STUDENT ORGANIZATION
TREASURER’S WORKSHOP

WITH Hannah Augsbach Lamma

Fall 2023
WHERE DOES THE MONEY COME FROM?

**Campus Activity Fee**
- $87 per semester paid by each full-time student
- $7 per credit for part-time students
Supports co-curricular activities within the Department of Student Life

“Student Activity Fund” AKA Undergraduate Organizational Budget
- Component of the Campus Activity Fee
- Includes all funds available for allocation to student organizations
# Events Eligible for Funding

<table>
<thead>
<tr>
<th>University-Wide Programs and Events</th>
<th>Conference Travel</th>
<th>Tournament Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Any social, recreational, or educational event</td>
<td>• A scheduled event involving various people with similar interests in a hope to expand upon their organizational knowledge</td>
<td>• A contest or series of contests where the purpose of the event is to display the organization’s talent in a competitive way</td>
</tr>
<tr>
<td>• Must be free and open to the entire USC community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Includes all on-campus events and can include off-campus events</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NON-FUNDABLE ITEMS

FOR PROGRAMS
- Alcoholic beverages
- Travel expenses
- Any sort of cash reward (i.e. giftcards)
- Donations or direct contributions to charity
- Events where revenue is collected
- Non-Consumable items (supplies that are designed to be re-used)
  - EX: custom tablecloth

FOR CONFERENCES & TOURNAMENTS
- International travel expenses
- Food expenses
- Limitations on funding hotel & rental vehicle costs
- Parking fees, shuttles, or taxi-like services
- Gas mileage for rental vehicles
- More than $5,000 total and $1,000 per attendee
REQUIREMENTS TO RECEIVE FUNDING

1. Student Organization must be registered with the LSC.
   - Typically only applies to brand-new organizations

2. Student Organization’s President OR Treasurer must attend a Treasurer’s Workshop once each academic year.

3. Submit a funding request on Garnet Gate
   - Connect with your assigned comptroller PRIOR for guidance.
   - If your request exceeds $500, attend a dialogue with the Senate Finance Committee to briefly present your request.

4. Complete a post-event reimbursement form located in Treasurer’s Toolbox under “Event Reimbursement.”
REQUESTING FUNDS ON GARNET GATE: TUTORIAL

• Go to https://garnetgate.sa.sc.edu/ and sign in
• Go to the page for your organization
• Select “Manage Organization” in the top-right corner
• Select settings gear next to Organization name (mid-page)
• Select “Finance”
• Select “Create Request” in the top-right corner and select “Create Budget Request”
• Do NOT use funding request – outdated.
• Scroll to the bottom of the page and select either “Undergraduate Conference/Competition/Tournament request” OR “Undergraduate Event request”
• Your comptroller will assist you in filling out details from there!
FUNDING TIMELINE & IMPORTANT DATES

At least **FOUR WEEKS** (ASAP) prior to scheduled date of event: **contact your assigned comptroller** to begin discussion.

With the help of your comptroller, **submit your funding request** on Garnet Gate **15 DAYS PRIOR TO EVENT**.

**November 8th, 2023:** last date to request funding for Fall 2023 events (fifteen university business days prior to reading day).

**SEVENDAYS** after scheduled date of event: complete reimbursement form (in **Treasurer’s Toolbox**) and forward receipts to sofinanc@mailbox.sc.edu.
TIPS AND TRICKS

• Allocations are granted on a **rolling basis** throughout the semester, so request funds in advance, if possible.

• All costs requested must reflect actual costs **with quotes as documentation**—no “projected” costs will be funded.

• For conferences and tournaments, ALL student traveler names and IDs must be provided **seven days in advance** of scheduled date of travel.

  • **NEVER SIGN ANY CONTRACTS**: the funding process becomes entirely different once a contract is involved.

• **No reimbursements** will be granted for events already held.
HORSESHOE CATERING SERVICES

usc.catertrax.com
“Student Catering Guide”

Student Organizations are now required to use USC’s Horseshoe Catering (Aramark) for any catering funding requests exceeding $499.99. Organizations may only cater on-campus with an outside vendor if Horseshoe Catering documents that they were not able to accommodate your needs.

Horseshoe catering ensures that they can offer creative plans to accommodate any budget or food preference and are always happy to put together a custom menu for any group with any theme.
IMPORTANT CONTACTS

STUDENT BODY TREASURER
Hannah Augsback Lamma
hannahfa@email.sc.edu
sasgtreag@mailbox.sc.edu

CHIEF COMPTROLLER
Natalia Berti
nberti@email.sc.edu

REIMBURSEMENTS
Matt Hinds
sofinanc@mailbox.sc.edu

HORSESHOE CATERING
Veronica McCray
mccray-veronica1@aramark.com

RUSSELL HOUSE SERVICES
Ryan Gross
grossrr@mailbox.sc.edu
Jessica Wright
wrightjk@mailbox.sc.edu
Reservations and Event Planning at the Russell House

with Hunter Strause and Ryan Gross

Fall 2023
Scheduling Space at the Russell House

• Types of Space: Indoor/Outdoor Tabling; Meeting Rooms, Indoor Showcase Space, Outdoor Showcase Space

• Never a fee to use the physical space; fees apply to features that enhance the event (AV, linens, special set ups; event support).

• RH Event Services website has important details, FAQ's and fee information as you begin the scheduling process.

• Space can be scheduled at anytime of the year; special 'priority scheduling' period occurs each November and April for the following semester.

• It is never too early to begin the 'event dreaming/space inquiry' process. We like that!!
25Live is how it begins (most of the time)

- Login with your either your student organization resource account or personal email (if you’re an officer); contact LSC about passwords
- Indoor/outdoor spaces at RH; STWFC; Pickens St. Bridge; Rutledge Chapel, etc.
- Provide as much detail as possible: Outside speakers; Presence of Food; Outside vendors (decorators, DJ's, judges, etc.)
- Designate someone from your Organization as the 'lead event planner' and provide contact information
- You are NOT limited to 25Live: you can drop by ANYTIME to brainstorm ideas for an event or use of space. We like that!!
- Access 25Live from RH website
- You can add/delete via an email to us or call/in person. the 25Live tool is not that kind to changes 'in the system'.
- **Oh, and you can ALWAYS pop in or give us a call!**
The Event Planning Process

**The Ideation Phase:**
- What type of event do you want to have? How much will it cost? Do you have ample funds?
- What goals or objectives will this meet for your organization?
- How many people do you hope/plan to attend?
- What kind of spaces will afford your event achieving your goals and objectives?
- Meet with RH Event Services to talk about any/everything (yes, even before you have space!)

**The Event Planning Phase:**
- Inquire about/schedule space (do this FIRST; you can mpt promote and event that does not exist)
- Event plan with RH Event Services (AV, linens, table/chair set up, decorations, food, risk management, event safety, etc.)
- Request funding (if eligible) from SG
- Promote your Event using the RHUU, LSC and campus resources

**The Event Phase**
Have a great time!

**The Post Event Phase**
- Evaluate how you did according to your goals
- Decide if you will host again and begin the process all over again!
- Prepare for RH Priority Scheduling process
Reservable Space managed by Russell House

Indoor Space
• 7 meeting rooms
• 3 conference rooms
• 4 showcase spaces (Room 322, Russell Underground; Ballroom, Theater)
• Rutledge Chapel

Routine Outdoor Space*
• Greene Street
• Davis Field 1/Davis Field 2
• Russell House Patio
• Pickens St. Bridge

*If you wish to use outdoor space not listed here, you must reach out to Kim McMahon at least 6 weeks in advance to propose an outdoor event for non-routine space. See UNIV 6.00 (university policy)
Promoting Your Student Organization Event

Digitally
Garnet Gate
RH Digital Displays
Social Media

Flyers/Banners
Posting Boards
Greene St.
RH Patio

Old-School
Tabling at RHUU
Pass out hand-bills around RH or campus

Find out specific information on how to promote your event on the Russell House website here.
IMPORTANT Space Scheduling CONTACTS

Russell House Reservations
sareserv@mailbox.sc.edu

Event Services Graduate Assistant
Matt Snyder
Mcs52@email.sc.edu

Event Services Student Manager
Hunter Strause
hstrause@email.sc.edu

RUSSELL HOUSE
Associate Director
Ryan Gross
grossrr@mailbox.sc.edu

Coordinator of RH Events
Jessica Wright
wrightjk@mailbox.sc.edu

Visit or Call
Russell House Suite 218
803-777-8182