
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>

Any questions? Please email Jenn Brown(jmb113) or Jess Cheng (jhc116)

Deadlines

- Funding becomes available after first GA meeting (September 2nd).
- Initial requests for funding must be submitted BEFORE an event!
 - 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

GOOD!



Thanks for your order, [REDACTED]

Paid with Visa ending in [REDACTED]

Sakura Japanese Cuisine

Total: \$15.10

[Track your order](#)

Your receipt



1x	#4). Shrimp Tempura (3) (Appetizers)	\$3.00
1x	#5). Chicken Potstickers (4) (Appetizers)	\$2.00
1x	Sesame Chicken (Daily Special)	\$5.00
	• Steamed Rice	
	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



Close

Chapati Indian Grill

1	Plain Dosa	\$6.00
	Butter Naan	

1	Pao Bhaji	\$5.00
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Subtotal	\$11.00
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Tax ⓘ	\$0.00
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Delivery	\$2.99
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Service Fee ⓘ	\$1.21
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Dasher Tip	\$0.00
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Total	\$15.20
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Requesting Money

GROUP SECTION

Dashboard

Activity

Group Page

Officers 11

Settings

Reports

Members

Emails

Events 1

Surveys & Forms

Website

Money

Online Revenues

Accounting Book

Budgeting

Refund Requests

Download

Dashboard

Join Link & QR Code

Join Flyer

Create



Members

List of members, membership status, stats and settings.

6,370 Current



Emails

Send emails, open/click rates and templates.

79 Sent



Events

All your events, registrations, sales and attendance.

1 Upcoming



Group Page

Communicate and make resources available to your members.

View



Surveys & Forms

Collect any data and survey users.

17 Created



Website

Create and maintain a Website with dynamic data.

11 Pages



Money

Manage your membership and event revenues.



Files

Upload photos and documents, share publicly or privately.



Officers

List of officers, positions, roles and permissions.

ACTIVITY

TODAY

Member profile updates: Ratnesh Malviya, Yifeng Deng, Melissa Bonner, Lindsey Fowler, Naomy Kim

New event registrations: October General Assembly Meeting (1 total tickets sold)

Officer login: Maggie Donaldson (2), Shalanda Plowden (3)

YESTERDAY

New group members: Wei Song, Jeffrey Eben

Member profile updates: Thimanthi Withana, Jamie Longacre, Yu-Hao Sun, Kyle Dunnell, Nicole Ducich, Neal Maddy, Mary Preston, Monica Chavan, Sean Connor, Jaydeep Patel, Venkata Thulabandu, Emily Curto, Carlos Lewis-Miller, Samantha Kolke, Shelby Mills, Michael Douglass, Marianna Sunderlin, Lindsay Sprecher, Martha Coleman, Kunal Rath, Jessica Ketz, Jemila Edmond, Fei Shao, Emily Peterson, Andrea Sackman

Event created: October General Assembly Meeting (edit) - Tue, Oct 8

Officer login: Krystal Lee (3), Katie Holman (5), Julie Gregg (1)





Budget - Graduate Student Council

[Admin](#)[Settings](#)[View All Groups](#)[+ Create Budget Request](#)

GSC Fall 2020 Rolling Funding



Filter By

Graduate Student Council

Download Report

Rolling Funding Budget Requests

Budget Closed



Deadline Apr 06, 2020 2:15 PM

Totals

\$0.00

Funds Needed

\$0.00

Requested

\$0.00

Approved

\$0.00

Payment Requests

\$0.00

Payments Approved

Graduate Student Council



Choose “GSC Fall 2020 Rolling Fund”



Budget - Graduate Student Council

+ Create Budget Request

Group Funds Usage ONLY Rolling Budget - FY21



GSC Fall 2020 Rolling Funding

Group Funds Usage ONLY Rolling Budget - FY21

Rolling Funding

Budget Closed



Group officers can, at the SAME TIME, submit budget requests and request payments, and budget administrators can review submissions and approve/reject the amounts requested.

No budget requests, approvals, payments can be made anymore.



1. Go to your groups money tab and choose "Budgeting"
2. Then choose "Group Funds Usage ONLY Rolling Budget - FY21" in the upper left
3. Then click on the Create Budget request button at the top right.
4. Complete budget request for the event
5. Make sure that there is no money listed in the left column amount requests (this is normally for allocated budgets from other groups) but the second column should be filled in with the amount you expect to use from your Group funds.
6. Once submitted your request will go through the approval process based on what overarching group (USG, UDC, GSC, etc.) you are under. This should be a quick process
7. Once approved you should be able to then submit Payment/Transaction Request against the budget line and charge your Group Funds.

* Budget Request Type

- Select -

* Title

Description

Priority

- Select -

Documents

Upload

MORE DETAILS

Event Location

Event Start Date

Format: dd MMM yy

Event End Date

Format: dd MMM yy

Expected Number of Attendees

Numbers only, no decimals


Close

Next



Enter Budget Items (Step 2 / 2)



Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Food & Beverages 	\$ 5	\$ 0	\$ 5	Notes 
Total	5.00	0.00	\$5	

+ Add item

Back

Finish

\$5.00

\$5.00

\$0.00

Graduate Student Council

#ID	REQUEST	BUDGET ITEMS				APPROVAL			PAYMENTS - Approve Requests					
27373	<div>Food and Beverages</div> <div>Event - Social (Small - under 100)</div> <div>Priority - low</div> <div>Submitted By</div> <div>Anmol Chandrash Shamal</div> <div>Aug 13, 2020 1:10 PM</div> <div><input type="checkbox"/> Done Approving</div>	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance	
		Food & Beverages	5.00	0.00	5.00					<div>+ Request Payment</div>				
		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

Food & Beverages

Budgeted: \$5 > Requested: \$5 > Allocated: \$5

Remaining: \$5

DETAILS

* Payment Type

* Description

AMOUNT

Revenue/Expense

* From Allocated

* From Group Funds

- Select -
Artist Agreement Request (Contract)
Payment Request (Non Case Individual)
Journal Request (Funds Transfer - outside your AGY)
Catering Request (Possible Contract)
MEMO Transfer Request (Funds Transfer inside AGY)
Deposit Request
Petty Cash Request (<\$75)
CDEP Transaction
T&E Reimbursement/Check (>\$75)
Purchasing Card Usage (P-Card/D-Card) Request
Purchase Order Request
✓ Other

Numbers only

Numbers only

Use funds from your group money balance

ADDITIONAL INFORMATION

Receipts

📁 Upload

Payee / Vendor

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

Additional Notes

Payment Request

Group Name	Graduate Student Council	Payment Type	Petty Cash Request (<\$75)
Group Type	GSC	Description	Food
Budget Name	GSC Fall 2019 Rolling Funding	Amount From Allocated	\$-4.05
Request Name	TEST	Amount From Group Money	\$0
Request Type	Event - Educational		
Documents			

CG Payment/Transaction Request

[Edit](#)[Copy Link](#)[Manage](#)

Additional Transactional Detail Needed

Hello, please add all the details for the expense/deposit that you are either requesting to be approved or be reimbursed. You may have to complete duplicate questions for workflow and routing purposes. Once an expense/deposit is approved by a treasurer, it will either be processed for reimbursement or moved on to a Advisor or Department for further action. Please note that under University Policy, Gift Cards are to be purchased through SmartCART ONLY. You can request the purchase under Vendor - Goods if the vendor is available. Please allow significant lead time for your purchase. Reimbursements for personal purchases of Gift Cards will NOT be made. All receipts must be detailed.

What is your umbrella organization? *

USG

UDC

UMB

GSC

What is your umbrella organization? *

USG

UDC

UMB

☒ GSC

Club Sports

SEC

Additional Ones To Be Added Later

What is your group? *

- Select Group -



Repeating this question for workflow issues.

ADDITIONAL VENDOR INFORMATION

Is the Vendor/Payee a CWRU Student? *

Yes

No

If you/the person giving you the receipts spent your/their money and need to be reimbursed and are a student then indicate YES; if not or you are requesting a contract/transfer/catering etc. then NO

Student ID# *



**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!!