NJMS Student Council Organization Summit

AUGUST 19, 2019
Topics covered

Information for all students
- Conference funding & requirements
- Reimbursement process
- Overall timeline

Information for NJMS organizations
- New organization process & requirements
- Budget hearings
- Reimbursement requirements/process
- Fundraiser match
- Reserving rooms/set up

8/27/2019
Information for All NJMS Students

CONFERENCE FUNDING
Conference Funding

What can be reimbursed?

Up to $250 per student, per conference

Conference costs limited to the duration of the conference including:

• Registration fees
• Transportation excluding gas
• Cost of stay

How long will it take?

Up to 2 months from submission
Reimbursement Requirements

Submit the following into the silver box in the office of student affairs

1. Receipt
2. Reimbursement form
3. If the total cost is > $100 – W9 form (given to Anthony prior)
What Happens After I Submit A Reimbursement?

Treasurer → Student Affairs → Rutgers → Student

“Petty Cash Voucher” pick-up email from Mr. Anthony Marques
Check in mail
Overall 2019-2020 Timeline

August
- 8th White Coat – start of new 2019-20 academic year budget
- First organization summit (19th)
- Budget proposal submissions due (30th)

September
- Budget hearings (9-13th)
- Activity fair (16th)
- Organization budgets voted on & finalized by September meeting

February
- Organizations required to transition
- Yearly organization summit (exact date TBD)
Information for NJMS Organizations

ORGANIZATION REQUIREMENTS & REIMBURSEMENT PROCESS
New Organization Process

Fill out an application
  ◦ Found online at “NJMS Helpful Resources”

Present at a Student Council meeting
  ◦ Will be notified of approval and initial budget within a week

Organization email will be set up by the Webmaster

Inactive organizations must follow the same procedures to become active!
New Organization Requirements

Name & Mission Statement

Club Advisor – Must be on the NJMS Faculty

Expected Interest – An estimate of potential members based on polling the student body

Breakdown of Requested Budget

Must include proposed fundraisers
Requirements for ALL Organizations

Budget Hearings
Annual Organization Summit
Budget Hearings

Required for all clubs
  ◦ If you don’t present, you will not be considered an active club

Requirements
  ◦ Annual detailed proposed budget emailed to treasurer by set deadline
    ◦ Form will be sent in August
  ◦ Attend your scheduled budget committee hearing appointment
    ◦ Compare to previous year budget & spending
    ◦ Discuss any significant changes to academic program
  ◦ Organizations will be notified of their current school year budget within 1-2 weeks of student council meeting

8/27/2019
What Can Be Reimbursed?

Funds from NJMS Student Council can only be used for:

- NJMS students or events open to the entire NJMS student body
- Food for events/lectures
- Equipment & decoration for events

Any expenditures not open to the entire school must be approved by the treasurer **at least 1 month prior** to the event.
What Can’t Be Reimbursed?

Food/purchased goods for fundraisers and bake sales
Alcoholic beverages
Outside guests and speakers for lectures
All forms of transportation
Reimbursement Requirements

EVERYONE must submit:
- Receipt
- Reimbursement form (next to silver box in Student Affairs or online)

If one receipt has a total of > $100:
- List of attendees
- Bank statement containing purchase details (for credit/debit card)
- W9 form.

Large purchases (i.e. Venue contracts, catering for large events, etc.)
- Notify treasurer AT LEAST 1 MONTH PRIOR for approval, tax exemption and coordination
Reimbursement Process Questions

How long do I have to submit my reimbursement?
- Within 30 days of the purchase (receipt date)

Why can’t reimbursements be submitted online?
- Rutgers requires hard copies of original receipts to process reimbursements

What happens to our club budgets at the end of the year?
- Club budgets are renewed each year in August and do not roll over to the next academic year
What Happens After I Submit A Reimbursement?

Treasurer processing
◦ Treasurer → Student Affairs → Rutgers → Student
◦ Check student organization budget spreadsheet on Rutgers Connect
◦ “Petty Cash Voucher” vs check in mail

How long does it take to get reimbursed?
◦ Up to 2 months

<table>
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<tbody>
<tr>
<td>Starting Budget:</td>
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<tr>
<td>Spent to Date:</td>
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<td>Amount Remaining:</td>
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<table>
<thead>
<tr>
<th>Date</th>
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<tr>
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Fundraiser Match Process

Student Council can match up to $250 per year at the discretion of the treasurer.

Send an email to treasurer@njms.rutgers.edu with:

◦ Total amount raised
◦ Flyer or advertisement as proof that the fundraiser occurred

The same rules for reimbursement still apply for matched funds.

Clubs must have less than $100 in their current budget.
Reserving Rooms & Set Up

Use the link: [http://res.njms.rutgers.edu/calendar/login/auth](http://res.njms.rutgers.edu/calendar/login/auth) to reserve rooms

- Gellene Room - contact Noreen Gomez in Office of Facilities Planning & Management ([gomeznm@njms.rutgers.edu](mailto:gomeznm@njms.rutgers.edu))
- Lecture halls C600 and B554 – contact the Dental School at 973-972-4633

In addition to reserving rooms as above, for ALL events requiring set up, you MUST email Mr. Anthony Marques + Treasurer about the event one month in advance for approval

Costs – vary with time, day of week, size of event, location

- Will be covered by student council – don’t need to include in budget proposal
Resources

Online ("NJMS helpful resources")
- FAQ’s
- Reimbursement form
- New organization application
- Guide to group emails

Email: treasurer@njms.rutgers.edu
Thank you