

# NJMS Student Council Organization Summit

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AUGUST 19, 2019

# Topics covered

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## 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

# Information for All NJMS Students

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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

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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)

## NJMS Club Reimbursement Form

Name: Julia Kim

E-mail: jk1331@njms.rutgers.edu

Club/Conference: ABC Conference

Total Cost: \$250

Category (check all that apply)

Food/Drink    Equipment    Supplies    Conference    Printing

# What Happens After I Submit A Reimbursement?

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Treasurer → Student Affairs → Rutgers → Student

“Petty Cash Voucher” pick-up email from Mr. Anthony Marques

Check in mail

# Overall 2019-2020 Timeline

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## August

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

## September

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

## February

- Organizations required to transition
- Yearly organization summit (exact date TBD)

# Information for NJMS Organizations

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ORGANIZATION REQUIREMENTS & REIMBURSEMENT PROCESS



# New Organization Process

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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

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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

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Budget Hearings

Annual Organization Summit

# Budget Hearings

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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

# What Can Be Reimbursed?

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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?

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Food/purchased goods for fundraisers and bake sales

Alcoholic beverages

Outside guests and speakers for lectures

All forms of transportation

# Reimbursement Requirements

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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

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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?

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## 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**

<b>CMDA</b>				
<b>School Year 2016-2017</b>				
	<b>Starting Budget:</b>	\$780.00		Fundraise Match
	<b>Spent to Date:</b>	\$775.70		150
	<b>Amount Remaining:</b>	\$4.30		
<b>Date</b>	<b>Amount spent</b>	<b>Reimbursed to</b>	<b>Item</b>	
03/14/2017	\$96.19	Julia Kim	Food	
03/14/2017	\$95.00	Julia Kim	Food	

# Fundraiser Match Process

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

Send an email to [treasurer@njms.rutgers.edu](mailto: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

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Use the link: <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](mailto:treasurer@njms.rutgers.edu)

The screenshot shows the Rutgers Office of Student Affairs website. At the top, there is a red header with the Rutgers logo and the text "New Jersey Medical School" and "Office Of Student Affairs". Below the header, there is a breadcrumb trail: "HOME / EDUCATION HOME / OFFICE OF STUDENT AFFAIRS". The main content area is divided into two columns. The left column contains a navigation menu with the following items: Home, Office of the Registrar, Community Engaged Service Learning, Distinction Programs in Service, Global Health or Urban Health, Student Life (with sub-items: Community Service, Financial Aid, George F. Smith Library, Health Insurance, Honor Societies, On-campus Housing, Parking Facilities, Student Council, Helpful Resources, Student Health Services), Student Organizations, Student Support, and Policies. The right column is titled "Helpful Resources" and contains a "Links" section with the following items: 2018-2019 Academic Calendar, 2019-2020 Academic Calendar, Guide to NJMS Student Organization (Group) Emails, New Student Guide, New Student Organization Application, NJMS Student Council Bylaws, Parking Portal, Reimbursement Form, Shuttle Schedule, and Reimbursement Requirements FAQ's. Below the Reimbursement Requirements FAQ's, there are three questions: "Who can get reimbursed?", "How do I get reimbursed for clubs?", and "How do I get reimbursed for conferences?".



Thank you

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