Student Org Presentation

AKA All You Need To Know!

Overview

- Each organization is eligible for \$500/semester
- Ability to apply for more through a GSC 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!

Link to request items: http://cglink.me/s32341

New Guidelines - Operations Programming Plan

- All student organizations are required to fill out this form
- Daily Health Assessment https://forms.case.edu/s/M6GKXGn2VGabpj4ICKfa/auth
- Before filling out plan, reserve the appropriate venue
- Event details including but not limited to: if it is virtual or in person, number of attendees, recurring or stand alone, alcohol present
- "Grab and go" style food only
- For access, please use this link: http://cglink.me/s31520

Deadlines

- Funding becomes available after first GA meeting (September 2nd).
- Initial requests for funding must be submitted BEFORE an event!
 - o Repeat after me: there is no funding provided for events that already took place
- Once an event takes place, you have 2 weeks to submit receipts
 - Repeat after me: if you do not submit receipts within 2 weeks, you don't get reimbursed
- Once reimbursements are confirmed, the accounts payable office will mail a check to your SIS address.
 - Reimbursement check should be received within 14 business days (excludes weekends and holidays), if not please contact Preeti (mxk1037) or Jenn (jmb113) or Jess (jhc116)
- Requests for Co-sponsorship must be submitted 1 month prior to event

Other Fun Tidbits

- Case Western Reserve University is a non-profit organization
 - Thus, there is no reimbursement for tax
 - So if you submit a receipt with tax, the tax will be subtracted from your total reimbursement
 - Tax Exempt Cards http://cglink.me/f0b1ec2584c9ff0c09eff53a49f19c3f3bab4bb36daf943216a74c55da1e3c2
- More on receipts
 - Must be itemized
 - Must show form of payment: i.e cash, visa, amex, etc





Thanks for your order,



Paid with Visa ending in

Sakura Japanese Cuisine

Total: \$15.10

Track your order

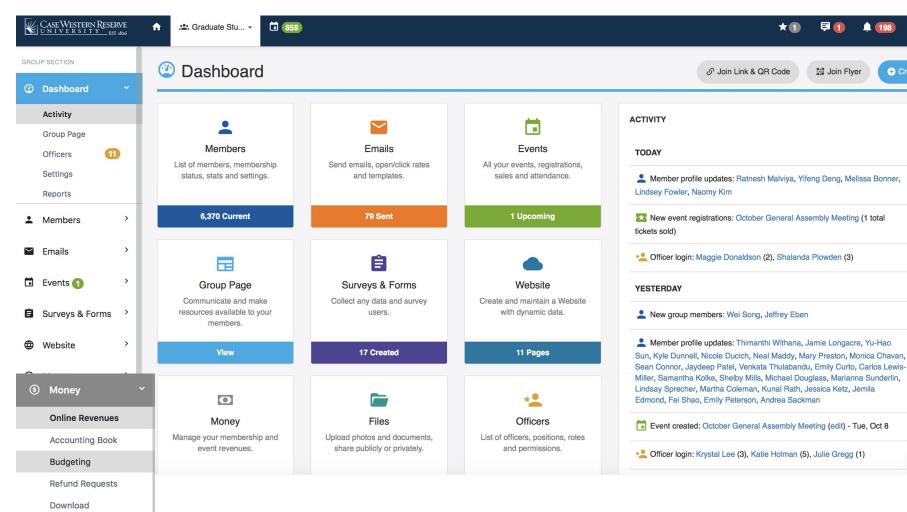
Your receipt

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

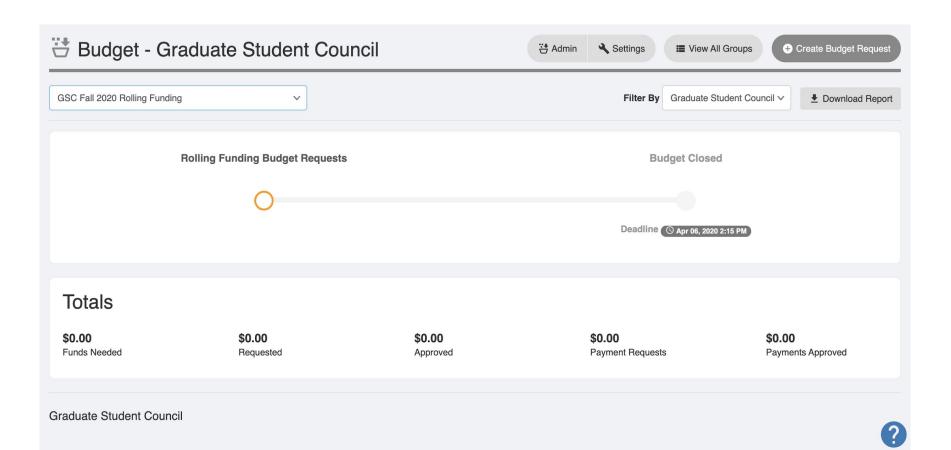
BAD!

2:09 ⊀	#II 🗢 🔳
Close Chapati Indian Grill	
1 Plain Dosa Butter Naan	\$6.00
1 Pao Bhaji	\$5.00
Subtotal	\$11.00
Tax ①	\$0.00
Delivery	\$2.99
Service Fee ①	\$1.21
Dasher Tip	\$0.00
Total	\$15.20

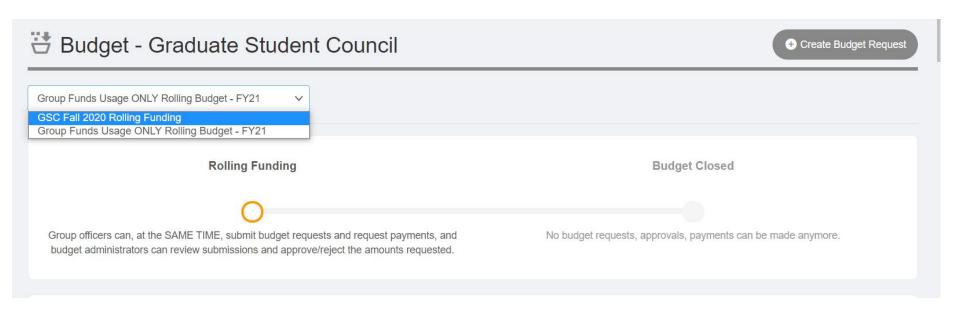
Requesting Money



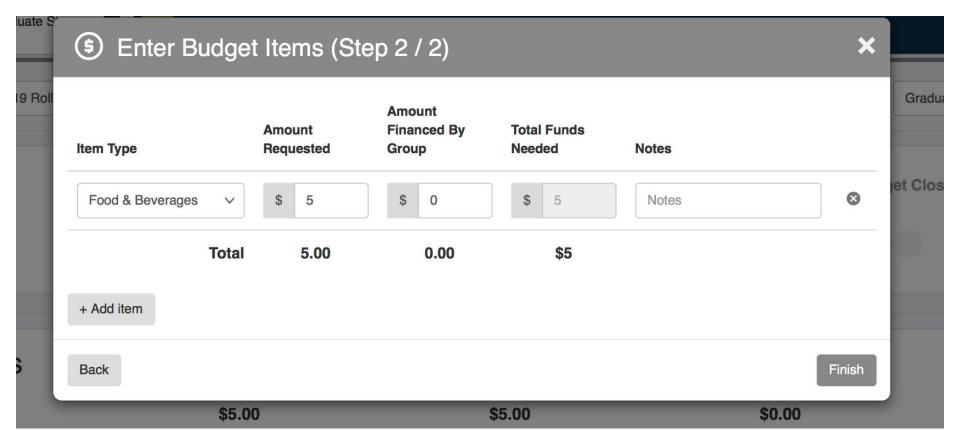
Create



Choose "GSC Fall 2020 Rolling Fund"



Then click on the Create Bud. Complete budget request for Make sure that there is no mut the second column should be Conce submitted your request re under. This should be a qui	ney listed in the left column amount requests (this is no e filled in with the amount you expect to use from your will go through the approval process based on what ov	Group funds. erarching group (USG, UDC, GSC, etc.) you
* Budget Request Type	- Select -	~
* Title		
Description		
		<u>a</u>
Priority	- Select -	~
Documents	★ Upload	
MORE DETAILS		
Event Location		
Event Start Date		
	Format: dd MMM yy	
Event End Date		
	Format: dd MMM yy	



Graduate Student Council

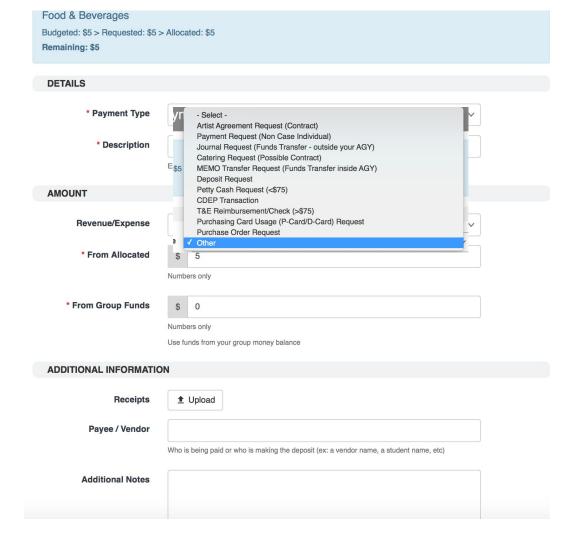
#ID	REQUEST	BUDGET ITEMS			APPROVAL			PAYMENTS - Approve Requests						
27373	Food and Beverages Event - Social (Small - under 100) Priority - low Submitted By Anmol Chandrash Shamal Aug 13, 2020 1:10 PM Done Approving	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	(1)	#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance	0
		Food & Beverages	5.00	0.00	5.00				• Rec	uest Payment				
		Total	\$5.00	\$0.00	\$5.00	0.00			Total	\$0.00	\$0.00	\$0.00	\$0.00	

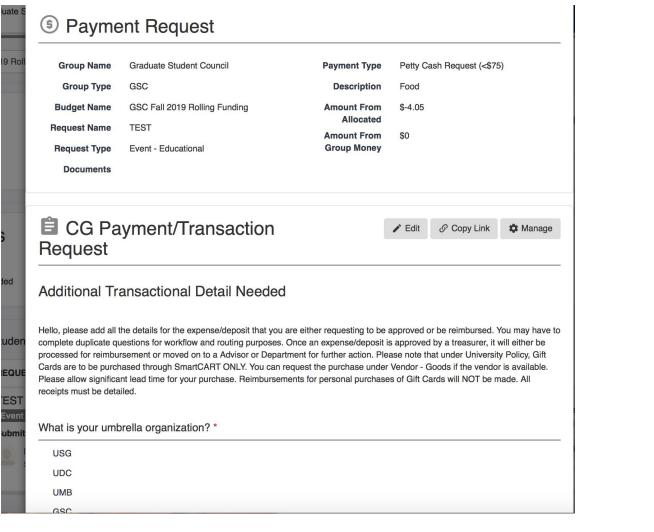
Notes

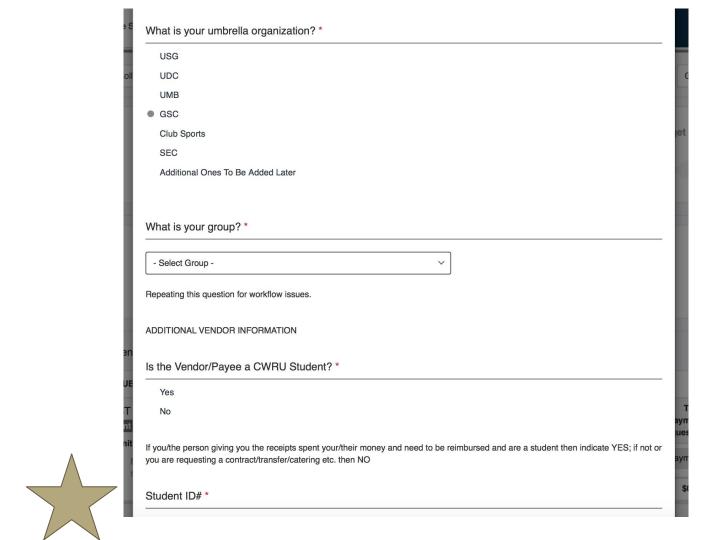
Payment Type:

Select T&E Reimbursement Check for any amount of reimbursement,

Checks will be mailed to address on SIS







But Anmol wait, I'm planning this awesome event but need more than \$500, what do I do?

GSC Co-Sponsorships

What is a Co-sponsorship?

- Ability for an organization to request money **separate** from \$500/semester for an event
- By doing this, 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 do we apply?

- Fill out this application http://cglink.me/s33323
- May be required to come into a GSC exec meeting and give a quick presentation
- Application must be filled out one month prior to the event
- If approved, you will have 2 weeks after the event to submit receipts

Last minute things

- Most important thing is to get things in by the deadlines
- Patience is key when it comes to money, CampusGroups, and ME!
- Always feel free to reach out with questions!
- At the end of the year, update your organization's CampusGroups Page!!