# Welcome to GSC 102

GSC

Written by:

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Xavier Pei

BACK

Overview

- Re-Introductions
- New organization recognition
- Organization funding requests
- GSC co-sponsorships
- Brief Recap + Q&A
- Additional Resources
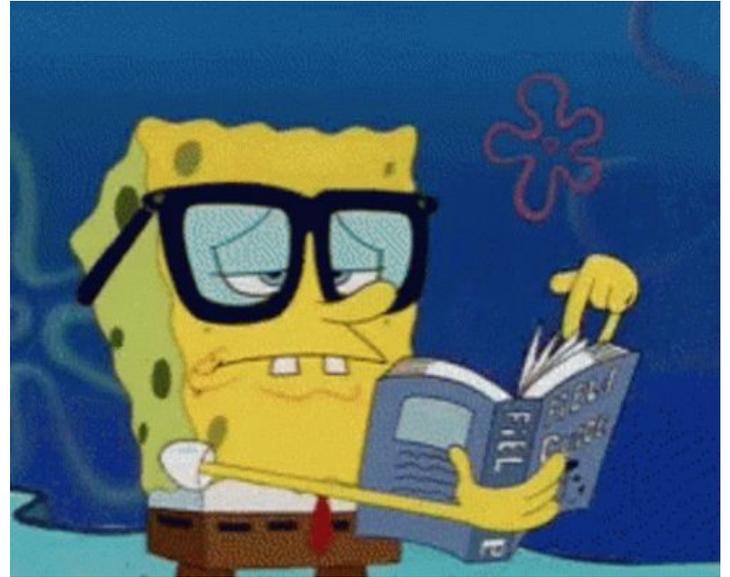
Who are we?

Tyler Tipton (he/him)

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

Xavier Pei (they/them)

- GSC Co-Director for Student Organizations
- Second year at the law school.
- Contact info
  - rxp538@case.edu

Email Etiquette

- Email **both** of us.
- **Use Full Name of Organization**
- 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 Name."

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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

- *Campus Groups

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:

March 8 by 11:59 PM EDT

- **NO exceptions**

How to Submit a Group Maintenance Form

How:

1. "Division of Student Affairs" – <u>Division of Student Affairs</u>
2. "Services"
3. "CampusGroups" > "CampusGroup Training and Support"
4. "Group Maintenance Form"
5. Complete Form
6. Submit

IMPORTANT: CampusGroups
- We do **not** have control over creating or maintaining your organization's page.

Money Money Money Money Money!

- Gen Info about Funds
  - Who/How/What you can use funds for.
- Gift Cards
- Budget Request
- Payment Requests
  - Receipts
- Deadlines
- *Co-Sponsorships

Gen Info about Funds

- Each organization is eligible for $500/semester.
    - Budget requests must be made **_at least_** 14 days prior to your event.
    - Apply for Co-Sponsorships**
- Money can be used for essentially anything EXCEPT;
    - paper products (napkins, plates, cups, etc)
        - Get these 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.
  - E-gift cards.
- 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
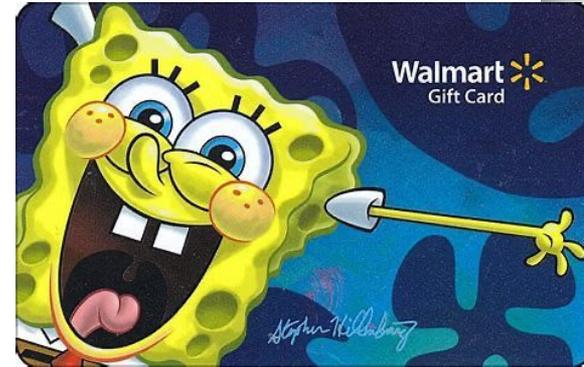
Budget Requests

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
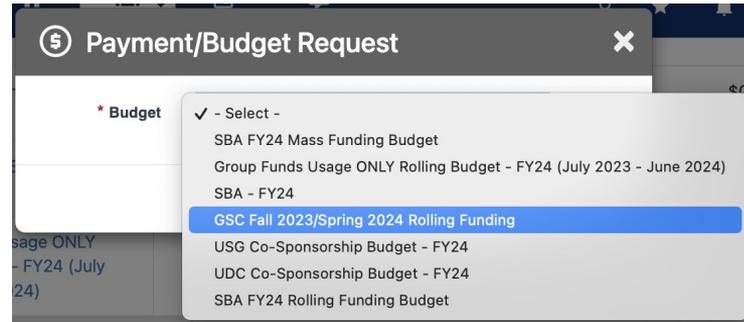
Budget Requests

Completed Budget

9497   **Flagship Event** ✏ 🗑

Event - Social (Large - 100+)

Priority - high

Our flagship event is designed to help students de-stress during midterms. We do this by purchasing Mitchell's Ic...

⌄

Brandon Dunbar

Submitted on Jan 18, 2019 12:11 PM

EVENT DETAILS

📍 Tinkham Veale University Center
🕐 Mar 15, 2019 - Mar 15, 2019
👥 300

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. Dark Green = Fully approved
2. Light Green = Partially approved
3. Red = Not approved
4. Orange = Pending approval

After Approval

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

Receipts

Must be itemized

- Must show form of payment
 - i.e., visa, amex, CDEP
  - cash is **not** preferred
- Must upload <u>all</u> receipts
  - Pictures are fine
- Only have items being reimbursed, **no personal purchases.**
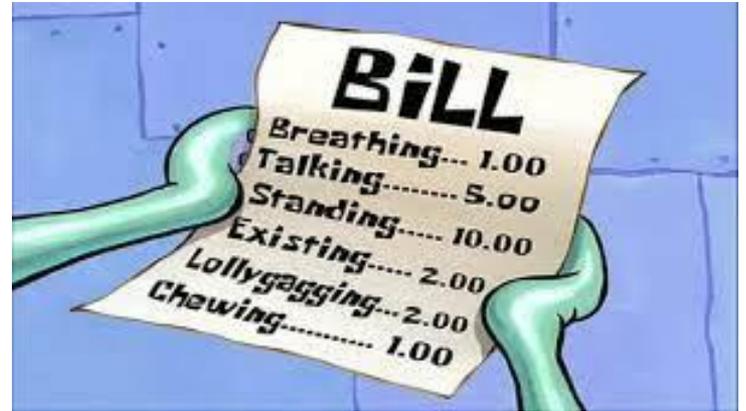
<u>Deadline:</u>

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

Good v. Bad Receipts

GOOD

BAD

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.

« Back   **Save As Draft**   **Submit**

Reimbursement Status

	Date	Total Payment Requested ($)	From Approved ($)	From Group Funds ($)	Remaining Balance ($)	ⓘ	♪
ⅲ▶	Jan 08, 2019	-100	-100	0	0	🟠	⧉

***VERY IMPORTANT:
Once we have approved your payment request, you will receive your reimbursement through the school. We do **not** have any control of when your reimbursement arrives.

Deadlines

Organization Recognition:

- **IMPORTANT:** requests for recognition must be in by **March 8, 2024 at 11:59 PM ET.**

Budget Requests:

- Submit your request <u>AT LEAST</u> **14 days before** your planned event.

Payment Requests:

- Receipts must be submitted <u>NO LATER</u> 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.
  - GSC Newsletter promotion.
  - 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.
  - Email **at least 30 days before** event.
  - Do **not submit** a request without approval.

- IMPORTANT: You will be required to come into a GSC exec meeting and give a quick presentation for any request **exceeding $1,000**.
  - The maximum request for co-sponsorship is **$2,500**.
  - *GSC exec meetings are the second Wednesday. Invite only.

- Budget Requests and Payment Requests will follow normal deadlines (14 days prior and 14 day post event)

Closing Remarks + Q&A

- Deadline for Org recognition
  - March 8th at 11:59 pm.
- Max Request for Spring 2024
  - $500
- Co-Sponsor
  - Up to $2,500
  - 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

Additional Contacts

Contacts:

- Jenn Brown
  - Director, Graduate Student Life
  - jmb113@case.edu

- Todd Rasmussen
  - Director, Finance, Student Affairs Operations Group
  - tar8@case.edu