

# Spring 2018

## NEW Treasurer Presentation

Presented by:

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Student Org Business Office



# Expectations of Treasurers

- Check & read your email!
  - Make sure your email address is **CORRECT** in OrgSync
- Plan ahead!
- Ask questions!
- Share information with your members
- Follow all University policies and procedures
- Keep your own record of account transactions to balance against account statement

# Offices that Work with ALL Student Organizations



# Center for Student Involvement & Leadership (CSIL)

- Oversees all registered student organizations
  - Assists in updating student org policy (<http://dos.uiowa.edu/policies>)
- Website: <http://csil.uiowa.edu>
- Email: [csil-student-org@uiowa.edu](mailto:csil-student-org@uiowa.edu) or visit 145 IMU
- Phone: 319-335-3059
- Can sign Event Information Form for organizations without an advisor
- Awards CSIL Grant Funding for events



# IMU Event Services

- Website: <http://imu.uiowa.edu/imu-event-services/>
- Phone: 319-335-3114 or visit 159 IMU
- Services/Reservations for:
  - Free IMU meeting rooms online; set up your online room reservation access
    - Reservation booking for fall dates begins on April 15 and November 15 for spring dates
  - Fee-based spaces (Main Lounge, 2<sup>nd</sup> Floor Ballroom, etc.)
  - Outdoor spaces (Hubbard Park, Pentacrest, etc.)
  - Information Tables in Hubbard Commons & Ground Floor
- Additional fees for providing equipment or services
- Initiates Event Information Form for IMU events



# University Catering

- Website: <http://imu.uiowa.edu/catering/>
- Phone: 319-335-3116 or visit 237 IMU
- Services:
  - Food for any event in the IMU
    - Update: outside pizza now allowed in meeting rooms for general meetings
  - Food waiver for any exceptions to bringing any outside food into the IMU for events



# UI Licensing

- Email: [uilicensing@hawkeyelicensing.com](mailto:uilicensing@hawkeyelicensing.com)
- Services:
  - Approve designs with UI insignia/logos
  - Approval **MUST** be received before printing or manufacturing items (t-shirts, mugs, etc.)
  - Forms in SOBO or online
- <http://uiowa.orgsync.com/files/download/61320>

# Student Organization Business Office

(SOBO)

159 IMU

[sobo@uiowa.edu](mailto:sobo@uiowa.edu)

319-335-3065

<http://csil.uiowa.edu/sobo>



Aiding student groups with all things financial.  
Payments, purchases, travel plans,  
contracts, Signmeup.com and more.





# Other Financial Services

- IMU Business Office (132 IMU)
  - Student Org. deposits, cashboxes, receipt books
- Ticket sales (pre-sales, at the door, etc) – are the responsibility of the student organization; must comply with UI [Cash Handling Policy](#).



# Event Planning Basics



# Collecting Money Online

- Collecting money for your organization online **MUST** go through SignMeUp.com (contracted UI vendor)
  - This includes event registrations, donations, product sales (t-shirts, etc.)
- Contact Paul Braem (paul-braem@uiowa.edu) each time you plan to use this service
  - Fees apply, funds transferred automatically



# Event Information Form (EIF)

- No EIF needed for general meetings
- EIF Required for:
  - Large events (catering, admission charged, movies, etc.)
  - Hubbard Park
  - Special event requirements (henna, live animals, inflatables, tournaments, etc.)
- Signatures/Approval required for certain activities
- EIF initiated in Room 159 IMU



# Event Planning – Contracts

- Students are **NOT** allowed to sign a contract on behalf of a student organization
- Bring any contract with a 3<sup>rd</sup> party to SOBO or initiate a contract through SOBO
- Allow two weeks for contract processing
- Required for: DJs, lecturers, musicians, photographers, etc.

# Student Government Funding

4 Funding Periods (2 Fall, 1-2 Spring)

- Check websites for funding standards

([uisg.uiowa.edu](http://uisg.uiowa.edu) & [gpsg.uiowa.edu](http://gpsg.uiowa.edu), funding tab)

TEA (Travel & Equipment Application)

- undergraduate groups only

UISG Executive Funding Proposals

Green Initiative Funding

- accepted on rolling basis



# Student Government Contacts

- Undergraduate Student Government (UISG)
  - Jeremy Vogel, Senior Financial Officer
    - [jeremy-vogel@uiowa.edu](mailto:jeremy-vogel@uiowa.edu)
- Graduate & Professional Student Government (GPSG)
  - Chris Cozzolino, Chief Financial Officer
    - [christopher-cozzolino@uiowa.edu](mailto:christopher-cozzolino@uiowa.edu)



# Important Dates & Deadlines

## Funding Opportunities

- [CSIL Grant Funding](#) Request deadlines
  - **Spring 2018:** 2/5, 3/5, 4/9, 5/7
- FY'18 Funding Period 4 (via OrgSync)
  - Friday, February 2 at 5:00 PM (tentative)
  - UISG only
- Travel and Equipment Application (TEA)
  - Friday, January 26 at 5:00 PM





# Important Dates & Deadlines

**Make sure you are an account signer!**

- **Aug. 1-Sept. 15 – Annual Fall Renewal period**
  - update account signers on OrgSync
- **Jan. 1-Feb. 15 – Annual Spring Renewal period**
  - update account signers on OrgSync



# Odds & Ends

- Student org [printing](#)
- [University vehicles & travel](#)
- All SOBO forms:  
([uiowa.orgsync.com/files](http://uiowa.orgsync.com/files))
- SOBO FAQs:  
([csil.uiowa.edu/manage/tag/sobo](http://csil.uiowa.edu/manage/tag/sobo))