

# **Registered Student Organizations Financial Handbook**



**RSO Financial Services**

Student Business Services Room 285

1 Harpst St. Arcata, CA 95521

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**A Message from Club Financial Services**

Part of Humboldt’s charm is its small town feel and world of outdoor adventures. The way Many students are introduced to this region is by participating in student organizations at Cal Poly Humboldt where they are given the opportunity to meet with other students with similar interests and engage with the land and community. Registered student organizations give students the opportunity for involvement through fundraising, program organization, fiscal management, and event operations. We hope that you can reflect on their experience as members of student organizations and take away valuable skills to apply to your life beyond Cal Poly Humboldt.

In this financial handbook, we have provided the information, tools, and procedures to support and protect our registered student organization’s financial assets. This document has been created and revised over the course of several years and will continue to evolve to best meet the needs of our registered student organizations. If you have questions, comments, or concerns regarding your organization’s finances, please contact the Club Financial Coordinator. We look forward to working together as partners in this campus community!

**Delegation of Authority**  
**(From the California State University Chancellor’s Office)**

The purpose of this document is to establish procedures for the financial administration of registered student organizations based on the Integrated CSU Administrative Manual (ICSUAM Section 3141.01 Administration of Student Organization Funds). This manual outlines procedures for the establishment and maintenance of registered student organization trust funds to ensure assets are protected and accurately processed.

**Important Contact Information & Hours of Operation**

**Office of Student Life**

University Center Room 240  
Hours: 9am-5pm; Monday – Friday  
707-826-3776  
clubs@humboldt.edu

**Associated Students**

University Center Room 242  
Hours: 9am-5pm; Monday-Friday  
707-826-4221  
hsuas@humboldt.edu

**Club Financial Services Office**

Student Business Services Room 279  
Hours: 8am-4:30pm; Monday - Friday  
707-826-5278  
clubs-finance@humboldt.edu

**Student Financial Services**

Student Business Services Room 257  
Hours: 8am-5pm; Monday - Friday  
707-826-4407  
hsu-cash@humboldt.edu

**University Police Department (UPD)**

Student Business Services Room 101  
Hours: Open 24 / 7  
707-826-5555  
dispatch@humboldt.edu

**Cashiers**

Student Business Services Room 285  
Hours: 8am-4:30pm; Monday - Friday  
707-826-6789  
hsu-cash@humboldt.edu

## **Definition of Terms**

### **Auxiliary Organization**

These types of organizations are separate non-profit, 501(c)(3), entities from the University whose sole purpose is to support the University's mission. The auxiliary organizations on campus are Associated Students, The Cal Poly Humboldt Foundation, and Sponsored Programs Foundation.

### **Business Day**

A day where business offices are open and in regular operation. Business days typically include Monday – Friday and exclude weekends and public holidays. Regular business hours are 8am – 5pm. Applications, forms, requests, deposits, etc. submitted after 5pm will be considered as received on the following business day.

### **Cash**

Currency, coins.

### **Cash Equivalent**

Checks, traveler's checks, cashier's checks, money orders, credit card transactions.

### **Club Financial Coordinator**

Employee that assists registered student organizations in responsibly managing their trust fund accounts. This is accomplished by means of providing training and financial advising. This position is responsible for supporting registered student organizations' officers with planning fundraising activities.

### **Club & Organization Advisor**

(Referred to as "RSO Advisor" in this handbook) A campus state employee who agrees to serve as the advisor for the registered student organization for the year. This employee must confirm agreement to serve, approve all RSO spending/transactions, and to follow all CSU and campus policies and procedures. No auxiliary employees are allowed to act as an advisor unless an exception is provided by the Director of Student Life.

### **Club & Organization Treasurer**

(Referred to as "RSO Treasurer" in this handbook) The chief financial officer for the registered student organization. The primary signer on all RSO accounts as well as the public face of RSO finances. Has responsibility for making sure the registered student organization follows all CSU system and campus policies and procedures for RSO finances.

### **Club Trust Fund Account**

(Referred to as, "RSO Account" in this handbook) The RSO Trust Fund Account is a financial instrument that is maintained by the University. Overseen by Student Financial Services, the RSO trust fund account is used to help ensure that money in the RSO is responsibly managed from year to year.

**Donations**

The complete, voluntary and unconditional transfer of cash or cash equivalents. Donations are given/received without additional compensation nor in exchange of any goods or services. An example is a business donating cash or sending a check to the RSO to support their activities.

**Fundraiser**

An event held to generate financial support for an organization or purpose as determined appropriate by the organization's leadership. The transfer of money in exchange for a good or service. Examples include a car wash, bake sale or spaghetti dinner.

**In-Kind Donation**

The complete, voluntary and unconditional transfer of assets, services, or other tangible goods. True in-kind donations are given/received without additional compensation nor in exchange of any goods or services. An example is a business providing food, free of charge, for a fundraising event.

**The Foundation**

The Cal Poly Humboldt Foundation operates through an auxiliary organization on campus whose purpose is to act as the philanthropic face of Cal Poly Humboldt. Donations, raffles, auctions and some fundraising activities must receive approval from The Foundation in addition to the other necessary steps for approval.

**Office of Student Life**

(Referred to as, "OSL") The Office of Student Life oversees the Clubs & Activities Office and the YES Program. OSL offers opportunities for leadership development, personal achievement, community building and general engagement. The Director of OSL is responsible for monitoring club conduct and imposing disciplinary sanctions. This office supports registered student organizations through yearly activation, programming direction and event management assistance. Other services provided by the OSL include oversight for all RSO travel, training & orientation for RSO members and general assistance to Humboldt students.

**Registered Student Organization**

(Previously known as "Club;" Referred to as "RSO" or "organization" in this handbook) Any student club or organization that has completed the formal university recognition process through the Office of Student Life.

**Student Financial Services (SFS)**

This office oversees RSO Financial Services and the Humboldt Cashier's Office. This office is responsible for the financial administration of registered student organizations, including monitoring and maintaining deposits, petty cash, reimbursement, purchases, other disbursements and RSO finances.

**Vendor(s)**

Any business or individual offering a service, product or experience for sale. Vendors need to be approved by Accounts Payable before payment is issued.



## **I. Registered Student Organization Responsibility Overview**

Registered Student Organizations (RSOs) are established in accordance with procedures published by individual CSU campuses per EO 1068. Monies collected in the name of the RSO for its activities must be used exclusively for the purpose of furthering the RSO's goals and objectives.

All RSOs are required to follow all fiscal laws, policies, procedures, and guidelines as mandated by the United States Federal Government, California State Government, California State University Chancellor's Office, Cal Poly Humboldt, and Office of Student Life.

RSO Trust Accounts are only active and accessible during the Fall and Spring academic terms. Expenses that are incurred during the summer term must receive prior approval from the Office of Student Life.

### **Role of the RSO Treasurer**

The RSO treasurer must be an elected position as described in the RSO's constitution or bylaws. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office. Undergraduate students must maintain a minimum 2.0 GPA and Graduate students must maintain a minimum 3.0 GPA.

The RSO Treasurer is responsible for the following:

- Preparing budget plans for the organization
- Tracking deposits and expenditures
- Sign and track all withdrawals and disbursement of RSO funds
- Verifying authorized cash handlers for the organization have received training
- Ensuring that cash handling policies and procedures are followed
- Attending all required trainings on financial management

### **Role of the RSO Advisor**

The RSO advisor must be a University employee of the State of California. Employees of University Auxiliary Organizations (such as Associated Students, Foundation) are not permitted to serve as registered student organizations advisors as regulated by California State University Executive Order 1068. Housing employees and federal programs employees are permitted to serve as advisors. Appeals and exceptions can be made by the Director of Student Life.

The RSO Advisor is responsible for the following:

- Following all CSU and campus policies

- Complete the online advisor orientation each year
- Be knowledgeable about and monitor the use of RSO funds
- Serve as the final signing authority for any RSO transactions
- Provide organizational knowledge and support
- Provide consistency to RSOs during their annual leadership transitions

## **II. RSO Trust Fund Accounts**

### **Campus Accounts**

All RSOs are approved to create and maintain an account with the RSO Financial Services Office. These accounts are simple deposit and withdrawal accounts and funds will be held within the University's Bank Account. The RSO's Treasurer, President and Advisor will be required to complete mandatory training prior to requesting a trust account. Trainings will be available every semester and documents will be provided to the treasurer to initiate the creation of an RSO account. A Registered Student Organization Financial Agreement signed by the advisor, treasurer, and president must be updated annually for any organization to accept payments and expend RSO funds.

**RSOs are not allowed to utilize an off-campus account or a member's private bank account.** All funds generated or collected by a Humboldt RSO must be processed through the University Cashier's Office to be held within the University's Bank Account. RSOs are not allowed to accept payments through PayPal, Venmo, Square Card Readers, or have Third Party Websites collect any payment for their RSO without the approval of the Associate Director of Student Financial Services.

RSO funds cannot be used to hold funds on behalf of other RSOs. Funds may be held on behalf of an external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization. (For example, hosting an event to raise money for the Red Cross).

### **New Account Setup and Account Renewal:**

1. All RSOs are required to attend the annual RSO orientation with Office of Student Life and confirm eligibility of RSO president, treasurer and advisor.
2. Attend Financial Management Training, which will provide information on financial responsibility and best account management practices.
3. Advisor complete the online orientation.
4. For new RSOs: Submit a completed "Registered Student Organizations Financial Agreement" and the "Agreement for Establishment of RSO Trust Fund" to the RSO Financial Services Office.
  - The Club Financial Coordinator will review the documents and route the agreement to the authorized representatives for approval. These funds are only valid for the current academic year, approval to access these funds must be renewed every academic year

and every time the treasure and/or advisor changes. *Forms can be found in the appendix of this handbook.*

5. For Existing RSOs: To renew the account, submit a "Registered Student Organization Financial Agreement" to the RSO Financial Services Office.
6. Whenever there is a change in the role of advisor and/or treasurer, the new person(s) must complete the required Financial Management Training before the RSO can access account funds or process transactions.

### **Oversight and Retention of Records**

All payment requests must be reviewed for approval by the RSO treasurer/president and the RSO advisor. RSO financial records must be retained for a period of 2 years and are subject to audit at any time. The RSO treasurer is responsible for record retention and may be asked to provide financial records. The Club Financial Coordinator can provide the treasurer with a sample "Shadow Ledger" to track financial transactions.

### **Adequate Funds**

All withdrawal or payment requests from RSO accounts, must have adequate funds to accommodate the expenditure. RSOs that overdraw their trust account may lose recognition and may be subject to disciplinary action as outlined in the Registered Student Organization Code of Conduct, if the account is not immediately rectified.

### **Defunct Accounts**

RSO accounts that have not had activity for the previous 24 months (2 years) will be closed. Any remaining balance will be transferred to a central RSO inactive account unless the RSO has designated another current Humboldt organization in their most recent constitution to receive their funds.

### **RSO Financial Reports**

RSO Financial Services help support RSOs by providing weekly reports sent to the RSO's main email account. (Please contact the Office of Student Life for the procedure on accessing your organization's main email.) These reports are to be used in conjunction with the RSO's own financial record keeping. There are two different reports for RSOs to use. Both reports may show similar information; however, each report serves different purposes. The RSO treasurer is suggested to have access to and regularly check both reports.

#### **OBI Reports**

Oracle Business Intelligence (known as OBI) is the financial warehouse for Humboldt's accounting records. For RSOs, your personalized OBI report is sent weekly, and will reflect all year-to-date fiscal activity of your RSO's account including deposits, donations, payments, reimbursements, etc. Please see appendix for information on interpreting these reports.

#### **Transact Reports**

Transact is the cashiering system used by Cal Poly Humboldt. Reports from Transact will reflect activities including deposits, donations, and transactions made with the online Payment Portal. Please see appendix for information on interpreting these reports.

### **III. Management of Cash and Cash Equivalents**

#### **Authorized Cash Handlers**

The RSO treasurer will ensure that other RSO members who will be accepting payments on behalf of the organization will receive cash handling training through RSO Financial Services prior to any event. The Club Financial Coordinator will demonstrate best business practices for the appropriate management and security of cash and cash equivalents. Authorized Cash Handlers will ensure that cash and cash equivalents will be properly secured and will not be held longer than is necessary, generally one day.

#### **Verifying Deposits**

Deposits to any RSO account should be verified by someone other than the depositor to rule out suspected mishandling of money by any individual.

#### **Depositing to Authorized Accounts**

The RSO treasurer will ensure that funds are only deposited into the account approved for the individual organization. This can be either at the Cashier's Office, or after hours at the drop box outside the UPD.

#### **Deposit Procedures**

Any authorized cash handler may make a deposit for the organization. For supplies and assistance in completing a RSO deposit, please visit the RSO Financial Services Office or the Cashier's Office. The following steps are recommended:

1. Complete a "Cal Poly Humboldt Student Organization Deposit Slip."
2. Count any cash, coin, and checks.
3. All checks should be made payable to "Cal Poly Humboldt," with the RSO name written on the memo line of the check.
4. Place the completed deposit slip plus all cash and checks in a sealed tamper-proof deposit bag. Deliver the bag to the Cashier's Office or place it in the drop box outside the University Police Department Office. (Located on the 1<sup>st</sup> floor of the SBS building.)
5. To ensure the safety of all RSO members, it is best to transport deposits in dual custody.
  - Any deposit in excess of \$500 in cash must have a University Police escort when transporting.
6. Turn in all deposit receipts to the RSO treasurer, to keep track in the RSO's financial ledger. Deposits may take two (2) business days to post.
7. All donation deposits should be delivered to the Cashier's Office with a completed "Donation Acknowledgement Form." (see appendix)

#### **Securing Cash**

When handling cash or cash equivalents related to sales, collection of dues, or donations, RSOs should employ the use of a locking cash box to keep cash secure. Deposits are to be delivered to the Cashier's

Office within twenty-four hours. The Cashier's Office can provide supplies for securing cash including tamper proof plastic bags for deposits, cash registers, locking cash boxes, and donation boxes.

**Receipts**

RSO treasurers are required to use a receipt system for the acceptance of cash or cash equivalents. RSOs can use a receipt book, purchasable at any office supply store or a self-created form in duplicate. Providing the customer, member, or donor with a copy of the receipt is required. For short term sales, the RSO Financial Services Office has receipt books or cash registers available for check out.

**Credit Card Transactions**

For large events where revenue is expected to exceed several hundred dollars and transaction values are over \$10.00. RSO treasurers can check out a credit card terminal to be used for an approved event. For smaller events, QR codes can be created by the Club Financial Coordinator that link to an online payment portal for the RSO. (See **E-Market Payments – QR Codes**)

The credit card terminal allows credit card or debit card payments to be processed at an event. The use of a terminal will reduce the risk of accepting cash payments, specifically the processing and storage of cash by RSO members. The RSO treasurer and/or president will be financially responsible for the safekeeping of the equipment and will be required to complete credit card processing training (PCI Training) prior to using any credit card terminal. Credit card terminals must be secured nightly by returning to the Cashier's Office (during business hours) or in the SFS storage locker (outside business hours).

A printed credit card receipt must be submitted for each transaction processed. The receipt must be included with your deposit.

**RSOs are not permitted to utilize Venmo, Paypal, Zelle, CashApp, Square Card Readers, or any Third-Party Website to collect credit card payments.**

**E-Market Payments – QR Codes**

RSO members are encouraged to collect all dues, memberships, large event admission fees, merchandise sales, etc. via the RSO E-Market Payment Portal. These payments are made online with a credit card or electronic check and eliminate the collection and storing of large amounts of cash. There are no extra fees associated with utilizing this service. The Club Financial Coordinator will assist in establishing this service. The RSO members can receive a recurring, cumulative report of all transactions accepted on the E-Market Payment Portal.

**Violations of Cash Handling**

Any RSOs found to be mismanaging or inappropriately accepting cash or cash equivalents will result in disciplinary sanctions against the organization. Certain financial privileges may be revoked from the

organization, as determined by the Director of Student Life, or Associate Director of Student Financial Services. Continued violations of cash handling policies may result in your RSO's trust account being frozen until a conduct hearing is completed. See the RSO Policy & Procedures Handbook for more information regarding conduct and RSO sanctions.

#### **IV. Payment Request Form**

The "RSO Payment Request Form," is used to obtain funds from the RSO's trust account for the purpose of reimbursing organization expenses, or directly paying a vendor for providing services to the organization. When utilizing a "RSO Payment Request Form," the RSO assumes ownership of items purchased and acknowledges that the items are strictly for organization's use. If an RSO holds any outstanding invoices while the organization is inactive, the RSO Financial Service Office reserves the authority to process these payments on behalf of the RSO's leadership to avoid any late fees or penalties incurred as a result of non-payment. If no late fees or penalties will be assessed, then the payment request must follow the appropriate process for payment requests.

Payment request forms are only to be used for reimbursements to members or directly paying vendors or services providers. Members of the RSO cannot be directly paid for services or paid wages as an employee, or as a special consultant/contractor.

Gift cards cannot be purchased using club funds. If you wish to thank a guest lecturer, a gift basket can be appropriate and can be reimbursed by completing a Payment Request Form

A payment request form cannot be used to make payments to students or members for scholarships, awards, or stipends.

"Club Payment Request Forms" are available at the Club Financial Services Office or online. If you need assistance, contact the Club Financial Coordinator.

1. Complete the "Clubs Payment Request Form" and obtain the required signatures from the 1) RSO treasurer or president and 2) RSO advisor. (Authorized signers for student accounts must complete annual training).
2. Original itemized receipts or invoices must be attached and should be submitted within thirty (30) days of purchase.
  - o Receipts must include the following: date, name of vendor or payee, amount, receipt or indications something was "paid", description of the supplies or service, signature indicating receipt of supplies or service.
  - o For items purchased online, receipts must indicate that the item has been shipped. It is recommended to ship orders to:  
Cal Poly Humboldt  
Attn: [Organization Name]  
1 Harpst St.  
Arcata, CA 95521

- For payments missing an original itemized receipt, please refer to the “Lost Receipt Memo” guidelines.
- 3. An “STD 204-Payee Data Form” is required for payments issued to a business/person who does not hold a valid Humboldt ID#, and who has not previously been paid by Humboldt. All forms should be sent directly from the vendor to the Club Financial Services Office by mail or fax. The STD 204 Payee Data Form contains sensitive information and should be handled with the upmost care to ensure that there is no breach of information. *See appendix for forms.*
- 4. Bring the signed form and all necessary paperwork to the Club Financial Coordinator, located at the Club Financial Services Office, who will verify funds and approve the request.
- 5. Incomplete forms cannot be accepted and will be returned. This includes missing receipts, invoices, or other supplementary forms.

### **Reimbursements (For Members Only)**

RSO members that purchase supplies out-of-pocket may be reimbursed out of the organization’s trust fund. Reimbursement request must include original itemized receipts showing proof of the incurred cost. (For missing itemized receipts, please see section, “Lost Receipt Memo”) Out-of-pocket purchases should only be made when it is not convenient to mail a check or pay online with a credit card (such as a grocery store or restaurant). RSOs should not pay vendors for services out-of-pocket, and should instead have the invoice paid directly from the organization’s trust account (see section, “Direct Payment to Vendor”)

“Payment Request Forms” submitted to reimburse an individual that are a combined total of \$300 or less are eligible for a same-day cash reimbursement. If multiple Payment Request Forms are submitted for reimbursement to the same individual, only a combination of reimbursements under \$300 may be issued per day as a cash reimbursement. Remaining reimbursement will be issued by check. Reimbursements issued by check can take three to four weeks to be processed. (Any exceptions must be approved by the Associate Director of Student Financial Services).

(See section, “Payment Request Form Restrictions”)

### **Direct Payment to Vendor (for Supplies & Services)**

All payments to vendors must be processed via the payment request form. Payments to vendors may not be made via gift cards or cash.

Payments to vendors must include the following in order for the request to be processed:

- An Itemized Invoice
- Payee Data From (STD 204)
- Payment Request Form
- Certificate of Insurance (See below)

If a service provider is coming to campus, they will need to provide a Certificate of Insurance prior to



their arrival on campus. The Club Financial Coordinator will reach out to service providers who arrive on campus for onboarding.

All items purchased should be delivered to a university address or department. If a vendor has the option to pay online, the use of a ProCard can be utilized so that no individual organization member needs to incur an out-of-pocket expense. Please contact the Club Financial Coordinator to utilize this resource before paying your vendor.

### **Sales/Use Tax**

The submitter of the Payment Request Form is required to disclose if items are being purchased for resale. Sales tax is not required to be paid to the original vendor if the intention of the purchased items are for fundraising (resale). All fundraising activities and a comprehensive list of items to be sold must be approved by the Student Club Financial Coordinator.

RSOs are responsible for collecting sales tax on items when they conduct sales on behalf of the organization. The local sales tax is 8.5% on item sales, and will be recorded on deposits made into RSO accounts. There are some exceptions for taxable items. For more information on what is considered exempt, please contact the Club Financial Services Office.

For purchases of items that are not intended for resale (such as exclusive organization members attire, meeting supplies, equipment, etc.) RSOs are responsible for paying sales tax directly to the vendor. Use Tax will also be applied when purchasing items from out of state retailers who do not include California regulated state sales tax.

### **Service Provider / Guest Lecturer**

RSOs must submit a copy of the flyer or announcement of the guest lecturer event with the RSO Payment Request Form. An RSO has the option to utilize their funds to reimburse a guest lecturer for their travel expenses (non-taxable income), or pay a base speaker fee (taxable income). Guest Lecturer Travel Expenses may include:

- Hotel fees
- Food (excluding alcohol)
- Rental Car
- Gas
  - Rental Car: Receipts at face value
  - Personal Car: Mileage based on round trip from Guest's home address to Humboldt
- Airfare (must show boarding pass)

A Payee Data Form (STD 204), and a General Indemnity Clause is to be submitted to the Club Financial Coordinator prior to the speaking event and submitting the Payment Request Form.

**Travel**

RSOs are required to complete the "Travel-Request for Authorization Form" through Lumberjack Link a minimum of 15 business days prior to the travel. Sports Clubs are required to follow the CSU Sport Club Travel policy which is located the Sports Club Handbook. RSOs travelling in collaboration with an academic department may also receive pre-authorization to travel from that department. Proof of the pre-authorization must be included with receipts for reimbursing travel expenses. For RSOs receiving AS Grant money for travel, organization travelers are required to obtain pre-authorization from the Clubs & Activities Office, regardless of other departments' authorization.

Reimbursements for travel expenses may only be processed after the RSO's scheduled travel dates. Receipts submitted before the scheduled travel dates will not be processed until after the travel has been completed. Travel reimbursements are eligible for same-day cash reimbursements up to \$300.00. Cumulative expenses exceeding \$300.00 per trip will be issued by check.

For RSOs traveling by means of airplane, train, boat, or bus, the appropriate boarding pass or ticket must be furnished as proof of travel occurring in order to receive reimbursement for the expense.

RSO members traveling by car have the option to rent a vehicle or use a member's personal vehicle (please see the Clubs & Activities Travel Policy for the driving approval process). All rental cars must be rented through Enterprise Rent-A-Car. RSOs that use alternative rental companies cannot be reimbursed for the expense.

Only pre-approved drivers may be reimbursed for gas expenses. RSO members seeking gas reimbursement for use of a personal vehicle must provide an online map printout showing the total round-trip mileage from Cal Poly Humboldt to the travel destination. Reimbursements for gas using a personal vehicle are based on a flat rate or a per mileage rate agreed upon by the organization, neither exceeding the federal mileage rate as set by the United States Internal Revenue Service.

RSOs may not travel to any banned states under CA State Assembly Bill 1887. See <https://oag.ca.gov/ab1887> for the list of banned states. RSO wishing to travel to a state on the list must coordinate with the Office of Student Life and Club Financial Services to discuss the travel plans and, if appropriate, fill out necessary exemption forms.

RSOs must adhere to all campus travel procedures. Failure to comply with policies may result in expenses not being reimbursed and possibly disciplinary sanctions imposed, as outlined in the RSO handbook. All reimbursements require original itemized receipts. Assistance with travel reimbursements can be obtained from both the Club Financial Coordinator and the Clubs and Activities Office.

**Contracts/Agreements**

Clubs must notify the Office of Student Life if they wish to sign any contracts through the Event request on 25 Live. There will be a second review of all contracts related to the event by Conference and Events Services. Contract language will need to be reviewed to ensure that the University and the RSO are not held to unacceptable terms.

**Food Catering**

Original, itemized receipts or invoices are always required. Businesses are required to be on a pre-approved vendor list. For more information, club members may contact the Club Financial Coordinator. You can also obtain more information at: <https://procurement.humboldt.edu/vendor-information>. There are two separate lists of approved food vendors, one list for off-campus pick up and one list for campus deliveries. If you want to use a vendor that is not on the pre-approved list, make your request to add them at [procure@humboldt.edu](mailto:procure@humboldt.edu) and they will contact the vendor.

**Chargebacks (On-campus Facilities or Services)**

Occasionally, clubs need on-campus services that must be paid via a chargeback invoice. These expenses include but are not limited to, electrical services related to an event, printing services from Marketing and Communications, or general facilities use expenses. The campus entity providing the services will submit an invoice request to the University Accounts Receivable Department for processing. It is the clubs responsibility to track these charges while they are pending to ensure funds are not overspent before the charges are posted to the club account.

**Lost Receipt Memo Form**

All payment requests for reimbursement must include an original itemized receipt. For payment requests missing an original itemized receipt, and after exhausting all efforts at obtaining a receipt, an exception to this requirement can be fulfilled by submitting a Lost Receipt Memo Form. Receipts that are missing information or are not itemized will require the use of a Lost Receipt Memo Form. (See Appendix)

1. A Lost Receipt Memo must include an itemization of the purchase, including any applicable sales tax, and a brief explanation for why the receipt was missing or not itemized.
2. The form is to be signed by the recipient of the reimbursement, the club advisor, and the club treasurer/president.
3. All Lost Receipt Memos will be accepted for the purpose of reimbursement; however a submission can be considered "unreasonable" if it misses key information. The status of being unreasonable is determined by the Student Club Financial Coordinator. An unreasonable Lost Receipt Memo can include, but is not limited to:
  - Receipt was not requested from the vendor. Vendors who provide services or who are a guest lecturer must provide an invoice for payment. No exceptions or honorariums will be processed or accepted in lieu of an invoice.
  - Receipt was lost or destroyed by club member.

- Receipt was for an online purchase (in which a new receipt can be easily accessed to reprint)
  - Lost Receipt Memo form did not include itemization of purchase (including tax amount)
  - Lost Receipt Memo included a purchase of drugs or alcohol
  - Purchase was not a proper use of club funds such as a purchase for personal expenses.
4. The Student Club Financial Coordinator reserves the right to accept the following documentation as reasonable proof for issuing reimbursement:
- A screen print of your bank statement showing the dollar amount requested is accurate.
  - A photograph/copy of the receipt or charge in lieu of the physical original receipt.
  - A timestamped photograph of a gas pump showing the purchase amount with a copy of your bank statement showing the same dollar amount.
5. **Club**s that submit multiple “unreasonable” Lost Receipt Memos may have conduct violations recorded and all lost receipt reimbursements curtailed until a review is conducted by the Director of Student Life.

#### **Payment Request Form Restrictions**

- Club funds may only be used to further the goal/purpose of the club. Payments and reimbursements are not permitted to be used for a member’s personal expenses.
- Payment Request Forms may only be submitted for expenses or services in the same fiscal year they were incurred. (July 1st - June 30th)
- Members are prohibited from using club funds to purchase any tobacco products, drugs, or alcohol. Please ensure alcohol purchases are not included on any reimbursement, make sure you request from your server that any alcohol purchases are included on a **separate receipt**.
- Tips or gratuity for meals can be reimbursed not to exceed 20% of the total bill. (Automatic tipping options are exceeding this amount – make sure you adjust the tip amount prior to confirming the amount.)
- Payment Request Forms submitted for payment to a vendor (such as caterers, guest lecturer, DJ, etc), will be paid by check and are not eligible for a same day cash reimbursement.
- In the event a club’s advisor is inaccessible to sign a Payment Request Form, the designated “one-up” authority is the Director of Student Life.
- It is illegal in the State of California to receive a cash (or cash equivalent) reimbursement for a purchase made originally with Food Stamps/CalFresh Benefits/EBT credit. Doing so is considered fraud and may revoke one’s eligibility to receive such benefits.
- Clubs that wish to make a charitable donation from their club trust account may only do so to a verified 501(c)(3) non-profit organization. Up to 10% of the club’s available fund balance may be donated once per academic year. (Please note that this differs from hosting a fundraiser with the sole purpose of supporting a Non-Profit Organization).

## **V. Club Revenue Sources**

### **Fundraisers**

There are a variety of fundraising activities clubs may sponsor. Some types of fundraisers (and examples) include:

- Sales (T-shirt sales, Holiday Trees, Flowers or Pre-packaged Candy Sales)
- Services (Car wash, Gardening, Rent-a-Team)
- Portion-of-profits Restaurant Fundraiser (Applebee's)
- Pints-for-Non-Profits\* (Humbrews)
  - *\*Requires that the business hosting the event is licensed to sell alcohol by the Alcohol Beverage Control Board.*
- Ticket sales (Dance, Show, Dinner)
- Requesting Donations (Solicitations)
- Raffle\*\*
- Auction
- Contest (Footrace, Cornhole)

*\*\* In order to receive approval for a raffle, auction, or contest, there must be a high anticipated return on investment due to the time and labor required to follow the State of California regulations.*

Dances or Dinners that are serving alcohol require either a special alcohol permit held by either the host business or caterer.

Different fundraising activities are regulated by certain campus and state policies. Income generated through fundraising should be deposited within 24 hours or the next available business day with a Cal Poly Humboldt Student Organization Deposit Slip. Due to the risk involved with handling large quantities of money, a high risk or large fundraising event for student clubs and organizations is defined as exceeding 25 expected sales or \$500 in expected revenue, whichever is greater. Professional staff will be required at all high risk or large fundraising events. Professional staff can consist of either the RSO's advisor or the Club Financial Coordinator.

All fundraising activities will require the club to complete an Event Request through 25Live. Upon receiving approval for an event, clubs hosting large events may gain the privilege to use special equipment and resources provided by our offices, such as credit card machines or cash registers. Fundraising events may be subject to facilities use fees for utilizing campus spaces.

The steps to hosting a fundraiser may include, but is not limited to:

1. Fill out an Event Request through 25Live:
  - Please be as detailed as possible in filling out the Event Request form – this form will identify the various offices that your RSO will need approval from to host your Fundraising Event.
  - For example:

1. If you are having food at your event, you will work with Risk Management to ensure your food meets safety requirements.
  - *\*\* In order to receive approval for a raffle, auction, or contest, there must be a high anticipated return on investment due to the time and labor required to follow the State of California regulations.*
1. If you need equipment or set-up/takedown, your RSO would work with Facilities to ensure that they have all of the details for your event.
2. If you are planning to have a raffle, your RSO would need to work with Club Financial Services and Giving.
2. Members should contact the Office of Student Life and/or the Club Financial Coordinator if they need help planning the event.
3. All club members handling money must attend a cash handling training with the Club Financial Coordinator.
4. Upon completion of the fundraising event, all funds are to be deposited to the club account within 24 hours or the next business day.

### **Meeting with Club Financial Coordinator prior to Fundraising Events**

If a student club or organization is hosting a fundraiser that involves the member's active participation, members handling money will be required to meet with the Club Financial Coordinator to review the campus policy and receive training on handling cash and cash equivalents.

At the meeting with club members, the Club Financial Coordinator will:

- Review best business practices for safety of cash and inventory.
- Establish expectations on how money should be handled to prevent fraudulent activity.
- Provide training to use any fundraising materials and/or special equipment (i.e. cash register, credit card machine).
- Update the club on the status of their fundraiser's approval.
  - Gives details on action items or missing items.
- Prepare change fund and cash collection equipment for club's use, if applicable.

### **Solicitation**

Clubs may solicit donations from outside sources. Any solicitation must adhere to the University's policy regarding the dissemination of information and/or products. Any action that would disrupt the University's educational mission will not be permitted. Large gifts from major donors should be discussed with a representative from the Cal Poly Humboldt Foundation or the Office of Student Life. Mail solicitation must adhere to the standard letter template that can be found on Club Financial Services website and must be approved by the Cal Poly Humboldt Foundation. Please email a copy of the solicitation letter to [giving@humboldt.edu](mailto:giving@humboldt.edu). Please allow 10 business days for the approval processes. If you have not heard about the status of your request after 10 business days, please contact the Clubs Financial Coordinator.

Outside entities are not allowed to solicit on campus; however, clubs may sometimes partner with outside entities, as long as the club is the primary participant in shared activities and/or reaps the benefit of any solicitation that used the club's name or collaboration on any event.

### **Crowdfunding / Online Donations**

Crowdfunding is the practice of funding a project or campaign by raising contributions from a large number of people, typically through internet-based mediums. Any RSO can have an online crowdfunding page through the Cal Poly Humboldt Foundation on their crowdfunding website. Once your club's financial account is set-up and you have a goal or project in mind, use the Fundraising Request form through Lumberjack Link to apply to crowdfund. Office processing time to set up a crowdfunding site can take up to 1 month. RSO's should take this timeline into consideration when applying for a crowdfunding site. When applying for a crowdfunding project, the RSO advisor must take part as one of the project leads. Examples of goals that use crowdfunding include a campaign to raise money for your organization's next trip or purchasing a large piece of equipment for your organization.

RSO's may also receive online donations through the Humboldt giving page. These donations do not need to be associated to any particular goal or campaign. Donors may access the website here: <https://giving.humboldt.edu/our-funds> in order to set up a donation page, email [giving@humboldt.edu](mailto:giving@humboldt.edu).

### **Donations**

Your club may ask/receive donations from a variety of sources including club members, parents, local and national retailers, as well as your club's alumni and friends of the university. Clubs who receive cash/check donations or in-kind donations will need to fill out a "Donation Acknowledgement Form" and submit it to the Humboldt Cashier's Office who will process the donation on behalf of the Cal Poly Humboldt Foundation.

All donations that result in the individual or business requesting a tax receipt requires the completion of a "Student Club/Organization Donation Acknowledgement Form." *See appendix.*

### **Raffles**

The State of California authorizes raffles to be conducted for charitable purposes by certain eligible organizations. The Cal Poly Humboldt Foundation is the only organization authorized to conduct raffles at Cal Poly Humboldt. Operators of raffles on campus must register with the Cal Poly Humboldt Foundation prior to commencement of promotion for the raffle.

1. The elements of a raffle are:

- One or more prizes will be distributed
- Prize winners are selected by chance
- A person who has paid money receives a paper ticket with a detachable coupon or stub, both of which have a unique identifier

- The winner is determined by a draw from among the detached coupons or stubs
2. At least 90% of the gross receipts from the sale of raffle tickets for a single draw must be used by the organization conducting the raffle for charitable purposes within the State of California. 50/50 raffles are not permitted in the State of California.
3. Any raffle prize which is a donated item must be received and receipted by the Cal Poly Humboldt Foundation as an irrevocable charitable contribution prior to the commencement of promotion for the raffle using a "Donation Acknowledgement Form," which establishes the Foundation as the owner of the item and sets forth the value of the item and the basis for determination of that value.
4. Raffle tickets may not be offered or sold over the Internet, although the organization's website may announce the raffle.
5. Promptly following the conclusion of the raffle, the operator of the raffle must report to the Office of Philanthropy with the following information:
  - The total revenue from the operation of the raffle
  - The direct expenses incurred in the operation of the raffle
  - The charitable purposes for which the proceeds of the raffle were used

### **Auctions**

Auctions are subject to California State Sales tax and must be registered with the Cal Poly Humboldt Foundation prior to any promotion for the event. The key elements of auctions are the full and accurate reporting of sales and the payment of sales tax, proper documentation of ownership and transfer to the buyer, and accounting for those occasions when a purchaser voluntarily pays more than the value of the item thus making a partial charitable contribution.

1. Any item offered for sale must be received and receipted by The Foundation as an irrevocable charitable contribution prior to start of the auction or sale using a "Donation Acknowledgement Form," which establishes the Foundation as the owner of the item and sets forth the value of the item and the basis for determination of that value.
2. Items not owned by The Foundation may not be offered for sale. Specifically, items which may be property of Cal Poly Humboldt may not be sold in fundraising events.
3. Any catalog, table cards, or other materials that set forth a suggested price for an item must also indicate the estimated value of the item.
4. If a participant voluntarily pays more than the posted value of the item, a split payment will be recorded with the estimated value of the item recorded as non-charitable revenue and the excess recorded as a charitable contribution.
5. Under no circumstances should purchases at an auction be described as an exchange or a reward for making a charitable contribution. Such characterization would jeopardize the donor's income tax deduction.
6. Immediately following the end of the auction, the operator must provide to the Foundation an accounting of the items sold, the sales price, and an inventory of any items left unsold.



**Contests**

A contest is any game, puzzle, or plan in which participants pay for an opportunity to receive or compete for gifts or prizes on the basis of skill or skill and chance. In order to avoid being classified as gambling, which is prohibited by State law, contests must be carefully conducted in accordance with the California Business and Professions Code. The key requirements are:

1. The opportunity to win must require some element of personal skill in addition to chance. One individual may not win based upon another individual's performance or skill. (Note: Contests requiring no personal skill to win must be conducted as raffles. Examples of a contest include a footrace or playing cornhole).
2. No prizes can be awarded unless there has been a real contest in which at least a majority of the participants have failed to win.
3. All prizes of the value and type represented before the contest must be awarded and distributed as a result of the contest. The opportunity to win a prize cannot be conditioned on a minimum number of entries or contest participants.
4. Any contest prize which is a contributed item must be received and receipted by the Cal Poly Humboldt Foundation as an irrevocable charitable contribution prior to any promotion for the contest using a "Donation Acknowledgement Form," which establishes the Foundation as the owner of the item and sets forth the value of the item and the basis for determination of that value.
5. Contest and promotional materials must clearly and conspicuously disclose the following:
  - o All the rules, regulations, terms and conditions of the contest.
  - o The total number of contestants anticipated and the percentage of contestants correctly solving each puzzle (based on prior experience) must be disclosed with the first solicitation and whenever payment of money is required to become or remain a participant.
  - o The exact nature and approximate value of the prizes must be disclosed clearly and conspicuously whenever prizes are offered.
  - o The method of determining prize-winners if a tie remains after completion of the last tie-breaker. Whether future contests or tie-breakers, if any, will be significantly more difficult than the initial contest.
6. There must be no representation that anyone has won any prize or item of value without an accompanying disclosure of the exact nature and approximate value of the prize.

**Sale of Club Member's Art**

This process is currently under construction and will be updated again in September 2023. We ask that RSO's who would like to sell their club member's art be patient with our office as we revise this policy to better serve our campus community.

Art clubs that wish to sell a club member's art as a fundraising event must work with the Club Financial Coordinator to establish guidelines. All revenue from the sale is to be deposited in the club's trust account with only a portion of the commission paid to the artist. The payment to the artist must be

first agreed upon by signing a sales contract, and the club will receive at least 50% of the proceeds.

Promotion and the sale of a non-club member's work is prohibited at any event on campus. Sale of a non-club member's work is only allowed if donated to the club (with no compensation to the artist).

All inventory sheets submitted must be legible, complete and clear for payment to be furnished to the artist. Failure to do so may result in nonpayment and/or sanctions against the RSO.

### **Change Funds for Events**

Change funds are utilized by cashiers to provide change for a customer's purchase. Designated club members may withdraw up to \$250 in cash from their club's trust account for a change fund for a club event or activity. Please allow one (1) week to process the request. The following steps must be followed to request a change fund:

1. Complete a "RSO Change Form Request Form" and obtain the required signatures (treasurer and advisor).
2. Give the completed form to the Club Financial Coordinator either via email or in-person.
3. The Cashier's office will prepare the change fund with the requested denominations of cash and/or coin.
4. A lockbox for safe keeping of the change fund is required during the event. A lockbox can be checked out at the Club Financial Services Office.

Immediately after your event is completed, return the lockbox, change fund, and all revenue collected at your event to the Cashier's Office. If the event is after business hours or on a weekend, the deposit will need to be delivered to the Humboldt Cashier's Office to be stored overnight in a locker. The University Police Department will provide the club member access to the locker and the Club Financial Coordinator will provide the club with the combination to the locker and procedures for accessing the locker.

## **VI. Code of Conduct for Student Clubs & Organizations**

### **Recognized Student Clubs and Organizations Sanctions**

Clubs found in violation of the policies and procedures as outlined in this handbook (as dictated by University policy, local, state and federal law) may be subject to sanctions that include, but are not limited to:

- Reprimands
- Probation
- Temporary suspension of activities and/or revocation of recognition by the Office of Student Life.

Along with RSO sanctions, individuals found in violation of the Student Code of Conduct will be referred to the Dean of Students Office for further action. For more information regarding Student Club & Organization Conduct Violations, please refer to the RSO Policy and Procedures Handbook.

## **VII. Cash Handling**

All cash handling activities will be performed in dual custody, by two or more student club members. The club treasurer will be responsible for ensuring that all club members receive proper cash handling from the Club Financial Coordinator. The club treasurer will be responsible for keeping track of all sales records and deposits.

- a) All money will be stored in a locking cash box. The cash box should never be left open nor unattended and all funds should be returned to the approved return location after the conclusion of the event or sale.
- b) Only RSO members & advisors who have completed the Cash Handling Training can collect cash or cash equivalents. Community members or volunteers are not permitted to have access to cash or cash equivalents.
- c) If needed, a temporary change fund up to \$250 for all cash activity will be assigned to the RSO treasurer. As custodian of the change fund, a designated club officer will assume responsibility for the change fund until it is returned to the Cashier's Office. The change fund will be kept in a locked drawer, secure safe, or locking cabinet with limited access.
- d) All revenue or donation streams must be collected with some sort of official record keeping, either a cash register, tickets, receipt book or a tally sheet. A customer receipt should be generated for each sale.
- e) At the end of the event the funds will be placed in a tamper proof plastic bank deposit bag. *(For pre-approved, ongoing sales deposits must be transported at a minimum once a week.)* Any tally sheet, receipt copies, change funds, or cash register tape will be included inside the deposit bag along with a "RSO Account Deposit Slip" indicating the student club number. The club treasurer or their designee will be responsible for transporting the sealed deposit bag(s) to the Cashier's Office.
- f) Transportation of deposits must always be a high priority and should not conform to any regular schedule. Transporting deposits to the Humboldt Cashiers Office or the drop box will be accomplished in a secure manner to protect individuals, cash, and cash equivalents involved.
  - Cash deposits should be hand-carried by two (2) authorized club members to the Cashier's Office or drop box outside UPD.
  - Cash deposits exceeding \$500 must be transported by a campus police escort.
  - Cash and cash equivalents cumulatively exceeding \$5,000 must be transported to the Humboldt Cashier's Office by campus police escort.

- g) The next business morning following the event, two University Cashiers will retrieve the secured deposit bags from the lock box. The bags will be opened in dual custody and the contents counted and reconciled to the record keeping device for the event.

### **Merchandise or Food Sales for Special Events**

- a. Items being sold at the event will need to be purchased for the sole purpose of the fundraising event. It is required that inventory count sheets of the items will be maintained by the club treasurer to safeguard the club's assets and property. Items will need to be stored in a locked cabinet or storage room with limited access.
- b. Merchandise or food sales will require the utilization of a cash register or a pre-numbered receipt book with duplicate copies. Each transaction will be recorded individually. A separate cash register will be required for each sales person.
- c. At the discretion of the Club Financial Coordinator, a cash register may be required to be utilized. At the end of the event, the cash register sales total will be ran, ("Z"). The cash register receipt tape which lists each transaction and a grand total for the event will be put into the deposit bag with the cash and checks. A separate bag is to be used for each cash register. Any transaction errors should be clearly noted by the sales person for reconciling purposes.
- d. The Cashier's Office will reconcile the deposit to the cash register sales total or the tally sheet. Any shortage or overage will be posted against the revenue collected. A final report of sales will be prepared by the Cashier's Office and submitted to the club treasurer within two (2) business days of the event.
- e. Sales tax may need to be collected for all retail sales and all taxable concession items sold. A list of items being sold will need to be provided to the Club Financial Coordinator prior to the event to identify the taxable items. Remittance to the State of California will be performed by the Humboldt Accounting Office.

### **Entrance Fee Receipts**

- a. Pre-numbered tickets are required for all paid admittance at the door. The pre-numbered tickets will be sequential and inventory sheet of who was assigned tickets for sale will be utilized. If there are different ticket prices for entry, a separate ticket sequence and color will be used, (example Adults \$10 red, Students \$5 yellow).
- b. At the beginning of the event, the first numbered ticket is to be removed from the ticket roll and attached to the event log that will be stored with the sales revenue. At the conclusion of the event, the event log will be placed in the plastic deposit bag with the money collected, the change fund, and the ticket roll.
- c. If the event is multiple days. The cashiering staff will prepare a change fund for each day of the event, the change fund will be placed in a plastic deposit bag and stored in the locker located in the Cashier's Office.
- d. All online credit card ticket sales will be recorded on a **separate** tally sheet upon entrance of the event and will later be reconciled by the Club Financial Coordinator.

### **Pre-Sale Tickets**

- a. All pre-sale tickets will be sequentially numbered and maintained on a ticket inventory sheet. Tickets are to be stored in a secure locking box with limited access.
- b. Tickets to be assigned to club members to sell will be included on the ticket inventory sheet and the money stored in a secure location.
- c. All ticket sales will be delivered to the Cashier's Office weekly with a copy of the ticket inventory sheet.

### **Credit Card Transactions for Large Events**

- a. Mobile credit card terminals can be checked-out from the Cashier's Office at the discretion of the Club Financial Coordinator for use at special, large-scale events. A club officer will be required to sign out the mobile terminal and the club will be liable if the credit card terminal is not returned or is damaged.
- b. Individual transactions must be a minimum of \$10.
- c. A printed credit card receipt will be provided to the cardholder for each transaction and the merchant copy must be included with your deposit.
- d. Refunds or voids should never be processed from the credit card terminal, as incorrect processing may cause the deposit to be out of balance. Any refunds or voids should be noted and will be processed by the Cashier's Office.
- e. At the end of the event, the credit card terminal must be settled to ensure the transaction are processed. Select the "Settlement" button on the terminal and include the settlement report in the deposit bag.

### **Services Provided by University Police Department**

Student safety is one of Humboldt's highest priorities. Student Financial Services (SFS) has partnered with the University Police Department (UPD) to help provide extra services for RSO's fundraising events. These services help protect students' wellbeing and their club's assets.

#### UPD services

- UPD provides escorts for students transporting their deposit. An escort is required for a deposit totaling \$500 cash or more
- For events occurring outside of normal business hours (8am-5pm), or off campus, it is highly suggested that club members request an escort to UPD.
- UPD can perform a walkthrough to deter suspicious activity at your event
- Students may utilize all of these services for off campus events.

## **Appendix**

### **Forms**

- Establishment of Student Club Trust Account
- Payment Request Form
- STD 204 (Payee Data Form)
- Lost Receipt Memo
- Request to Solicit Donations
- Donation Acknowledgement Form

### **Resources**

- OBI Quick Guide
- Transact Quick Guide
- Crowdfunding Cheat Sheet
- Club Stores Process Guide