**Need to Know Info for Clubs & Orgs**

**All forms referred to below can be picked up in the Campus Activities Office (CAO)**

**For club sports – all forms & paperwork should be turned into Derek Puff at Kiernan**

**Roster/Dues:**

* **It is the responsibility of the Club Officers to make sure the roster of myNU is up to date and any new members are added.** Paid members will not show up until an officer adds them to the roster.
* **Online:** Dues can be paid online via MyNU under the “My clubs” tab on the homepage.
* **Cash:** If any members are paying cash dues, bring cash dues to Student Accounts with a deposit form. You can ask Mary or the GA for your account #.
	+ Bring both the deposit receipt and a Cash Dues Documentation Form to CAO so that members can be marked paid on MyNU by the GA manually.

**Fundraisers:**

* Complete a Fundraiser approval form **two weeks prior** to event
* Return to CAO (Derek Puff if Club Sport) after completion for approval. Once approved:
	+ If you need to reserve front tables in Gallagher, ask at student desk in CAO. And if you need a cash box or money for change, **reserve it now, not the day of the event**. **See Mary in** **CAO**. **Give her the date, the denominations you’ll need and who will pick it up**
* **Venmo:** One club member may use their Venmo for the fundraiser, please see Fundraiser approval form for more information.
* Return cash box to CAO to store if your fundraiser is more than 1 day
* After fundraiser – return cash box & the amount of $$ borrowed, if any to Mary
* **Deposit any profits into your account at Student Accounts/Butler Bldg (see Deposit info below)**

**Make sure to mark “fundraiser” in the deposit description so your club statement will show you have completed it and will avoid a NUSGA deduction**

**Deposits:**

* Each club is responsible for making their own deposits. They are made at Student Accts in the Butler Bldg. **You will need a deposit form with your acct# on it to accompany your deposit.** You can get a form from the GA or Mary or the students at the front desk have blank copies & they can provide you with your account number to put on the form.  **Club members should not hold onto large amounts of money. Deposit them or take them to Mary in CAO to be held in the safe until the club treasurer or other officer can deposit. You are responsible if something happens to the money while in your possession.**

**Check Requests/payments for club expenses – funded by NUSGA:**

**NUSGA does not pay your bills for approved budget items. The club makes the purchase using club account money & is reimbursed after presenting proof of purchase.**

* Club must purchase budgeted items and then turn receipts into NUSGA for reimbursement.
* **When making any purchases on behalf of your club – you should *always* have a NYS Tax exempt form so that there are no taxes charged. You can get one from Mary in CAO. Taxes will not be reimbursed.**
* You will need **two** copies of original invoice/receipt:
	+ Turn one in with a check request form to the GA or Mary (**make sure Advisor signs it**), to pay from your club account.
	+ Turn one in with a NUSGA transfer request form to the NUSGA treasurer so it can be reviewed and monies transferred into your club account
	+ Keep the original for your records
	+ ***ALL TRANSFERS (FOR NUSGA FUNDS) SHOULD BE TURNED IN WITHIN 2 WEEKS AFTER PURCHASE.***
* For check requests that are **not NUSGA funded**, complete & turn into Mary or the GA in CAO.

Checks are only cut by the university once a week, on Thursdays. Due to university policy, all requests for payment must be turned in to CAO by noon on Thursday, in order to be paid by the *following Thursday*. There will be no exceptions.

 (Example: If you need a check by Mon. 9/12, you must have a request in to CAO by Thurs. 9/1, in order to have check a by Thurs. 9/8)

**Travel proposal:**

* A Travel Proposal form **MUST be completed and approved** before any club sponsored trips can take place. Complete & return the form to CAO for approval by Mati or Bill. The form should be **turned in four (4) weeks prior** to the proposed trip. **Any international trips should be turned in two (2) months prior to trip.**
* If students will be driving on trips, **they must have a driver’s license check**. (See info below) If the driver is not approved, they will not be allowed to drive any students in their car. They may only drive themselves.

**Driver’s license check:**

* Complete a Driver’s License Check Authorization Form and return with a copy of current driver’s license and **current** insurance (car) ID card to Mary or the GA. **Make sure the insurance dates** **are current for the dates you will be driving**. (We can make a copy of your license and insurance card)
* CAO will send to Business Services for the license check. Students will receive an email with a link to an online driver training course. **IT MUST BE COMPLETED BEFORE A DRIVER WILL BE APPROVED.** Please follow instructions in email.
* Driver’s checks **should be turned in no less than a week (business days) in advance of travel**, as they have to be turned into to the university’s insurance company for verification, and to allow time for the online drivers training course to be completed.

**Apparel:**

* Any club/org apparel must be approved **before any orders are placed**, even if it is not funded by NUSGA
* Complete an Apparel Approval form & return to CAO with a copy or sketch of your design for approval. The apparel must be purchased through an approved vendor AND **must have Niagara University** **spelled out somewhere on the apparel**
* Once approved, order can be placed

**MISC:**

* **Room Booking:** To reserve an event/meeting space, you can book a room through Ad Astra on MyNU.
* **Posters:** Any posters for clubs must be approved by CAO and stamped before they can be posted anywhere on campus.
* **See Mary or the GA in CAO (contact information below)** for account balances, to add or remove a club contact for your club and deposit forms.
* **Community Service** – 5 hours of service from 75% of your club’s roster (on MyNU) must be logged on the IMPACT Connects website to avoid a deduction from the following semester’s budget.

GA – Jill English

Phone 716-286-7329, email – jillianenglish@niagara.edu

Hours – Monday, Wednesday 10-2pm, Thursday 1-7pm, Friday 10-2pm

Mary Matiash – Office Coordinator

Phone 716-286-8510, email – mem@niagara.edu

Hours – Mon-Friday 9-5

**Dates to remember!**

**Round Table** – Monday, September 13th at 7:30pm.

**Budget Sunday** – Sunday, September 25nd at 5pm

**All rosters and dues** – September 30th by 5pm

**Community Service & Transfers** due – December 1st by 5pm

***If for ANY reason a club cannot make budget Sunday or cannot meet a deadline, it is the club’s responsibility to touch base with a member of the NUSGA cabinet with the reason why.***

*8/31/22*