

Boston College

FINANCIAL GUIDELINES: STUDENT CLUBS & ORGANIZATIONS 2009-2010

Overview

Preface

University policy states that all revenues generated by the University and all expenditures for goods and services must be recorded and accounted for within the financial accounting system of the institution. For student clubs and organizations, this means that all moneys collected or raised by the club, including dues, collections for purchases of uniforms or t-shirts, ticket sales, and all student contributions towards events, must be deposited into the club account and spent from the club account. The use of University funds or assets for any personal, unlawful, or improper purpose is prohibited.

A. General Guidelines

1. Reimbursement is NOT guaranteed.
2. The Student Programs Office (SPO) advising dean must give *prior approval* to any event where the total expenses are predicted to exceed \$500.00. Before the event, a student representative from the organization must meet with the advising dean to discuss the details of the event. Students must also submit an approximate estimate of the event costs to the SPO advising dean.
3. Due to staff constraints and challenges created by securing and transporting money off campus, clubs are limited to *one* off-campus revenue-generating event per year.
4. Boston College student organizations *cannot* sponsor or publicize events off campus that have not been organized through their SPO advising dean.
5. Boston College student organizations are *not allowed* to co-sponsor events with organizations external to Boston College.
6. Co-sponsorship of an event with a Boston College organization is encouraged, assuming that the event is open to the public and that all club members will be invited to attend the event.

B. Funding

1. The Student Organization Funding Committee (SOFC) exists to allow clubs and organizations to apply for student activity fee funding for their programs.
2. Boston College registered student clubs and organizations are not allowed to accept any form of corporate sponsorship (e.g. product giveaways, coupons, and financial contributions) or to fundraise without completing a Program

Authorization Worksheet to obtain ***prior*** approval from their SPO advising dean.

3. Any organization seeking additional financial support from the Vice President for Student Affairs or a University department must have ***prior*** approval from their SPO advising dean and have completed the Vice President for Student Affairs Funding Request Form (available from the organization's SPO advising dean). The Student Affairs Business Service Center (SABSC) must receive a photocopy of the Funding Request Form used to request financial support from the Vice President for Student Affairs Office or other University department. The SABSC and the SPO advising dean must also be carbon copied (CCed) on the email sent from the VP's Office to the Controller's Office requesting the transfer of funds to the club account. (Note: For UGBC, please see the UGBC Fiscal Staff Assistant for UGBC funding process and guidelines.)
4. Any financial support received from the Vice President for Student Affairs must clearly detail the protocol to be followed in the case where funding remains after all the expenses for the event have been paid.
5. Organizations may not seek additional financial support from the Office of the Provost and Dean of Faculties (formerly known as the Academic Vice President's Office) or the Executive Vice President's Office under any circumstance.

C. Financial Deadlines

1. All expenses for an event must be submitted within 30 days of the event.
2. No new expenditures (other than previously approved programs or expenses) or transfers to internal groups will be authorized after Spring Break.
3. If expenses are not submitted by the annual SABSC deadline at the end of April, these expenses will be subtracted from the club's budget for the next fiscal year.

Guidelines for Club Expenditures

A. Bringing Speakers/Performers to Campus

1. The student group should see the SPO advising dean *two months in advance*.
2. Review the SPO documents “Programming an Event” and “Negotiating a Contract.”
3. Travel arrangements should be made at least four weeks in advance.
4. Boston College will not pay for first-class airfare.
5. It is required that all of the speaker/performer’s travel expenses (airfare, ground transportation, hotel, and meals) be included in the total on the contract.
6. Performers who *do not have a contract* (e.g. DJ’s, small bands, comedians) *must* use the SPO Performance Contract.
7. Boston College will only work with SPO-approved agents and agencies, or other SPO-approved party to bring international artists to Boston College.
8. Student groups desiring to bring international artists or speakers to Boston College must see the SPO advising dean three months in advance.

B. Dining Off Campus

1. Reimbursement is NOT guaranteed.
2. On occasion, a club may want to sponsor a meal or program off campus. All off-campus activities must be approved in advance by the club’s SPO advising dean. Please note the following guidelines specific to off-campus events.
3. For off-campus events *or* events where food is not being provided by Boston College Dining Services (BCDS), organizations must meet with their SPO advising dean *two months in advance* to discuss how to obtain a Certificate of Insurance.
4. If an organization sponsors a dinner off campus, the event and the cost of the dinner must be *pre-approved* by the SPO advising dean. Please see the SPO advising dean a minimum of two weeks in advance with any questions.
5. Organizations can sponsor a maximum of two off-campus dinners per academic year.
6. Off-campus dinners cannot exceed \$25.00 per person (tax and tip included).
7. Boston College and SPO will not pay vendors or reimburse students for the purchase of alcohol.
8. Receipts from area restaurants *must* be itemized, listing all items purchased, not just the total. Usually a restaurant will provide an itemized receipt, and then if using a credit card, another receipt with just the total. Clubs should submit both receipts in order to be reimbursed. If the receipt is not itemized, the requisition will not be processed and will be sent back to the club due to insufficient documentation.
9. When officers or club members dine ON or OFF campus, a list of those who attended the dinner must be attached to the Payment Request Form. Without the list of attendees, the Payment Request Form will not be

processed and will be sent back to the club due to insufficient documentation.

10. When those attending are paying for a portion of the meal, the money collected for the meal should be deposited to the club account, *not* paid to the restaurant. For example, if the receipt reads \$100.00 and John Doe seeks reimbursement for \$40.00 because the ten students who attended each paid \$6.00 each, it raises questions as to where the remainder of the money came from. The appropriate procedure would be to have John charge or pay the entire \$100.00 out of pocket or by purchase order, and deposit the \$60.00 collected to the club account. If the \$60.00 is paid to the restaurant, then John Doe *must* submit a memo explaining the collection process, along with the receipt and list of attendees, in order to be reimbursed.

C. Clothing Orders

1. If your club is planning to order clothing (t-shirts, etc.) using club funds, you will need to meet with your SPO advising dean. At that meeting, you should complete the T-Shirt/Clothing Request Form, present the design of the clothing, the cost, and a plan of how you will sell or distribute the clothing. Boston College trademarks cannot be used without prior permission.
2. No more than one clothing order per year is allowed. No more than \$250 of club funds may be used for a clothing order. There is a maximum \$25.00 per person gift limit.
3. All clothing orders must be submitted before Spring Break.
4. If clothing is to be sold, the club treasurer **must** meet with the SABSC to deposit the funds raised into the club account.
5. Clubs and Organizations will NOT be reimbursed for cash, check, or credit card payments to a vendor for services rendered. The vendor must submit an invoice for payment through the University system and be taxed for services rendered.

D. Sales and Solicitation

1. Any sale or solicitation undertaking (e.g. t-shirt sales) must be approved by SPO in advance and must be conducted in compliance with procedures established by SPO and the SABSC.
2. Please refer to the Student Sales and Solicitations policy online at www.bc.edu/policy.

E. Gifts

1. Gifts to speakers and Boston College personnel must receive SPO advising dean approval.
2. SOFC funds should not be used for gifts to club members or officers. All gifts should receive SPO advising dean approval. Gifts may not exceed \$25.00 per person

F. Donations

1. Donations to both internal and external organizations from a club budget must come from funds that have been raised by ticket sales or personal donations. Donations cannot come from SOFC operating funds.
2. Only those funds remaining after expenses are eligible to be donated (e.g. REVENUE-EXPENSES = DONATIONS). Total donations to external organizations will not exceed \$1,000.00.
3. Donations must receive SPO advising dean approval and must be PLANNED gifts.
4. External donations must be approved by the SPO advising dean and must only be extended to registered charities whose mission and values are consistent with the Catholic and Jesuit values of Boston College.
5. Donations to Service Trips must be approved by the SPO advising dean and must be awarded to the trip only, not to individuals.
6. Only SPO recognized and registered clubs are eligible to receive internal donations. Any SPO registered club that diverts funds to an unrecognized or unregistered student group at Boston College places its status in jeopardy and is subject to disciplinary action.
7. No new expenditures are authorized after Spring Break.

G. Costumes, Tangible Items, Personal Grooming Expenses, etc.

1. If University funds are used to purchase costumes, equipment, or other tangible items, student organizations must safely store these items over the summer for use in future academic years. The SPO advising dean must be consulted and given a written description of the items and their location.
2. No University funds can be used for personal grooming purposes (e.g. make-up, hair styling, or haircuts) or personal clothing.

Travel-Related Guidelines

A. CRITERIA FOR ALL APPROVED CLUB TRIPS

1. Reimbursement is NOT guaranteed.
2. Organizations will not be reimbursed for attending conferences, competitions, retreats, or any event outside the Northeast region.
3. Any travel-related event (e.g. conferences, retreats, tournaments, performances, etc.) must be approved by the club's SPO advising dean and faculty advisor well in advance (*two months prior to the event date*). A Travel Request Form must be submitted to the advising dean in order to secure authorization to travel.
4. Student organizations must demonstrate the educational, leadership, and/or spiritual nature of the trip, and the trip must be open and advertised to all members of the club.
5. Travel must be provided by an authorized Boston College transportation company.
6. When renting cars or vans, the maximum insurance available must be purchased. To protect the driver and Boston College, do not waive or decline any insurance. Insurance only covers the drivers listed on the contract; **ONLY** the driver(s) listed on the contract may operate the rented vehicle. If the club is expected to drive a long distance, multiple drivers should be included in the insurance policy.
7. Boston College will not cover any additional days prior to or beyond the conference or meeting schedule.

B. Conferences

1. Reimbursement is NOT guaranteed.
2. Please review Section A. CRITERIA FOR ALL APPROVED CLUB TRIPS.
3. Organizations can submit proposals for review to attend a *maximum of one conference* per academic year to their SPO advising dean. The conference must be held within the Northeast region in order to submit receipts for possible reimbursement.
4. Organizations must present their SPO advising dean with conference registration forms, agenda, itinerary, and list of attendees and emergency contact information prior to the conference.
5. Boston College *will not cover* any additional days prior to or beyond the conference schedule.
6. There must be a *minimum contribution in advance of \$100.00 per student*. Waivers for financial hardships are possible.
7. Students are required to pay for their own food during the trip.
8. The club officer who is organizing the trip will be responsible for writing a summary evaluation of the trip, complete with conference materials, upon return to Boston College. This summary should be submitted to the SPO advising dean *before* Payment Requests for reimbursement can be signed and processed.

C. Retreats

1. Reimbursement is NOT guaranteed.
2. Please review Section A. CRITERIA FOR ALL APPROVED CLUB TRIPS.
3. Organizations must present their SPO advising dean with the retreat agenda, itinerary, and list of attendees and emergency contact information prior to the retreat.
4. Students are required *to contribute in advance at least \$10.00-\$50.00* to retreats. Financial hardship waivers are possible.

D. Music and Performance Organizations

1. Reimbursement is NOT guaranteed.
2. Please review Section A. CRITERIA FOR ALL APPROVED CLUB TRIPS.
3. Organizations can submit proposals for review for a maximum of one tour, performance, or competition per academic year to their SPO advising dean.
4. Organizations must present their SPO advising dean with tour, performance, or competition registration forms, agenda, itinerary, and list of attendees and emergency contact information prior to the tour, performance, or competition.
5. Students are required *to contribute in advance at least \$10.00-\$50.00 to tours/trips*. Financial hardship waivers are possible.
6. Students are required to pay for their own food during the trip.

Contact Information

Student Programs Office (SPO)

Boston College
21 Campanella Way, Suite 242
Chestnut Hill, MA 02467
617-552-3480
Website: www.bc.edu/spo

Student Programs Office Staff

Shep Barnett
Associate Director, Robsham Theater Arts Center

Karl V. Bell
Assistant Dean for Student Development

Sharon Blumenstock
Assistant Director for Late Night Programming

Paulette Durrett
Assistant Dean for Student Development

Mark Miceli
Assistant Dean for Student Development

Kathy Paglia
Fiscal Staff Assistant

Amanda White
Student Programs Assistant

Jean Yoder
Associate Dean for Student Development
Interim Director, Student Programs Office

Mer Zovko
Assistant Dean for Student Development