



# 2023-2024 SGA STUDENT GROUP TRAINING

*Presented by: VP of Student Groups, Justin Brajkovich*



# Student Group Training



Shippensburg University  
platform  
for student groups:

[ship.campusgroups.com](http://ship.campusgroups.com)

# Student Group Training

## Re-Registration Process

Thank you for your patience and understanding as this process was more difficult this year due to platform changes and other updates.



**To ensure consistency, we have transitioned to a paper re-registration process**



**All Student Groups will be required to complete the contract regardless if re-registration was previously attempted or completed through ShipLink for the 23/24 year**

Shippensburg University Student Government Association



## Student Group Registration, Conduct & Waiver Contract

All forms must be returned in person to the SUSSI Office, CUB Room 204



Student Group Name \_\_\_\_\_

Organization # \_\_\_\_\_ Academic Year \_\_\_\_\_

(Please circle one) Senate Recognized      Campus Registered

**Senate Recognized Groups** are those that function at Shippensburg University and allow open membership. **Campus Registered Groups** have more exclusive membership. These student groups include, but are limited to, academic co-curricular groups, academic and social fraternal associations.

<u>Officers</u>	<u>Name</u>	<u>Phone</u>	<u>Email Address</u>	<u>SU ID</u>
<u>President</u>	_____	_____	_____@ship.edu	_____
<u>Vice President</u>	_____	_____	_____@ship.edu	_____
<u>Secretary</u>	_____	_____	_____@ship.edu	_____
<u>Treasurer</u>	_____	_____	_____@ship.edu	_____
_____	_____	_____	_____	_____

**Advisors**

1) Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Campus Address \_\_\_\_\_  
 Email \_\_\_\_\_@ship.edu

2) Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Campus Address \_\_\_\_\_  
 Email \_\_\_\_\_@ship.edu

**Purpose**

(This can be your mission statement or a short explanation of what your group is and what your group would like to accomplish.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**HAS YOUR CONSTITUTION BEEN UPDATED SINCE LAST YEAR? (PLEASE CIRCLE)    YES    NO**  
**IF YES, ATTACH A COPY. PLEASE INDICATE CHANGES IN RED**



Shippensburg University Student Government Association

## Student Group Registration, Conduct & Waiver Contract



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### ADVISOR CONTRACT for all Student Association Clubs and Organizations

Please read and review the following criteria. The Student Group & Activities Committee (SGAC) of the SU Student Government Association (SGA) is asking that all items be met in order to establish a closer communication link between the group and the advisor.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate group and the SGA Vice President of Student Groups by calling x1651 or emailing at [sgavpstudentgroups@ship.edu](mailto:sgavpstudentgroups@ship.edu).

**Failure to turn in the group's Student Group Registration, Conduct & Waiver Contract and to notify the SGA of any changes will result in the club or organization's loss of recognition privileges, as outlined in the Swatoney.**

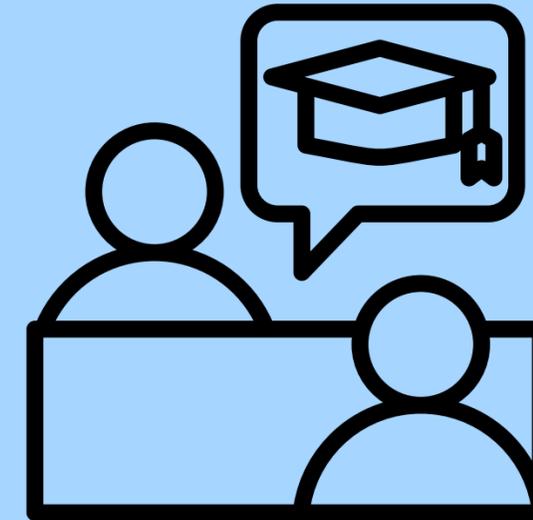
I, (Print Name) \_\_\_\_\_, agree to the following terms as I am a beneficial advisor for \_\_\_\_\_ . I shall:

1. Meet with officers at least twice a semester.
2. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.
3. Possess knowledge of the rules, regulations, polices and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.
5. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the SGA Vice President of Student Groups in order to make note of the change.
6. A student group may request to have more than one advisor approved by the Student Group & Activities Committee; however, one must be designated as having the responsibility for overseeing all financial matters of the group.

Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

# Advisors Contract



## Advisor/advisors must complete & sign.

## Remember that advisors are a great resource and support to your group

# PARTICIPATION



Shippensburg University Student Government Association



**SUSSI**  
Shippensburg University  
Student Services Inc.  
*Serving Students*

## Student Group Registration, Conduct & Waiver Contract



SHIPPENSBURG  
UNIVERSITY

All forms be returned in person to the SUSSI Office, CUB Room 204

As a student member of the organization listed below, I hereby agree to fulfill all of the terms listed below:

1. I will attend and participate in all obligated organization meetings and events.
2. I realize that I am a representative of SUSSI and I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take at any organization event will positively or negatively affect people's opinions about my student group and my University and as a member, I will engage in behaviors which are responsible and mature. Any violations of the Student Code of Conduct (SWATANEY); use of illegal substances, and disruptive, abusive, or inappropriate behavior, may result in dismissal from the university. If I am asked to leave the organization, I understand that I must reimburse SUSSI for any expenses it covers for my participation in the organization. I also agree that I, and not SUSSI, will be held responsible for any extra expenses that may arise out of my dismissal from the organization.

**SHIPPENSBURG UNIVERSITY STUDENT SERVICES INC./SHIPPENSBURG UNIVERSITY  
RELEASE AND INDEMNITY AGREEMENT  
THIS IS A LEGAL DOCUMENT WHICH AFFECTS YOUR RIGHTS  
READ IT CAREFULLY BEFORE SIGNING**

In partial consideration for being permitted to participate in the Shippensburg University student groups program and in consideration for the voluntary nature of such participation, I hereby release, hold harmless and forever discharge Shippensburg University Student Services, Inc. and Shippensburg University, its employees and agents, from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, property damage or personal injury, including death, that may be sustained by me, or otherwise, while participating in such activity. Such participation includes meetings, activities, events and travel to and from all student group activities and functions.

I am fully aware of the risks and hazards association with participation in and the use of facilities and equipment for any student group I elect. I hereby elect voluntarily to participate in said activities and fully acknowledge that I retain full responsibility for any risk or loss, property damage, or any personal injury, including death, that may be sustained by me or any loss or damage to property owned by me as a result of being engaged in such activities, whether caused by negligence of the University or Shippensburg University Student Services, Inc., its employees and agents, or otherwise. I fully acknowledge that I have procured my own adequate insurance for such loss, damage or injury. I further agree to indemnify and hold harmless the University and Shippensburg University Student Services, Inc., its employees and agents, from any loss, liability, damage or cost, including court costs and attorney's fees that may incur due to my participation in said activities whether caused by the negligence of the University or Shippensburg University Student Services, Inc., its employees and agents, or otherwise.

This release and hold harmless agreement is binding on myself, my heirs, assigns and personal representatives.

Completion of this form, a prerequisite for Student Group participation, will constitute the use of one year of collegiate eligibility in any student group.

Prior to signing this document, I have had an adequate opportunity to read and understand it.

## CODE OF CONDUCT





# Privileges of Student Groups



SHIPPENSBURG  
UNIVERSITY

- **Use of “Shippensburg University” within the student group name**
- **Reserve facilities for programs & meetings**
- **Project Center resources & allowance**
- **Campus Activities Fair participation**
- **Request locker in CUB**

# The Project Center Pricing

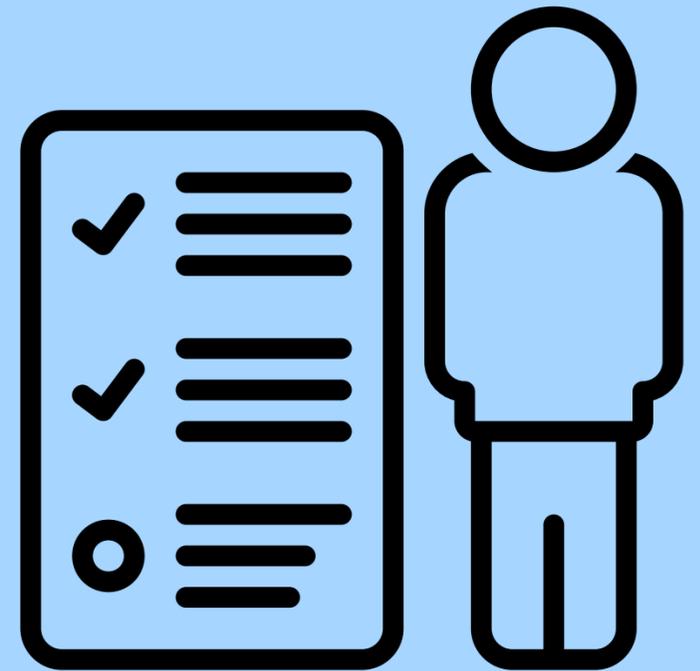


	Student Groups (SGA & Campus Recognized)		All other areas of campus (individuals, academics, Faculty/Staff)			
	Quota	After Quota is Met				
<b>Balloons &amp; Helium</b>	15 (balloon/string/helium) 15 (helium/string; group provides balloon)	\$0.93 (helium/string) \$1.24 (balloon/string/helium)	\$1.24 (helium/string) \$1.86 (balloon/string/helium)			
<b>Large Posters</b>	10 Total	\$4 for a poster (2x3) \$6 for a banner (3x4)	\$5 for a poster (2x3) \$7 for a banner (3x4)			
<b>Colored Butcher Paper</b>	5 (6 ft. max per sheet)	\$1 per 2 yards	\$1.50 per 2 yards			
<b>Buttons</b>	50	\$0.25/button	\$.50/button			
<b>Lamination Services (little laminator - up to 11x17 size)</b>	5 sheets - 8.5x11 3 sheets - 11x17	\$.50 per sheet under 8.5x11 \$1.00 per 8.5x11 sheet \$1.50 per 11x17 sheet	\$.75 per sheet under 8.5x11 \$1.25 per 8.5x11 sheet \$1.75 per 11x17 sheet			
<b>Construction Paper</b>	50	\$.05 per page	\$.10 per page			
<b>Copy Services</b>  ***Half price if provide their own paper ****Single sided; double sided counts as 2 pages	250 (100 pages can be used towards cardstock)		B&W	Color	B&W	Color
		8.5x11 White paper	\$.10	\$.25	\$.25	\$.50
		8.5x11 White cardstock	\$.25	\$.50	\$.50	\$1.00
		11x17 White paper	\$.25	\$.50	\$.50	\$1.00
		11x17 White cardstock	\$.50	\$.75	\$1.00	\$2.00



# Active Status/Responsibilities:

- **Complete required student group contract that includes:**
  - **Update officer and advisor information**
  - **Current constitution**
  - **Proof of affiliation (if required)**
  - **Maintain active member list**



**Required information must be submitted by deadline of Jan. 29, 2024 at 4 pm to SUSSI Office**

# Student Group Fundraising Tips

## FOOD FUNDRAISER REMINDERS FOR STUDENT GROUPS

01

Your group must submit a fundraising application via ShipLink!

02

Aramark has first right of refusal for all campus dining events valued over \$100.

03

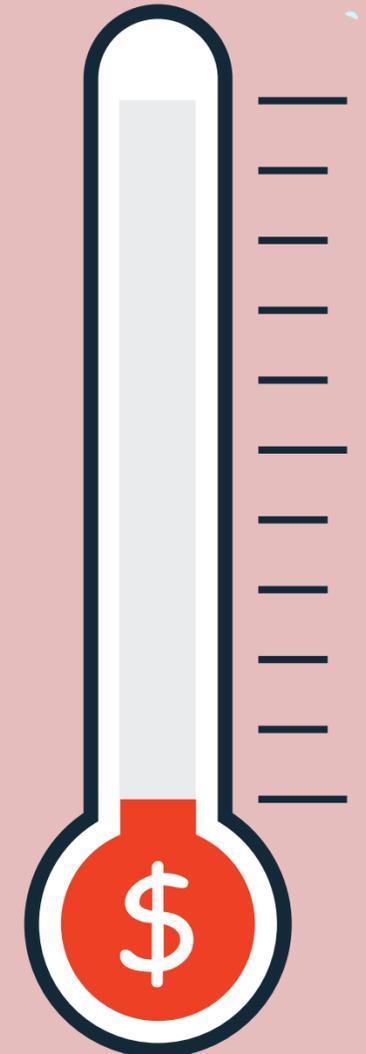
All food must be commercially labeled, packaged and purchased from a retail store.

04

Receipts for purchased food are due no later than 1 hour before the event starts.



Questions?  
Email Lisa Laughlin at [ljloug@ship.edu](mailto:ljloug@ship.edu) or  
call 717-477-1651.



# Student Group Fundraising

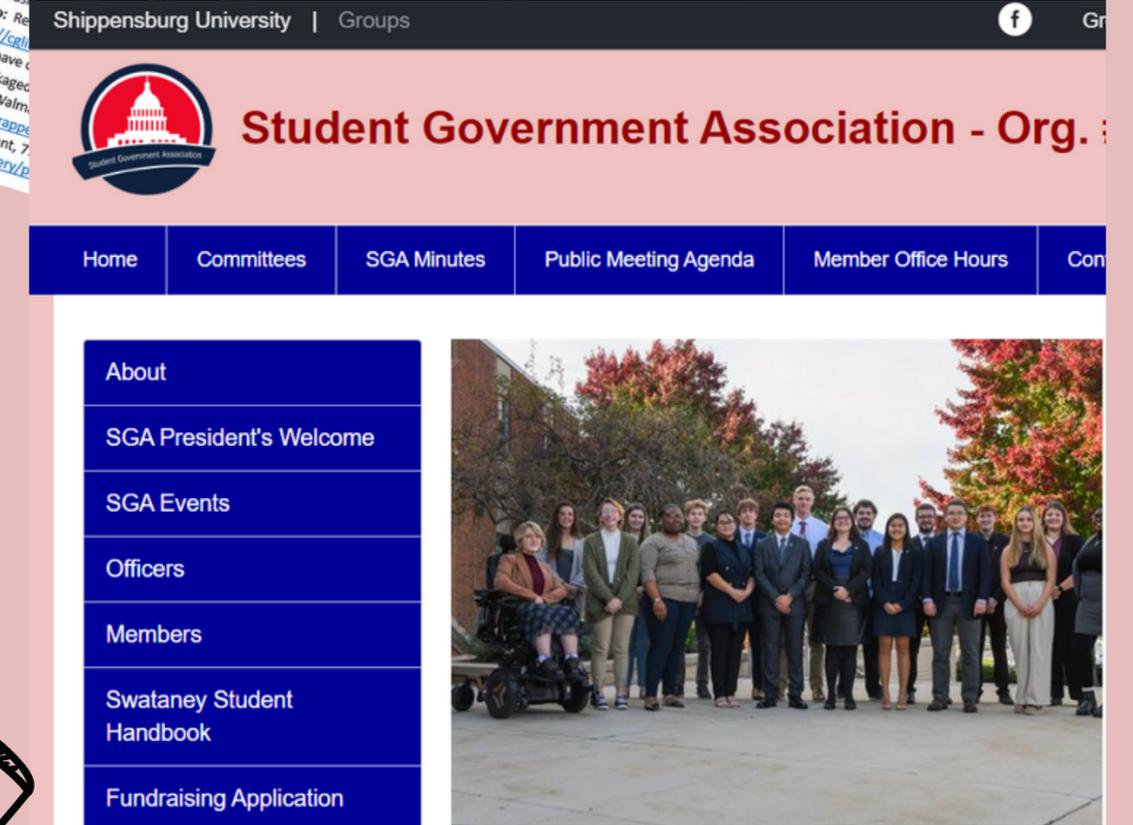
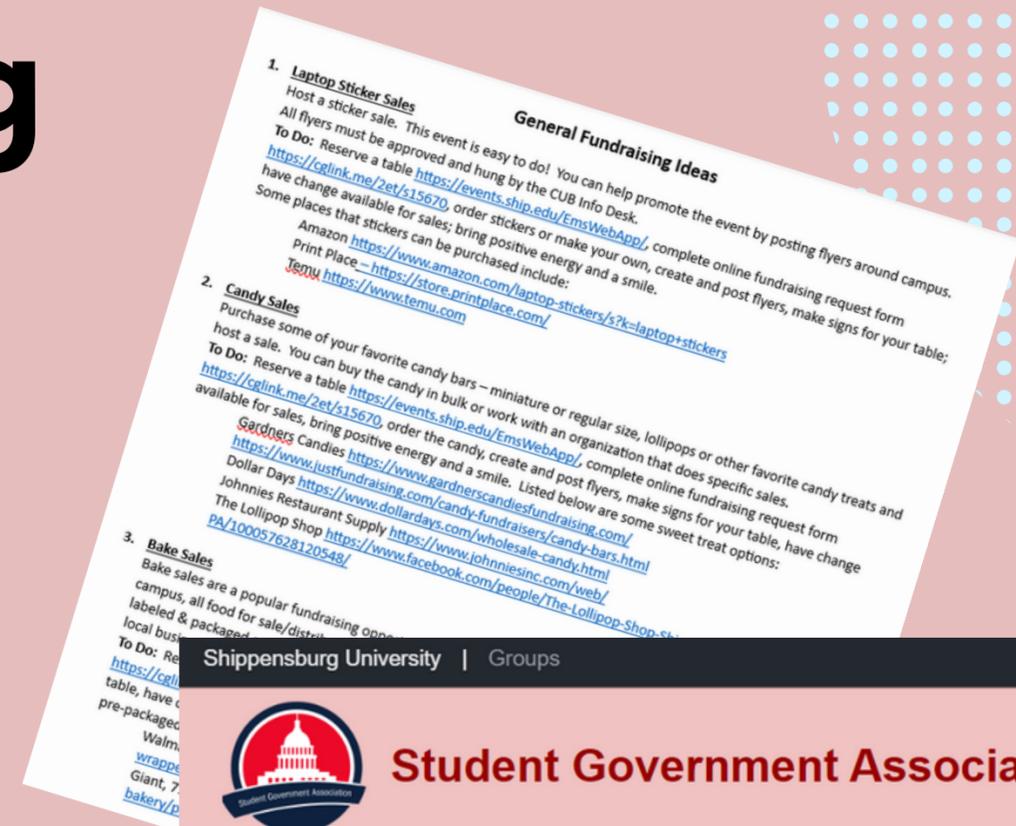


## Fundraising Resources for Student Organizations Updated June 2023

### Contents

Fundraising Philosophy and Ethics .....	2
Steps to Successful Fundraising .....	3
General Fundraising Ideas .....	5
Local Food Establishment Fundraising Opportunities .....	14
Phone Call Etiquette .....	15
Space Reservations .....	16
Sample Email .....	17

This document can also be found on the SGA website at  
<https://cglink.me/2et/d16ad8c9cf3e33ec0f17a72c97e712b860bac7fa9ee189315d5fe0f397866e9>



Detailed fundraising information and ideas can be found on the SGA website: <https://ship.campusgroups.com/sga/about/>

## Questions? Connect with Justin!



SGA Office – CUB 201  
Mon & Wed: 12:30 – 3 pm



[sgavpstudentgroups@ship.edu](mailto:sgavpstudentgroups@ship.edu)

**This is the end to the Student Group Training. We will be transitioning to the Budget & Finance Training.**



**Any groups that are not eligible or requesting a budget are not required to attend this part of the training but are more than welcome to stay.**







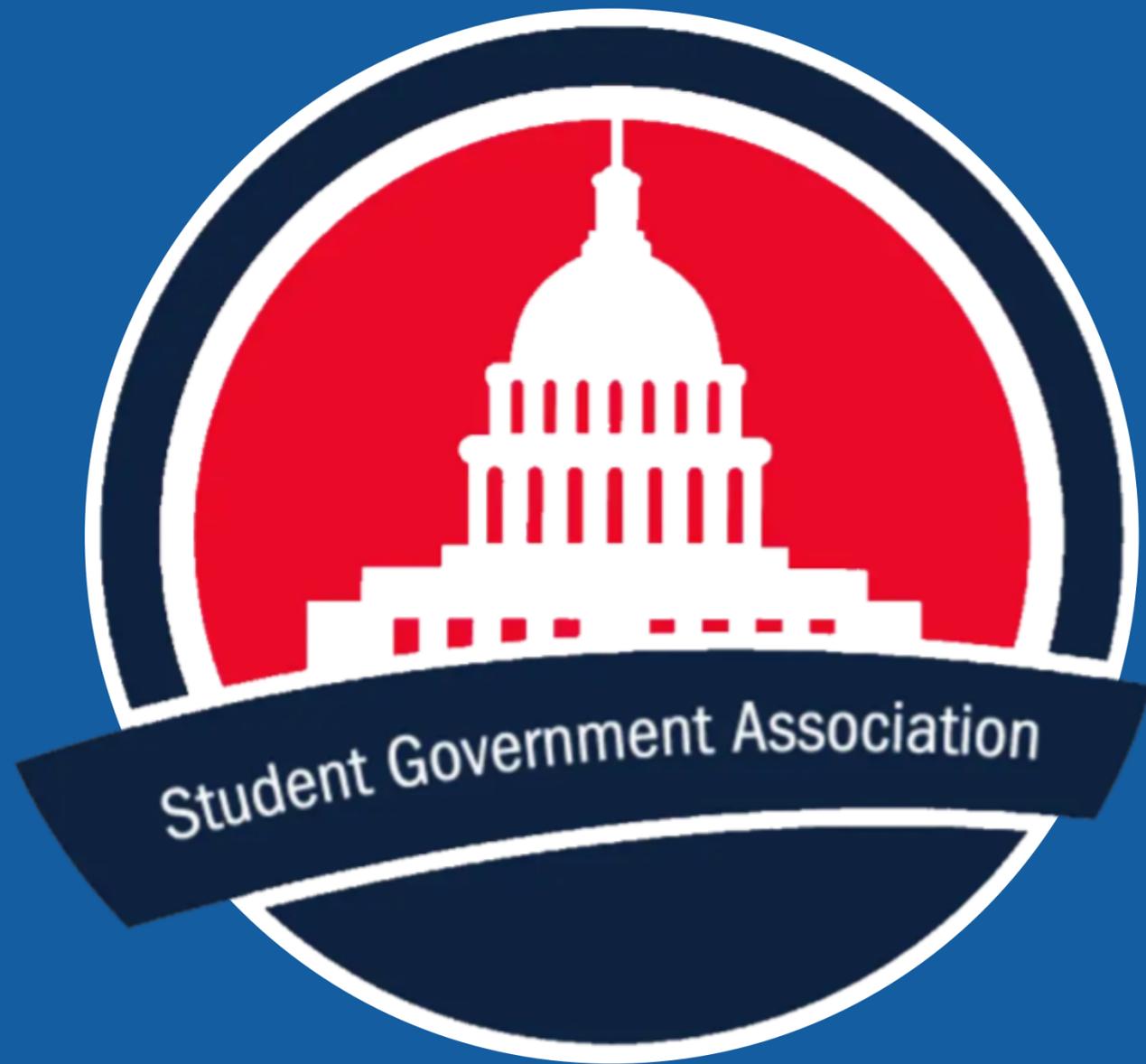


# 2023-2024 SGA BUDGET TRAINING

*Presented by: The Budget & Finance Committee*



# WHAT IS SGA?



# WHAT IS SUSSI?

SUSSI

Shippensburg University  
Student Services Inc.

Serving Students



# COMMITTEE MEMBERS

**Katie Huston**

VP of Finance

**Kay Stottlemeyer**

SUSSI Accountant

**Lillian Sellers**

VP of External Affairs

**Justin Brajkovich**

VP of Student Groups

**Kenny Tran**

Class of 2027 Senator

**AJ Elhossiani**

MSA Senator

**Kimberly Rockwell**

Interim Director of SUSSI

**Nathan Garber**

Member at Large

**Samuel Black**

Member at Large

**Emily Wojnarski**

Member at Large

**Daniyah Upchurch**

Member at Large

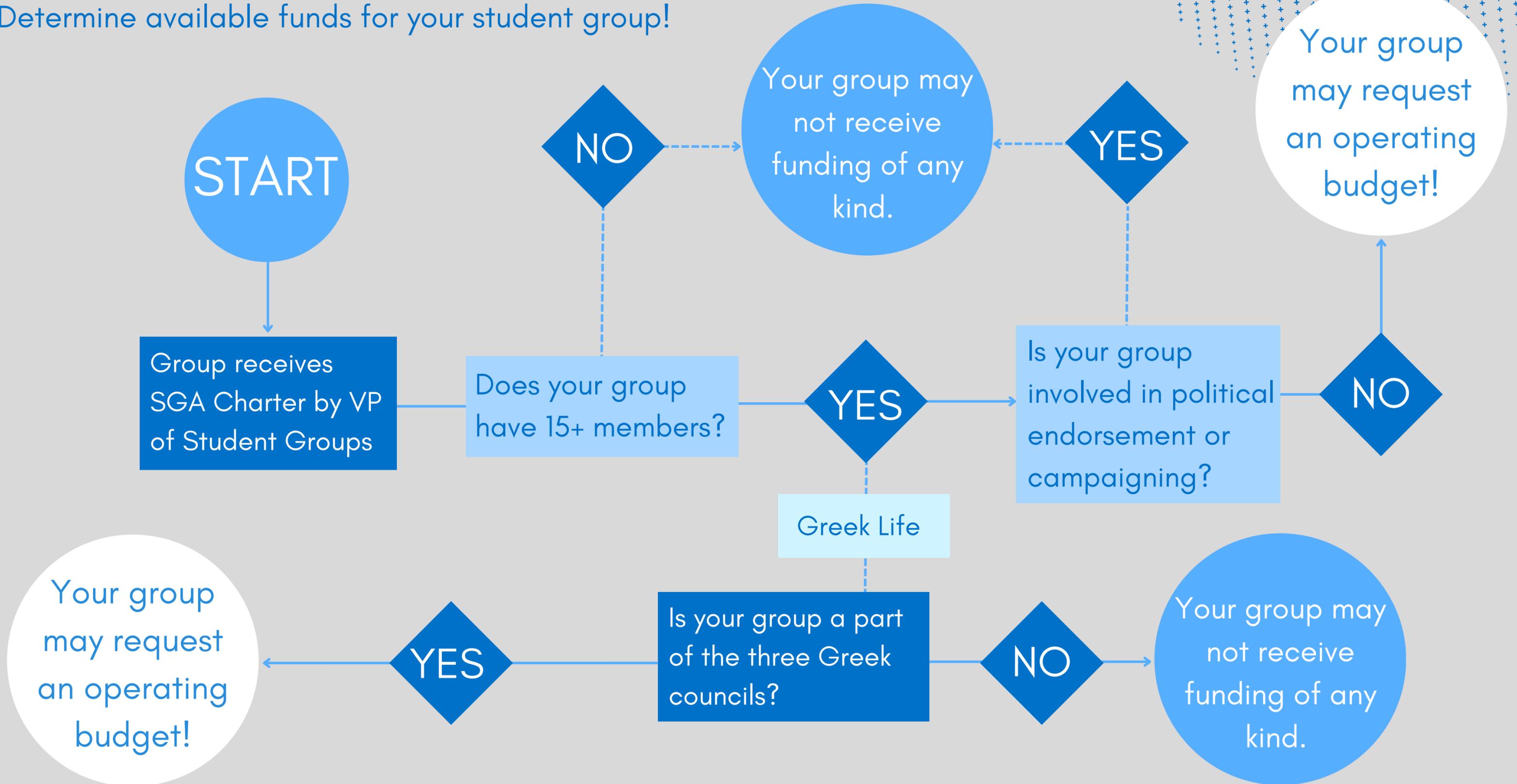
**Mason Keoth**

Member at Large



# WHAT IS YOUR BUDGET?

Determine available funds for your student group!



# BUDGET CLASSIFICATIONS

**Clubs**

**Organizations**

**Boards**

**Club Sports**

**SUSSI & Operations**

**NCAA Sanctioned  
Intercollegiate Athletics**

**Social Fraternities  
& Sororities**

# CLUBS VERSUS ORGANIZATIONS

## Club

- Group of students for the purpose of some common interest whose general activities are directed internally
- Operating budget cannot be used for food or drink

## Organization

- Group of students for the purpose of some common interest whose general activities are directed externally
- Operating budget may be used for food if the event benefits the greater campus community

# CURRENT FUNDING OPTIONS



## Operating Budget

- Day-to-day expenses
- **Amount approved annually by the Budget & Finance Committee**
- Does **not** cover travel expenses
- May cover food expenses, **ONLY** for certain Budget Classifications
- The 2024-2025 Operating Budget award notification is emailed to student group officers and advisors



## Fundraising

- Funds raised directly by the club or organization
  - **Must follow Fundraising Rules** from the Student Groups Handbook
- Kept in an **Agency Fund Account (AFA)**
- Your group can **choose** to spend these funds how the group wishes
- **Expenditure Request forms** available in the **Fiscal Office or online**

# FUNDRAISING ACCOUNTS (AFA)

Most groups have an AFA account, if your group does not follow the steps below to open one

## How to open an AFA account:

- Visit the SGA website
- Click on the 'Student Group Resources' tab
- Fill out the AFA Application and Signature Card
- Turn the forms into CUB 204

# FUNDRAISING PROCESS



## Before Fundraising

- Submit a Fundraising Request Form via SHIP Link online



## After Fundraising

- Submit any Fundraising Expenses to the Fiscal Office using the Fundraising Expense Form (Also on SHIP Link)

# INCOME COMMITMENTS



- **Income Commitments are requested with justification in a group's requested budget**
- **B&F committee will consider the request and determine an assigned income commitment for the group**
- **Group must meet their Income Commitment requirement**
- **Remaining funds earned above the Income Commitment must be submitted to the Student Association general fund for accrual**
- **Groups may submit a written request for use of extra funds raised for events programming**
- **B&F committee reviews these requests and will either award the full amount requested, partial amount, or they may deny the request**
- **Requests to use the extra funds must be submitted before the last Friday in April of each academic year**

# ZERO BASED BUDGETING



**Think from “zero up!”**

Zero Based Budgeting require justifications for all budget lines

The Budget and Finance Committee reviews your operating budget based on the justification of your request and historical spending.

- **No group is guaranteed an operating budget**
  - Justification is needed each year!



# THE PRACTICAL STEPS



## Look Towards Future Needs

Events, uniform/equipment replacement, dues/fees, activities, etc.



## Establish an Amount

Have a reasonable price for each component of need



## Sort into Budget Lines

Have your budgeted items and reasoning clearly organized



## Compile Total Budget Request

Know your total and have your budget request in one document



## Provide Details

Include details for each budget line, justify costs (even for yearly expenses)

# Budget Request Form



Shippensburg University Student Services Inc.  
**Budget Request Form**  
 Fiscal Year 2024-2025  
 July 1, 2024, to June 30, 2025

Name of Organization: \_\_\_\_\_ Organization # \_\_\_\_\_

**Form Instructions:**  
 1. Fill out officer names and Email.  
 2. Summarize your requests for each account in the table below.  
 3. Use page 2 to justify your requests for each account. Attach additional information as needed.  
 4. One officer and advisor must review and sign before submitting.

Officers: Name: Email: @ship.edu

President: \_\_\_\_\_  
 Vice President: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_  
 Secretary: \_\_\_\_\_  
 Advisor: \_\_\_\_\_

Account Description	Account #	B&F Committee Use Only 2023-2024 Actual Allocation	2024-2025 Requested Amount (Whole \$)	**B&F Committee use only** 2024-2025 Actual Allocation
General Account		\$		
<b>Totals</b>		\$	\$	\$

Form reviewed by: \_\_\_\_\_ (Advisor name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Form Submitted by: \_\_\_\_\_ (Officer name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**Budget & Finance Committee Use Only**

Expected Income (From Dues) \_\_\_\_\_ Active Members: \_\_\_\_\_

Total 2023-2024 Allocation \_\_\_\_\_ Total 2023-2024 Allocation: \_\_\_\_\_

2023-2024 Income Commitment \_\_\_\_\_ 2024-2025 Income Commitment: \_\_\_\_\_

Net Cost to Student Association \_\_\_\_\_ Net Cost to Student Association: \_\_\_\_\_

## Budget Request Justification

\*Please use additional sheets as needed.

Please provide detailed information about each account that the group is requesting funding. A sample for reference is provided in student group budget training materials. A full list of account numbers (Appendix 01- Description of Accounts) can be found at: <https://www.ship.edu/life/clubs-organizations/ssi/forms/>

Any programming requests must include the following:  
 \* Name of the event \*Goal/Purpose of event  
 \* Detailed breakdown of pricing for each component of the event

Account #	Description of Account:	Amount Requested: \$
Justification:		

Account #	Description of Account:	Amount Requested: \$
Justification:		

Account #	Description of Account:	Amount Requested: \$
Justification:		

# Sample of Justification

## Club



### Student Government Association (**CLUB** Sample- Paper Mache' Club) Budget Request Justification

#### Club Description

The purpose of this club is to bring students together who enjoy making paper mâché' crafts and have an interest in learning the skills. This club offers the opportunity to share knowledge, skills, and tools on a larger scale.

#### Supplies and Equipment

Supplies- Materials such as markers, tape, boarders, pens, poster board, etc. to create a trifold for events such as the SIS Fair and other on campus opportunities to share information about our club (Estimated cost: \$30.00). The club also needs supplies of paper, glue, scissors, forms, buckets, paint brushes, paint and other supplies to support learning the art of paper mâché (Estimated cost: \$75.00).

T-shirts- The club would like to purchase club T-shirts. There are currently 8 members at the shirt allocation of \$5 per member. These shirts would be used for representation at events. (Estimated cost: \$40.00)

Equipment- The equipment needed includes a portable drying box to hold items during the paper mâché drying process. (Estimated cost: \$25.00)

**TOTAL REQUEST FOR SUPPLIES AND EQUIPMENT- \$170.00**

#### Advertising

Advertising- Advertising allows us to make others on campus aware of our club, especially because membership has been our focus recently. Our advertising includes flyers and signs around campus, in buildings, etc. (Estimated cost: \$25.00).

**TOTAL REQUEST FOR ADVERTISING- \$25.00**

#### Contracted Labor

Contracted Labor- We would like to bring in a guest instructor to share new techniques and other ways to expand the art of paper mâché. The instructors would instruct for a minimum of 3 hours per session. We would like to have one guest instructor per semester. (Estimated Cost: \$100.00)

**TOTAL REQUEST FOR CONTRACTED LABOR- \$100.00**

#### Special Events

Special Events- Participate in the Day of Civility Celebration held in the Quad each semester. We would have a an information table and live presentation of making paper mâché. We would purchase candy to hand out on an information card about our club. (Estimated cost: \$25.00)

**TOTAL REQUEST FOR SPECIAL EVENTS- \$15.00**

**TOTAL OVERALL REQUEST- \$310.00**

## Organization



### Student Government Association (**ORGANIZATION** Sample- The Plant Org) Budget Request Justification

#### Organization Description

The purpose of this organization is to help students, staff and faculty understand the benefits of sustainability within our environment by teaching and providing a hands-on experience to grow a variety of vegetable and flower plants. This organization hopes to give back to the local community through donations from our planting.

#### Supplies and Equipment

Supplies- seeds, hand tools, materials (wood, metal), feed, gloves, soil amendments, soil testing, containers/bins/bags, greenhouse supplies. (Estimated cost: \$300)

T-shirts- Estimated 20 active members @ \$5.00 per shirt per active member. Allocation of \$5.00 per shirt. (Estimated cost: \$100)

**TOTAL REQUEST FOR SUPPLIES AND EQUIPMENT- \$400.00**

#### Movies & Films

Movies & Films- the cost of film on an environmental topic regarding planting and plants benefits to air quality. We will show a movie with public performance/viewing rights. (Estimated cost: \$400)

**TOTAL REQUEST FOR MOVIE & FILMS- \$200.00**

#### Food

Food- Food for film night to include drinks and light snacks. (Estimated Cost: \$50)

**TOTAL REQUEST FOR FOOD- \$50.00**

#### Special Events

Special Events- Fall Festival participation in the quad at SU. We will have a planting station for students to choose a plant and take with them. (Estimated cost \$400)

**TOTAL REQUEST FOR SPECIAL EVENTS- \$300.00**

#### Programming

Programming- Event name: 2025 Spring Children's Day Fair; Goal/Purpose: Participate in campus wide event that invites community members and provide information and knowledge on plant growing and benefits; Supplies for the event includes: seeds and soil (Estimated cost: \$75.00) and containers (Estimated cost: \$75.00)

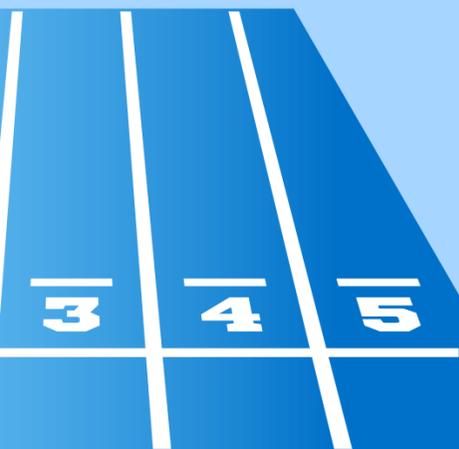
**TOTAL REQUEST FOR PROGRAMMING- \$150**

**TOTAL OVERALL REQUEST- \$1,100.00**

# NOTE: CLUB SPORTS



- Club Sports regular season expenses is part of an OPERATING BUDGET
- All expenses must be approved by Recreations & Wellness First
- Purchases are kept by the department of recreation and wellness, not by the individuals
- More details can be found in the **Club Sports Handbook**

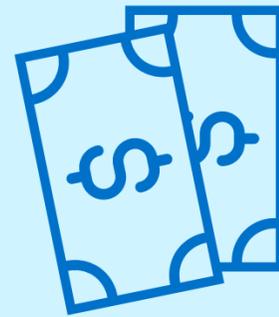


# HOW TO USE YOUR OPERATING BUDGET



## Expenditure Request Form

- How you get reimbursed for club purchases
- Expenses must be within the constraints of spending rules
- Officer and advisor signature



## Petty Cash Expenditure Form

- \$100 Limit
- Form available in Fiscal Office
- Officer and advisor signature



## Purchases via SUSSI Credit Card

- Speak in person with Allie Rippeon in the Fiscal Office about this option
- Bring your Expenditure Request Form

- All operating budget purchases should be tax exempt and SUSSI will not reimburse tax
- Reach out to Allie Rippeon ([anrippeon@ship.edu](mailto:anrippeon@ship.edu)) for tax exempt forms in CUB 204

# SUSSI FORMS



## Shippensburg University Student Services, Inc.

Fiscal Office | CUB 204  
 1871 Old Main Drive  
 Shippensburg, PA 17257-2299  
 Telephone: (717) 477-1730 Fax: (717) 477-1636 Email: [ssinc@ship.edu](mailto:ssinc@ship.edu)  
 Business Hours: Monday – Friday, 8 am – 4 pm

Form SS01

### Student Group Expenditure Request Form

Organization Name: \_\_\_\_\_ Organization Number: \_\_\_\_\_ Date: \_\_\_\_\_

Is this expense for a specific event? YES or NO If YES, is the event published on Campus Groups? YES or NO

Make Check Payable To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check(s) Shall Be: (Please select one)

<input type="checkbox"/> Mailed	<input type="checkbox"/> Picked Up Email Address: _____	<input type="checkbox"/> ACH Email Address: _____	<input type="checkbox"/> Transfer Organization Name: _____ Organization Number: _____
---------------------------------	--	--	---

Account Description	Account Number	Invoice Date or #	Description of Expense	Total
Check Requirement Date/Due Date:			Combined Total:	\$0.00

Please attach appropriate documentation (i.e. Invoice, Contract, Receipt, W-9, etc.)

_____ Student Group Officer Name & Email Address	_____ *Student Group Officer Signature	_____ Date
_____ Advisor Name & Email Address	_____ *Advisor Signature	_____ Date
_____ Fiscal Office Signature	_____ Date	_____ Dept. of Recreation (Club Sports Only)
		_____ Date

\*\*All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.\*\*

Form SS02



## Shippensburg University Student Services, Inc.

Fiscal Office | CUB 204  
 1871 Old Main Drive  
 Shippensburg, PA 17257-2299  
 Telephone: (717) 477-1730 Fax: (717) 477-1636 Email: [ssinc@ship.edu](mailto:ssinc@ship.edu)  
 Business Hours: Monday – Friday, 8 am – 4 pm

### Expenditure Request Form – Agency Fund Account (AFA)

AFA Group Name: \_\_\_\_\_ Agency Fund Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check(s) Shall Be: (Please select one)

<input type="checkbox"/> Mailed	<input type="checkbox"/> Picked Up Email Address: _____	<input type="checkbox"/> ACH Email Address: _____	<input type="checkbox"/> Transfer Organization Name: _____ Organization Number: _____
---------------------------------	--	--	---

Invoice Date or #	Description of Expense	Total
Check Requirement Date/Due Date:		Combined Total: \$0.00

Please attach appropriate documentation (i.e. Invoice, Contract, Receipt, W-9, etc.)

_____ Student Group Officer Name & Email Address	_____ *Student Group Officer Signature	_____ Date
_____ Advisor Name & Email Address	_____ *Advisor Signature	_____ Date
_____ Fiscal Office Signature	_____ Date	_____ Dept. of Recreation (Club Sports Only)
		_____ Date

\*\*All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.\*\*



**Shippensburg University Student Services, Inc.**

Fiscal Office | CUB 204  
 1871 Old Main Drive  
 Shippensburg, PA 17257-2299  
 Telephone: (717) 477-1730 Fax: (717) 477-1636 Email: [ssinc@ship.edu](mailto:ssinc@ship.edu)  
 Business Hours: Monday – Friday, 8 am – 4 pm

**Petty Cash Advance Request Form**

**Section 1: TO BE COMPLETED PRIOR TO PICKING UP FUNDS**

Organization: \_\_\_\_\_ Organization No.: \_\_\_\_\_ Date: \_\_\_\_\_

Description of expense: \_\_\_\_\_

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Event published on Campus Groups: YES or NO

Total amount received: \_\_\_\_\_ Due Date: \_\_\_\_\_

_____ Name of Payment Recipient	_____ Payment Recipient Signature	_____ Date
_____ Student Group Officer Name & Email Address	*_____ *Student Group Officer Signature	_____ Date
_____ Advisor Name & Email Address	*_____ *Advisor Signature	_____ Date
_____ Fiscal Office Signature	_____ Date	_____ Recreation/Wellness (Club Sports Only) Date

**Section 2: TO BE COMPLETED UPON RETURN OF FUNDS**

Expense Breakdown: \_\_\_\_\_ Date(s) of Funds Use: \_\_\_\_\_

Item(s)	Account Number	
_____	1-_____	\$ _____
_____	1-_____	\$ _____
_____	1-_____	\$ _____
	<b>Total Expenditure:</b>	\$ 0.00
	<b>Amount Received:</b>	\$ _____
	<b>Balance Returned:</b>	\$ _____
	<b>Balance Due:</b>	\$ _____

If funds were used for programming, proof of advertisement is required. (Ex. physical flyer, screenshot of social media post, etc.)

_____ Student Group Officer Name & Email Address	*_____ *Student Group Officer Signature	_____ Date
_____ Advisor Name & Email Address	*_____ *Advisor Signature	_____ Date
_____ Fiscal Office Signature	_____ Date	_____ Dept. of Recreation (Club Sports Only) Date

**\*\*All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.\*\***

# SUSSI FORMS



**Shippensburg University Student Services, Inc.**

Fiscal Office | CUB 204  
 1871 Old Main Drive  
 Shippensburg, PA 17257-2299  
 Telephone: (717) 477-1730 Fax: (717) 477-1636 Email: [ssinc@ship.edu](mailto:ssinc@ship.edu)  
 Business Hours: Monday – Friday, 8 am – 4 pm

**Petty Cash Reimbursement Form**

Organization Name: \_\_\_\_\_ Organization Number: \_\_\_\_\_ Date: \_\_\_\_\_

Is this expense for a specific event? YES or NO If YES, is the event published on Campus Groups? YES or NO

**Expense Breakdown:**

Item(s)	Account Number	
_____	1-_____	\$ _____
_____	1-_____	\$ _____
_____	1-_____	\$ _____
_____	1-_____	\$ _____
_____	1-_____	\$ _____

Date(s) of Funds Use: \_\_\_\_\_

1-_____	\$ _____
1-_____	\$ _____
1-_____	\$ _____
1-_____	\$ _____
1-_____	\$ _____
<b>Total Expenditure:</b>	\$ 0.00
<b>Reimbursement Amount:</b>	\$ _____

If funds were used for programming, proof of advertisement is required. (Ex. physical flyer, screenshot of social media post, etc.)

_____ Payment Recipient Name & Email Address	_____ Signature	_____ Date
_____ Student Group Officer Name & Email Address	*_____ *Signature	_____ Date
_____ Advisor Name & Email Address	*_____ *Signature	_____ Date
_____ Fiscal Office Signature	_____ Date	_____ Dept. of Recreation (Club Sports Only) Date

**\*\*All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.\*\***

# ACCESSING INFO

## SGA Website

- The Budget Training Presentation and explanation video will be available on the website
- All budget forms
- Student Groups Handbook
- Budget & Finance Standing Rules



## Outside the SGA Office

- Printed copies
- All budget forms
- Budget & Finance Standing Rules
- Visit CUB 204 for Budget and AFA account info

# A NOTE ON PENALTIES

## Standing Rules

Budget Frozen  
Future Automatic Cuts  
Budget Line Items Denied

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## Student Group Registration

Budget will be frozen until updated

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## Mandatory Budget Training

2 Officers must be present

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## Budget Timeline

Budget requests not turned in on time will not be awarded

# HOW DID WE GET TO A DEFICIT BUDGET?



**Capped Fees**



**Declining Enrollment**



**Inflation**

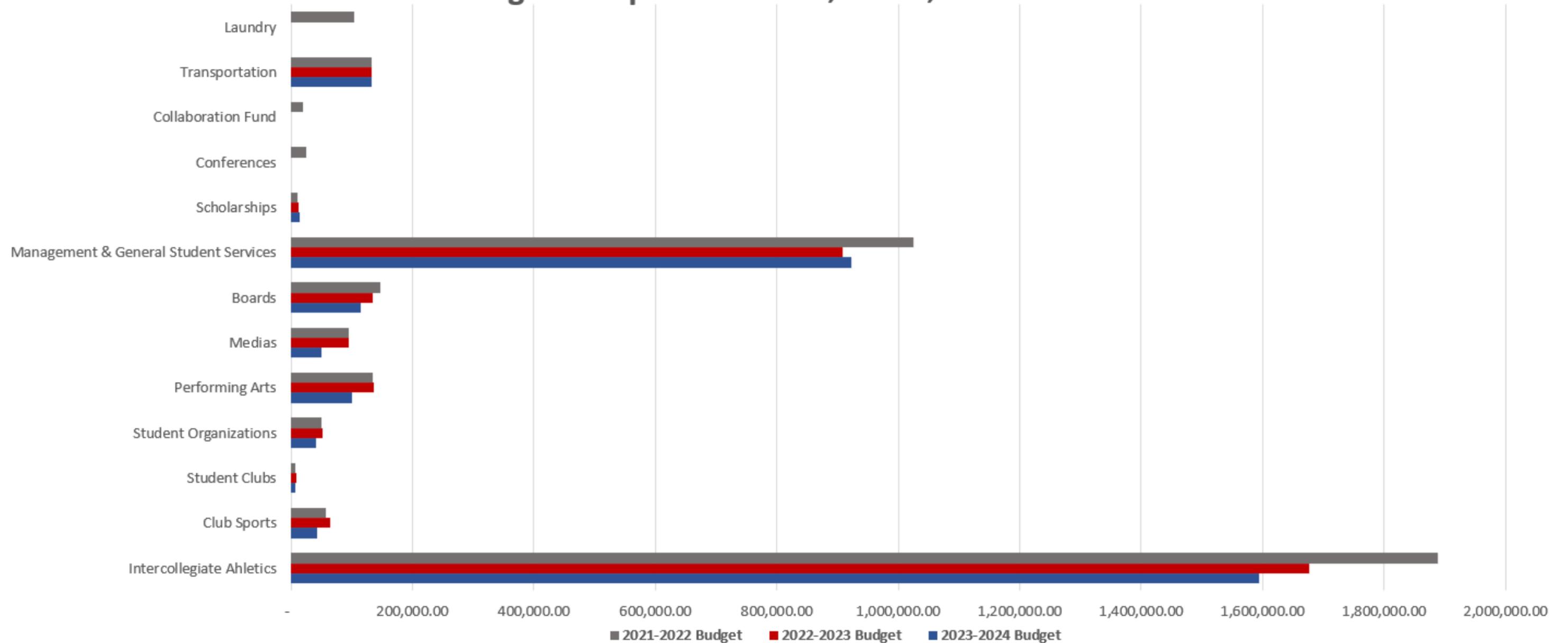


**Loss of Housing Fees**

# BUDGET COMPARISONS



## Budget Comparison 21-22, 22-23, 23-24



# STUDENT ACTIVITY FEE

## Undergraduate Fees

\$23 per credit hour

\$272 flat fee for 12+ credit student

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## Graduate Fees

\$20 per credit

# PASSHE COMPARISON



Indiana University of Pennsylvania	\$570
CWU - Mansfield	\$468
Millersville University of Pennsylvania	\$319
PennWest Clarion	\$312
PennWest California	\$300
Cheyney University of Pennsylvania	\$299
CWU - Lock Haven	\$294
Shippensburg University of Pennsylvania	\$272
PennWest Edinboro	\$225
Slippery Rock University of Pennsylvania	\$203.00
West Chester University of Pennsylvania	\$195.00
Kutztown University of Pennsylvania	\$188
East Stroudsburg University of Pennsylvania	\$177
CWU - Bloomsburg	\$169





# BUDGET TIMELINE

- 2024–2025 Operating Budget Requests are due by January 29, 2024 at 4p.m.
- Physical copy must be submitted in person to the SUSSI Office – CUB 204
- Student groups will be able to review the proposed budget prior to the final SGA vote
- Finalized budgets will be released in May 2024 to student groups and SUSSI funded departments

The SGA Budget & Finance Committee may request more information and/or group members to present their budgets to the Budget & Finance Committee

# WHERE TO FIND US



## VP of Finance – Office Hours @ CUB 201

Monday 10a.m.–12p.m.

Wednesday 9a.m.–11a.m.

## SUSSI Director – Office Hours @ CUB 204

Monday–Friday 8a.m.–4p.m.





# Thank You for Attending

Questions? Connect with us!



SUSSI Office - CUB 204



[sgavpfinance@ship.edu](mailto:sgavpfinance@ship.edu)



[KARockwell@ship.edu](mailto:KARockwell@ship.edu)