- Must be completed by incoming officers.

**New Org Registration**
- **Timeframes**
  - Sept 1<sup>st</sup> – Sept 15<sup>th</sup>
  - Nov 1<sup>st</sup> – Nov 20<sup>th</sup>
  - Mar 1<sup>st</sup> – Apr 15<sup>th</sup>
- Must complete New Org Interest Form
- Once approved, you will be given a link to your org’s Anchor Link Page to begin the registration process.

Visit [https://www.vanderbilt.edu/studentorgs/registering-your-org](https://www.vanderbilt.edu/studentorgs/registering-your-org) for more information.
Policies >>> Contracts

Contracts
• In most cases, Vanderbilt provides their own contract for services. **DO NOT** sign any contract or agreement.
• Must be processed and signed by the Dean of Students or Disbursement Services
• Contact Annetta Pickett: annetta.pickett@vanderbilt.edu

Speakers
• Any speakers and entertainers **must** be contracted before an event.
• Speakers and entertainers will now be paid via e-procurement in Oracle.
• **DO NOT** sign any contract or agreement.
Policies >>> Fundraising

Fundraising Off Campus

- Form-Fundraiser/Solicitation
- Options
  - Restaurants
  - Corporations
  - Parents and Alumni

Visit the following links for more information about fundraising:

https://www.vanderbilt.edu/student_handbook/student-engagement/
Fundraising Solicitation Guidelines

- All businesses must be reviewed and approved by DAR prior to solicitation
- A max of 50 businesses can be reviewed in one request
- You get one request per semester that will be reviewed
- It could take up to 6 weeks to review
Resources & Help

Anchor Link:
- Resources website: vanderbilt.edu/anchorlink
- E-mail: anchorlink@vanderbilt.edu

Student Leadership Development:
- Website: vanderbilt.edu/leadership
- E-mail: studentleadership@Vanderbilt.edu

Student Organizations:
- Website: vanderbilt.edu/studentorgs
- E-mail: studentorganizations@vanderbilt.edu

Student Handbook:
- Website: vanderbilt.edu/student_handbook

Student Centers:
- Website: vanderbilt.edu/studentcenters/events

Office of Student Accountability:
- Website: vanderbilt.edu/studentaccountability/pom

Student Care Network:
- Website: vanderbilt.edu/studentcarenetwork
QUESTIONS?