2023-2024 SGA
STUDENT GROUP TRAINING

Presented by: VP of Student Groups, Justin Brajkovich
Student Group Training

Shippensburg University platform for student groups:

ship.campusgroups.com
Thank you for your patience and understanding as this process was more difficult this year due to platform changes and other updates.

To ensure consistency, we have transitioned to a paper re-registration process.
All Student Groups will be required to complete the contract regardless if re-registration was previously attempted or completed through ShipLink for the 23/24 year.


Shippensburg University Student Government Association

Student Group Registration, Conduct & Waiver Contract

Advisor/advisors must complete & sign.


ADVISOR CONTRACT for all Student Association Clubs and Organizations

Please read and review the following criteria. The Student Group & Activities Committee (SGAC) of the SU Student Government Association (SGA) is asking that all items be met in order to establish a closer communication link between the group and the advisor.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate group and the SGA Vice President of Student Groups by calling x1651 or emailing at sgpvpstudentgroups@ship.edu.

Failure to turn in the group’s Student Group Registration, Conduct & Waiver Contract and to notify the SGA of any changes will result in the club or organization’s loss of recognition privileges, as outlined in the Student Group Handbook.

I, (Print Name) __________________________, agree to the following terms as I am a beneficial advisor for __________________________. I shall:

1. Meet with officers at least twice a semester.
2. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.
3. Possess knowledge of the rules, regulations, policies, and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.
4. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the SGA Vice President of Student Groups in order to make note of the change.
5. A student group may request to have more than one advisor approved by the Student Group & Activities Committee; however, one must be designated as having the responsibility for overseeing all financial matters of the group.

Advisor’s signature __________________________ Date ____________
Advisor’s signature __________________________ Date ____________
As a student member of the organization listed below, I hereby agree to fulfill all of the terms listed below:

1. I will attend and participate in all obligated organization meetings and events.

2. I understand that my actions and interactions at any University and/or organization event will positively or negatively affect people’s opinions of my student group and the University and as a member, I will engage in behaviors which are responsible and mature. Any violations of the Student Code of Conduct (SWA7WEN), use of illegal substances, and disruptive, abusive, or inappropriate behavior, may result in dismissal from the University. If I am asked to leave the organization, I understand that I must reimburse SUSSI for any expenses it covers for my participation in the organization. I also agree that I, and not SUSSI, will be held responsible for any extra expenses that may arise out of my dismissal from the organization.

SHIPPENBURG UNIVERSITY STUDENT SERVICES INC./SHIPPENBURG UNIVERSITY
RELEASE AND INDEMNITY AGREEMENT

THIS IS A LEGAL DOCUMENT WHICH AFFECTS YOUR RIGHTS;
READ IT CAREFULLY BEFORE SIGNING

In partial consideration for being permitted to participate in the Shippensburg University student group program and in consideration for the volunteer nature of such participation, I hereby release, hold harmless and forever discharge Shippensburg University Student Services, Inc. and Shippensburg University Student Services, Inc. and employees, agents, from and all liability, claims, damages, actions and causes of action whatsoever arising out of or related to any loss, property damage or personal injury, including death, that may be sustained by me, or otherwise while participating in such activity. Such participation includes meetings, activities, events, and travel to and from all student group activities and functions.

I am fully aware of the risks and hazards association with participation in and the use of facilities and equipment for any student group I meet. I hereby elect voluntarily to participate in said activities and fully acknowledge that I retain full responsibility for my risk or less, property damage, or any personal injury, including death, that may be sustained by me or any less or damage to property owned by me as a result of being engaged in such activities, whether caused by negligence of the University, Shippensburg University Student Services, Inc., its employees and agents, or otherwise. I fully acknowledge that I have procured my own adequate insurance for such loss, damage or injury. I further agree to indemnify and hold harmless the University and Shippensburg University Student Services, Inc., its employees and agents, from any loss, liability, damage or cost, including court costs and attorney’s fees that may incur due to my participation in said activities whether caused by the negligence of the University or Shippensburg University Student Services, Inc., its employees and agents, or otherwise.

This release and hold harmless agreement is binding on myself, my heirs, assigns and personal representatives.

Completion of this form is a prerequisite for Student Group participation, will constitute the use of one year of collegiate eligibility in any student group.

Prior to signing this document, I have had an adequate opportunity to read and understand it.
Shippensburg University Student Government Association
Student Group Registration, Conduct & Waiver Contract

All forms be returned in person to the SUSSI Office, CUB Room 204

<table>
<thead>
<tr>
<th>Student Group Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must complete by:</td>
</tr>
<tr>
<td>• Printing Name</td>
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<td>• Signature</td>
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<td>• Date</td>
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<table>
<thead>
<tr>
<th>Member Name (Please print)</th>
<th>Member Signature</th>
<th>Date</th>
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</tbody>
</table>

Use additional sheets as needed

New members can sign your student group membership list after the deadline date by visiting the SUSSI office– CUB 204
Privileges of Student Groups

- Use of “Shippensburg University” within the student group name
- Reserve facilities for programs & meetings
- Project Center resources & allowance
- Campus Activities Fair participation
- Request locker in CUB
# The Project Center Pricing

<table>
<thead>
<tr>
<th>Student Groups (SGA &amp; Campus Recognized)</th>
<th>All other areas of campus (individuals, academics, Faculty/Staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quota</td>
<td>After Quota is Met</td>
</tr>
<tr>
<td>Balloons &amp; Helium</td>
<td></td>
</tr>
<tr>
<td>15 (balloon/string/helium)</td>
<td>$0.93 (helium/string)</td>
</tr>
<tr>
<td>15 (helium/string; group provides balloon)</td>
<td>$1.24 (balloon/string/helium)</td>
</tr>
<tr>
<td>Large Posters</td>
<td>$1.24 (helium/string)</td>
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<tr>
<td>10 Total</td>
<td>$1.86 (balloon/string/helium)</td>
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<tr>
<td>Colored Butcher Paper</td>
<td>$4 for a poster (2x3)</td>
</tr>
<tr>
<td>5 (6 ft. max per sheet)</td>
<td>$6 for a banner (3x4)</td>
</tr>
<tr>
<td>Buttons</td>
<td>$5 for a poster (2x3)</td>
</tr>
<tr>
<td>50</td>
<td>$7 for a banner (3x4)</td>
</tr>
<tr>
<td>Buttons</td>
<td>$1 per 2 yards</td>
</tr>
<tr>
<td>Buttons</td>
<td>$1.50 per 2 yards</td>
</tr>
<tr>
<td>Lamination Services</td>
<td>$0.25/button</td>
</tr>
<tr>
<td>(little laminator – up to 11x17 size)</td>
<td>$0.50/button</td>
</tr>
<tr>
<td>5 sheets – 8.5x11</td>
<td>$0.50 per sheet under 8.5x11</td>
</tr>
<tr>
<td>3 sheets – 11x17</td>
<td>$1.00 per 8.5x11 sheet</td>
</tr>
<tr>
<td>Construction Paper</td>
<td>$1.50 per 11x17 sheet</td>
</tr>
<tr>
<td>50</td>
<td>$1.75 per 11x17 sheet</td>
</tr>
<tr>
<td>Copy Services</td>
<td>$0.50 per page</td>
</tr>
<tr>
<td>***Half price if provide their own paper</td>
<td>$0.75 per sheet under 8.5x11</td>
</tr>
<tr>
<td>****Single sided; double sided counts as 2 pages</td>
<td>$1.25 per 8.5x11 sheet</td>
</tr>
<tr>
<td>Copy Services</td>
<td>$1.50 per 11x17 sheet</td>
</tr>
<tr>
<td>Services</td>
<td>$1.75 per 11x17 sheet</td>
</tr>
<tr>
<td>250 (100 pages can be used towards cardstock)</td>
<td>$1.00 per 11x17 sheet</td>
</tr>
</tbody>
</table>

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<tr>
<th>B&amp;W</th>
<th>Color</th>
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<tbody>
<tr>
<td>8.5x11 White paper</td>
<td>.10</td>
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<tr>
<td>8.5x11 White cardstock</td>
<td>.25</td>
</tr>
<tr>
<td>11x17 White paper</td>
<td>.25</td>
</tr>
<tr>
<td>11x17 White cardstock</td>
<td>.50</td>
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</tbody>
</table>
Active Status/Responsibilities:

- Complete required student group contract that includes:
  - Update officer and advisor information
  - Current constitution
  - Proof of affiliation (if required)
  - Maintain active member list

Required information must be submitted by deadline of Jan. 29, 2024 at 4 pm to SUSSI Office.
Student Group Fundraising Tips

FOOD FUNDRAISER REMINDERS FOR STUDENT GROUPS

01
Your group must submit a fundraising application via ShipLink!

02
Aramark has first right of refusal for all campus dining events valued over $100.

03
All food must be commercially labeled, packaged and purchased from a retail store.

04
Receipts for purchased food are due no later than 1 hour before the event starts.

Questions?
Email Lisa Laughlin at llaugh@ship.edu or call 717-477-1651.
Student Group Fundraising

Fundraising Resources for Student Organizations
Updated June 2023

Contents
Fundraising Philosophy and Ethics ................................................................. 2
Steps to Successful Fundraising ........................................................................ 3
General Fundraising Ideas ................................................................................ 5
Local Food Establishment Fundraising Opportunities ...................................... 14
Phone Call Etiquette .......................................................................................... 15
Space Reservations ........................................................................................... 16
Sample Email ..................................................................................................... 17

This document can also be found on the SGA website at
https://cclink.me/2e4d16d8c9e33ec0497c712b860bac7afdee189315d5fe0397866e9

Detailed fundraising information and ideas can be found on the SGA website: https://ship.campusgroups.com/sga/about/
Questions? Connect with Justin!

SGA Office – CUB 201  
Mon & Wed: 12:30 – 3 pm

sgavpstudentgroups@ship.edu
This is the end to 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.
2023-2024 SGA
BUDGET TRAINING

Presented by: The Budget & Finance Committee
WHAT IS SGA?
WHAT IS SUSSI?

SUSSI

Shippensburg University Student Services Inc.

Serving Students
COMMITTEE MEMBERS

Katie Huston
VP of Finance

Kay Stottlemyer
SUSSI Accountant

Lillian Sellers
VP of External Affairs

Justin Brajkovich
VP of Student Groups

Kenny Tran
Class of 2027 Senator

AJ Elhossiani
MSA Senator

Kimberly Rockwell
Interim Director of SUSSI

Nathan Garber
Member at Large

Samuel Black
Member at Large

Emily Wojnarski
Member at Large

Daniyah Upchurch
Member at Large

Mason Keoth
Member at Large
WHAT IS YOUR BUDGET?

Determine available funds for your student group!

START

Group receives SGA Charter by VP of Student Groups

Does your group have 15+ members?

Your group may request an operating budget!

NO

Your group may not receive funding of any kind.

YES

Is your group involved in political endorsement or campaigning?

No

Your group may not receive funding of any kind.

YES

Is your group a part of the three Greek councils?

Yes

Your group may request an operating budget!

NO

Greek Life

Your group may not receive funding of any kind.
CLUBS VERSUS ORGANIZATIONS

**Club**

- Group of students for the purpose of some common interest whose general activities are directed internally
- Operating budget cannot be used for food or drink

**Organization**

- Group of students for the purpose of some common interest whose general activities are directed externally
- Operating budget may be used for food if the event benefits the greater campus community
CURRENT FUNDING OPTIONS

Operating Budget
- Day-to-day expenses
- Amount approved annually by the Budget & Finance Committee
- Does not cover travel expenses
- May cover food expenses, ONLY for certain Budget Classifications
- The 2024–2025 Operating Budget award notification is emailed to student group officers and advisors

Fundraising
- Funds raised directly by the club or organization
  - Must follow Fundraising Rules from the Student Groups Handbook
- Kept in an Agency Fund Account (AFA)
- Your group can choose to spend these funds how the group wishes
- Expenditure Request forms available in the Fiscal Office or online
Most groups have an AFA account, if your group does not follow the steps below to open one

How to open an AFA account:

- Visit the SGA website
- Click on the ‘Student Group Resources’ tab
- Fill out the AFA Application and Signature Card
- Turn the forms into CUB 204
FUNDRAISING PROCESS

Before Fundraising
- Submit a Fundraising Request Form via SHIP Link online

After Fundraising
- Submit any Fundraising Expenses to the Fiscal Office using the Fundraising Expense Form (Also on SHIP Link)
Income Commitments are requested with justification in a group’s requested budget. The B&F committee will consider the request and determine an assigned income commitment for the group. Each group must meet their Income Commitment requirement. The 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. The B&F committee reviews these requests and will either award the full amount requested, 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.
Zero Based Budgeting require justifications for all budget lines.

The Budget and Finance Committee reviews your operating budget based on the justification of your request and historical spending.

- **No group is guaranteed an operating budget**
  - Justification is needed each year!
THE PRACTICAL STEPS

- **Look Towards Future Needs**
  Events, uniform/equipment replacement, dues/fees, activities, 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)
# Budget Request Form

Shippensburg University Student Services Inc.
Budget Request Form
Fiscal Year 2024-2025
July 1, 2024, to June 30, 2025

## Budget Request Justification
Please provide detailed information about each account that the group is requesting funding. A sample for reference is provided in student group budget training materials.
A full list of account numbers (Appendix G: Description of Accounts) can be found at: [https://www.ship.edu/fbl/cuts-organizations/rg/frm/](https://www.ship.edu/fbl/cuts-organizations/rg/frm/)

Any programming requests must include the following:
- Name of the event
- Goal/Purpose of event
- Detailed breakdown of pricing for each component of the event

### Account Description

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**Totals: $ $ $ $**

Form reviewed by: [Signature] (Date)

Form Submitted by: [Signature] (Date)

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### Budget & Finance Committee Use Only

- Expected Income (From Dues)
- Total 2023-2024 Allocation
- 2023-2024 Income Commitment
- Net Cost to Student Association
### Club

**Student Government Association**  
**Club:** Sample - Paper Mache' Club  
**Budget Request Justification**

**Club Description**  
The purpose of this club is to bring students together who enjoy making paper mache' crafts and have an interest in learning the skills. This club offers the opportunity to share knowledge, skills, and tools on a larger scale.

**Supplies and Equipment**  
*Supplies:* Materials such as markers, tape, border, pens, poster board, etc. to create a fun and engaging environment for students to learn and practice their skills. (Estimated cost: $39.00)  
*Club also needs supplies:* Paper, glue, scissors, forms, buttons, paint brushes, paint and other supplies to support learning the art of paper mache. (Estimated cost: $75.00)  
*T-shirts:* The club would like to purchase club T-shirts. There are currently 8 members at the shirt allocation of $5 per member. These shirts would be used for representation at events. (Estimated cost: $40.00)  
*Equipment:* The equipment needed includes a portable drying box to hold items during the paper mache drying process. (Estimated cost: $25.00)  

**TOTAL REQUEST FOR SUPPLIES AND EQUIPMENT:** $370.00

**Advertising**  
*Advertising:* Advertising allows us to make others on campus aware of our club, especially because membership has been on the rise recently. Our advertising includes flyers and signs around campus, in buildings, etc. (Estimated cost: $25.00)

**TOTAL REQUEST FOR ADVERTISING:** $25.00

**Contracted Labor**  
*Contracted Labor:* We would like to bring in a guest instructor to share new techniques and other ways to expand the art of paper mache. The instructors would instruct for a minimum of 3 hours per session. We would like to have one guest instructor per semester. (Estimated cost: $100.00)

**TOTAL REQUEST FOR CONTRACTED LABOR:** $100.00

**Special Events**  
*Special Events:* Participate in the Day of Service Celebration held in the Quad each semester. We would have a information table and live presentation of making paper mache. We would purchase candy to hand out on an information card about our club. (Estimated cost: $25.00)

**TOTAL REQUEST FOR SPECIAL EVENTS:** $15.00

**TOTAL OVERALL REQUEST:** $310.00

### Organization

**Student Government Association**  
**Organization:** Sample - The Plant Org  
**Budget Request Justification**

**Organization Description**  
The purpose of this organization is to help students, staff and faculty understand the benefits of sustainability within our environment by teaching and providing hands on experience to grow a variety of vegetable and flower plants. This organization hopes to give back to the local community through donations from our planting.

**Supplies and Equipment**  
*Supplies:* Seeds, hand tools, materials (wood, metal), feed, gloves, soil amendments, soil testing, containers/bins/bags, greenhouse supplies. (Estimated cost: $300)  
*Textbooks:* Estimated 20 active members @ $5.00 per shirt per active member. Allocation of $3.50 per shirt. (Estimated cost: $150)

**TOTAL REQUEST FOR SUPPLIES AND EQUIPMENT:** $400.00

**Movies & Films**  
*Movies & Films:* The cost of film on an environmental topic regarding planting and plants benefits to air quality. We will show a movie with public performance/viewing rights. (Estimated cost: $400)

**TOTAL REQUEST FOR MOVIE & FILMS:** $400.00

**Food**  
*Food:* Food for film night to include drinks and light snacks. (Estimated Cost: $50)

**TOTAL REQUEST FOR FOOD:** $50.00

**Special Events**  
*Special Events:* Fall Festival participation in the quad at SU. We will have a planting station for students to choose a plant and take with them. (Estimated cost $450)

**TOTAL REQUEST FOR SPECIAL EVENTS:** $450

**Programming**  
*Programming:* Event name: 2025 Spring Children's Day Fair; Goal/Purpose: Participate in campus wide event that invites community members and provide information and knowledge on plant growing and benefits. Supplies for the event includes: seeds and soil. (Estimated cost: $75.00) and containers (Estimated cost: $75.00)

**TOTAL REQUEST FOR PROGRAMMING:** $150

**TOTAL OVERALL REQUEST:** $1,100.00
NOTE: CLUB SPORTS

- Club Sports regular season expenses is part of an OPERATING BUDGET
- **All expenses must be approved by Recreations & Wellness First**
- Purchases are kept by the department of recreation and wellness, not by the individuals
- More details can be found in the *Club Sports Handbook*
HOW TO USE YOUR OPERATING BUDGET

Expenditure Request Form
- How you get reimbursed for club purchases
- Expenses must be within the constraints of spending rules
- Officer and advisor signature

Petty Cash Expenditure Form
- $100 Limit
- Form available in Fiscal Office
- Officer and advisor signature

Purchases via SUSSI Credit Card
- Speak in person with Allie Rippeon in the Fiscal Office about this option
- Bring your Expenditure Request Form

- All operating budget purchases should be tax exempt and SUSSI will not reimburse tax
- Reach out to Allie Rippeon (anrippeon@ship.edu) for tax exempt forms in CUB 204
**SUSSI FORMS**

### Student Group Expenditure Request Form

- **Organization Name:**
- **Organization Number:**
- **Date:**

**Is this expense for a specific event?**
- Yes
- No

**If YES, is the event published on Campus Groups?**
- Yes
- No

**Make Check Payable To:**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Invoice Date or #</th>
<th>Description of Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Check Requirement Date or Date Due:**

**Combined Total:** $0.00

Please attach appropriate documentation (i.e., invoice, contract, receipt, W-9, etc.)

- **Student Group Officer Name & Email Address:**
- **Advisor Name & Email Address:**

**Fiscal Officer Signature:**

**Date:**

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### Expenditure Request Form – Agency Fund Account (AFA)

- **AFA Group Name:**
- **Agency Fund Account Number:**
- **Date:**

**Make Check Payable To:**

<table>
<thead>
<tr>
<th>Invoice Date or #</th>
<th>Description of Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Check Requirement Date or Date Due:**

**Combined Total:** $0.00

Please attach appropriate documentation (i.e., invoice, contract, receipt, W-9, etc.)

- **Student Group Officer Name & Email Address:**
- **Advisor Name & Email Address:**

**Fiscal Officer Signature:**

**Date:**

---

**All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.**
# Petty Cash Advance Request Form

**Section 1: TO BE COMPLETED PRIOR TO PICKING UP FUNDS**

**Organization:** [Name of Organization]

**Organization No.:** [Organization Number]

**Date:** [Date]

**Description of expense:** [Description of expense]

**Name of event:** [Name of event]

**Event published on Campus Groups:** [Yes or No]

**Date of event:** [Date of event]

**Total amount received:** [Total amount received]

**Due Date:** [Due Date]

**Name of Payment Recipient:** [Name of Payment Recipient]

**Payment Recipient Signature:** [Signature]

**Date:** [Date]

**Student Group Officer Name & Email Address:** [Name & Email Address]

**Student Group Officer Signature:** [Signature]

**Date:** [Date]

**Advisor Name & Email Address:** [Name & Email Address]

**Advisor Signature:** [Signature]

**Date:** [Date]

**Fiscal Office Signature:** [Signature]

**Date:** [Date]

**Recreation/Wellness (Club Sports Only) Date:** [Date]

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**Section 2: TO BE COMPLETED UPON RETURN OF FUNDS**

**Expense Breakdown:**

<table>
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<tr>
<th>Item(s)</th>
<th>Account Number</th>
<th>Date(s) of Funds Use</th>
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</thead>
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</tbody>
</table>

**Total Expenditure:** [Total Expenditure]

**Amount Received:** [Amount Received]

**Balance Due:** [Balance Due]

**Student Group Officer Name & Email Address:** [Name & Email Address]

**Student Group Officer Signature:** [Signature]

**Date:** [Date]

**Advisor Name & Email Address:** [Name & Email Address]

**Advisor Signature:** [Signature]

**Date:** [Date]

**Fiscal Office Signature:** [Signature]

**Date:** [Date]

**Dept. of Recreation (Club Sports Only) Date:** [Date]

---

**All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.**
The Budget Training Presentation and explanation video will be available on the website.
- All budget forms
- Student Groups Handbook
- Budget & Finance Standing Rules

ACCESSING INFO

SGA Website
- The Budget Training Presentation and explanation video will be available on the website
- All budget 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 Denied

Student Group Registration
- Budget will be frozen until updated

Mandatory Budget Training
- 2 Officers must be present

Budget Timeline
- Budget requests not turned in on time will not be awarded
HOW DID WE GET TO A DEFICIT BUDGET?

- Capped Fees
- Decling Enrollment
- Inflation
- Loss of Housing Fees
BUDGET COMPARISONS
STUDENT ACTIVITY FEE

Undergraduate Fees

$23 per credit hour
$272 flat fee for 12+ credit student

Graduate Fees

$20 per credit
<table>
<thead>
<tr>
<th>College Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indiana University of Pennsylvania</td>
<td>$570</td>
</tr>
<tr>
<td>CWU - Mansfield</td>
<td>$468</td>
</tr>
<tr>
<td>Millersville University of Pennsylvania</td>
<td>$319</td>
</tr>
<tr>
<td>PennWest Clarion</td>
<td>$312</td>
</tr>
<tr>
<td>PennWest California</td>
<td>$300</td>
</tr>
<tr>
<td>Cheyney University of Pennsylvania</td>
<td>$299</td>
</tr>
<tr>
<td>CWU - Lock Haven</td>
<td>$294</td>
</tr>
<tr>
<td>Shippensburg University of Pennsylvania</td>
<td>$272</td>
</tr>
<tr>
<td>PennWest Edinboro</td>
<td>$225</td>
</tr>
<tr>
<td>Slippery Rock University of Pennsylvania</td>
<td>$203.00</td>
</tr>
<tr>
<td>West Chester University of Pennsylvania</td>
<td>$195.00</td>
</tr>
<tr>
<td>Kutztown University of Pennsylvania</td>
<td>$188</td>
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<tr>
<td>East Stroudsburg University of Pennsylvania</td>
<td>$177</td>
</tr>
<tr>
<td>CWU - Bloomsburg</td>
<td>$160</td>
</tr>
</tbody>
</table>
• 2024–2025 Operating Budget Requests are due by January 29, 2024 at 4p.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 May 2024 to student groups and SUSSI funded departments

The SGA Budget & Finance Committee may request more information and/or group members to present their budgets to the Budget & Finance Committee
WHERE TO FIND US

VP of Finance – Office Hours @ CUB 201
Monday 10a.m.–12p.m.
Wednesday 9a.m.–11a.m.

SUSSI Director – Office Hours @ CUB 204
Monday–Friday 8a.m.–4p.m.
Thank You for Attending

Questions? Connect with us!

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