

Welcome to GSC 101

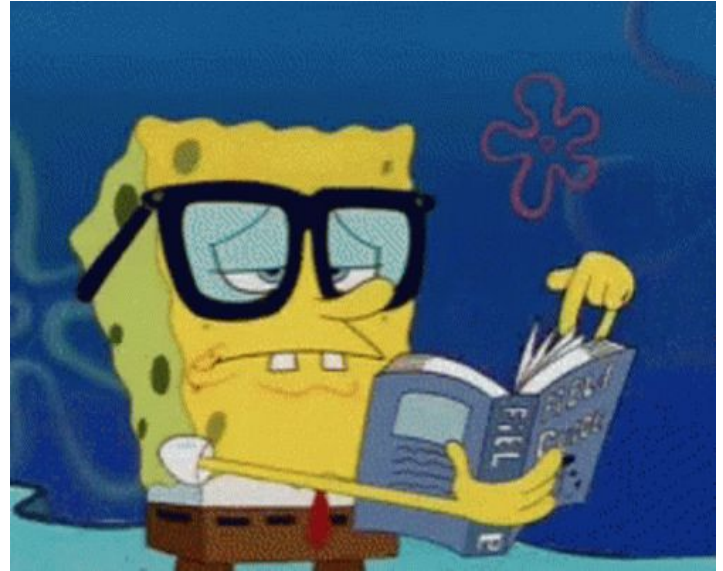
GSC

Written by:
Tyler Tipton
Xavier Pei



Overview

- Introductions
- New organization recognition
- Organization funding requests
- GSC co-sponsorships
- Brief Recap + Q&A
- Additional Resources



Who are we?

Tyler Tipton (he/him)

- GSC Co-Director for Student Organizations
- Second year at the law school.
- Contact info
 - tnt55@case.edu
 - 614.372.9898



Xavier Pei (they/them)

- GSC Co-Director for Student Organizations
- Second year at the law school.
- Contact info
 - rpx538@case.edu

Email Etiquette



- If you do not hear back from us within **72 hours** (3 business days), please email us again.
- For **Urgent Matters**, please indicate so in the subject line → “URGENT – Student Org.”
- For any/all general inquiries, feel free to reach out to **both** of us.
- In case of a **SERIOUS** emergency, contact Tyler (614.372.9898). No soliciting.

Draft saved

– ↗ ✕

Xavier Pei (rxp538@case.edu), Tyler Tipton (tnt55@case.edu)

Student Org: [What you want]

Hi TYLER **AND** XAVIER**,

[What you want, When you want it, and Why you want it]

Salutation:

- Name
- Org and Title
- Contact Info

**don't actually caps lock our name. Emphasis for educational purposes only.

GSC Recognition

- Why obtain → Perks
- When to Obtain
- How to Obtain



Perks of Being Recognized by GSC

- Right to reserve CWRU facilities at a reduced cost
- Affiliation with the University
- Use of the campus mail service to distribution of materials related to the organization
- Use of the University copy centers (although the cost will be charged to the organization)
- Opportunity to use program-planning resources of the Office of Student Activities and Leadership
- The right to request funding from GSC for events!



When to Obtain Recognition and Use “Group Maintenance”

Scenarios:

- Start an organization
- Get an existing GSC approved
- Name Change
- Update Group’s Constitution/Bylaws

Deadline:

October 13th by 11:59 PM EDT

- NO exceptions

How to Submit a Group Maintenance Form

How:

1. "Division of Student Affairs" – [Division of Student Affairs](#)
2. "Services"
3. "CampusGroups" > "CampusGroup Training and Support"
4. "Group Maintenance Form"
5. Complete Form
6. Submit

Money Money Money Money Money!

- Gen Info about Funds
 - Who/How/What you can use funds for
- Deadlines
- Budget Request
- Reimbursement Requests
 - Receipts
- Co-Sponsorships
 - What is it?
 - How do you get it?
- Gift Cards



Gen Info about Funds

- Each organization is eligible for \$500/semester
 - ability to apply for more through a GSC Co-Sponsorship
- Ability to apply for up to \$1000 by a Interschool Co-Sponsorship (will explain this later)
- Money can be used for essentially anything EXCEPT;
 - paper products (napkins, plates, cups, etc)
 - ppe Gear
 - streamers
 - because all of this can be acquired from the [Sparta Center](#) for FREE!
- Funds not guaranteed****

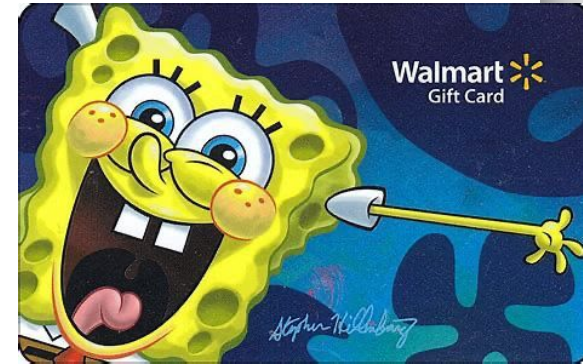


Gift Cards

- Generally used for prizes and raffles
- YOU CANNOT BUY THE GIFT CARDS ON YOUR OWN!
 - **please pay attention to this**
- If you are planning to get gift cards for an event you must do two things: submit a request and email us (tnt55 & rxp538) and Jenn Brown (jmb113@case.edu)
 - submit a request like usual, just make sure you say that you need a gift card
- you must purchase all gift cards through Jenn
- there are a limited number of places you can get gift cards to

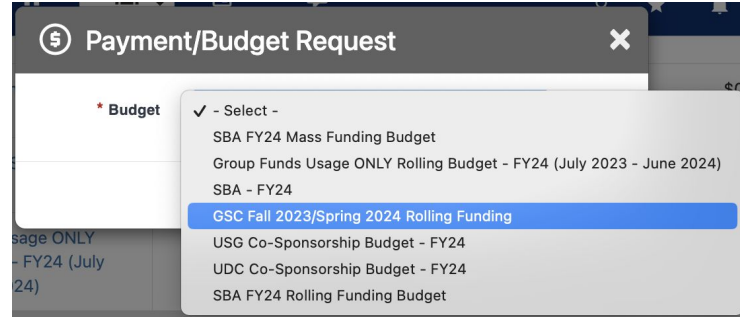
Gift Cards

- Amazon:.....\$5 - \$50 (increments of \$5)
- BW3:.....\$10, \$15, \$25
- Chipotle:.....\$10, \$15, \$25
- Dominos:.....\$10, \$15, \$25
- Doordash:.....\$15, \$25, \$59
- Grubhub:.....\$10, \$15, \$25, \$35, \$50, \$100
- Starbucks:.....\$5 - \$50 (increments of \$5)
- Target.....\$5 - \$50 (increments of \$5)
- Ubereats:.....\$15, \$25, \$50
- Uber:.....\$15, \$25, \$50, \$100
- Walmart:.....\$5, \$10, \$15, \$20, \$25, \$30, \$50



Budget Requests

1. "Campus Groups"
2. Select your Org
3. Under "Money" > Go to "Budgeting"
4. "GSC Fall 2023/Spring 2024 Rolling Funding"
5. Create "Budget Request"
6. Complete Request
7. Submit



Budget Requests

Create/Edit a Budget Request (Step 1 / 2)

* Budget Request Type

Event - Social (Large - 100+)

* Title

Flagship Event

Description

Our Flagship event is designed to help students de-stress during midterms. We do this by purchasing Mitchell's Ice Cream, bringing therapy dogs, and partnering with University Health and Counseling Services. It is important for us to hold this event because everyone is stressed during midterms and this is a way to support student's mental health.

Priority

high

MORE DETAILS FOR EVENTS

Location

Tinkham Veale University Center

Start date

15 Mar 2019

End date

15 Mar 2019

Expected Number of Attendees

300

Close

Next

Enter Budget Items (Step 2 / 2)





Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Services/Contracts - Per	\$ 300	\$ 0	\$ 300	Dogs for 3 hours
Rental - Space	\$ 250	\$ 0	\$ 250	Tink Fee
Food & Beverages	\$ 700	\$ 0	\$ 700	Mitchell's
Advertising	\$ 5	\$ 45	\$ 50	Posters
Total	1255.00	45.00	\$1300	

+ Add item

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Finish

Completed Budget

<div>9497</div> <div>Flagship Event</div> <div>Event - Social (Large - 100+)</div> <div>Priority - high</div> <div>Our flagship event is designed to help students de-stress during midterms. We do this by purchasing Mitchell's Ic...</div> <div> Brandon Dunbar</div> <div>Submitted on Jan 18, 2019 12:11 PM</div> <div>EVENT DETAILS</div> <div> Tinkham Veale University Center</div> <div> Mar 15, 2019 - Mar 15, 2019</div> <div> 300</div>			
	Name	Total Funds Needed (\$)	Requested (\$)
	Services/Contracts - Performances ⓘ	300	300
	Rental - Space ⓘ	250	250
	Food & Beverages ⓘ	700	700
	Advertising ⓘ	50	5
	Total	\$1300	\$1255

After Submission:

- We will review your request and make our decisions.
- Funding status will change from the orange “submitted” color to one of the 3 colors:
 1. Dard Green = Fully approved
 2. Light Green = Partially approved
 3. Red = Not approved

APPROVAL			
Requested	Approved	Notes	i
150.00	100.00 		
250.00	250.00 		
50.00	0.00 		
75.00			

After Approval

#ID	REQUEST	BUDGET ITEMS			APPROVAL			PAYMENTS						
9499	Automatic Allocation <div>Sponsorship Priority - medium</div> <div> Brandon Dunbar</div> <div>Submitted on Jan 18, 2019 12:21 PM</div>	Name	Total Funds Needed (\$)	Requested (\$)	Approved (\$)	Notes		Date	Total Payment Requested (\$)	From Approved (\$)	From Group Funds (\$)	Remaining Balance (\$)		
		Automatic Allocation	100	100				<div> Request Payment</div>						
		Total	\$100	\$100	\$0			Total	\$0	\$0	\$0	\$0		

Payment Request

- Types of Transactions
- How to submit a Request
- Deadline to submit



Creating a Payment Request

1. “CampusGroups” webpage
2. After budget has been approved and the budget period is in the payment stage, the **Request Payment** will appear under **Payments**.
3. Complete the entire form
4. Submit the form
5. A Workflow will be created

Select “Payment Request”

#ID	REQUEST	BUDGET ITEMS			APPROVAL			PAYMENTS						
9499	<div>Automatic Allocation</div> <div><div>Sponsorship</div><div>Priority - medium</div></div> <div><div> Brandon Dunbar</div><div>Submitted on Jan 18, 2019 12:21 PM</div></div>	<div>Name</div>	<div>Total Funds Needed (\$)</div>	<div>Requested (\$)</div>	<div>Approved (\$)</div>	<div>Notes</div>	<div></div>	<div>Date</div>	<div>Total Payment Requested (\$)</div>	<div>From Approved (\$)</div>	<div>From Group Funds (\$)</div>	<div>Remaining Balance (\$)</div>	<div></div>	<div></div>
		Automatic Allocation	100	100		<div></div>	<div></div>	<div><div><div> Request Payment</div></div></div>						
		Total	\$100	\$100	\$0			<div>Total</div>	\$0	\$0	\$0	\$0		

Blue box

- reminding you which **line item** you clicked on for reimbursement
- **Funding sources**
- **Amount remaining**

Payment Type

- To a person or company
- Description of expense

Amount

- Revenue/Expenses
- Revenue applies if you're inputting a deposit or receiving funds via a transfer
- **Allocated**: amount you spent from mass/rolling funding allocation
- **Group Funds**: Not used at this time

Request Payment

Apparel

Budgeted: \$50 > Requested: \$0 > Allocated: \$150

Remaining: \$150

DETAILS

* Payment Type

- Select -

* Description

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

Expense

* From Allocated

\$ 150

Numbers only

* From Group Money

\$ 0

Numbers only

Use funds from your group money balance

Close

Next

Receipts

Must be itemized


- Must show form of payment
 - i.e. cash, visa, amex, CDEP
- Must upload all receipts
 - Pictures are fine
- Only have items being reimbursed, **no personal purchases.**



Deadline:

- Submit within **14 days** after event ends
 - i.e. Event ends on October 1, submit no later than October 15 at 11:59 PM
- **NO exceptions**

Good v. Bad Receipts



Thanks for your order, [REDACTED]

Paid with Visa ending in [REDACTED]
Sakura Japanese Cuisine
Total: \$15.10

[Track your order](#)

Your receipt

[REDACTED]

1x	#4). Shrimp Tempura (3) (Appetizers)	\$3.00
1x	#5). Chicken Potstickers (4) (Appetizers)	\$2.00
1x	Sesame Chicken (Daily Special) • Steamed Rice Special Instructions: extra spicy	\$5.00
Subtotal		\$10.00
Taxes		\$0.00
Delivery Fee		\$2.99
Service Fee		\$1.10
Tip		\$4.00
Discounts		-\$2.99
Total Charged		\$15.10

[Close](#) Chapati Indian Grill

1	Plain Dosa Butter Naan	\$6.00
1	Pao Bhaji	\$5.00
Subtotal		\$11.00
Tax ⓘ		\$0.00
Delivery		\$2.99
Service Fee ⓘ		\$1.21
Dasher Tip		\$0.00
Total		\$15.20

Payee/Vendor

Payee

- Person who is going to be reimbursed during the process.
- i.e. if you went to Target and paid out-of-pocket, and Target has been paid. Put **your own name** as the payee.
- i.e. Purchase order or artist agreement, payee will be the vendor. They are the ones that need to be paid. **DON'T** put your name as the payee.

ADDITIONAL INFORMATION

Payee / Vendor

Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes

Long text, no limit

Transaction Types

What Type of Transaction are you submitting? *


- ☐ Deposit
- ☐ CDEP Transaction
- ☐ Transfer of Funds to a Group or CWRU Department
- ☐ Internal Billing (Bon Appetit, Fed Ex, Security, etc)
- ☐ Purchasing Card Usage (P-Card/D-Card) Request
- ☐ Reimbursement/Check (T&E for CWRU Student only)
- ☐ Purchase Order/Contract (Large Catering/Artist/Presenter/Coach/Rental Agreement/Gift Cards)
- ☐ Other

*The ones outlined in Red are the most common



SUBMIT

CG Payment/Transaction Request **DRAFT**

 Save As PDF

PeopleSoft Reference






PeopleSoft Instructions - When the PeopleSoft transaction is done, the PeopleSoft Reference # (i.e. Journal #, T&E #, Petty cash #, PO Requisition #, etc.) must be entered.

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Save As Draft

Submit

Reimbursement Status

	Date	Total Payment Requested (\$)	From Approved (\$)	From Group Funds (\$)	Remaining Balance (\$)		
	Jan 08, 2019	-100	-100	0	0		

Deadlines

Organization Recognition:

- **REMINDER:** requests for recognition must be in by **October 13th!!**

Budget Requests:

- Submit your request **AT LEAST 14 days before** your planned event.

Payment Requests:

- Receipts must be submitted **NO LATER** than **14 days after** your event to be reimbursed.



Co-Sponsorships - What Are They?

- Ability for an organization to request money **separate** from \$500/semester for an event
- If an organization Co-Sponsors with GSC, the organization enters into an agreement with GSC that certain conditions will be met including
 - GSC logo on all promotional materials
 - Sharing promotional materials with GSC for us to use on our social media
- **Funds not guaranteed



How to Apply for a Co-Sponsorship

- Email us: tnt55@case.edu & rxp538@case.edu
- Put in request
- You will be required to come into a GSC exec meeting and give a quick presentation
 - GSC exec meetings are the third Wednesday of every month @5:30
- Application must be filled out **one month prior to the event**
- If approved, you will have **2 weeks** after the event to submit receipts

Closing Remarks + Q&A

- Deadline for Org recognition
 - October 13th at 11:59 pm.
- Max Request for Fall 2023
 - \$500
- Co-Sponsor
 - Up to \$1,000
 - Does NOT affect the \$500 maximum for orgs.
- Deadlines for Requests
 - 14 days before the event
 - 14 days after the event to submit receipts and receive reimbursement.
- Contact window: wait 72 hours before sending another email



For Further Info and Contacts

CampusGroups Budgeting Guide

Contacts:

- Jenn Brown
 - Director, Graduate Student Life
 - jmb113@case.edu
- Todd Rasmussen
 - Director, Finance, Student Affairs
Operations Group
 - tar8@case.edu



