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**NUSGA Funding 101**

<b>REQUIREMENT</b>	<b>CONSEQUENCE</b>
Submit roster online before deadline of <b>Friday, March 11<sup>th</sup> at 4 pm</b>	No funding
Have an average of three hours of service per member	No funding
Complete club inventory sheet and semester evaluation	No funding
Have completed a fundraiser last semester	No funding
Meet with Treasurer Fetzer	No funding
Have 75% participation in community service	10% Deduction
Attend all Roundtable Meetings	10% Deduction

**Submitting the Roster Online**

Club Contacts: Log on to MyNU. Click the “Resources” tab. Click “Club Roster Submission” then “View/Edit Rosters”. Enter ALL information for every member of your club (including position, phone number, address, etc.). Be sure to enter yourself on the roster too. When done, check the roster to make sure it is correct.

**Reaching the Community Service Requirement**

- o Set up two to three group service projects with NUCAP Coordinator Fran Boltz (716-286-8751 or fboltz@niagara.edu or 1<sup>st</sup> floor O’Shea), and encourage club members to participate.
- o By the time you reach roster submission deadline, evaluate the roster and check who has/hasn’t completed service.

**Paperwork**

- o Filling out service forms is NOT optional, it is mandatory. Do it as soon as you complete the activity. Fill out all parts of the form that apply to you. Delivering the correct forms to the appropriate offices will ensure an accurate and smooth budget process.
- o The best way to ensure your forms get to the NUSGA Office is to deliver them yourself. The NUSGA Office is located in Lower Level Gallagher Center. Completed *yellow* forms should be placed in Suzanne Curry’s mailbox.
- o Deliver the *white* copy to the NUCAP Office located in 1<sup>st</sup> floor of O’Shea.
- o Give the *gold* copy to your club, and the member completing the service should keep the *pink* copy.

**Communication is Key**

*Within Your Club*

- o Pass on information from meetings such as this one to the rest of your club.
- o Designate officers to take care of record keeping (i.e. Community Service).
  - o Good record keeping will be beneficial should a discrepancy arise between NUSGA’s service records and yours.
- o Officers: If you are vacating your position at the end of the year, be responsible and pass on all the information you know to your successor.

*With the NUSGA*

- o Have a designated member check your club’s mailbox AT LEAST once per week.
- o If you have questions or concerns, contact the appropriate member of NUSGA. We are here to help you and your club, so please don’t hesitate!
- o NUSGA meetings are open to the student body. We are here to represent YOU and your CLUB. You are welcome to come to any meeting with any issues you may have.

For copies of budget rules, budget forms, and information on upcoming events and your student representatives, please visit the NUSGA’s website at [www.niagara.edu/nusga](http://www.niagara.edu/nusga)

- If at any time, you would like a copy of your club's community service status, do not hesitate to contact Suzanne Curry at [scurry@mail.niagara.edu](mailto:scurry@mail.niagara.edu) or 716-286-7321.