



Registered Student Organization Officer Training

Todd Metcalfe, Internal Vice President
Patrick Dawes, Comptroller
Graduate Student Organization
Syracuse University



Welcome!

- Thank you for registering!
- Internal VP (Todd Metcalfe) is your primary contact in GSO for non-financial issues
 - gsointernalvp@syr.edu
- Comptroller (Pat Dawes) is your primary financial contact
 - gsocomptroller@syr.edu
- GSO website: gradorg.syr.edu



Important Information

- Registered Graduate Student Organization Handbook is your main policy guide – The Handbook can be found on the GSO website under the “Student Orgs” tab
- GSO Fiscal Policy document provides additional fiscal guidelines and procedures – The Fiscal Policy can be found on the GSO website under the “About” tab
- These summarize University policy



Registration Requirements

- All orgs registered with the GSO must:
 - Have a constitution on file with the GSO (see Handbook for details on requirements)
 - Faculty or staff advisor
 - Signed advisor contract on file with GSO
 - Minimum of four officers on file with GSO, and six total members
 - Attend an officer training session (two officers)
 - **Have no undergraduate members*



Registration Requirements

- Orgs with undergrads must register with Office of Student Activities
- If any of the required information changes, contact Internal VP (gsinternalvp@syr.edu)
- No deadlines for new orgs
 - Must be registered before applying for funds
- Re-register by end of each academic year
 - You will be asked to re-register before submitting next years budget



Registration and Re-registration

- Previously registered orgs must re-register each year
- Re-register by end of each academic year
 - Use Organization Renewal on website
- New orgs may register at any time
 - Use Registering Grad-Only Organizations on website



Benefits of Registration

- Allowed to use “at Syracuse University” in your name (see Handbook for details)
- Allowed to reserve and use campus space
- Allowed to advertise events on campus
- Eligible to apply for GSO funding
- Eligible to fundraise (through Grad School)



Space Reservation

- Space reservation handled by Student Centers and Programming Services (SCPS)
 - scps.syr.edu
 - SCPS has final say on space usage
- Most requests take 2-3 days to process
- For use of large spaces (Schine, etc), much more time is needed – plan ahead!
- Inn Complete Reservation Form available on GSO website



University Trademarks

- Use of University logos, seal, and other trademarks:
 - May not be used for commercial purposes
 - Must be approved by the Director of Marketing and Trademark Licensing
 - 315-443-2838



Advertising

- Let the GSO External VP know about your event at least two weeks in advance, to be included on the GSO Facebook page, and other electronic means.
- Posting flyers requires permission
 - Each academic building has a controlling dept or other organization
 - To post a flyer, get permission first!
 - For Schine, quad, other central locations, you must get GSO approval first
 - Send poster to gsointernalvp@syr.edu
 - Approved posters must be individually signed



Advertising Content

- All advertisement for your org must contain:
 - Your org's name
 - If the advertised event is GSO funded, the ad must state this explicitly
 - Date, time, location of event
- Non-English flyers and posters must have an English translation on file with GSO



GSO Funding Options

- Start-up Fund
- Special Programming Fund
- Annual budget process
- Dept/program allocations



General Procedure

- Use a form on our website to submit request
- The GSO Finance Committee reviews request
- Finance makes a recommendation to the GSO Senate
- Senate then votes on it at its next business meeting
- **Requests must be received at least 7 days prior to a Fiscal Committee deadline, posted on GSO website, to be considered!**



Start-up Fund

- Only newly registered orgs may apply
 - First time registration on or after April 16, 2013
- Form on GSO website
- Funding provided for annual budget
- Designed to assist new orgs started after the last annual budget process concluded



Special Programming

- All orgs may apply (app on website)
- Funding provided for specific event or activity
- May be used to supplement an annual budget
- Detailed applications that show multiple sources of funding are best



Annual Budget and Dept Allocation

- Annual budget requests will be due in March
- Will fund org operations for entire year
- Details and deadlines when we get closer

- GSO Dept Senators earn \$1/matriculated student for each meeting they attend, toward their org's budget



Fundraising

- Must be approved by Grad School (form on GSO website)
- Plan and notify well in advance
- Many items cannot be sold – be flexible
- Grad School will help lead your org through tax and health safety issues
- Grad School will hold all monies raised
- Ticketed events can have tickets sold through Schine Box Office



Spending Money Overview

- Must inform us **two weeks** before the event occurs
- Usually, we reimburse for expenses after an event has occurred
 - We prefer if you or your dept spends money up front, then we reimburse afterwards
- We must follow University Fiscal Policy strictly
 - Communicate with us fully to avoid issues!



Pre-Approval

- At least **two weeks** prior to spending any money, submit a pre-approval form
- If the event is not preapproved it may not be reimbursed.
- Detail **how** you will be spending money
- Will we need to reimburse you? Your dept?
- If GSO needs to pay for something directly, we need to know
- If GSO needs to pay up front, we need to know 1+ month in advance!



Pre-Approval (con't)

- If we will be paying a non-SU group/business, we need to know 6+ weeks in advance
 - SU has a list of approved vendors – we cannot pay businesses not on that list
- If there will be alcohol at the event, we need to know 1+ month in advance
- For anything out of the ordinary, follow up w/the Comptroller (gsocomptroller@syr.edu)



Reimbursements - General

- We need original *itemized* receipts/invoices!
- Invoices must state final amount, not estimate
- Invoices must be accompanied by proof of payment
- We cannot reimburse sales tax!
- We cannot give out tax exempt forms!
- If you pay for something and pay sales tax, you will eat the cost of the tax



Reimbursing You

- Reimbursements must be submitted within 30 days of the event.
- Fill out a Standard Reimbursement form
- Send physical receipts to Bowne 207
- Fill out, submit Employee Reimbursement form
- Payment should come in 2-6 weeks
- We can only pay current SU students/staff!



Reimbursing Departments

- Fill out a Standard Reimbursement form
- Submit receipts/invoices to us
 - Since the dept will need originals too, this is the only time we accept copies of receipts
- Make sure to talk to your dept, so they know what's going on
- Fastest if you can provide us with a chartstring number for the dept
- Reimbursements need to be sent to the GSO within 60 days of the event



Paying a Speaker

- Easiest to pay a speaker through a dept and have us reimburse
- Paying speakers directly – get all forms in Payment for Speakers filled out
- We only pay after the event, never before!
- We do need a signed agreement of some form, detailing honorarium, reimbursement of travel, etc



Paying for Food

- GSO will not reimburse Schine Catering
- You MUST use Food Services for Catering
- Food Services Catering offers a 20% discount for all GSO student groups
- If you go through your department, you may not get the discount. Order through the GSO Comptroller.
 - Orders must be placed 14 days in advance



Other Reimbursements/Payments

- Talk to Comptroller (gsocomptroller@syr.edu) first to arrange payment
- We can sometimes pay in advance
- We can sometimes pay outside companies directly
- In all cases, we need copious time!



Paperwork Headaches

- Gift Cards
- Gifts and prizes
- Alcohol



Contact

- gradorg.syr.edu
- gso@syr.edu
- 315-443-2087
- Patrick Neary (President): gso@syr.edu
- Todd Metcalfe (Internal VP): gsointernalvp@syr.edu
- Pat Dawes (Comptroller): gsocomptroller@syr.edu