

STUDENT ORGANIZATION TREASURER'S WORKSHOP

WITH Hannah Augsbach Lamma

Fall 2023



UNIVERSITY OF
South Carolina

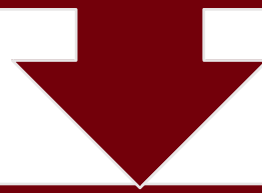
WHERE DOES THE MONEY COME FROM?

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

University-Wide Programs and Events

- Any social, recreational, or educational event
- Must be free and open to the entire USC community
- Includes all on-campus events and can include off-campus events

Conference Travel

- A scheduled event involving various people with similar interests in a hope to expand upon their organizational knowledge

Tournament Travel

- A contest or series of contests where the purpose of the event is to display the organization's talent in a competitive way



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.



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IMPORTANT CONTACTS

STUDENT BODY TREASURER

Hannah Augsbach Lamma

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CHIEF COMPTROLLER

Natalia Berti

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REIMBURSEMENTS

Matt Hinds

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HORSESHOE CATERING

Veronica McCray

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RUSSELL HOUSE SERVICES

Ryan Gross

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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](#).



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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



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