

Accessing Student Organization Funds: The following offers some examples of how you will be able to use the funds allocated. If you have any additional questions, please contact Student Activities. Keep in mind that to use Student Organization funds you **MUST FIRST** see the Associate Director of Student Activities for authorization.

To have a check cut from your Student Organization account, you must turn in receipts and other documentation to the associate director of Student Activities. You may request a check for a variety of reasons such as reimbursement for the purchase of various items including supplies or equipment. All check requests take at least two weeks to process, so please turn them in early for efficient processing.

In order to receive a reimbursement, the receipt must be clear and contain the following:

- *The name of the vendor (imprinted or stamped, hand written is not acceptable),*
- *specifically what was ordered,*
- *the date,*
- *the amount paid*

Hotels: if you have received an allocation for hotel rooms, you must do the following to receive a reimbursement: Pay for the hotel and request an itemized receipt that shows a zero balance. Bring the receipt to Student Activities and we will request payment to the individual(s) who made the payment(s). Please keep in mind that an itemized receipt is the only way that reimbursements can be made; a copy of a credit card receipt or a cancelled check is not sufficient.

Gas: if you have received an allocation for gas, you must turn in an itemized gas receipt AND mileage to the associate director of Student Activities

Food: You must have an itemized receipt, as well as a receipt showing that you have paid the bill (the receipt must show a zero balance) to receive a reimbursement. If you do not bring both you cannot be reimbursed. All food requests must go through Dining Services for all programs and events.

Paying Individuals: Please see the associate director of Student Activities before contracting or agreeing to pay an individual for work performed. Payment can take up to eight weeks and may require a great deal of paperwork. Below is a short list of how the university pays individuals. This list is not inclusive, so please be sure to see the associate director of Student Activities before making an agreement to pay an individual.

- *Honorarium:* an honorarium is a payment to outside persons who elects to contribute their expertise to the enrichment of curricular and co-curricular educational programs. This is a payment to a professional in situations where payment is NOT required or expected, or when custom or propriety forbids the setting of fees but is given freely as a token of appreciation. Neither companies nor UNC Asheville students, faculty, and staff can be paid with an honorarium.

- *Independent Contractor*: if professional services are to be rendered by an individual or company where there is an established agreement for payment for a completed job or project, a contract must be signed by the Associate Director of Student Activities and the contractor. Independent contractors do not provide continuing or repetitive services to the University. In many cases, the contract alone is not sufficient to pay for services. Contractor must complete a W-9 before s/he/they can be paid.
- *UNC Asheville Student and Employees*: UNC Asheville students and employees must be paid through the state payroll system and additional paperwork may need to be completed before payment can be made. Plan ahead so that they may be paid in a timely manner.
- *International Employment*: if you wish to pay a person who does not permanently reside in the United States you MUST FIRST speak to the Associate Director of Student Activities before contracts can be requested.

Making Deposits: You may request of the Associate Director of Student Activities to make deposits into your account at any time. Any personal funds that you deposit into a University account will require the same amount of time and justification as for University funds (see check requests above). They will be kept track of separately and usage will be left up to the organization's discretion as long as it follows university procedure and the law.

Printing Services Requests: The Copy Center, located in the lower level of the Highsmith Union, offers many services to student organizations. Organizations can request, through the Associate Director of Student Activities, that the cost of work done by the Copy Center be charged directly to the organization's business account. A few of the services provided by the copy center include: club fliers, posters, and brochures. Stop by or call 251-6430 to ask questions or set up an appointment. Also included is their full website: <http://copycenter.unca.edu/>.

Service Requests: all requests for Facilities Management services should be filed at least 14 days prior to the date that the service needs to be completed. If a charge for the service requested is recorded, Facilities Management will charge your organization's account directly. You must get written approval from the Associate Director of Student Activities before requesting Facilities Management Services.

Fund Raising: Your organization may do fund raising for the following two purposes: philanthropy fund raising or organization fund raising. Please keep in mind that the purpose of the fund raising must be clearly advertised.

Philanthropy Fund Raising : the university encourages organizations to adopt charities or to perform community service. This is a great opportunity for your organization to help better the outside community, as well as yourselves. If you wish to fundraise for a charity, examine creative, attention getting possibilities, such as a sand volley tournament, a Frisbee fling, or a car wash. Your only limitations are university guidelines for campus events.

Organization Fund Raising: You can raise money for your organization using the same methods listed above for philanthropy fund raising. Before finalizing the event, please be sure to consult both your advisor and the Student Activities office.

A Word of Caution on Raffles : the University Policy and Procedures Manual says the following about raffles:

“The University, as a recognized tax-exempt organization, is permitted up to two raffles per year. Campus groups or associations may not conduct raffles under the ‘umbrella’ of the university's tax-exempt status unless they have obtained express written approval from the

Chancellor. Any campus organization wishing to utilize one of the two permissible university raffles should apply in writing to the Chancellor.

The application should state the reasons why a particular request justifies utilizing one of the two raffles permitted to the university annually. Because raffles are so strictly controlled by statute, authorization to conduct a raffle under the university's 'umbrella' will be granted only in exceptional circumstances."