

Meeting of the Clubs

Co-Treasurers: Oliver Wilson & Jorja Revels
Ft. Wise Words with Tyler, Ciera, & Jodi and
Helpful Messages from Tina

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Timeline

9/16	Regular Budgeting
9/22	Budget Decisions
9/29	Appeals Open
10/4	Rolling Budgeting

Eligibility for Funding

Meeting of the Clubs Attendance

Attendance at meeting of the clubs is required by the treasurer of the club and at least one of its co-heads

Organization Registration

Organizations must be registered with at least 5 members (one of which should be a treasurer and 1-2 co-heads) in order to be eligible to receive funding

Mission Statements & List of Objectives

<https://haverford.campuslabs.com/engage/news/303596>

Budget Submission Guidelines

- Be REALISTIC with your budget
- Link each item explicitly to your objectives and mission statement
- Request should be SPECIFIC
 - Number of attendees
 - Potential date
 - Exact name and number of materials needed
 - Include links to items when applicable
 - Provide exact costs (including tax and shipping)

Budget Requests

Step 1

Locate Finance section
on Engage

Step 2

Click “Create a New
request”

Step 3

Provide an
explanation for each
line item based on
previous slide

Step 4

Include comments
explaining if there are
specific items that you
want to prioritize

Step 5

Label each event or
initiative with one or
more objects

Step 6

**ONLY REQUEST
THINGS THAT YOU
WILL NEED**

Sample Budget

Description

The mission of the Alliance of Latin American Students (ALAS) is to create an intentional space where Latinx identifying students can comfortably share their experiences, find academic, social, and emotional support, and work with other Latinx students to achieve common goals. ALAS is committed to celebrating the vast diversity of cultures that are represented within the Latinx identity and we strive to make the spaces we create as open and inclusive as possible to ensure that all members of ALAS can grow, thrive, and feel supported by the organization.

Sample Budget

Dia de las Velitas

1. Bunuelos	expense	45 x \$1.35	\$60.75
2. Almojabana	expense	45 x \$1.35	\$60.75
3. Pandebono	expense	45 x \$1.50	\$67.50
4. Deditos	expense	45 x \$3.00	\$135.00
5. Empanadas	expense	60 x \$1.39	\$83.40

Dia de los Muertos

1. Pink Lemonade	expense	3 x \$0.00	\$0.00
2. Grenadine Syrup	expense	1 x \$0.00	\$0.00
3. Cran-pomaganrite Juice	expense	1 x \$0.00	\$0.00

Strike Legacy Panel

1. Tamales Tray (El Limon)	expense	1 x \$50.00	\$50.00
2. Quesadillas (El Limon)	expense	2 x \$45.00	\$90.00
3. Taco Tray (El Limon)	expense	2 x \$55.00	\$110.00
4. 2 Trays of Chips (El Limon)	expense	2 x \$10.00	\$20.00
5. Guacamole (El Limon)	expense	1 x \$50.00	\$50.00

Sample Budget

Review Line Item

Line Item Category

Name

Table Runner

Description

Will be used as decoration for the alter

Link: <https://www.amazon.com/Nepnuser-Mexican-Muertos-Kitchen->

Quantity

2

x

Cost

\$ 9.99

=

Total

\$19.98

CLOSE

Sample Budget

Autana Catering (Event TBD)

1. Rice Tray	expense	2 x \$30.00	\$0.00 ↓
2. Dozen assorted empanadas	expense	6 x \$60.00	\$0.00 ↓
3. Shredded Chicken	expense	2 x \$90.00	\$0.00 ↓
4. Pulled Pork	expense	1 x \$90.00	\$0.00 ↓
5. Delivery or Uber(Round Trip)	expense	1 x \$70.00	\$0.00 ↓

Sample Budget

Ski Trips

1. Lift Tickets (Trip 1 (penciled in for 2/17))	expense	24 x \$45.00	\$1,080.00
2. Ski/Boots/Poles Rental (Trip 1)	expense	24 x \$15.00	\$360.00
3. Van Rental (Trip 1)	expense	2 x \$189.00	\$378.00
4. Gas (Trip 1)	expense	36 x \$3.25	\$117.00
5. Tolls (Trip 1)	expense	4 x \$37.80	\$151.20

Rolling Budgeting

- ALL students are able to request funding through the rolling budgeting process
- A form will be available on Engage throughout the semester for rolling budget request
- Guidelines for regular request will also apply (There will be NO APPEALS)
- These submissions will reviewed on a weekly bases
- An ALLOCATION AGREEMENT must be signed prior to the distribution of funds
- *Individual students allocated funds will be added to a special organization in Engage, from which they will submit their purchase requests

Reallocation Policy



Awareness

If there is a change of plans notify us so we can reallocate funds



Contact

Reach out to
hc-treasurers@haverford.edu &
hc-engage@haverford.edu
For written approval of reallocation



Reminder

DO NOT request things again if they have already been denied!

Thoughts on Events



Avoid scheduling during
parents weekend
(11/1-11/3), plenary
(11/10), finals



Spaces should be reserved
on EMS- include set up and
clean up time!



Promotion- Engage,
Weekly Consensus, and
reaching out to
hc-engage@haverford.edu

Contacts

Promoting Events	Posted in Engage, shared with hc_engage on Instagram
Contracting	Email: hc-engage@haverford.edu
ALL Budget Requests	Budget Requests in Engage
ALL Purchases	Purchase Requests in Engage
Catering Orders & Exemptions	Email: hc-studentcatering@haverford.edu
Reallocations or Funding Decisions	Email: hc-treasurers@haverford.edu Copy: hc-engage@haverford.edu
Questions Regarding Purchases	Email: hc-engage@haverford.edu

The background features several large, overlapping, wavy shapes in shades of sage green and light orange against a pale, off-white background. The shapes are soft and organic, creating a modern, minimalist aesthetic.

Jodi!

Student Engagement

- We support Students' Council and all student organizations and clubs
- Located in Stokes 022
- Reach us at hc-engage@haverford.edu
- Follow our IG [@hc_engage](https://www.instagram.com/hc_engage)

StuCo **makes decisions** about StuCo funds.

Student Engagement staff **carry out** the purchasing, logistics, and documentation for approved uses of StuCo funds!

You'll work with us to spend your approved allocation, buy the things you need, communicate with campus departments and outside vendors, and any follow-up that is required. We have timelines and policies in place to make this doable.

We also almost always have snacks in our office.

Getting and Using your Funds!

- In order for approved budgets to be spent, the **Allocation Agreement** must be signed
- Purchase requests **must** be submitted for items approved by Students' Council via Engage, and will be received by Student Engagement staff

Timeline for Events/Purchase Requests

- For events with few than 30 attendees, submit all requests at least 2 weeks in advance OR 4 weeks if any catering is involved
- For events with 30-100 people, submit all requests at least 4 weeks in advance
- For events with more than 100 people, submit requests **at least** 8 weeks in advance (consider planning one semester ahead!)

Purchase Requests

- Links and/or detailed specifics on what you are purchasing (number, size, color)
- Organization name, event name, date of event, etc.
- Must be items that were approved during a budgeting process
- Tutorials on Student Engagement Website

Reimbursement/Funding Requests

- Must have approval from hc-engage@haverford.edu at least 2 weeks in advance – 4 weeks for events with over 30 attendees / start of semester for events with over 100
- Only for situations where it can't be ordered or purchased through the college- very rare!
- Creates risk, so do NOT assume you will be reimbursed
- NOT for services – those must be paid for via the Controller's Office
- Submit Receipts: screenshots are okay, but must include the information listed in email from Tina
- If gas, purchaser must be listed as a driver in the Fleet reservation; photos of gas pump don't suffice

Tina Coyne, the Peoples' Princess



- Tina's Rules:
 - Tax Exempt Sites: Amazon, Five Below, Target, Walmart
 - \$35 Minimum for Walmart, Target, and Instacart Orders
 - When submitting a purchase request group items **by vendor**
 - Orders will only be placed on Tuesdays and Thursdays. Orders submitted by 10am on that day will be placed; others will wait for the next ordering day. NO orders will be placed on Fridays!

Requests from Tina :)

- **Food orders:**

- please create a separate purchase request for food orders (ie Instacart)
- Specialty food orders/large catering – please schedule a time to come into the office to place the orders yourselves. I will provide payment. This is AFTER you have approval from hc-studentcatering@haverford.edu

- **Receipts:**

- **ALWAYS GET A RECEIPT!!** – pizza deliveries, pick up orders at whole foods, gas, toll, tickets for travel etc – take photo of receipts and don't delete until it is processed in Engage!
 - Itemized
 - We are tax exempt
- Include receipts in Engage. Please do not send an additional email unless you have permission from our office.
- *Per the controller's office – we will not be able to reimburse for receipts that are over 60 days old. No more submitting all of your receipts at the end of the semester. Please submit as soon as possible, preferably within a week so things aren't forgotten or misplaced.

- **Tina does not make decisions regarding funding.**

- **Lastly, you will receive an email when your items arrive.** Please pick up your orders within 7 days of receiving your email! We have a very small space. Send a friend if you can't make it in.

- **RESE Wagon Sign Out**

Food/Catering Policy

- Catering must be requested at least 4 weeks ahead of time via hc-studentcatering@haverford.edu
- COI
- AND Catering Menu in EMS or via email OR Permission from Student Catering to order food for your organization that they can't provide
- Student Constitution: Food can only be ordered for events where it is essential to the event, like religious/cultural events
- Recurring meals need weekly invoices, signed waivers, and a COI
- Food service requires certification
- Food has requirements about refrigeration, not sitting out long before consumption, etc.

Coaches, Contractors, DJs, etc.

- ONLY CLUB SPORT TEAMS CAN HIRE COACHES. Even volunteer coaches must have background checks and clearances through Human Resources. Jodi and Tyler must know the name of your intended coach and conduct an interview with them before the 4 week+ hiring process can be initiated with HR. INITIATE THIS PROCESS BEFORE THE END OF THE SEMESTER PRIOR TO INTENDED START DATE.
- A workshop presenter, speaker, DJ, or performer is not “hired,” but rather paid as an independent contractor. This is a process that requires a contract (if theirs, our Director of Risk Management must review and suggest changes; if ours, our staff will complete it and send it to vendor to sign), an independent contractor checklist, an invoice, and supplier registration through Workday. INITIATE THIS PROCESS 4 WEEKS IN ADVANCE. RESE handles all of this.
- Students cannot hire anyone or enter into agreements on behalf of the College with anyone, including national/international organizations to agree to start a chapter. You may inquire about availability and fee for a particular event. THEN, you forward the communication to hc-engage@haverford.edu for us to enter into an agreement and begin the payment process. Students MAY NOT sign contracts. Contracting takes a significant amount of time, so please allow at least 4 weeks, ideally more.
- You serve as point person, provide maps and parking information, meet vendor on campus, etc.
- Current students cannot be hired as paid or volunteer coaches or contractors.



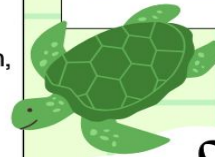
SECS

What is SECS?

The Special Events Committee for Students (SECS) hosts campus-wide traditions and events like Snowball, Spring Formal, Hav-A-Friend (HaverMatch), and Self Care Day. Our goal is to promote events open to the whole campus that celebrate and support the diverse Haverford College community. For example, we have aided in or collaborated with events celebrating LGBTQIA+ History Month, the Super Bowl, Halloween, Latinx Heritage Month, and more. Our committee members take an active role brainstorming, organizing events, and being active event assistants. If you want to collaborate, chat about your thrilling ideas, or just need help setting up your event, contact SECS!

How can SECS help me?

- Planning + Logistics Help
- Event Set-Up + Take-Down
- Directing Towards Resources
- Talking with Faculty/Vendors
- Helping w/ Proposals for \$
- Making Your Ideas a Reality



Contact:

hc-secs@haverford.edu

Co-Heads:

Kelly Z. + Abby M.

Quaker Bouncers & BLAST

- Answer the questions in EMS to either request BLAST and/or opt out of Quaker Bouncers
- What are Quaker Bouncers and why should you have them at your event?
- What is BLAST and why should you have them at your event?
- If you would like to join QBs, BLAST, or SECS, where do you go?

Event Accessibility Workshop:

Creating accessible poster and online resources; September 10th, 6pm-7:30pm, VCAM 102; allergen free snacks provided; learn how to: create alt text, make accessible posters, write in plain language, create descriptive hyperlinks and much more! We welcome the full participation of all individuals in all aspects of campus life. Should you wish to request a disability related accommodation for this event please contact the event sponsor/coordinator. Requests should be made as early as possible. For zoom link or questions please contact sweilljone@haverford.edu. Masks are required and provided.

EVENT ACCESSIBILITY WORKSHOP



Creating Accessible Postering and Online
Resources

SEPTEMBER 10TH
6:00PM- 7:30PM

Haverford College
VCAM 102

Allergen free snacks
provided!

Learn how to:

- Create Alt Text
- Make Accessible Posters
- Write in Plain Language
- Create Descriptive Hyperlinks

And much more!



We welcome the full participation of all individuals in all aspects of campus life. Should you wish to request a disability-related accommodation for this event, please contact the event sponsor/coordinator. Requests should be made as early as possible.

For Zoom link or questions, please contact sweilljone@haverford.edu

Masks required and provided



American
Friends
Service
Committee

Fleet & Catering

- Jake Gaapari, Fleet & Auxiliary Services
- Tom Mitchell, Dining Services

FAQs

- What if I don't know what to request this semester?
- What if I disagree with a funding decision made by the Co-Treasurers?
- What if I want to do an event for a History & Heritage month?
- What if I want to do an event where people project over 15 feet in the air?

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Q&A

DO THIS BEFORE YOU LEAVE!

