Graduate & Professional Student Senate

2013-2014 Funding Manual
Dear Graduate & Professional Student Organizations:

The Graduate & Professional Student Senate (GPSS) is proud to have the responsibility to fund registered graduate and professional student organization at East Carolina University. Every year the number of organizations grow, and in order to better serve organizations in the funding process, we have created this funding manual.

As we move into the new academic year, it is important that your student organization is properly registered through the Student Organization Center by registration through OrgSync (www.orgsync.com). Please note that it is responsibility of the individual organizations to update contact information, and to register your graduate organization.

Enclosed you will find all instructions, forms, policies, and procedures related to your graduate and professional student organization’s funding through GPSS. We hope that this manual will allow you to reference our policies and procedures in a convenient and timely manner as well as limit any miscommunication related to funding. All GPSS organizations must be registered with the University through OrgSync in order to receive funding. Therefore, all forms necessary to request funding will also be available through OrgSync.

With the creation of the Student Organization Fund Office (SOFO), located in Mendenhall Student Center, it is expected that all student organizations will be better served. This office is the liaison for accessing university funds granted through GPSS, such as travel, purchasing, and reimbursement for all organizational members. The GPSS will continue to serve as the main point of contact when applying for funding. AFTER funding has been approved by the GPSS, the SOFO will process all pertinent paperwork for the aforementioned areas.

It is important that you read, understand, and follow all policies, procedures, and deadlines outlined in this manual to ensure access to allotted funds. Please feel free to contact the GPSS Treasurer at gpsstreasurer@ecu.edu if you have any questions. It is highly recommended that you contact the GPSS Treasurer when you decide to apply for emergency or annual funding to have them review your packet.

We look forward to better serving your graduate and professional student organization!

Respectfully,

The Graduate & Professional Student Senate Executive Board
Financial Ethical Responsibility

Ethical responsibility can generically be defined as a moral code by which individuals govern their lives and subsequent actions. This concept when applied to the financial arena simply refers to the way in which individuals govern their finances and actions via fiscal stewardship.

This manual was primarily designed to succor organizations within the Graduate & Professional Student Senate in their decision making as it relates to being financially responsible. Along with this Policy Manual, an educational workshop will be offered by the Student Organization Fund Office (SOFO) to specifically outline in detail the capabilities as well as the limitations of spending the funds provided.

A member of your organization MUST attend this workshop before your organization may access their funds. This will workshop will be held at the first General Assembly meeting each year. Please contact the GPSS treasurer (gpsstreasurer@ecu.edu) for additional workshops.

It is imperative for student groups to comprehend that the financial decisions and actions made will engender profound effects on the student organizations and the University body as a whole. With that having been said, make sound and responsible financial decisions.

The Student Organization Fund Office
Mendenhall Student Center
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Important GPSS Funding Dates

2012-2013 Emergency Funding Packets
The first day to apply for emergency funding is **July 1, 2012**. The last day to apply for emergency funding is **March 1, 2013**.

Existing organizations not registered with the Student Organizations Center through Orgsync, will not be considered for emergency funding for 2012-2013.

Existing organizations that were denied 2012-2013 Annual Funding due to lack of attendance must attend all fall GPSS meetings AND may not apply for emergency funding before December 1, 2012.

Newly recognized organizations must register with the Student Organizations Center before being eligible to apply for emergency funds. For more information go to: [http://www.ecu.edu/cstudentaffairs/sao/studentorganizations/index.cfm](http://www.ecu.edu/cstudentaffairs/sao/studentorganizations/index.cfm)

2013-2014 Annual Funding Packets
**Due: 5:00 pm, March 29, 2013**

Upload Finalized Annual Funding packets in **PDF** format to the OrgSync site under: Files >> Funding Documents for GPSS >> Funding 2013-2014 >> Annual Funding 2013-2014.

Do not send packets to the SGA office. Please make sure a member of your organization has OrgSync permissions to upload files prior to this date.

Funds for the 2013-2014 fiscal year will be available starting July 1, 2013.

Annual Funding Meeting will be held **April 14, 2013 at 6:00 PM**

Deadline to Spend 2012-2013 Funds
The last day to submit ANY request to spend 2012-2013 funds is **May 31, 2013**

Although the fiscal year ends June 30, 2013, it is necessary to submit all requests to SOFO by May 31, 2013 to allow enough time to process the request.

PLEASE NOTE THAT EVEN IF YOU ORGANIZATION IS GRANTED ANNUAL/EMERGENCY FUNDING, YOU MUST STILL SUBMIT PROPER DOCUMENTATION ON TIME, AND BE APPROVAL BY THE SOFO TO ACTUALLY SPEND THIS FUNDING.
Annual Funding Process

Each organization will submit an electronic annual funding packet to the GPSS treasurer following the guidelines outlined in this manual. Organizations are strongly encouraged to meet with the GPSS treasurer well before the due date with their intended final submission. If a complete electronic packet is not submitted by 5:00 PM on March 29, 2013, it will NOT be considered for review. The GPSS treasurer will then review the submissions for accuracy and completeness. The GPSS treasurer will then generate a list of each organization’s requests by line item.

The Finance Committee will meet on April 14th, 2013 at 6:00 pm to make recommendations for allocations for all organizations requesting annual funding based on this list. All GSOs are required to have a representative on the committee to further explain their funding requests, as this list is only a starting point for funding allocations. Adjustments will be made until the total requested by all organizations is less than or equal to the total GPSS budget for annual funding.

These recommended allocations will be voted upon at the last general assembly meeting in April. Final Budgets will be forwarded to the Student Organization Finance Office. Annual funding for 2013-14 awarded will be available to organizations July 1, 2013. Approved allocated amount will be transferred into organizations account by the SOFO. A Request to Travel or Event Funding Request Form will need to be submitted to seek university approval and to access the emergency funds, please refer to How to Spend Allocated Funding for further details.

Most of the annual budget for GPSS will be allocated, leaving only a small percentage for emergency funding on only a case by case basis. This limitation will insure the regulations for annual funding are not circumvented by emergency funding. It also rewards organizations who plan ahead, especially when limited funds are available

Limits on Annual Funding Requests

Annual Funding is awarded per line item request.

The TOTAL amount any one organization can request in annual funding will be based on a three year average of total funds spent (Annual and Emergency), plus/minus any bonuses/penalties described below.

Bonuses

Organizations are encouraged to attend sanctioned GPSS events announced during the semester. If an organization attends 50% of these events a 5% bonus will be added to the maximum request amount.

Organization that can provide proof they raised greater than $500 for use on anything that could have been applied for through annual funding a 5% bonus will added to the maximum request amount. Note all fundraising must be approved by the university using the Fundraising approval form on OrgSync.

Organizations that have spent greater than 90% of their allocated funds in ALL 3 years will receive a 5% bonus to the maximum request amount
Penalties

Organizations are allowed to miss two GPSS assemblies per calendar year without a penalty. After 3 missed meetings a 50 percent deduction will be made from the maximum request amount. After 4 missed meetings a 75 percent deduction will be made from the maximum request amount. When an organization misses 5 or more meetings per academic year, they will not be considered for annual funding. Attendance will only be penalized in the current year, not a 3 year history. This penalty shall be accessed after calculating bonuses and other penalties.

Example 1: Organization 1’s 3 Year funding average is $5,000. They spent an average of $3,000 per year, $200 bonus (5% of $4,000) for attending all events. $200 bonus for fundraising $800 to pay for supplies and food for recruitment.

Total amount Organization 1 can apply for = $3,000 + $200 + $200 = $3,400.

Example 2: Organization 2’s 3 Year funding average is $2,500 and they spent all of the money each year. $0 bonus for attending only a few events, $125 (5% of $2,500) bonus for fundraising $1600 to pay for supplies and student travel. $125 bonus for spending >90% of allocated funding in all 3 of the previous years. 75% penalty for missing 4 general assembly meetings.

Total amount Organization 2 can apply for = ($2500 + $0 + $125 + $125) x (0.25) = $687.50.

***These are guidelines. GPSS and its Finance Committee realize that special circumstances may apply. Ultimately, the Committee will make a final recommendation and determination by the GPSS treasurer based on information given. No decision shall be implemented that goes against university policy.***
Emergency Funding Process

Existing organizations not registered with the Student Organizations Center, will not be considered for emergency funding for 2012-2013.

Existing organizations that were denied 2012-2013 Annual Funding due to lack of attendance must attend all fall GPSS meetings AND may not apply for emergency funding before December 1, 2012.

Emergency funding can be applied for at anytime for qualified organizations. To apply for emergency funding an organization will Submit a completed Emergency Funding Packet to the GPSS Treasurer no less than 6 weeks prior to a general assembly meeting in which the request will be voted on. This packet should be completed in the same format as the annual funding packet. In this packet, it must be proven that this request is in fact an emergency request at not a cost that could have been applied for using annual funding.

The Finance Committee will meet prior to a general assembly meeting to make recommends allocations. The GPSS Senators dis/approve allocations during a general assembly meeting. The recommended amount may be brought up for discussion and amended before the general assembly. Approved allocated amount will be transferred into organizations account by the SOFO. A Request to Travel or Event Funding Request Form will need to be submitted to seek university approval and to access the emergency funds, please refer to the How to Spend Allocated Funding for further details.

No organization who received funding for a specific request, may then reapply for the same item/trip/etc under emergency funding without a very detailed reason for the increased costs.

The maximum amount any one organization can receive in emergency funding is $1,000 per fiscal year.
What GPSS Can Fund

GPSS funding may only be provided for graduate and professional student organizations; individuals in need of funding must go through an appropriate organization in order to be funded by the GPSS.

The GPSS provides operational/supplemental funding to registered graduate and professional student organizations for approved uses.

Line items requested in Annual Funding cannot be requested again if your organization applies for emergency funding later in the academic year.

Examples of approved uses for GPSS funds:
- Student Travel
- Food for recruitment events
- Printing and Binding
- Postage
- Advertising in The East Carolinian
- Speaker Fees
- Office Supplies/Educational Supplies
- Rental of ECU facilities/equipment use
- Fees associated with student led events
  - Homecoming, Barefoot on the Mall, etc

NOTE: Funds allocated for graduate student organizations’ use can only be spent for pre-approval uses. If you spend money (ex. pay a registration fee) before you are approved, it may not be refunded.*

What GPSS Cannot Fund

- Food purchases while traveling
- Gasoline used in personal vehicle travel; however, mileage can be reimbursed to the driver(s)
- Items for personal gain (trophies, crowns, plaques, medals, gifts, cards, etc)
- Accommodations/transportation for contracted services such as speakers
- Expenses associated with serving as an advisor of a student organization.
- Technical equipment (including cameras, audio/video equipment, computer, etc)
- Charity causes
  - Student fee money can only fund activities that benefit the students of ECU.
  - Facilities may not be rented to hold fundraisers for charities.
  - Items may not be purchased to auction for charities.
- Purchases for resale are not acceptable. Screen t-shirts are permitted for recruitment, but are not allowed to be resold. Shirt designs should be submitted with request so that GPSS can approve designs for appropriateness.

* Funds allocated for GSOs should be kept within budget lines. Money allocated for specific purposes must be spent as intended. If an organization must transfer money between lines line item transfer form on OrgSync.
Line Items

72000 Supplies
Office supplies and materials needed such as paper, pencils, binders, dividers, etc. (Use Office Depot, or Staples)
Cost of letterheads, envelopes, forms.
Food for recruitment events (If an event takes place in the MSC Aramark must be used).
Supplies and materials used for educational and instructional purposes that are related to the student organization such as books, videos, CD-ROMS, slides, tapes, transparencies, etc.
Shirts used as uniforms.
Miscellaneous Supplies

73000 Contract Services
Payments for speakers, lecturers, instructors, musicians, guest artists, and other independent contractors.

73200 Travel
Payments for official conferences, conventions, annual meetings, as well as transportation, hotel expenses, registration fees, and parking fees.
Only registration fees at the early bird registration rate are considered during annual funding allocations.
Mileage, if driving, is $0.33/mile. Please print MapQuest directions from Point A to B for documentation.

73400 Current Services
Payments for postage for organizational mailings to be sent using Campus Mail.
Printing and binding.
Payments for advertising in The East Carolinian. Request must be approved PRIOR to the advertisement running in the newspaper.
Recruitment giveaways (such as t-shirts)

73600 Other Fixed Charges
Organization membership fee to national affiliate. Individual student membership fees cannot be funded by GPSS.
Rental of East Carolina facilities (including Barefoot on the Mall tables)
Rental of outside facilities if not available at ECU.
Payments for audio-visual equipment such as sound systems, microphones, laptops, LCD projectors, and other rental equipment.
What should be included in your packet?

Funding packets should be organized into the following 8 sections. An example Funding packet and Emergency Funding Packet can be found on OrgSync.

1. Proof of registration of your Graduate or Professional Student Organization with the Student Organization Center through OrgSync. (A screen shot showing last registration date)

2. Current Constitution and By-laws.

3. Current list of members, including total number and active number
   a. Indicate how students are eligible for membership (i.e. specific to graduate program, pay dues, etc) and how you recruit members.
   b. Indicate when officers were elected into office and their contact information
   c. Include Advisor information with contact information

4. Describe how you benefit the ECU Community.

5. Describe other sources of income.
   a. Examples: membership dues, departmental assistance, fundraising, etc
   b. If dues are collected, indicate how much and how often they are collected
   c. Verify if fundraising could apply to 5% bonus

6. Completed Annual Funding Allocation Request Form

7. Completed Annual Funding Agreement Form

8. For all line items specified, provide detailed documentation to support your funding request. This includes official price quotes for all requested items. (Examples below)
   a. For travel by air, print of proposed flight itinerary from a travel website, which indicates prices of the flight, such as Travelocity.
   b. For a conference, print off page that states registration fees, conference itineraries, dates of conference.
   c. For supplies, go to office depot.com and put everything you want in a virtual cart. Print off the cart page that shows items and prices.
   d. For food, go online and put an order together.
   e. For t-shirts, go to the place who you would like to print your shirts and get them to give you a quote.
   f. For emergency funding packets, this section should include a detailed explanation for why this is an emergency request and not something that could have been applied for at annual funding.
How to Spend Allocated Funding

All requests must be submitted on OrgSync using either Request to Travel Form or Event Funding Request Form. The event funding request form covers all line items OTHER than Travel (73200). These requests must be made at least 6 WEEKS in advance to when the event/travel is occurring, or due date of a preceding expense (i.e. registration fee), must be filled out in their entirety including all signatures, proper justification, and any additional required documents. A request does not guarantee funding, as all requests must be approved by the university.

If approved, some items can be paid for in advance by the SOFO. Please contact Shaunita Ervin (ervins@ecu.edu) with any questions.

In order to use funding for travel, an organization representative must attend the workshop at the first general assembly meeting each year PRIOR to submitting their paperwork. All travel must be approved prior to departure!

GPSS does not fund non-student activities. In order to use money for travel purposes, students must currently be enrolled in the semester they are traveling. (NOTE: Class registration is verified by the university).

When requesting to travel each traveler must read and submit the Travel Code of Conduct form.

GPSS does not fund for travel expenses for any faculty or staff members serving as organization advisors.

In order to receive a registration check to take with you before your departure, submit official documentation from the conference indicating the fee and associated cost. Indicate clearly the date the check should be mailed and when it should be received by the vendor. This information needs to be provided to SOFO at least four weeks before the check needs to be ready for mailing or pick-up. If online registration is available, the SOFO may be able to do this for organizations before their departure.

GPSS cannot allocate money for gasoline used in personal vehicle travel; however, mileage can be reimbursed to the driver(s). In order to receive mileage reimbursement, accurate address information of the drivers should be provided. GPSS calculates mileage at $0.33 per mile. There must be no less than 3 persons per vehicle per travel. Appropriate documentation would be driving directions from Google Maps showing the mileage between campus and the conference locations.

In order to receive a rental vehicle check, confirmation is required. It must be detailed showing the cost per day, number of days, tax rate (including all tax breakdowns), and the total cost. Vehicles rented outside of the state can ONLY be reimbursed.

GPSS is not responsible for additional insurance coverage of rental vehicles. If travelers wish to purchase such coverage, they will do so at their own expense.

State vehicles - If a state car is needed, reserve as far in advance as possible. You will need to submit a copy of the confirmation with your travel packet. If a state car is not available, please print and submit the declined use of state vehicle.

Personal Vehicles - If you choose to use your personal vehicle for travel, you will be reimbursed at the motor fleet of .33 cents per mile.

NOTE: There must be three or more travelers in the vehicle unless the number of attendees is less than three.
Rental Cars - Need written justification for rental cars. No insurance upgrades will be reimbursed for a rental car.

In order to receive a hotel check, a confirmation is required and rooming list is required. It must be detailed showing the cost per room per night, number of nights reserved, number of rooms reserved, tax rate, and the total cost. For an advanced deposit provide official documentation and specify the amount and date needed. Again, please allow up to four weeks for the processing of the check.

GPSS only authorizes payment of room cost and related taxes only. No personal telephone calls, movies, meals, room service, or any other charges are to be paid. Payments of these charges must be made to the lodging facility by the student, as ECU is not reliable.

For airfare, there are two options (both need pre-approval):

Option A: SOFO directly pays for the airfare and must be given ample time for processing.
Option B: Students can make their own arrangements by paying themselves once travel has been approved. Reimbursement can occur only after the travel is complete and has been approved. Proper documentation must be submitted, including flight itinerary, plane ticket stubs, and proof of payment method.

NOTE: If you confirm and print your ticket online before departure, print two copies of each ticket, as you will not have a plane ticket stub.
GPSS only authorizes payment of flight and related taxes only. No baggage fees or personal purchases during flight are to be paid. Payments of these charges must be made by the student, as ECU is not reliable.

Upon returning from travel you must complete the Travel Expense Reimbursement Form and Travel expense spreadsheet with proper documentation to be reimbursed for PRE-APPROVED travel expenses. In all reimbursements all original receipts must show “Paid in Full” and have a zero balance. All receipts should be submitted within 5 days after returning from the conference. If proper receipts are not submitted or if receipts are submitted late, then reimbursement funds will not be dispersed.

Examples of original receipts include:

- Hotel bill
- Airfare boarding passes and full itinerary
- Rental vehicle receipt and signed agreement
- Airport parking receipt (including name, location, date, and time)
- Taxi fare (including company name, address, phone number, and signature of driver)

You must account for additional time for processing, factoring in holidays according to the University Calendar. The SOFO will not accept late travel packets that do not meet the deadline set forth in this policy. It is the responsibility of the Graduate Student Organization to ensure that packets are complete, accurate, properly filled out. The SOFO will review packets when he/she signs off on the travel paperwork.

GPSS and SOFO are not responsible for expenditures made without pre-approval forms or expenditures made while processing pre-approval forms in which the expenditure was denied.