WELCOME TO THE Registered Student Organization (RSO) WORKSHOP
WHY DO YOU NEED THIS WORKSHOP?

- To provide guidance to help you navigate the RSO procedures and resources at the University of Memphis
- To provide reasons behind some of the policies concerning RSO’s
- To answer your questions about running a RSO
WHAT WILL YOU LEARN?

• Money Management
• Solicitation of Funds
• Operational Assistance
• Reservations and Forms
• Food

• Outdoor Amplification
• Student Event Allocation
• SGA Travel Funds
• RSO Registration
• Other Resources
MONEY MANAGEMENT

• Organizations may pursue any of the following in regards to managing organization funds:
  ▪ Set up an account with an off-campus financial institution such as First South Credit Union – University of Memphis branch
  ▪ Work with the Bursar’s office to use Marketplace [an on-line system that will allow members to pay dues or deposit any other organization revenue with a credit or debit card]
  ▪ Work with the Bursar’s office to set up an on-campus account
MONEY MANAGEMENT

• If an RSO chooses to set up an account with an off-campus bank here are some things you should know:
  ▪ You are responsible to track ALL funds going into and coming out of the account. This means keeping an up-to-date and accurate bank ledger and documenting exactly what money was collected for and exactly what money is spent on. You can use Operational Assistance to purchase a receipt book to use for collecting funds as a method to keep an accurate account ledger.
  ▪ Accounts should have dual signatures required to access funds. This ensures that an individual is appropriately accessing RSO funds and using for RSO business. An example would be for the RSO Treasurer and RSO President to both be signatories on the account.
  ▪ Advisors/University of Memphis employees CANNOT serve as signatories on RSO accounts
  ▪ Special arrangements have been made with University of Memphis contracted vendor “First South Credit Union” to accommodate University requirements for RSOs
  ▪ RSOs cannot use “University of Memphis” in the name associated with the RSO account
MONEY MANAGEMENT

• If an RSO chooses to *work with the Bursar’s office to set up an on-campus account* here are some things you should know:
  - All cash handling policies can be found at [http://bf.memphis.edu/bfguide/hnd.php](http://bf.memphis.edu/bfguide/hnd.php)
  - All cash handling personnel should have a copy of and be very familiar with the complete Cash Control Guide and follow appropriate procedures
  - Student organizations should also be familiar with the University Operating Procedure for Student Organizations 2E:15:01A
  - Organizations should contact Brenda Butler bbutler@memphis.edu to discuss Bursar accounts
MONEY MANAGEMENT

INTRODUCTION
The handling of University funds requires that certain basic procedures be followed precisely. Procedures for the handling of University funds are designed to protect employees and activities as well as the University and to provide accountability for University funds in accordance with accepted standards of internal control.

This Cash Handling Overview serves as a quick reference guide to the cash handling procedures found online in the University’s Cash Control Guide at http://bf.memphis.edu/bfguide/hnd.php.

All cash handling personnel should have a copy of and be very familiar with the complete Cash Control Guide and follow all appropriate procedures. Student organizations should also be familiar with the University Operating Procedure for Student Organizations 2E:15:01A.

GENERAL CASH RECEIVING INFORMATION
The Cash Control Guide provides general cash handling procedures to ensure individual responsibility and accountability for University funds, including:

- All University fees and charges must have formal approval initiated from the Bursar’s Office. The “New Fee/Change in Amount Fee Request Form” is located at http://bf.memphis.edu/forms/burs/feereq.xls
- The Bursar’s Office must approve all drafts of brochures, forms, websites, mail-outs, etc. that contain University fee and/or fee payment information prior to publication.
- Individual accountability for University funds should always exist.
- Receipts supporting documentation MUST be maintained for all transactions.
- The Bursar’s Office staff is available to provide cash receiving training.

All Registered Student Organizations must adhere to the University of Memphis Cash Handling policies. Any organization found to be in non-compliance will be unable to retain “Approved” status.
MONEY MANAGEMENT

• The Bursar’s Office is responsible for ordering and issuing all official University of Memphis receipt books and pre-numbered tickets and determining whether a department/activity would have access to the University’s cash receipting system. When a cash handling office intends to purchase a cash register, the Bursar’s Office must review the register’s capabilities prior to purchase. Once receipt books and tickets are issued, the responsibility for them transfers to the collection site to which they are assigned. Once the receipt book is completed or no longer needed, it must be returned and signed back in to the Bursar’s Office.

RECEIVING FUNDS

• An official University receipt must be issued immediately upon acceptance of any payment.
• All checks must be made payable to The University of Memphis and endorsed by the cashier immediately upon receiving.
• Monies should be immediately placed in a secured area as soon as the transaction is complete. At a minimum, a cash box should be used.
• All voided transactions should be supported by documentation stating the reason for the void, the signature or initials of the person recording the void, and the signature or initials of a supervisor responsible for reviewing voids. The original voided receipt should be kept by the department/activity with the receipt book.
• Checks received through the mail should be receipted, photocopied or logged and restrictively endorsed at the earliest point in the collection process. These logs should subsequently be reconciled with the cash management system reports. A standard Mail Log may be used or customized as needed.
• Departments/Activities cannot accept credit card payments unless approved by the Bursar’s Office. Credit card payments can be accepted through Marketplace (online payments).
• Online Payments (Marketplace)- Approved conferences, workshops, seminars and university events are some examples that are set up to receive online payments. Contact Henry Robbins at 678-1376 for detail information.

TRANSMITTALS AND DEPOSIT

• Departments and activities receiving monies will transmit the receipts to the Bursar’s Office using a deposit transmittal (if using the receipt books, cash register or ticket accountability) or a cashier balance form if receipting with the University’s cash receipting system.
• Monies must be transmitted to the Bursar’s Office within 24 business hours of receipt if $500 or more (see TBR guideline below).

E. DEPOSITING FUNDS

Each institutional department will deposit funds each day when $500 in funds have been accumulated. All funds must be adequately secured. In all cases, a deposit must be made at least once each work week (Monday - Friday) if there are any funds to be deposited. The $500 is considered in excess of the established change fund amount.
MONEY MANAGEMENT

CASH SHORTAGES
• All cash shortages in any University fund must be reported to the Bursar’s Office on a deposit transmittal or cashier balancing form accompanied by a Report of Cash Shortage Form.
• Any shortage of funds of $250.00 or more must be reported to the Bursar’s Office immediately (within 2 hours); any shortage of less than $250 must be reported within 24 hours. The Bursar’s Office will notify Tennessee Board of Regents immediately for shortages $250 or more.

TRANSPORT OF RECEIPTS
• Departments and activities will be issued bank deposit bags to be used in transporting monies.
• Security transport services provided by Police Services are available for departments and activities that receipt monies.
• A night depository drop box at the Bursar’s Office, located on the wall at Room 115 Wilder, is available for deposits after normal business hours. Police Services must be notified to unlock the night depository in order for deposit bags to be placed in the night depository.

EXCHANGE OF CASH BETWEEN CUSTODIANS
• An exchange of cash between custodians typically occurs when a cashier provides additional funds to another cashier temporarily and is limited to custodians within the same activity. A cash transfer slip must be completed in every instance of an exchange/transfer between custodians. All transfer of funds between custodians must be documented and signed by both custodians.

PETTY CASH CHANGE FUND
• A petty cash change fund may be established to serve as a change fund for cash receipting activities.
• If change fund is approved, the cash custodian to whom funds are assigned is absolutely responsible for monies assigned.

PROCEDURES IN THE EVENT OF A ROBBERY
• Guidelines in an event of a robbery are provided for all personnel who handle University funds. Each person who handles cash or who supervises employees/activities who handle University funds should be familiar with these guidelines.

BURSAR’S OFFICE GENERAL INFORMATION
LOCATION: 115 Wilder Tower
OFFICE HOURS: Monday-Friday 8:00am-4:30pm
TELEPHONE NUMBERS:
   Cash Receiving (Brenda Butler for Department/Activity Inquiries) - 678-5097 or email bbutler@memphis.edu
   Marketplace (Online Payments)- Contact Henry Robbins at 678-1376 or email hzrobbns@memphis.edu
   Student Financial Services - 678-2712
SOLICITATION OF FUNDS

- Anytime your organization has a fundraiser, ticket sales, charity events, or anything that money is taken for, you must complete a Solicitation of Funds Form.

- You can find this form in the Student Leadership and Involvement Office (UC 211)
  - The first page of the form is turned in BEFORE taking money
  - The second page of the form is turned AFTER taking money
  - Financial statement (2nd page) should be saved until after the event, and submitted with total $ amount taken in.
What is Operational Assistance?

- It provides RSO’s with basic funding for daily operation
- **UP TO $400 per Fall & Spring Semester**
  - Available on a 1st come, 1st served basis, only until funds run out
  - No RSO is guaranteed funding, as overall funds are limited
OPERATIONAL ASSISTANCE

How is Operational Assistance accessed?

- Come to the Office of Student Leadership & Involvement [UC 211] BEFORE spending any funds
- Ask for the Operational Assistance forms for the location where the money will be spend [ie: Tiger Copy & Graphics, Bookstore, Daily Helmsman, Mail services]
- Get a pricing estimate
- Fill out forms completely
- Visit your advisor to get her/his signature
- Return completed forms to UC 211 where an authorized staff member will sign-off
- Present the payment form to the location where you are spending funds

*No money is actually exchanged – we do not deposit funds into organization bank accounts.*
OPERATIONAL ASSISTANCE

- What CAN organizations use Operational Assistance for?
  - Printing at Tiger Copy & Graphics
  - Advertising with the Daily Helmsman
  - Office supplies at the University Bookstore *[no food, clothing, or gifts]*
  - Mail services
OPERATIONAL ASSISTANCE

• What CAN’T organizations use Operational Assistance for?
  - Food
  - University Center charges
  - Gifts
  - Off-campus vendors
  - Reimbursement of money you already spent
RESERVATIONS/SCHEDULING

HOW TO SCHEDULE AN EVENT USING VIRTUAL EMS WEB TOOL.

Virtual EMS is used to request event space at the University of Memphis by internal clients. It is accessible to all Faculty and Staff and members of designated Registered Student Organizations. For more information, please contact scheduling@memphis.edu or call the Scheduling Office at 901-678-5000.

1. Using your Browser, Go to http://vems.memphis.edu My Account/Login. Use your University user ID and password
2. Click on RESERVATIONS and drop down to choose the role for which you are scheduling the event. Ex: for RSO.
3. Start with the "Where and When" section:
   a. Under "date" enter the date of your event
   b. Next enter the start time of your event. The end time is automatically set for 1 hour, but may be adjusted to your needs.
   c. Using the drop down, select the building or location you wish to search. If you wish to search multiple, then use the magnifying glass icon to select more.
   d. Continue under "Setup Information" to enter number of attendees which will relate to “Setup Type”. [You can also check “Availability Filters” to further define]
e. **RECURRENCE**: In the event you want to book an event for the same time on a number of different days, you may go to the "Recurrence" button and select the date pattern you want the event to meet.

(When you use recurrence you may limit the number of spaces available to you, because a location may be available on one date and not on another). Ex: you may want to schedule a meeting the first Wednesday of every month for 6 months starting July 4th. Then click “Apply Recurrence”. [6 months is the usual maximum time period for advance reservations]
RESERVATIONS/SCHEDULING

f. Click **Find Space** to Continue.

- Click to see “Location Details” such as “Setup Types” and “Room Detail Notes” = how to get access to the room.
- Indicates room is not free during this time.
- Click green to select room
RESERVATIONS/SCHEDULING

4. Click on the blue lettered name of the room to learn more about the rooms that are available. Select any of the rooms that meet your needs by clicking on the green + sign. You may select up to 5 rooms, if you want them for the same building, date and time that you specified. Your choice will then be moved up to the Selected Locations portion of the page. Notice the red X next to it, if you change your mind and wish to cancel this room, press the X. You may also change any data in your request and look for available spaces in other buildings, dates, times, or setups.

5. Once you have your selected room/rooms, click the "Details" tab to continue.

6. Event Details:
   a. Event Name: give your event a name.
   b. Event Type: select a type from the drop down. [Note: be advised that if you choose “Meeting-Private”, your event will not be listed on the Master Calendar. And this might not always be advisable.]
RESERVATIONS/SCHEDULING

7. Client Details: If this is your first time to enter an event, you will need to pull up your client name. Click on the magnifying glass to look up. All University of Memphis departments/organizations will begin with “uofm” to search and at least first part of your Org name. Scroll down to find your Organization.
Ex: uofm alum
   a. Use “Browse” for Groups if you cannot recall how your Organization was named.
   b. Once you have selected it, it will now appear in your drop down to choose. Next time it will be listed in the default for your drop down.
   c. Next you can choose your Contact information from the drop down which will auto fill. Or you can choose “temporary contact”. [note: this temporary contact will not remain in the system so if you need to add yourself, please contact the Scheduling Office]

8. Other Information: fill in information as it may apply. Also any special set up notes. EX: “Please set up chairs for theatre style”

9. Billing Information: Index Code is ONLY needed if you are requesting additional services in Special Use Spaces (ex. University Center, Rose Theater and/or FedEx Institute of Technology, etc.) If no extra services, you may leave blank.
10. REVIEW your information to make sure you have the room/rooms you want for that date and time. Then agree to the terms and conditions and SUBMIT.

11. You will automatically receive an email notification verifying that you have requested an Event Space. Also you will receive a follow up email on any Status change.
   a. It will return a page with reservation details including booking details. Please review for any inconsistencies. Click on any of the blue hyperlinks for additional actions regarding your reservation.

   “Add Booking”: add a booking to this same Reservation.

   “Cancel Bookings” or “Cancel All Bookings”: can cancel one or any of the Bookings and it will require a reason

   “Add booking to personal Calendar”: will add to Outlook.

   “Booking Tools”: you can change the date and time. It will warn you if the space is not available for that change.
12. **VIEW YOUR REQUESTS.** To view your pending requests for event space, once you have logged into the page, go to RESERVATIONS and choose the drop down for “View My Requests”. [see #2 above] If you click on the blue link that will take you to that particular reservation. Most important to note is the STATUS of you reservation. Ex: these two are still in “Web Request Status”. They have not been approved or denied.

<table>
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<tr>
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<th>Event Name</th>
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<th>Status</th>
<th>Location</th>
<th>Has Services</th>
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<td>26834</td>
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<td>6/1/2012 Fri</td>
<td>6/1/2012 Fri</td>
<td>Web Request Multiple</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
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Click on the tab “Historical” to see reservations that have passed, or check mark “Show Cancelled”. The one below shows that the Status is “Web Confirmed” for this Reservation.

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<tr>
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<th>Last Booking</th>
<th>Status</th>
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<tbody>
<tr>
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<td>UofM Conference Planning &amp; Operations</td>
<td>6/20/2012 Wed</td>
<td>6/26/2012 Tue</td>
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<td></td>
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<tr>
<td>8145 Test EVENT</td>
<td>UofM Conference Planning &amp; 6/21/2012 Thu Operations</td>
<td>6/21/2012 Thu</td>
<td>6/21/2012 Thu</td>
<td>Web Confirmed</td>
<td>University Center - UC Theatre (145)</td>
<td>No</td>
</tr>
</tbody>
</table>
RESERVATIONS/SCHEDULING

13. VIEW RESERVATION SUMMARY: After you “View Your Requests” and pick “Reservation” you then need to choose to “View a Reservation Summary”. That will return a form with options to print the summary or email it to individuals. Your Web Request will NOT be confirmed until you send a copy of your Reservation Summary to your group’s advisor and copy the Student Scheduling Office at rso_advisor_approval@memphis.edu. Your advisor needs to reply all on the email letting the Scheduling Office know this request is approved or denied. Once an approval is received the Scheduling Office will confirm your event based on availability. Please follow-up with your advisor to gain approval for the Reservation Requests – the Student Scheduling Office will NOT contact your advisor to ask for approval for you. Space will be held in an “In Progress” status for you for one week (seven calendar days). If approval is not sent by your RSO advisor, the space will be released and the status of your request will be changed to “Web Cancelled.”

Check the “Email Options” and that will open up a new window where you can add or delete email recipients. Send a copy of your reservation summary to your advisor copying scheduling@memphis.edu.

Sample of the Booking Summary.
14. BROWSING: For informational purposes, you can go and “Browse” by “Event”, “Facilities”, “Space” or “Locate by Group”. You can choose various Filters to further define your search: date, type, buildings, etc. However, to actually “Reserve” the space, you will have to go back to the “Reservations” drop down.

15. LOGOUT when done
FOOD

- If you are having an event on campus, you MUST use Tiger Dining
  - The University has a contract with ARAMARK which gives back to The University of Memphis
  - Catering Procedures:
    - Place order at Online Catering Request at [www.tigerdining.com](http://www.tigerdining.com)
    - Receive confirmation within two business days
    - Minimum of three business days to cancel
FOOD

Exceptions to Tiger Dining:

- There are a few exceptions to using Tiger Dining that have been established:
  - RSOs have blanket approval to bring pizza onto campus from an off-campus vendor
  - If you are holding an organization meeting, you can bring up to $200 (value) in food from an off-campus vendor. This is meant to provide organizations with an affordable way to provide light snacks without placing an order through catering. This exception may not be used for events that are open to the campus/public.
  - RSOs are permitted to have one bake sale and one potluck each semester
  - RSOs can apply for an “Application to Bring Food on Campus” This may only be filled out if Tiger Dining previously declines to cater your event. Do no expect to be approved and always have a back-up plan.
OUTDOOR AMPLIFICATION

- Must get permission for ANY amplified sound outside (i.e. microphones, music, megaphones)
- Permission is obtained through the space reservation process (EMS)
- Fridays 12:30 – 1:30 p.m. [available to organizations on 1st come 1st served basis] will most likely be approved (Sat. or Sun. as well during non-class times)
- Due to class schedule, other times are very difficult
STUDENT EVENT ALLOCATION (SEA)

- What is it?
  - Provides RSOs the opportunity to receive funding for programs and events [including: artist fee/travel/lodging, event promotion, UC charges, food, etc.]
  - This money is ONLY available to RSO’s through the proposal process

- Proposal Process
  - Packets are available mid-semester for programs to be held the FOLLOWING semester [ie: for programs happening in February, organizations would apply for funds in the Fall semester process]
  - Organizations will have several weeks to complete the packets and packets are typically due 5 weeks before finals (late October/late March) – incomplete or late packets will not be accepted
  - The SEA committee [made up of U of M students] will hold hearings to make allocation decisions

- Have questions? Visit the Office of Student Leadership & Involvement
STUDENT GOVERNMENT ASSOCIATION TRAVEL FUNDS

- **What is it**
  - University Related Travel [academic or organizational]
  - Conferences, meetings, presentations, etc.
  - Will pay for a max of 70% of costs [travel, lodging, and registration fees]
  - This funding is NOT guaranteed and must be applied for PRIOR to travel

- **Contact Ms. Julia Rhodes in Dean of Student Office for details** (678-2188) or (jrhodes@memphis.edu)
OTHER RESOURCES

- Student Leadership & Involvement website
  http://www.memphis.edu/student_leadership/

- RSO website (resources)
  http://www.memphis.edu/student_leadership/organizations.htm

- Student Organization Handbook
  http://www.memphis.edu/student_leadership/docs/rsohandbook2013.pdf

- One Sheets
  http://www.memphis.edu/student_leadership/tipsheets.php
Now what?

- After reviewing the RSO Workshop login into eCourseware https://elearn.memphis.edu/ with one of the following usernames. [if one does not work for you try another username. Someone else may be logged into that one.]

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- Select the course listed under “My Courses”

- Click on “Quizzes” and complete the RSO Workshop quiz. **You must receive a score of 80% or higher**

- **Print off your results** – verifying that you obtained an 80% or higher score

- **Write your name and the organization** that you represent on the top of the quiz & **bring to the Office of Student Leadership & Involvement [UC 211]** between the hours of 8am – 4:30pm