



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 RSOs.
- To answer your questions about running a RSO.

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
 - Organizations using this option should take precautions to employ proper financial management procedures (use following pages as a resource)
 - RSO Advisors should not be listed as signatories on the accounts, though they may be reviewers.
 - 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]. **Please note that an on campus account is required for Marketplace.**
 - Work with the Bursar’s office and Accounting to set up an on-campus account
 - Acceptance of Credit Cards:
 - Organizations that utilize off campus financial institution and chose to accept credit cards must be Payment Card Industry Compliant in order to process credit cards on campus. Proof of compliance must be submitted to the Bursar’s Office.
 - Organizations that deposit their money through the University must be approved by the Bursar’s Office to accept credit card payments.





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:
 - Request a University account through Accounting (Request for Banner Index Form)
<http://www.memphis.edu/bf/forms/finance.php>
 - All cash handling policies can be found at
http://www.memphis.edu/bursar/handling_guide.php
 - All cash handling personnel should have a copy of and be very familiar with the complete Cash Control Guide and follow appropriate procedures and will be required to take cash receipting online training and sign the “Credit Card Security Agreement Form”.
 - Organizations should contact Brenda Butler bbutler@memphis.edu to discuss Bursar accounts.



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.

OPERATIONAL ASSISTANCE

- What is Operational Assistance?
 - Provides RSOs with basic funding for daily operation.
 - Groups can receive UP TO \$400 per Fall & Spring semester
 - Available on a first come, first served basis, only until funds run out.
 - No RSO is guaranteed funding as overall funds are limited.
- What can organizations use Operational Assistance for?
 - Printing at Tiger Copy & Graphics
 - Advertising with the Daily Helmsman
 - Office supplied at the University Bookstore (no food, clothing, gifts, or items for individual students such as scantrons)
 - Mail services
- What can't organizations use Operational Assistance for?
 - Food
 - University Center charges
 - Gifts
 - Off-campus vendors
 - Reimbursement of money you already spent
- How is Operational Assistance accessed?
 - Come to the Office of Student Leadership & Involvement (UC 211) BEFORE spending any funds.
 - Ask for the Operational Assistance form
 - Get a pricing estimate & fill out the form completely
 - Return completed form to UC 211 where an authorized staff member will sign off and give you a payment form
 - 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.



RESERVATIONS/SCHEDULING

- 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 designated members of RSOs. For more information, contact scheduling@memphis.edu or call Conference and Event Services at (901) 678-5000.
- To log in to EMS, you will use your University User ID and Password.
- Click on Reservations and a drop down to choose the role for which you are scheduling the event. For example, you would select “RSO Selections.”
- If it’s your first time to enter an event, you will need to pull up your client name. All departments/organizations will begin with “uofm.” You will be then be able to select your contact information from the drop down menu.
- Please ensure that you list your Faculty/Staff Advisor as the Secondary Contact.

FOOD ON CAMPUS

- 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.
 - You can place an Online Catering Request at www.tigerdining.com
 - You'll receive confirmation within two business days.
 - You must give ARAMARK a minimum of three business days to cancel.
- **Exceptions to Tiger Dining:**
 - 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 RSOs with an affordable way to have 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 fill out an “Application to Bring Food to Campus” through ARAMARK. However, do not expect to be approved and always have a back up plan.



OUTDOOR AMPLIFICATION

- Must get permission for ANY amplified sound outside (e.g. microphones, music, megaphones, etc.)
- Permission is obtained through the space reservation process (EMS)
- Fridays from 12:30-1:30 p.m. (available to RSOs on first come, first-served basis) will most likely be approved

STUDENT EVENT ALLOCATION

- 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.)
 - The money is ONLY available to RSOs through the proposal process.
- Proposal Process
 - Packets are available mid-semester for programs to be held the FOLLOWING semester (e.g. 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 6 weeks before finals (mid-late October/mid-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 in UC 211



SGA TRAVEL FUNDS

- What is it?
 - University Related Travel – academic or organizational
 - Conference, 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 Julie Rhodes in the Dean of Students Office for details – (901) 678-2188 or jrhodes@memphis.edu



OTHER RESOURCES

- Student Leadership & Involvement Website:
 - <http://www.memphis.edu/studentinvolvement/>
- Tiger Zone:
 - <http://www.memphis.edu/tigerzone>