

Orientation Meeting for Officers of Registered Undergraduate Organizations

September 22, 2008

Thanks for coming!

Orientation Meeting Agenda

- Welcome
Marichal Gentry, Dean of Student Affairs
- Undergraduate Organizations Funding Committee
Bryan Twarek, UOFC Chair
- Yale College Business Office
James Brennan, Business System Analyst
- Online Registration and Student Activities
Edgar Letriz, Asst. Dean of Student Affairs



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Organization Funding Summary

Bryan Twarek, UOFC Chair
 ugstudentorgs@yale.edu

2008-2009 UOFC Liaison Officers

Rushad Dordi	JE	2009	Alex Cook	MC	2011
Justin Kosslyn	ES	2009	Erin Fackler	JE	2011
Anne Xu	CC	2009	Kunal Lunawat	BR	2011
Justin Chukumba	SY	2010	Sarah Ong	BK	2011
Celina Kirchner	MC	2010	Susan Park	TD	2012
Matt Marr	BK	2010	Murong Yang	PC	2012

Contact with any questions. We are happy
 to meet with you and assist with your application.



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Funding Timeline

- Friday at noon – funding deadline
- Friday-Monday – liaisons contact organizations with questions, suggestions, etc.
- Tuesday – allocation meeting
- Next Friday after 11am – check pickups in Yale College Business Office (55 Whitney, 6th floor)



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Funding Dates: Fall 2008

- Today: application system is online
- Funding Deadlines:
 - October 10
 - October 24
 - November 7
 - November 28
- Allocation Meetings:
 - October 14
 - October 28
 - November 11
 - December 2
- Receipts Deadline: Friday, December 5th



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Funding Guidelines

- Events funded by the Committee are expected to:
 - Be open to the entire Yale community
 - Take place on campus
 - Take place during the SAME semester as the funding application is reviewed
 - Benefit / Impact the Yale community as a whole and undergraduates in particular
 - Serve as an educational or cultural supplement to the normal university curriculum
 - Have costs kept to a minimum
 - Have funding from sources besides the UOFC
 - Show need for funding



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

How to Apply

- www.yale.edu/uofc
 1. register with Dean's Office
 2. apply online
 3. submit receipts with form
- Check application status online (you will receive automatic e-mails)
- Questions? Contact ugstudentorgs@yale.edu, contact liaison, or come to office hours



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Funding Guidelines Summary

- \$600 per semester
 - \$300 per semester for new organizations
- Food/Beverage: \$50 max
- Other categories: \$300 max

–Office Supplies	–Equipment Rental
–Advertising	–Misc. Professional Fees and Services
–Printing and Photocopying	–Misc. Supplies and Material
–Transportation	–Other
–Postage	



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Funding Guidelines Summary

- Guests
 - Transportation: train rate within Boston/DC range, airline rate otherwise
 - Housing: may stay at hotel, but funded at the current residential college guest suite rate
 - Meals: may eat at restaurant, but funded at the current university dining hall rate
- Capital equipment, uniforms, clothing, props
 - May fund, but must prove they will remain within organization (need letter from Yale administrator)



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Funding Guidelines Summary

- Cannot fund
 - Student transportation
 - Prizes
 - Public giveaways
 - Website hosting/development
 - Honoraria
 - Capital equipment rental if offered by UOFC



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Common Funding Application

- One site, multiple funding sources
 - UOFC Main Funding
 - \$1-\$2000 special events grants
 - \$5,000 event funding competition
 - Dean's Office discretionary funds
 - President's Office discretionary funds
 - Academic departments, cultural centers, and other sources are forthcoming
- www.yale.edu/uofc



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Special Events Funding

- \$1-\$2000 grants
 - Reviewed by committee of UOFC and YCC reps
 - for anything ranging from performances to speaker series to parties to educational symposia
 - we encourage creativity!
 - campus-wide impact
 - 5 deadlines, 5 review meetings (every 2 weeks)



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Special Events Funding

- \$5,000 Special Grant
 - Reviewed by committee of UOFC and YCC reps
 - Student body votes for shortlisted applicants
 - Campus-wide impact, collaboration among groups, creativity, organization, etc.
 - Competition occurs once per semester
- New procedures soon (after Sept. 30th)
- Questions? Contact yaleeventsfunding@gmail.com



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Capital Equipment Rental Program

- *Begins next Monday, September 29th*
- FREE rental of commonly used equipment (speakers, projectors, cameras, etc.)
- Reserve equipment with online form
 - At least 72 hours (3 days) in advance
 - Must be registered organization
- Safe transport and use of equipment is organization's responsibility



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

Capital Equipment Rental Program

- Must pickup and return equipment at designated times
 - Late fees will apply
- Procedures, rental application, inventory, etc. will be found on website (www.yale.edu/uofc)
- Please give feedback at <http://www.surveygizmo.com/s/68322/uofc-capital-equipment-rental-program-survey>
- Questions? UOFCEquipmentRental@gmail.com



UNDERGRADUATE ORGANIZATIONS FUNDING COMMITTEE

UOFC Financial Training

September 22, 2008

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Student Organization Award Checks

- Awards allocated by UOFC at Tuesday night meetings
- List of Award recipients forwarded to the YCBO on Wednesday
- Checks to the organizations prepared by YCBO and approved by UOFC
- Checks are available for pick up by organization officers at the YCBO starting the following Friday at 11am



Responsibilities of the Organization

- Pick up and deposit awarded funds quickly
- Retain receipts for all expenses related to UOFC funds
- Submit the UOFC Receipt Submission Form with receipts to the YCBO within two weeks of incurring expenses



Acceptable Receipts

- Name of Vendor / Payee
- Date of purchase or service rendered
- Indication a payment was made
- Amount paid
- Clear description of what was purchased or the service performed



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Refunds to UOFC

- Any unused award funds must be refunded with a check payable to “UOFC” as soon as funds are no longer necessary (e.g. after an event)



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Warning:

- Failure to substantiate expenses or return unused funds will result in the following:
 - No future awards to the organization until the prior award is closed out
 - The Organization’s registration may be suspended
 - Officers of the organization may not become officers in other organizations



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Please Note: WE'RE MOVING!!!

- **Effective 10/13/08:** the Yale College Business Office
– 55 Whitney Avenue – 6th Floor

Contacts:

Betty Jane Schiller

elizabeth-jane.schiller@yale.edu

Jim Brennan

James.brennan@yale.edu



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Summary

- Pick up award checks quickly
- Hold onto all expense receipts
- Submit receipts with Receipt Submission Form to the YCBO
- If applicable, refund unneeded funds to the YCBO with a check payable to “UOFC”
- Contact us if you need help!



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additional information
pertinent to registered
undergraduate organizations
can be found at

www.yale.edu/studentaffairs