



Club Sport Funding Procedures

EAF 2009-2010

**ALL FUNDING FORMS MUST BE COMPLETED AND TURNED INTO
THE OASIS OFFICE OF THE STUDENT RECREATION AND
WELLNESS CENTER ROOM 140.**

Deadline: Friday March 13th 5:00pm

<http://www3.uakron.edu/onat/srwc/club/forms.html>

CLUB SPORTS ALLOCATION DECISIONS AND PROCEDURES EXTRACURRICULAR ACTIVITIES FUND

Grant Request Policy

The Extracurricular Activities Fund (EAF) policies and guidelines for allocations and expenditures help to provide a framework for fair and consistent allocation from a limited source to an ever-increasing number of requesting organizations. In addition, the EAF process provides a method of ensuring that EAF monies are utilized to support the University's educational and developmental mission via co-curricular activities.

Eligibility

Funding is available to Undergraduate, Graduate and Law student organizations.

The University of Akron utilizes a portion of the students' General Service fees to provide financial assistance to registered student organizations and other student activities/programs on the University campus. This fund is called the Extracurricular Activities Fund (EAF).

Guidelines and Conditions for Allocation Decisions and Procedures

The following criterion is taken into account in the determination of EAF allocations:

- The size and composition of the organization and scope of the student body served by the grant.
- Efficient use of previous funding allocations is a key to consideration. Has the group expended its allocation? Budget Services records are utilized in the EAF budget process along with the clubs record of service.
- Are the programs, activities, services, and related expenses in accordance with the purpose and objectives stated in the organization's constitution and with the Recreation and Wellness Services Department?
- Are the programs, activities, and services of a true co-curricular nature, i.e., is the EAF an appropriate funding source? Would other sources be more appropriate?
- Do the programs, activities, and services demonstrate sound financial responsibility? Are the expenses cited reasonable?

GRANT MUST BE TYPED. All forms can be completed online or downloaded at:

<http://www3.uakron.edu/onat/srwc/club/forms.html>

- Was the grant request neatly and thoroughly prepared?
- Were all the required documents attached?
- Was it signed by all appropriate individuals?
- Were all questions answered?
- What other funding sources does the organization have?
- Remember to number pages, use the correct form, provide descriptions of programs, check your math, answer all questions, and provide documentation.
- Are projects creative and innovative? Is the group realistic about the amount of funding being requested?

Requests for funding by the annual EAF process can only be requested for events or activities occurring during fiscal year beginning July 1, 2009 and ending June 30, 2010.

• In order to process all requisitions by the end of the fiscal year, all requests must be turned in to Ms. Bobbie Fox Coordinator, Budget Operations 330-972-6210 or rfox@uakron.edu by the end of May.

- All expenditures of EAF funds must be in accordance with all local, state, and federal laws.
- The financial records of Club Sports receiving EAF funds can be audited at any time by Club Sport Council (CSC), Student Recreation and Wellness Services (SRWS), VP for Student Affairs Fiscal Operations, or the University Controller. Any improper use of funds may warrant disciplinary action.

• **All EAF grant requests must be typed, have pages properly numbered, and be signed by all appropriate individuals. These forms can be accessed at:**

<http://www3.uakron.edu/onat/srwc/club/forms.html>

- All Club Sport Grants are reviewed by the Manager of Club Sports, and the CSC. All CSC

members are trained to administer this phase of the EAF budget request process.

- The CSC committee bases their initial recommendation on EAF guidelines/regulations and the clarity and thoroughness of the grant request.
 - Following the review of the grant request, the CSC committee prepares allocation recommendations, and makes those recommendations available to groups that have applied for funding.
 - Effective August 1, 2005 all monies allocated through the EAF process must be maintained in a University EAF account. Any Club Sport organization that is found having an outside bank account will be terminated and referred to Judicial Affairs.
 - The Maximum Cost Sheet, complete with the "maximums" for requests on regularly requested on-campus services, will be utilized by CSC committees for the allocation of funds. Organizations should become familiar with this information.
- In lieu of the CSC all requests will be reviewed by the Assistant Director of Sport and Adventure.

EAF Rules:

- Printed Projects: Requests for funding to create or publish any "printed projects" such as newsletters, newspapers, magazines, brochures, pamphlets, etc., must include a sample of the item and must address the following items: (this excludes flyers advertising specific events). Number to be printed; number of pages; amount of advertising to be sold per issue, rate of advertising and income from advertising sales; receiver of the publication; distribution plan for the publication. All printed publications must be approved by the Manager of Club Sports, Student Recreation and Wellness Center.

Each registered organization that seeks funding through the EAF process will make three (3) hard copies of the application packet and distribute in the following manner:

1. Student organizations submit two (2) copies to the OASIS located in the Student Recreation and Wellness Center room 140.
2. Student organizations keep one (1) copy for their records.

One electronic copy MUST be sent to clubsports@uakron.edu.

The funding forms you will need can be found at:

<http://www3.uakron.edu/onat/srwc/club/forms.html>

They are:

Club Sport Funding Procedures

Club Sport Funding Forms (all included in one Excel Workbook)

Maximum Cost Sheet

Facility Reservation Form

Remember to:

1. Check your math.
2. Type your request, and proof it for errors.
3. Attach all required documentation; i.e., membership roster, examples of publications for which you are requesting funding, and current documentation.
4. Have your club president review and advisor sign the request.
5. Remove unnecessary attachments that are not required, such as constitutions, flyers, old requisitions and past receipts.
6. Number the pages of your request.

DO NOT INCLUDE ANY TRAVEL IN YOUR REQUEST. ALL TRAVEL IS FUNDED ON A PER TRIP BASIS AND REQUIRES THE COMPLETION OF TRAVEL FORMS.

First Time Funding

A newly recognized student organization can request a maximum of \$350 in First Time Funding, for the academic year. Additionally, student organizations previously recognized that have not

requested or received funding from the EAF process for two or more years may only receive a maximum of \$350 first time funding in that fiscal year.

This policy seeks to assist a newly recognized or newly funded group with the group's operational expenses. A new or revived organization needs time to develop, and is less likely to sponsor major activities or services. As all groups are reminded, the EAF grant is not meant to be a group's sole funding resource, but meant to offer assistance. All groups are encouraged to utilize dues, fundraisers, donations, and/or co-sponsorship of activities with other organizations or departments. Groups receiving first time funding are not eligible to apply for an EAF Contingency Grant in that same fiscal year.

For student organizations that are satisfied with the initial recommendation, no further action is required. Recommendations will be submitted to the Vice President for Student Affairs for review and final approval. All CSC committee recommendations are subject to change.

Annual Budget Request Appeal Process

Student organizations that wish to contest the initial recommendation, must contact the Manager of Club Sports at clubsports@uakron.edu or 330-972-7610.

The review hearing is the appeal opportunity.

Appeal Guidelines

- Final EAF allocation decisions are the responsibility of the Club Sport Council (CSC), the Manager of Club Sports and the Assistant Director of Sport and Adventure. Any appeal to the decisions of CSC must address the organization's concern of how the review committee failed to follow stated EAF guidelines.

- The written appeal should clearly address the procedural error the organization believes was made by the review committee and how that error has affected the outcome of the funding recommendation.

- The appeal review committee is comprised of members of the CSC, SRWS staff, and the Associate Vice President of Campus Life when necessary.

- Groups filing an appeal will receive a written outcome.

Review Hearings

Club Sport requests are re-viewed by the Club Sport Council (CSC). In lieu of the CSC reviews are heard by the Club Sport administration.

It is strongly suggested that representatives from the organization in the review hearing be those students primarily responsible for the preparation of the EAF Grant Request. If a group's representative is unable to attend the scheduled review hearing, a request to reschedule a hearing must be received at least 24 hours prior to meeting. Organizations that fail to reschedule its hearing in a timely manner (rescheduling times will be posted) will be assessed a 10% penalty of the final budget allocation. If the student organization fails to attend any of the scheduled review hearings, the group is subject to funding denial.

Any member of the CSC committee, who is an active member of an organization requesting funding, must remove themselves from committee deliberations until the recommendation of that group is finalized.

Revisions may occur after the review hearing is conducted if it is deemed appropriate by the CSC committee. Organizations are informed of the decision, and recommendations are forwarded to the appropriate people.

Contingency Funding Procedures

Each year limited funding is set aside for allocation after the formal EAF budget process has been completed. This is called the Contingency Funds, and is available for registered groups who did not apply for EAF funding during the annual process, for registered groups that have a need for additional funding, or for newly recognized student groups. Contingency Funds are not for programs or events that have already occurred or for proposed expenditures already reviewed during the annual EAF process.

There are three opportunities to apply for Contingency funding:

1. **“Emergency” General Operating Expense Request**– During this Contingency funding opportunity newly recognized student organizations can apply for a first-time-funding request opportunity or for registered student organizations who failed to apply for funding during the annual EAF request. This Contingency Funding requesting supplies limited funding to initiate activity within the organization. To apply for this “emergency” funding request, the following Contingency Funding forms must be completed and submitted to the OASIS by the stated deadline.
2. **Fall Contingency Funding Request** – This Contingency Funding opportunity is for any currently registered student organization. This opportunity is for a student organization that failed to apply during the annual EAF funding process or for an organization requesting additional EAF funding. Remember: Contingency funds are not allocated for past programs or activities or for project requests that were previously reviewed during the annual process. There is no hearing for this process. Recommendations are based on the quality of the submitted request packet.
3. **Spring Contingency Funding Request** - This Contingency Funding opportunity is for any currently registered student organization. This opportunity is for a student organization that failed to apply during the annual EAF funding process or for an organization requesting additional EAF funding. Remember: Contingency funds are not allocated for past programs or activities or for project requests that were previously reviewed during the annual process. There is no hearing for this process. Recommendations are based on the quality of the submitted request packet.

Contact:

Ms. Bobbie Fox Coordinator, Budget Operations 330-972-6210 or rfox@uakron.edu with questions about your EAF or SAF accounts.

Managing your EAF/SAF accounts

All student organizations who receive an EAF allocation have their account funds maintained in a University account. EAF account numbers begin with #9-90 and contain six (6) digits.

The Coordinator of Business Operations is located in The Student Recreation and Wellness Center room 210. She monitors the spending transactions of all Club Sports EAF accounts. We strongly encourage you to meet with her when expending EAF funds. This will not only help you to fully understand the EAF process, but it will also help you to efficiently maximize your group's funding capabilities.

SAF account numbers begin with #9-96 and also contain six (6) digits. SAF account expenditures are also made through and monitored by the Coordinator of Business Operations. Since these funds are self-generated however, there are no restrictions on the use of these funds except University and State of Ohio restrictions, such as the purchase of alcohol or sales tax. The University of Akron is tax exempt.

The use of an SAF account is a benefit to the student organizations as opposed to an outside bank account for the following reasons:

1. Funds are dispersed through the requisition process and cannot be withdrawn as they could be from a bank. This provides a safeguard for your funds.
2. A record of your expenditures is kept by the Coordinator of Business Operations and is available to you upon request.
3. As our office is notified of changes in officers and advisors, we will change this information on the SAF account so that no change in signatures and authorization is needed.
4. When proper paperwork is submitted to the Coordinator of Business Operations, the disbursement is made without further action from the group.
5. Accountability of a particular program may assist in your request for EAF funds.

Setting up your financial books

It is highly recommended that each organization's treasurer maintain his or her own financial records. If you have questions or concerns about your organization's finances, please do not hesitate to contact the Coordinator of Business Operations for assistance.

Account Number: Use this number on all requisitions and deposits for proper identification. All EAF accounts begin with #9-90 and contain six (6) digits. The SAF accounts begin with #9-96 and also contain six (6) digits.

Supporting Paper Work

The following files might be set up for the paperwork supporting ledger entries:

Requisition Request File: file numerically by the requisition request date

EAF and SAF Summary Reports: file with supportive attachments by date

Fiscal Year: All ledgers should be set up in accordance with the University fiscal year which runs from July 1 through June 30.

Posting to Ledger: All expenditures or charges to your account should be posted to the expenses column. All deposits or credits to your account should be posted to the revenue column. We have created an excel ledger for those of you who wish to track your expenses and deposits electronically. You can obtain this on the Club Sport website. If you prefer to keep your ledger manually, you can follow the same format as the Treasurers Template.

Reconciling the Ledger: All entries in your ledger should be checked off against entries on the Summary Report that is maintained by the University and given to your organization on a monthly basis. Occasionally there will be entries on the Summary Report that you cannot identify. If you need help identifying these charges or have a general question about your account, please contact the Coordinator of Business Operations by phone at 330-972-6210, by email

rfox@uakron.edu or in person at Student Recreation and Wellness Center room 210. Summary Reports will be distributed to Clubs in their mailbox in the Club Sports room of the Student Recreation and Wellness Center room 245.

Fiscal Year

The University's fiscal year runs from July 1 through June 30. To eliminate any confusion as to which fiscal year to take the funds for a particular EAF expenditure, plan on submitting all requisitions no later than the final business day in May. This deadline does not apply to SAF accounts.

Carryover

EAF Account Carryover: If, for any reason, you deposit money into your EAF account, we can assure you that any self-generated funds (up to the remaining account balance) will be carried forward to the next fiscal year.

Any remaining EAF funds however, will be forfeited on June 30. Remember, the deadline for submitting EAF expenditures is the final business day in May.

SAF Account Carryover: SAF accounts are established and maintained with self-generated funds; therefore, SAF funds are carried forward to the new fiscal year. These funds will carry over indefinitely unless the organization is inactive with no membership or registrations for a period of three years. After that every effort will be made to contact someone from that group, if no one can be contacted the money will be put into the Dan Newland Scholarship fund to benefit students who apply for this scholarship.

Deposits

Making a Deposit: Deposits into a group's EAF or SAF account can be made by bringing the funds for deposit to the Coordinator, Business Services, Student Recreation and Wellness Center #210. A four digit number (sub-code) must be added to the end of the account number when making a deposit. For all deposits, the 4-digit sub-code is 4790. There are no deposit slips like those given by a bank. You need only to give the Coordinator Business Services your group's account number plus the three digit code. If you choose to deposit funds into your EAF account, please remember that there are certain expenditure restrictions; i.e., no food or clothing purchases. **All deposits should have a detailed list of what the deposit is for. If depositing funds collected for dues please include a list of student's names and student ID numbers for whom the funds were collected.** If you are in doubt, please ask.

EAF Purchasing Information

EAF allocations may **NOT** be used for:

A. Alcoholic beverages.

B. Equipment such as, but not limited to, furniture, computers, printers, VCRs, cabinets, chairs, uniforms, outing equipment, etc. Exceptions will be made at the discretion of the funding committee. All approved equipment purchases are property of The University of Akron, must remain University property, and must have an up-to-date inventory at the end of each academic year. Individual members must pay for missing items before any organization can be considered for future EAF funding. After the academic year, an organization may be ineligible for funding if an inventory list cannot be provided.

C. “Unreasonable” honorariums for speakers or performers. CSC has the right to determine this amount. Additionally, EAF monies may be used to purchase “tokens of appreciation” under \$50 for a speaker/performer in place of an honorarium.

D. Food or beverages. EAF monies may be used to cover non-food related expenses up to \$125 per year excluding facility rental. Food and beverage items however, must be paid out of admission fees, dues, etc. deposited into an SAF account.

Student organizations may request funding for food through the Department of Student Life “Partners in Programming” policy. Go to www.uakron.edu/studentlife/source/pinp.php for more information.

E. Organizational prizes, awards, or gifts such as plaques, trophies, gift certificates, frames, etc. normally are not permitted; however, campus awards for students such as the A-Key, Outstanding Senior Awards, Homecoming, and Intramurals are permissible EAF expenditures provided that a detailed breakdown of the expenses is given and the expenditure is reasonable.

F. Salaries and stipends for coaches, student assistants, clerical support, etc., except as recommended by CSC. For these exceptions, a complete breakdown of all salaries must be provided to CSC with the grant request. ALL coaching is to be paid from SAF accounts, there will be no exceptions. Coaching is considered Volunteer and all coaches must sign the Volunteer Coaches agreement. Coaches can only be paid once a semester using an Honorarium Form.

G. Student Leader Compensation requests are separate from the EAF grant process.

H. Petty cash funds and cash advances.

I. Individual membership dues or other items of personal benefit.

J. Paying off existing debts or financing loans.

K. Projects, programs, or services that are a duplication of such activities or services already provided by University departments or other student groups.

L. Personal clothing items; i.e., T-shirts, jackets, hats, etc. The budget committees may review requests for exceptions.

M. Private lessons.

N. Legal fees.

O. Charitable organizations, donations, scholarships, or other philanthropy.

P. Fundraiser expenses cannot be funded. Fundraisers should net revenue after expenses.

Departmental Charges

Many charges are created by using University services. The charges for the services are paid using a requisition. A partial list of departments that accept requisitions with approval are:

Barnes & Noble Bookstore

Central Stores/Corporate Express

Classroom Services

Computer Solutions

Student Union: Facility/Labor Charges

Printing Services

Student Recreation and Wellness Center

The Buchtelite

University Food Service: Since food is not an allowable expense, you will need to give Food Service your SAF account number. Your number will be billed directly.

University Police – you will receive an invoice from the Police department so you will need to prepare a requisition request form and submit it to the OASIS.

You will need to complete a Requisition Request Form to obtain a requisition for the above departments. Bring your completed Requisition request Form to the Manager of Club Sports for approval. If you have an invoice, include the original invoice and a copy along with your Requisition Request Form. This approval process will take approximately two working day. Once approved, the requisition will be forwarded to the appropriate department, unless you have indicated on the requisition that someone from your organization will pick it up. In this case, you will be notified when the requisition is ready to be picked up. If an emergency arises and the requisition needs to be processed quickly, arrangements may be made by contacting the Coordinator of Business Services at the Student Recreation and Wellness Center, phone 330-972-6210.

Some campus services do not require an approved requisition. These departments will ask you for your organizations EAF or SAF account number. They will directly bill this account number. The Campus Services and Departments NOT REQUIRING Requisitions are:

DocuZip

Audio Visual Public Address (sound systems)

Mailroom (postage)

University Telephone: Keep a log of all local and long distance calls and then compare these to the charges on your printout. Telephone charges are \$30/month + \$.08/local call + long distance. Voice mail is an additional \$4/month.

Office Supplies

Office supplies may be purchased on campus through Purchasing Department. Orders are processed on the Office Supply Form. The Office Supply Program is supported through Corporate Express (an independent company) who will deliver your supplies to the location noted on your order form. Delivery generally occurs within a few days with the understanding that special orders may take longer. If you need items not listed on the Office Supply Requisition, catalogs are available for reference in the SOuRce, Student Union Room 130. For these items, you will complete the lower portion of the requisition. Office Supply Requisitions must also be signed by your faculty advisor. Make a copy and deliver the original and copy to the Coordinator Business Services, Student Recreation and Wellness Center #210 for approval. Remember, equipment and furniture cannot be charged to your EAF account, but general office supplies are allowable. Your SAF account may be used for any Central Stores or Corporate Express items.

You may also wish to use your Student Organization Visa Card to purchase Office Supplies off campus at area vendors. To do this you will follow the Student Organization Visa policy.

Requesting payments/reimbursements

Reimbursement Procedures: An individual may be reimbursed by an organization for non travel out-of-pocket expenses as long as the expenditure is allowable by EAF or SAF guidelines. The original receipt must accompany a Requisition Request Form for reimbursement. The individual's name and address must appear in the "vendor's" section of the requisition. Remember, the University cannot reimburse sales tax. The original receipt and one copy, along with the requisition and one copy, should be brought to the Manager of Club Sports, Student Recreation and Wellness Center for approval. If all is in order, your request will be forwarded to Accounts Payable for a check to be issued and mailed to the individual.

Requisition Approval: Requisition Request Forms are also utilized for use of the EAF or SAF account for purchases from outside vendors. Bring your completed Requisition Request Form to the Manager of Club Sports for approval. If you have an invoice, include the original invoice and a copy along with your Requisition Request Form. This approval process will take approximately two working days. If an emergency arises and the requisition needs to be processed quickly, arrangements may be made by contacting the Coordinator of Business Services at the Student Recreation and Wellness Center, phone 330-972-6210. If a requisition is used for registration fees or hotel accommodations, a Travel Authorization and Travel Information Sheet must also be on file with the Club Sport staff. **Note:** Requisitions will be processed as quickly as possible but a lack of organizational planning does not constitute an emergency.

For a completed request the following information will be checked in the approval process:

- Completion and accuracy of the requisition
- Faculty advisor's signature
- Name of individual requesting expenditure
- Correct account code (EAF or SAF)
- Attached photocopies (along with the originals)
- Adherence to Extracurricular Activities Fund (EAF) policies, if applicable
- Balance on hand and committed funds
- Travel Authorization, if applicable
- Travel Information Sheet, if applicable

Checks will be mailed automatically unless you request otherwise. Generally, unless you request otherwise due to special circumstances (i.e. timing), once the forms are brought to the OASIS, your job is done

Canceling a Requisition or Voiding a Check : Contact the Coordinator of Business Services room 210 of the Student Recreation and Wellness Center or at (330) 972-76210 when canceling a requisition or voiding a check. The requisition will be voided and the appropriate account credited. If a check is issued for your organization but is no longer needed, please return the check to the Coordinator Business Services SRWS. The check will be voided and the proper account(s) credited.

Contracts and Purchase Orders

Using an Outside Vendor: The name of the vendor or the person or place providing services and their complete address will be placed under "Check made payable to" on the three (3) lines of the Requisition Request Form. If the vendor is an individual rather than a company name, a social security number or federal ID number must be added. All first time vendors must complete a Vendor Registration Form (coaches, referees, etc need only complete a W-9).

Is a Purchase Order Number Required?

Purchase order (PO#) numbers are required when something is being rented, ordered, or purchased from an off-campus vendor and the vendor has agreed to "invoice" the University. This would also include professional or personal services which may be rendered. If for example, you are renting tables or ordering balloons for an event, fill out the Requisition Request Form (one per vendor) completely, make a copy, and forward it to the OASIS office (Student Recreation and Wellness Center room 140) for approval. Your request will be forwarded to the Purchasing Department. The Purchasing Department will process the PO and instruct the vendor on delivery and billing/invoicing procedures. No other action is necessary from your organization unless you should receive an invoice/bill for the services rendered. If so, please bring the invoice with an indication on the invoice that the order was properly fulfilled to the Coordinator Business Services, Student Recreation and Wellness Center #210 for approval so payment can be made to the vendor in a timely manner.

For all purchases, the Purchasing Department reserves the right to do comparative shopping before giving a purchase order to a specific firm; however; they will generally not do comparative shopping for anything less than \$300 unless you specifically request them to. If the organization has already compared prices, list the competitive vendors and their quoted prices on the requisition. At least two (2) competitive bids should be included. Purchasing still reserves the right to request additional bids if the purchase is of an unusual nature.

On-campus purchases do not need a purchase order. On-campus purchases include The Buchtelite, Barnes & Noble Bookstore, Printing Services, Public Address, Central Stores, Classroom Services, Physical Facilities (PFOC), SRWS University Police, etc.

Contracts: Does your student organization need to pay an external (non-University) company or individual to do any of the following?

- 1.) Perform a professional service (examples: rental equipment, printing services, photographer, etc.)
- 2.) Provide a performance (example: band/musician, DJ, entertainer, novelty event, etc)
- 3.) Present a lecture (example: speaker, trainer, etc.)

If **YES**, you will need to complete a contract. **This process should be initiated at least 4 weeks** prior to the service, performance or lecture. This means begin constructing the contract and mailing it to the external vendor a month in advance. This will give you plenty of time to create the contract, obtain their signature & related paperwork & process things thru the University to obtain a check. **A minimum timeline is three weeks from the time SRWC receives the request!**

Many contract details can be found on the UA Purchasing Department's website. The most important thing to know about contract is the following information from the Purchasing Department's website:

"No other persons are authorized to make purchases or to enter into contracts on behalf of the University unless specifically authorized by the Board of Trustees or the Director of Purchasing. Any unauthorized purchase will be considered a personal transaction between the vendor and the individual. The University may not assume responsibility for such transactions."

Please know it is our job at the SRWS to assist student organizations with these types of policies and procedures—so do not hesitate to ask! Call us at 330-972-7610 or e-mail us at

clubsports@uakron.edu. We are here to help.

Below is the step-by-step guide to contracts.

- Get a written estimate or quote from the external vendor.
- Determine which contract you will use: professional, performance or lecture
- Go to the Purchasing Department's website at <http://www3.uakron.edu/purchasing/Contracts.htm> , select the contract and complete the contract with all of the necessary information.
- Print off the contract, the affidavit & the independent contractor checklist from the website. Also, print off a W-9 form.
- Complete your portion of the independent contractor checklist. This is a part of the contract

paperwork you will print out.

- Review the entire document with your campus advisor.
- Fax or mail the contract to the external vendor and ask them to return to you signed & notarized (affidavit only) within 3-5 business days.
- When you receive the contract back, be sure the contract is signed, the affidavit is signed & notarized & the independent contract checklist is complete. Also, be sure the W-9 is completed.
- Review all materials one last time with your campus advisor & make a copy for each of you.
- Bring the completed contract to the OASIS office (Student Recreation and Wellness Center room 140). The Club Sport Manager will review everything for accuracy & deliver the documents for processing.

Honorariums

Is your student organization looking to bring a local speaker or performer to campus?

If **YES**, you will need to complete a honorarium form. **This process should be initiated at least 2 weeks in advance.** This will give you plenty of time to create the form, obtain signatures & process the related paperwork thru the University to obtain a check. **A minimum timeline is two weeks!**

The Honorarium Form is used to pay speakers or performers who are providing a one-time service and are not professional performers.

The Honorarium Form is used to pay Volunteer coaches on a semester or annual basis.

NOTE: All music groups must complete a contract. To help determine what events require an honorarium form vs. a contract, consider the following points.

- Performances costing less than \$500 can be processed with an honorarium form.
- Honorariums can be used when you dictate the price to the speaker or performer (i.e. "We'll pay John Smith \$150 to come and speak). Contracts are necessary when the artist has an established fee, or a third party (such as a booking agency) gives you their going rate (i.e. "John Smith will perform for you for \$400).

Below are the fields you must complete on the form:

- Name and Address: Name and address of the individual providing the service to the organization along with their social security number or FTID if an honorarium will be paid.
- Campus Dept./Special Fund: The student organization's name and account number should be listed here.
- Dates: The date(s) that the service provided are taking place.
- Type of Service Rendered: Description of the service provided by the individual.
- Commercial Transportation: Airfare is an example of commercial transportation. If claimed on the honorarium form, a receipt must be attached.
- Local Transportation: General reimbursement for mileage driven for the event. If the artist is reimbursed for this, proof of mileage should be provided (i.e. mapquest driving direction from address listed above to the university).
- Lodging: Hotel stays before/after performing. Again, receipts are necessary for payment to occur.
- Meals: Meals provided for the artist/performer during the event. Receipt is needed.
- Honorarium: This is where the organization enters the amount being given to an artist or performer. The amount listed here should be under \$100.00. If more than this amount, a performance agreement is necessary.
- Totals: Total expenses must be calculated for each day, and added up for an overall total. Double check the math to make sure everything adds up.
- Remarks or Explanations: Any additional information that would explain expenses or the artist's situation (e.g. the performer came from out of state and needed two days stay in a hotel).

The speaker/performer must sign this form and date for it to be processed. **It is IMPORTANT that all appropriate receipts are attached to account for all costs associated with the honorarium.**

Travel

DO NOT INCLUDE ANY TRAVEL IN YOUR EAF REQUEST. ALL TRAVEL IS FUNDED ON A PER TRIP BASIS AND REQUIRES THE COMPLETION OF TRAVEL FORMS.

Requesting travel authorization: Travel authorization begins with completing the Travel Authorization Form, attaching all required documentation from the source of the conference or event. This form must be submitted to the Manager of Club Sports at 330-972-7610 or clubsports@uakron.edu at least 2 weeks prior to the date of travel. The form provides the office with the details of your travel: date, location, and mode of transportation, travel costs, funding sources, and the identification of those students participating. Travel that occurs without authorization will not be funded by EAF. Our office is available to help you plan your student organization travel itineraries.

If time has to be spent finding better pricing and researching a poorly planned trip it could delay the funding request

Review of travel requests: Travel authorization requests are reviewed weekly. The review committee attempts to answer the following questions:

- Is the travel request consistent with the purpose of the organization?
- Is the travel request compliant with EAF guidelines and University policy?
- How does the organization plan to get maximum benefit from this travel opportunity?
- Is the group taking appropriate safety and security precautions?
- In accordance with EAF policy and guidelines, what is the recommended EAF funding for this travel opportunity?

Committee Recommendation: Within five (5) days of the authorization submission the review committee will issue a funding recommendation via email and student organization mailbox. Any Club Sport that is traveling must have two officers who will be traveling must meet the requirements of the Club Sport program.

Appeal: If the student organization does not believe the recommendation is consistent with EAF policy, the organization has three (3) days from the date the recommendation was issued to submit a written appeal. The appeal must be emailed to clubsports@uakron.edu. The review committee will issue the results of the appeal within three (3) days of the receipt of the appeal.

Final review and approval: After the completion of the review committee process, the authorization form, indicating final authorization, is placed in the student organization mailbox.

The Manager of Club Sports is available to address any questions student organizations may have regarding travel planning and policy.

National Competitions/Recognitions: Registered student organizations that have the opportunity to represent The University via national competition, national recognition, or a unique opportunity to enhance the academic development of its members, may apply for additional travel funding. To be considered for these additional funds: (1) The national opportunity must be earned either through local, regional, or state competition or through a competitive application process; (2) the registered student organization must document the invitation for national competition and/or recognition and the associated cost of participation; (3) the request must be submitted in a timely permitting the Office of the Vice President for Student Affairs adequate time to review the request; (4) the group must describe how this travel opportunity will enhance learning; (5) a schedule must be provided detailing the itinerary of the individual(s) to be funded, and (6) upon return to campus the individual(s) must agree to provide an overview and evaluation of the

experience to the campus through a written report submitted to the OASIS. These additional travel funds can be requested at anytime through submission to the Manager of Club Sports. The request will be reviewed by Recreation and Wellness Services. Student organizations are encouraged to submit the requests immediately upon notification of the opportunity. Decisions regarding these requests are based on EAF policy, availability of funds and the discretion of the Club Sport Program.

- Organizations must realize that EAF monies are limited and cannot act as the sole source of funding for travel. The organization and its members who travel must assume some financial responsibility for travel expenses.
- Misrepresentation or falsification of requests during the allocation process or the misuse of funds may result in the loss of future funding. All student organizations and activities receiving EAF monies are equally bound to these guidelines.
- CSC and SRWS reserves the right to make exceptions when it will best serve the interest of the student body CSC and SRWS may modify these guidelines for emergency situations. All new guidelines will be fairly imposed on all funded groups.

Food, Alcohol, and Gratuity: Food is an allowable expense through an SAF account when traveling.

Maximum food allowances are provided at the controller's website on Per Diem for individual States at http://www.uakron.edu/busfin/controller/travel_per_diems/travel_per_diem.php. No reimbursement will be permitted for alcoholic beverages as per state laws. Gratuities are reimbursable if the expenses are within daily per diem allowances.

Gasoline Credit Card: To minimize out-of-pocket expenses, an oil company credit card can be obtained, if your organization has funds available in an EAF or SAF account when traveling. You will need to fill out a request form requesting the gas card and the denomination of the card that you need to obtain (i.e. \$50). The credit card must only be used for gasoline purchases and be returned the next business day upon returning from the trip.

Lodging: Number of players per room must be equitable for men and women when traveling for co-rec competition. . Unless exceptions are made, full rooms (four people) will be funded at \$75.00 per night. Partial rooms (less than for four people) will be funded partially. Lodging can be prepaid by filling out a request form with the information from the hotel. This must be done a minimum of one week prior to the trip. A check for the hotel will be picked from Accounts Payable and taken with you on your trip. It should be given to the hotel clerk upon check in. This will cover the cost of the room.

While it is best to pay your lodging in advance, you may be reimbursed as long as you have a valid itemized hotel bill. A credit card receipt will not be sufficient. Reimbursements for all travel expenses must be accompanied by receipts. Complete the **Student Travel Expense Report** for reimbursement.

Commercial Travel: For out-of-state and foreign travel, commercial transportation costs will be reviewed for coach fare (or lowest form available) for transportation by air or rail and limousine service (not taxi, if limousine is available) to and from the airport terminals. If it is necessary to use a rental car at the traveler's destination, the expense must be specifically approved by the faculty advisor and the SRWS Club Sport office. Commercial transportation may be booked in advance by using your student organization Visa Card. Please see the related Visa Card policy regarding making travel arrangements using the Visa Card. When traveling by air or rail, travel insurance is not an allowable expense.

Private Car: The University reimburses at the current university rate per mile for the use of a private vehicle when traveling in the State of Ohio. You must demonstrate that you are covered by motor vehicle liability insurance by submitting a copy of your Drivers License and current insurance card along with the appropriate travel request form. Out-of-state travel by private car is

also reimbursed up to the current university rate per mile; however, the current rate per mile compared to coach airfare must be clearly explained in the "remarks" section of the Student Travel Expense Report.

Registration Fees: Registration fees should be paid in advance using the Requisition Request and Travel Forms. Otherwise, the individual must pay the registration fee and obtain a reimbursement on the Student Travel Expense Report. Reimbursement will only be made when supporting documents are attached to the Student Travel Expense Report and only when necessary.

Renting Vehicles: The University has a contract with Enterprise Rental Car to rent vehicles to the students of the University when traveling on University business or activities. You will need to contact Enterprise at (330) 434-2600 and rent the vehicle that you need for your trip. When renting the vehicle you should make sure that they give you a price for this rental and a confirmation number. You then need to complete a Requisition Request stating the type of vehicle (car, minivan, full size van) you need, dates and times of departure and return, confirmation number, price and a person from your group to contact with the details. This requisition should be turned in with the Travel Request Form. The account you cited on the requisition will then be charge for the rental cost. Anyone renting full size vans need to be at least 25 years old. All full size van drivers must successfully complete The University of Akron SRWC van driving program.

If a vehicle is rented by an individual for University business (no more than two cars or vans), sign up for the extra-cost "collision deductible waiver" option which is offered by the auto rental company. This waiver will provide insurance coverage for damage to the rental car itself. It is available for an amount ranging from \$3.50 to \$8.50 per day and will be reimbursed with travel expenses. Do not rent the vehicle in your name. Also, do not allow another person to operate the rented vehicle unless he/she is also listed on the agreement as an "Additional Authorized Driver".

Failure to comply fully may subject the individual to personal liability for injuries or damages which may occur when such individuals are operating rented motor vehicles.

Maximum Cost Sheet

This sheet provides the students in a summary form the maximum costs that can be charged to the EAF account for different allowable costs.

Tax Exemption Form

In the case of purchases of supplies that are being purchased at off campus vendors, use the Certificate of Sales Tax Exemption form. You can obtain this form from the Coordinator of Business Operations, SRWC, room 210. Please keep in mind, the University cannot reimburse for sales tax. This applies to all University accounts, including both EAF and SAF accounts.