

2024-2025 SGA
Student Group Training

Presented by: VP of Student Groups, Ella Zinn

Privileges of Student Groups

- Use of “Shippensburg University” within the student group name
- Reserve facilities for programs & meetings
- Campus Activities Fair participation
- Request locker in CUB

Active Status/Responsibilities

Keep your Shiplink page updated with the following:

- Current officer and advisor information
- Current constitution
- Proof of affiliation (if required)
- Maintain active member list
- Meeting dates and times
- Events/Programming

Student Group Changes

- Re-registration process for student groups
- Membership approval process
- Waiver and Student Code of Conduct acknowledgement
- Project Center
- Shiplink meeting/event recording
- SGA Public Meeting attendance

Shippensburg University platform for student groups:

[Shiplink.ship.edu](https://shiplink.ship.edu)

Student Group re-registration will be online via Shiplink

Deadline is September 30, 2024

Membership Approval

- All student groups started the fall semester with a blank membership roster
- Students wanting to be members of a student group will need to rejoin group(s) through Shiplink
- Student group officers are responsible for approving members and communicating information to group members
- This process helps to ensure updated and accurate membership

Membership Responsibilities

- To be recognized as an active member of a student group, the student must attend at least one meeting or event held by said group per semester
- Student group officers are responsible for keeping attendance rosters for each event/meeting
- Attendance lists are to be submitted to the VP of Student Groups at sgavpstudentgroups@ship.edu or logged in Shiplink

Printing Changes

Student groups wanting posters or flyers printed can submit their request to the Sussi Office at ssinc@ship.edu for processing.

8.5" x 11" B&W - \$0.05 per side

8.5" x 11" Color - \$0.16 per side

11" x 17" Color - \$0.16 per side

2' x 3' Color - \$14

Digital signage is free of charge and runs on the CUB Great Wall continuously. Complete the CUB Great Wall Digital Advertising Form on Shiplink at <https://cmlink.me/2et/s90217>

SGA Public Meetings

- Effective November 2024, each SGA recognized student group will be required to attend at least one (1) SGA public meeting per semester
- SGA public meetings are held at least once a month or more as advertised outside of the SGA Office (CUB 201)
- The goal is to share information about student groups and promote upcoming events
- Failure to comply will render a student group inactive

Questions? Connect with Ella!

SGA Office – CUB 201

Monday 12:30-4 p.m.

Friday 2-4 p.m.

sgavpstudentgroups@ship.edu

Thank you for your time!

This is the end of the Student Group Training.

We will be transitioning to the Budget & Finance training.

Any groups that are not eligible or requesting a budget are not required to attend this part of the training but are more than welcome to stay

2024-2025 SGA Budget Training

Presented by: VP of Finance Nathan Garber

Student Activity Fee

Undergraduate Fees

\$24 per credit hour

\$360 for a 15-credit student

Graduate Fees

\$20 per credit

Budget Classifications

- Clubs
- Organizations
- Boards
- Club Sports
- SUSSI & Operations
- NCAA Sanctioned Intercollegiate Athletics
- Social Fraternities & Sororities

Student Group Eligible for a budget?

You are eligible for a budget if:

- Group receives SGA charter by VP of Student Groups
- Group has 15+ members

You are not eligible for a budget if:

- Group is a part of the three Greek councils
- Group is involved in political endorsement or campaigning

Current Funding Options

Operating Budget

- Amount approved annually by the Budget & Finance Committee
- Day-to-day expenses
- Can NOT cover travel expenses
- May cover food expenses ONLY for certain Budget Classifications
- USE IT OR LOSE IT

Fundraising

- Funds raised directly by the club or organization
- Must follow fundraising rules from the Student Groups Handbook
- Funds kept in an Agency Fund Account (AFA)
- Carries over from year to year
- It's your group's money, use it as you wish!

Special Funding Request

- New and available for THIS fiscal year only!
- Can be used to supplement current operating budget if justified
- Made possible by the increased Student Activity Fee

New Item!

Special Funding Request

The Budget & Finance Committee's intention for this request was to create an equitable way to give the increase Student Activity Fee back to student groups after several years of cuts.

- Available for this fiscal year only (2024-2025)
- Used to supplement current operating budget
- Once approved by SGA, new groups can be awarded up to \$500
- Clubs and Club Sports can be awarded up to \$1,000
- Organizations can be awarded up to \$2,000

Fundraising Accounts (AFA)

All groups can open and are encouraged to use an AFA for your fundraising contributions. If your group does not already have an AFA, follow the steps below to open one:

- Visit the SGA website on Shiplink
- Click on the Student Group Resources tab
- Fill out the AFA Application and Signature Card
- Turn the forms into CUB 204 or anrippeon@ship.edu

Fundraising Process

Before fundraising

- Submit a Fundraising Request Form via Shiplink online

After fundraising

- Submit any fundraising expenses to the Fiscal Office using the Fundraising Expense Form (also on Shiplink)

Need help or have questions about fundraising, contact Lisa at 717-477-1652 or ljlaug@ship.edu

Requesting a Budget

- Requesting a budget requires planning
- A well written justification for all budget lines
- Budget Request Forms available on SGA's website
- No handwritten forms – all submissions must be typed

The Budget & Finance Committee reviews your operating budget based on your justification, membership and event attendance.

Please use the resources available on Shiplink to track your group's membership, events and attendance

Practical Steps

Look towards future needs

- Events, uniform/equipment replacement, dues/fees, activities, plan for membership growth, etc.

Establish an amount

- Have a reasonable price for each component of need

Sort into budget lines

- Have your budgeted items and reasoning clearly organized

Compile total budget request

- Know your total and have your budget request in one document

Provide details

- Include details for each budget line, justify costs (even for yearly expenses)

Income Commitments

Used when groups intend to use their operating budget to generate income

- Income Commitments are requested with justification in a group's requested budget
- B&F Committee will consider the request and determine an assigned income commitment for the group
- Group must meet their income commitment requirement
- Remaining funds earned above the income commitment must be submitted to the Student Association general fund for accrual
- Groups may submit a written request for use of extra funds raised for events programming
- B&F Committee reviews these requests and will either award the full amount requests, partial amount or they may deny the request.
- Requests to use the extra funds must be submitted before the last Friday in April of each academic year

How to Use Your Operating Budget

Expenditure Request Form

- Expenses must be within the constraints of spending rules
- Officer and advisor signature

Petty Cash Expenditure Form

- \$100 limit
- Form available in Fiscal Office, outside SGA office and online
- Officer and advisor signature

Purchases via Sussi Credit Card

- Go to the Fiscal Office (CUB 204) about this option
- Bring your completed and signed Expenditure Request Form

Club Sports

- Club sports regular season expenses is part of an Operating Budget
- All forms must be approved by the Department of Recreation & Wellness before being submitted to SUSSI
- Purchased materials are kept by the Department of Recreation & Wellness, not by the individuals
- Refer to the Club Sports Handbook for more information and instruction on club sports budgets
- Budget requests need to be approved by the Department of Recreation & Wellness

Accessing Info

SGA Website

- Budget training presentation and explanations
- Budget forms
- Expenditure forms
- Student Groups Handbook
- Budget & Finance Standing Rules

Outside the SGA Office

- Printed copies
- All budget forms
- Budget & Finance Standing Rules
- Visit CUB 204 for budget and AFA account info

A Note on Penalties

Standing Rules

- Budget frozen
- Future automatic cuts
- Budget line items denies

Student Group Registration

- Budget will be frozen until updated and reviewed by the Student Groups Committee

Mandatory Budget Training

- 2 officers must be present

Budget Timeline

- Late budget requests will not be reviewed or awarded 2025-2026 Fiscal Year. Deadline is October 31, 2024 at 4 p.m.

Budget Timeline

- 2025-2026 Operating Budget Requests are due by October 31, 2024 at 4 p.m.
- Club Sports – submit to Dept. of Recreation by October 27 at 4 p.m.
- Physical copy must be submitted in person to the Sussi Office, CUB 204
- Student groups will be able to review the proposed budget prior to the final SGA vote
- Finalized budgets will be released in April 2025 to student groups and Sussi funded departments

The SGA Budget & Finance Committee may request more information and/or require groups members to present their budgets to the Budget & Finance Committee

Committee Leadership

Nathan Garber

SGA VP Finance – sgavpfinance@ship.edu

Kimberly Rockwell

Director of SUSSI – karockwell@ship.edu

Allie Rippeon

Office Manager – anrippeon@ship.edu

Where to Find Us

Please use your resources available

VP of Finance – Office Hours @ CUB 201

Monday 1:00-3:15 p.m.

Tuesday 9:30-10:30 a.m.

Wednesday 12:00-1:00 p.m. and 2:00-3:15 p.m.

SUSSI Business Hours @ CUB 204

Monday-Friday 8:00 a.m.-4:00 p.m.

Thank you for attending

Questions? Connect with us!

- SUSSI Office – CUB 204
- sgavpfinance@ship.edu
- karockwell@ship.edu