Student Clubs & Organizations
Financial Handbook

Club Financial Services
Student Business Services Building Room 257
1 Harpст St. Arcata, CA 95521
# TABLE OF CONTENTS

A Message from Club Financial Services .................................................. 3  
Delegation of Authority ........................................................................ 3  
Important Contact Information & Hours of Operation ............................. 3  
Definition of Terms ................................................................................ 4  

I. Student Club Responsibility Overview ............................................... 6  
   Role of the Club Treasurer .................................................................. 6  
   Role of the Club Advisor ..................................................................... 6  

II. Student Club Trust Fund Accounts .................................................. 7  
   Campus Accounts ................................................................................ 7  
   New Account Setup and Account Renewal ......................................... 7  
   Oversight and Retention of Records .................................................. 8  
   Adequate Funds .................................................................................. 8  
   Defunct Accounts ............................................................................... 8  
   Club Financial Reports ....................................................................... 8  

III. Management of Cash and Cash Equivalents .................................... 9  
   Authorized Cash Handlers ................................................................... 9  
   Verifying Deposits ............................................................................. 9  
   Depositing to Authorized Accounts ................................................. 9  
   Deposit Procedures ............................................................................ 9  
   Securing Cash ................................................................................... 9  
   Receipts ............................................................................................ 10  
   Credit Card Transactions .................................................................. 10  
   Violations of Cash Handling ............................................................... 10  

IV. Payment Request Form ...................................................................... 11  
   Reimbursements .............................................................................. 11  
   Direct Payment to Vendor ................................................................. 12  
   Sales/Use Tax .................................................................................... 12  
   Service Provider / Guest Lecturer ..................................................... 13  
   Travel ............................................................................................... 13  
   Contracts/Agreements ........................................................................ 14  

Page 1 of 24
Food Catering ..................................................................................................................................................................... 14
Chargebacks (On-campus Facilities or Services) .................................................................................................................. 14
Lost Receipt Memo Form ....................................................................................................................................................... 14
Payment Request Form Restrictions ........................................................................................................................................ 15

**V. Club Revenue Sources** ................................................................................................................................................. 15
Fundraisers .................................................................................................................................................................................. 15
Meeting with Club Financial Coordinator ............................................................................................................................... 16
Solicitation .................................................................................................................................................................................... 16
Crowdfunding / Online Donations ........................................................................................................................................... 17
Donations ..................................................................................................................................................................................... 17
Raffles .......................................................................................................................................................................................... 17
Auctions ....................................................................................................................................................................................... 18
Contests ...................................................................................................................................................................................... 19
Sale of Club Member’s Art ......................................................................................................................................................... 19
Change Funds for Events ............................................................................................................................................................ 19

**VI. Code of Conduct for Student Clubs & Organizations** ........................................................................................................ 20
Recognized Student Clubs and Organizations Sanctions ....................................................................................................... 20

**VII. Cash Handling** ................................................................................................................................................................. 21
Retail Sales or Concessions for Special Events .......................................................................................................................... 21
Services Provided by University Police Department ................................................................................................................. 23

**Appendix** ................................................................................................................................................................................ 24
Forms .......................................................................................................................................................................................... 24
Resources .................................................................................................................................................................................... 24
A Message from Club Financial Services

Part of Humboldt’s charm is its small town feel and world of outdoor adventures. The way many students are introduced to this region is by participating in a club at Humboldt State University where they are given the opportunity to meet with other students with similar interests and engage with the land and community. Clubs and organizations give students the opportunity for involvement through fundraising, program organization, fiscal management, and event operations. We hope that students can reflect on their experience as club members and take away valuable skills to apply to their lives beyond Humboldt State University.

In this financial handbook, we have provided the information, tools, and procedures to support and protect our student clubs and organization’s financial assets. This document has been created and revised over the course of several years, and will continue to evolve to best meet the needs of our student clubs and organizations. If you have questions, comments, or concerns regarding club finances, please contact the Club Financial Coordinator. We look forward to working together as partners in this campus community!

Delegation of Authority
(From the California State University Chancellor’s Office)

The purpose of this document is to establish procedures for the financial administration of student clubs and organizations based on the Integrated CSU Administrative Manual (ICSUAM Section 3141.01 Administration of Student Organization Funds). This manual outlines procedures for the establishment and maintenance of student club and organization trust funds to ensure assets are protected and accurately processed.

Important Contact Information & Hours of Operation

Student Clubs & Activities Office
University Center Room 240
Hours: 9am-5pm; Monday – Friday
707-826-3776
clubs@humboldt.edu

Associated Students
University Center Room 242
Hours: 9am-5pm; Monday-Friday
707-826-4221
hsuas@humboldt.edu

University Police Department (UPD)
Student Business Services Room 101
Hours: Open 24 / 7
707-826-5555
dispatch@humboldt.edu

Club Financial Services Office
Student Business Services Room 257
Hours: 8am-5pm; Monday - Friday
707-826-5278
clubs-finance@humboldt.edu

Student Financial Services
Student Business Services Room 257
Hours: 8am-5pm; Monday - Friday
707-826-4407
hsu-cash@humboldt.edu

Cashiers
Student Business Services Room 285
Hours: 8am-5pm; Monday - Friday
707-826-6789
hsu-cash@humboldt.edu
Definition of Terms

Auxiliary Organization
These types of organizations are separate non-profit, 501(c)(3), entities from the University whose sole purpose is to support the University's mission. The auxiliary organizations on campus are Associated Students, The Foundation, Sponsored Programs Foundation, and the University Center.

Business Day
A day where business offices are open and in regular operation. Business days typically include Monday – Friday and exclude weekends and public holidays. Regular business hours are 8am – 5pm. Applications, forms, requests, deposits, etc submitted after 5pm will be considered as received on the following business day.

Cash
Currency, coins.

Cash Equivalent
Checks, traveler's checks, cashier's checks, money orders, credit card transactions.

Club Financial Coordinator
Employee that assists student clubs and organizations in responsibly managing their trust fund accounts. This is accomplished by means of providing training and financial advising. This position is responsible for supporting club officers with planning fundraising activities.

Club & Organization Advisor
(Referred to as “Club Advisor” in this handbook) A campus state employee who agrees to serve as the advisor for the club or organization for the year. This employee must confirm agreement to serve, approve all club spending/transactions, and to follow all CSU and campus policies and procedures. No auxiliary employees are allowed to act as an advisor unless an exception is provided by the Director of Student Life.

Club & Organization Treasurer
(Referred to as “Club Treasurer” in this handbook) The chief financial officer for the student club or organization. The primary signer on all club accounts as well as the public face of club finances. Has responsibility for making sure the student club/organization follows all CSU system and campus policies and procedures for club finances.

Club Trust Fund Account
(Referred to as, “Club Account” in this handbook) The Club Trust Fund Account is a financial instrument that is maintained by the University. Overseen by Student Financial Services, the club trust fund account is used to help ensure that money in the student club is responsibly managed for student clubs from year to year.
**Donations**
The complete, voluntary and unconditional transfer of cash or cash equivalents. Donations are given/received without additional compensation nor in exchange of any goods or services. An example is a business donating cash or sending a check to the club to support their activities.

**Fundraiser**
An event held to generate financial support for an organization or purpose as determined appropriate by the organization’s leadership. The transfer of money in exchange for a good or service. Examples include a car wash, bake sale or spaghetti dinner.

**In-Kind Donation**
The complete, voluntary and unconditional transfer of assets, services, or other tangible goods. True in-kind donations are given/received without additional compensation nor in exchange of any goods or services. An example is a business providing food, free of charge, for a fundraising event.

**Office of Philanthropy**
The Office of Philanthropy operates through an auxiliary organization on campus (known as The Foundation) whose purpose is to act as the philanthropic face of Humboldt State University. Donations, raffles, auctions and some fundraising activities must receive approval from the Office of Philanthropy in addition to the other necessary steps for approval.

**Office of Student Life**
(Referred to as, “OSL”) The Office of Student Life oversees the Clubs & Activities Office and the YES Program. OSL offers opportunities for leadership development, personal achievement, community building and general engagement. The Director of OSL is responsible for monitoring club conduct and imposing disciplinary sanctions.

**Student Clubs & Organizations**
(Referred to as “Clubs” in this handbook) Any student club or organization that has completed the formal university recognition process through the Clubs & Activities Office.

**Student Clubs & Activities Office**
(Referred to as, “The Clubs & Activities Office”) This office supports student clubs and organizations through yearly activation, programming direction and event management assistance. Other services provided by the Clubs Office include oversight for all club travel, AS Grant facilitation, training & orientation for club members and general assistance to HSU students.

**Student Financial Services (SFS)**
This office oversees Club Financial Services and the HSU Cashier’s Office. This office is responsible for the financial administration of student clubs and organizations, including monitoring and maintaining deposits, petty cash, reimbursement, purchases, other disbursements and club finances.
I. Student Club Responsibility Overview

Student Organizations are established in accordance with procedures published by individual CSU campuses per EO 1068. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization’s goals and objectives.

All student clubs and organizations are required to follow all fiscal laws, policies, procedures, and guidelines as mandated by the United States Federal Government, California State Government, California State University Chancellor's Office, Humboldt State University, and Clubs & Activities Office.

Student Club Trust Accounts are only active and accessible during the Fall and Spring academic terms. Club expenses that are incurred during the summer term must receive prior approval from the Clubs & Activities Office.

Role of the Club Treasurer

The club treasurer must be an elected position as described in the club constitution or bylaws. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office. Undergraduate students must maintain a minimum 2.0 GPA and Graduate students must maintain a minimum 3.0 GPA.

The Club Treasurer is responsible for the following:

- Prepare budget plans for the club
- Track deposits and expenditures
- Is knowledgeable of current budget balances
- Sign and track all withdrawals and disbursement of club funds
- Verify authorized cash handlers for the club have received training
- Ensure that cash handling policies and procedures are followed
- Attend all required trainings on financial management

Role of the Club Advisor

The club advisor must be a University employee of the State of California. Employees of University Auxiliary Organizations (such as Associated Students, Foundation) are not permitted to serve as student clubs and organizations advisors as regulated by California State University Executive Order 1068. Housing employees and federal programs employees are permitted to serve as advisors. Appeals and exceptions can be made by the Director of Student Life.

The Club Advisor is responsible for the following:

- Agree to follow all CSU and campus policies
- Complete the online advisor orientation each year
• Be knowledgeable about and monitor the use of club funds
• Serve as the final signing authority for any club transactions
• Provide organizational knowledge and support
• Provide consistency to clubs during their annual leadership transitions

II. Student Club Trust Fund Accounts

Campus Accounts
All clubs are approved to create and maintain an account with the Club Financial Services Office. These accounts are simple deposit and withdrawal accounts and funds will be held within the University’s Bank Account. The Club’s Treasurer, President and Advisor will be required to complete mandatory training prior to requesting a club account. Trainings will be available every semester and documents will be provided to the treasure to initiate the creation of a club account. A Student Club & Organization Financial Agreement signed by the advisor, treasurer, and president must be updated annually for any club to accept payments and expend club funds.

Students Clubs are not allowed to utilize an off-campus account or a club member’s private bank account. All funds generated or collected by an HSU Student Club must be processed through the University Cashier’s Office to be held within the University's Bank Account. Student clubs are not allowed to accept payments through PayPal, Venmo, Square Card Readers, or have Third Party Websites collect any payment for their Student Club without the approval of the Manager of Student Financial Services.

Student club funds cannot be used to hold funds on behalf of other student clubs. Funds may be held on behalf of an external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization. (For example, hosting an event to raise money for the Red Cross).

New Account Setup and Account Renewal:
1. All clubs are required to attend the annual club orientation with HSU Clubs & Activities Office and confirm eligibility of club president, treasurer and advisor.
2. Attend the Club Financial Management Training, which will provide information on financial responsibility and best account management practices.
3. Advisor complete the online orientation.
4. For new Clubs: Submit a completed “Student Clubs and Organizations Financial Agreement” and the “Agreement for Establishment of Student Club Trust Fund” to the Club Financial Services Office.
   • The Club Financial Coordinator will review the documents and route the agreement to the authorized representatives for approval. These funds are only valid for the current academic year, approval to access these funds must be renewed every academic year and every time the treasure and/or advisor changes. Forms can be found in the appendix of this handbook.
5. For Existing Clubs: To renew the account, submit a “Student Clubs and Organizations Financial Agreement” to the Club Financial Services Office.
6. Whenever there is a change in the role of advisor and/or treasurer, the new person(s) must complete the required Club Financial Management Training before the club can access account funds or process transactions.

Oversight and Retention of Records
All withdrawals and transaction requests must be reviewed for approval by the club treasurer/president and the club advisor. Club financial records must be retained for a period of 2 years and are subject to audit at any time. The club treasurer is responsible for record retention and may be asked to provide financial records. The Club Financial Coordinator can provide the treasurer with a sample “Shadow Ledger” to track financial transactions.

Adequate Funds
All withdrawal or payment requests from club accounts, must have adequate funds to accommodate the expenditure. Clubs that overdraw their club account may lose recognition and may be subject to disciplinary action as outlined in the Student Club & Organization Code of Conduct, if the account is not immediately rectified.

Defunct Accounts
Club accounts that have not had activity for the previous 24 months (2 years) will be closed. Any remaining balance will be transferred to a central club inactive account unless the club has designated another current HSU club in their most recent constitution to receive their funds.

Club Financial Reports
Club Financial Services help support clubs by providing recurring reports sent to the club’s main email account. (Please contact the Clubs & Activities Office for the procedure on accessing your club’s main email) These reports are to be used in conjunction with the club’s own financial record keeping. There are two different reports for clubs to use. Both reports may show similar information; however, each report serves different purposes. The club treasurer is suggested to have access to and regularly check both reports.

OBI Reports
Oracle Business Intelligence (known as OBI) is the financial warehouse for HSU’s accounting records. For Student Clubs, your club’s personalized OBI report is sent bi-weekly, and will reflect all year-to-date fiscal activity of your club’s account including deposits, donations, payments, reimbursements, etc. Please see appendix for information on interpreting these reports.

CashNet Reports
Cashnet is the cashiering system used by HSU. Reports from CashNet will reflect activities including deposits, donations, and transactions made with the online Payment Portal. Please see appendix for information on interpreting these reports.
III. Management of Cash and Cash Equivalents

Authorized Cash Handlers
The club treasurer will ensure that other club members who will be accepting payments on behalf of the club will receive cash handling training through Club Financial Services prior to any event. The Club Financial Coordinator will demonstrate best business practices for the appropriate management and security of cash and cash equivalents. Authorized Cash Handlers will ensure that cash and cash equivalents will be properly secured and will not be held longer than is necessary, generally one day.

Verifying Deposits
Deposits to any club account should be verified by someone other than the depositor to rule out suspected mishandling of money by any individual.

Depositing to Authorized Accounts
The club treasurer will ensure that funds are only deposited into the account approved for the individual club. This can be either at the Cashier's Office, or after hours at the drop box outside the UPD.

Deposit Procedures
Any authorized cash handler may make a deposit for the club. For supplies and assistance in completing a club deposit, please visit the Club Financial Services Office or the Cashier's Office. The following steps are recommended:
1. Complete a “HSU Student Club Deposit” form.
2. Count any cash, coin, checks and credit card receipts.
3. All checks should be made payable to “Humboldt State University,” with the student club name written on the memo line of the check.
4. Place the completed deposit slip plus all cash, checks and/or signed credit card slips in a sealed tamper-proof deposit bag. Deliver the bag to the Cashier's Office or place it in the drop box outside the University Police Department Office.
5. To ensure the safety of all club members, it is best to transport deposits in dual custody.
   - Any deposit in excess of $1000 in cash must have a University Police escort when transporting.
6. Turn in all deposit receipts to the club treasurer, to keep track in the club's financial ledger. Deposits may take two (2) business days to post.
7. All donation deposits should be delivered to the HSU Gift Processing Center at the Main Cashier's Office with a completed “Donation Acknowledgement Form.”

Securing Cash
When handling cash or cash equivalents related to sales, collection of dues, or donations, clubs should employ the use of a locking cash box to keep cash secure. Deposits should be delivered to the Cashier's Office within twenty-four hours, or the next available business day. The Cashier's Office can provide supplies for securing cash including tamper proof plastic bags for deposits, cash registers, locking cash boxes, and donation boxes.
Receipts
Club treasurers are encouraged to create a receipt system for the receipt of cash or cash equivalents. Clubs can use a receipt book, purchasable at any office supply store, all the way to recording intake into an electronic database for the club. Either way, providing the customer, member, or donor with a copy of the receipt is preferable. For short term sales, the Club Financial Services Office has receipt books or cash registers available for check out.

Credit Card Transactions
For large events where revenue is expected to exceed several hundred dollars, club treasurers can check out a credit card terminal to be used for an approved club event. The terminal allows credit card or debit card payments to be processed at an event. The use of credit card terminals will reduce the risk of accepting cash payments, specifically the processing and storage of cash by club members. The club treasurer and/or president will be financially responsible for the safekeeping of the equipment and will be required to complete credit card processing training (PCI Training) prior to using any credit card terminal. Credit card terminals must be secured nightly by returning to the Cashier’s Office (during business hours) or in the UPD storage locker (outside business hours).

A printed credit card receipt must be signed by the card holder for each transaction. The signed receipt must be included with your deposit.

Student Clubs are not permitted to utilize Venmo, Paypal, Square Card Readers, or any Third Party Website to collect credit card payments without the approval from the Manager of Student Financial Services.

E-Market Payments
Club members are encouraged to collect all club dues, memberships, large event admission fees, merchandise sales, etc. via the club E-Market Payment Portal. These payments are made online with a credit card or electronic check and eliminate the collection and storing of large amounts of cash. There are no extra fees associated with utilizing this service. The Club Financial Coordinator will assist in establishing this service. The club members can receive a recurring, cumulative report of all transactions accepted on the E-Market Payment Portal.

Violations of Cash Handling
Any clubs found to be mismanaging or inappropriately using cash or cash equivalents will result in a conduct violation against the club. Certain financial privileges may be revoked from the club, as determined by the Director of Student Life, or Manager of Student Financial Services. Continued violations of cash handling policies will freeze your Student Club or Organization trust account until a conduct hearing is completed.
IV. Payment Request Form

The "Payment Request Form," is used to obtain funds from the club’s trust account for the purpose of reimbursing club expenses, or directly paying a vendor for providing services to the club. When utilizing a “Payment Request Form,” the club assumes ownership of items purchased and acknowledges that the items are strictly for club use. If a student club or organization holds any outstanding invoices while the club is inactive, the Club Financial Service Office reserves the authority to process these payments on behalf of the Student Club’s leadership to avoid any late fees or penalties incurred as a result of non-payment. If no late fees or penalties will be assessed, then the payment request must follow the appropriate process for payment requests.

“Payment Request Forms” are available at the Club Financial Services Office or online. If you need assistance, contact the Club Financial Coordinator.

1. Complete the “Clubs Payment Request Form” and obtain the required signatures from the 1) club treasurer or president and 2) club advisor. (Authorized signers for student accounts must complete annual training).
2. Original itemized receipts or invoices must be attached and should be submitted within thirty (30) days of purchase.
   • Receipts must include: date, name of vendor or payee, amount, receipt or indications something was “paid”, description of the supplies or service, signature indicating receipt of supplies or service.
   • For items purchased online, receipts must indicate that the item has been shipped. It is recommended to ship orders to:
     Humboldt State University
     Attn: [Club Name]
     1 Harpst St.
     Arcata, CA 95521
   • For payments missing an original itemized receipt, please refer to the “Lost Receipt Memo” guidelines.
3. An “STD 204-Payee Data Form” is required for payments issued to a business/person who does not hold a valid HSU ID#, and who has not previously been paid by HSU. All forms should be sent directly from the vendor to the Club Financial Services Office by mail or fax. The STD 204 Payee Data Form contains sensitive information and should be handled with the utmost care to ensure that there is no breach of information. See appendix for forms.
4. Bring the signed form and all necessary paperwork to the Club Financial Coordinator, located at the Club Financial Services Office, who will verify funds and approve the request.
5. Incomplete forms cannot be accepted and will be returned. This includes missing receipts, invoices, or other supplementary forms.

Reimbursements (For Supplies Only)
Club members that purchase supplies out-of-pocket may be reimbursed out of the club’s trust fund. Reimbursement request must include original itemized receipts showing proof of the incurred cost. (For missing itemized receipts, please see section, “Lost Receipt Memo”) Out-of-pocket purchases should only be made when it is not convenient to mail a check or pay online with a credit card (such as a grocery store or restaurant). Clubs should not pay vendors for services out-of-pocket, and should
instead have the invoice paid directly from the club’s trust account (see section, “Direct Payment to Vendor”)

“Payment Request Forms” submitted to reimburse an individual that are a combined total of $300 or less are eligible for a same-day cash reimbursement. If multiple Payment Request Forms are submitted for reimbursement to the same individual, only a combination of reimbursements under $300 may be issued per day as a cash reimbursement. Remaining reimbursement will be issued by check. Reimbursements issued by check can take up to two weeks to be processed. (Any exceptions must be approved by the Manager of Student Financial Services).

(See section, “Payment Request Form Restrictions”)

Direct Payment to Vendor (for Supplies & Services)
Payments to vendors must include the following in order for the request to be processed:
- An Itemized Invoice
- Payee Data From (STD 204)
- Payment Request Form
- Certificate of Insurance (See below)

If a service provider is coming to campus, they will need to provide a Certificate of Insurance prior to their arrival on campus. The Club Financial Coordinator will reach out to service providers who arrive on campus for onboarding.

All items purchased should be delivered to a university address or department. If a vendor has the option to pay online, the use of a ProCard can be utilized so that no individual club member needs to incur an out-of-pocket expense. Please contact the Club Financial Coordinator to utilize this resource before paying your vendor.

Sales/Use Tax
The submitter of the Payment Request Form is required to disclose if items are being purchased for resale. Sales tax is not required to be paid to the original vendor if the intention of the purchased items are for fundraising (resale). All fundraising activities and a comprehensive list of items to be sold must be approved by the Student Club Financial Coordinator.

Clubs are responsible for collecting sales tax on items when they conduct sales on behalf of the club. The local sales tax is 8.5% on item sales, and will be recorded on deposits made into club accounts. There are some exceptions for taxable items. For more information on what is considered exempt, please contact the Club Financial Services Office.

For purchases of items that are not intended for resale (such as exclusive club members attire, meeting supplies, club equipment, etc.) clubs are responsible for paying sales tax directly to the vendor. Use Tax will also be applied when purchasing items from out of state retailers who do not include California regulated state sales tax.
Service Provider / Guest Lecturer

Clubs must submit a copy of the flyer or announcement of the guest lecturer event with the Payment Request Form. A club has the option to utilize their funds to reimburse a guest lecturer for their travel expenses (non-taxable income), or pay a base speaker fee (taxable income). Guest Lecturer Travel Expenses may include:

- Hotel fees
- Food (excluding alcohol)
- Rental Car
- Gas
  - Rental Car: Receipts at face value
  - Personal Car: Mileage based on round trip from Guest’s home address to HSU
- Airfare (must show boarding pass)

A Payee Data Form (STD 204), and a General Indemnity Clause is to be submitted to the Club Financial Coordinator prior to the speaking event and submitting the Payment Request Form.

Travel

Clubs are required to complete the “Travel-Request for Authorization Form” through OrgSync a minimum of 15 business days prior to the travel. Sports Clubs are required to follow the CSU Sport Club Travel policy which can be located in the Sports Club Handbook. Clubs travelling in collaboration with an academic department may also receive pre-authorization to travel from that department. Proof of the pre-authorization must be included with receipts for reimbursing travel expenses. For clubs receiving AS Grant money for travel, club travelers are required to obtain pre-authorization from the Clubs & Activities Office, regardless of other departments’ authorization.

Reimbursements for travel expenses may only be processed after the club’s scheduled travel dates. Receipts submitted before the scheduled travel dates will not be processed until after the travel has been completed. Travel reimbursements are not eligible for same-day cash reimbursements. Travel reimbursements will be issued by check.

For clubs traveling by means of airplane, train, boat, or bus, the appropriate boarding pass or ticket must be furnished as proof of travel occurring in order to receive reimbursement for the expense.

Club members traveling by car have the option to rent a vehicle or use a member’s personal vehicle (please see the Clubs & Activities Travel Policy for the driving approval process). All rental cars must be rented through Enterprise Rent-A-Car. Clubs that use alternative rental companies cannot be reimbursed for the expense.

Only pre-approved drivers may be reimbursed for gas expenses. Club members seeking gas reimbursement for use of a personal vehicle must provide an online map printout showing the total round trip mileage from HSU to the travel destination. Reimbursements for gas using a personal vehicle are based on a flat rate or a per mileage rate agreed upon by the club, neither exceeding the federal mileage rate as set by the United States Internal Revenue Service.

Clubs must adhere to all campus travel procedures. Failure to comply with policies may result in expenses not being reimbursed and possibly sanctions imposed, as outlined in the Student Code of
Conduct. All reimbursements require original itemized receipts. Assistance with travel reimbursements can be obtained from both the Club Financial Coordinator and the Clubs and Activities Office.

Contracts/Agreements
Clubs must notify the Clubs & Activities office if they wish to sign any contracts through the Event request on OrgSync. There will be a second review of all contracts related to the event by the HSU Special Events Board. Contract language will need to be reviewed to ensure that the University and club are not held to unacceptable terms.

Food Catering
Original, itemized receipts or invoices are always required. Businesses are required to be on a pre-approved vendor list. For more information, club members may contact the Club Financial Coordinator. You can also obtain more information at: https://procurement.humboldt.edu/vendor-information. There are two separate lists of approved food vendors, one list for off-campus pick up and one list for campus deliveries. If you want to use a vendor that is not on the pre-approved list, make your request to add them at procure@humboldt.edu and they will contact the vendor.

Chargebacks (On-campus Facilities or Services)
Occasionally, clubs need on-campus services that must be paid via a chargeback invoice. These expenses include but are not limited to, electrical services related to an event, printing services from Marketing and Communications, or general facilities use expenses. The campus entity providing the services will submit an invoice request to the University Accounts Receivable Department for processing. It is the clubs responsibility to track these charges while they are pending to ensure funds are not overspent before the charges are posted to the club account.

Lost Receipt Memo Form
All payment requests for reimbursement must include an original itemized receipt. For payment requests missing an original itemized receipt, and after exhausting all efforts at obtaining a receipt, an exception to this requirement can be fulfilled by submitting a Lost Receipt Memo Form. Receipts that are missing information or are not itemized will require the use of a Lost Receipt Memo Form. (See Appendix)

1. A Lost Receipt Memo must include an itemization of the purchase, including any applicable sales tax, and a brief explanation for why the receipt was missing or not itemized.
2. The form is to be signed by the recipient of the reimbursement, the club advisor, and the club treasurer/president.
3. All Lost Receipt Memos will be accepted for the purpose of reimbursement; however a submission can be considered “unreasonable” if it misses key information. The status of being unreasonable is determined by the Student Club Financial Coordinator. An unreasonable Lost Receipt Memo can include, but is not limited to:
   - Receipt was not requested from the vendor
   - Receipt was lost or destroyed by club member
   - Receipt was for an online purchase (in which a new receipt can be easily accessed to reprint)
• Lost Receipt Memo form did not include itemization of purchase (including tax amount)
• Lost Receipt Memo included a purchase of drugs or alcohol
• Purchase was not a proper use of club funds such as a purchase for personal expenses.

4. The Student Club Financial Coordinator reserves the right to accept the following documentation as reasonable proof for issuing reimbursement:
   • A screen print of your bank statement showing the dollar amount requested is accurate
   • A photograph/copy of the receipt or charge in lieu of the physical original receipt

5. Clubs that submit multiple “unreasonable” Lost Receipt Memos may have conduct violations recorded and all lost receipt reimbursements curtailed until a review is conducted by the Director of Student Life.

Payment Request Form Restrictions
• Club funds may only be used to further the goal/purpose of the club. Payments and reimbursements are not permitted to be used for a member’s personal expenses.
• Payment Request Forms may only be submitted for expenses or services in the same fiscal year they were incurred. (July 1st - June 30th)
• Members are prohibited from using club funds to purchase any tobacco products, drugs, or alcohol.
• Tips or gratuity for meals can be reimbursed not to exceed 20% of the total bill.
• Payment Request Forms submitted for payment to a vendor (such as caterers, guest lecturer, DJ, etc), will be paid by check and are not eligible for a same day cash reimbursement.
• In the event a club’s advisor is inaccessible to sign a Payment Request Form, the designated “one-up” authority is the Director of Student Life.
• It is illegal in the State of California to receive a cash (or cash equivalent) reimbursement for a purchase made originally with Food Stamps/CalFresh Benefits/EBT credit. Doing so is considered fraud and may revoke one’s eligibility to receive such benefits.
• Clubs that wish to make a charitable donation from their club trust account may only do so to a verified 501(c)(3) non-profit organization. Up to 10% of the club’s available fund balance may be donated once per academic year. (Please note that this differs from hosting a fundraiser with the sole purpose of supporting a Non-Profit Organization).

V. Club Revenue Sources

Fundraisers
There are a variety of fundraising activities clubs may sponsor. Some types of fundraisers (and examples) include:
• Sales (T-shirt sales, Christmas Trees, Flowers)
• Services (Car wash, Gardening)
• Portion-of-profits Restaurant Fundraiser (Applebee’s)
• Pints-for-Non-Profits* (Humbrews)
  ◦ Requires special permitting for alcohol if there is other fundraising activity
• Ticket sales (Dance, Show, Dinner)
• Requesting Donations (Solicitations)
Different fundraising activities are regulated by certain campus and state policies. Income generated through fundraising should be deposited within 24 hours or the next available business day with a HSU Student Club Deposit Slip. Due to the risk involved with handling large quantities of money, a high risk or large fundraising event for student clubs and organizations is defined as exceeding 25 expected sales or $500 in expected revenue, whichever is greater. Please note, all fundraising activities will require the club to complete an Event Request through their organization’s OrgSync portal. Once receiving approval for an event, clubs hosting large events may gain the privilege to use special equipment and resources provided by our offices, such as credit card machines or cash registers. Fundraising events may be subject to facilities use fees for utilizing campus spaces.

The steps to hosting a fundraiser may include, but is not limited to:
1. Fill out an Event Request through OrgSync
2. Members should contact the Clubs & Activities Office and/or the Club Financial Coordinator if they need help planning the event.
3. Meet with the Special Events Board for large events.
   - Note: In order to receive approval for a raffle, auction, or contest, there must be a high anticipated return on investment due to the time and labor required to follow the State of California regulations.
4. All club members handling money must attend a cash handling training with the Club Financial Coordinator
5. Upon completion of the fundraising event, all funds are to be deposited to the club account within 24 hours or the next business day

Meeting with Club Financial Coordinator prior to Fundraising Events
If a student club or organization is hosting a fundraiser that involves the member’s active participation, members handling money will be required to meet with the Club Financial Coordinator to review the campus policy and receive training on handling cash and cash equivalents.

At the meeting with club members, the Club Financial Coordinator will:
- Review best business practices for safety of cash and inventory.
- Establish expectations on how money should be handled to prevent fraudulent activity.
- Provide training to use any fundraising materials and/or special equipment (i.e. cash register, credit card machine).
- Update the club on the status of their fundraiser’s approval
  - Gives details on action items or missing items
- Prepare change fund and rental equipment for club’s use, if applicable

Solicitation
Clubs may solicit donations from outside sources. Any solicitation must adhere to the University’s policy regarding the dissemination of information and/or products. Any action that would disrupt the University’s educational mission will not be permitted. Large gifts from major donors should be discussed with a representative from the Office of Philanthropy or the Clubs and Activities Office.
Mail solicitation must adhere to the standard letter template that can be found on the Club & Activities website and must be pre-approved by the Office of Philanthropy. Please email a copy of the solicitation letter to giving@humboldt.edu. Allow 5 days for the approval processes. Request forms to solicit your club can be found in the appendix of this handbook.

Outside entities are not allowed to solicit on campus; however, clubs may sometimes partner with outside entities, as long as the club is the primary participant in shared activities and/or reaps the benefit of any solicitation that used the club’s name or collaboration on any event.

**Crowdfunding / Online Donations**

Crowdfunding is the practice of funding a project or campaign by raising contributions from a large number of people, typically through internet based mediums. Any club can have an online crowdfunding page through the Office of Philanthropy on their club website. Once your club’s financial account is set-up and you have a goal or project in mind, visit the site [https://loyalty.humboldt.edu/crowdfunding?cfpage=submit-campaign](https://loyalty.humboldt.edu/crowdfunding?cfpage=submit-campaign) to apply for a crowdfunding page. Office processing time to set up a crowdfunding site can take up to 1 month. Clubs should take this timeline into consideration when applying for a crowdfunding site. When applying for a crowdfunding project, the club advisor must take part as one of the project leads. Examples of goals that use crowdfunding include a campaign to raise money for your club’s next trip, or purchasing a large piece of club equipment. *(For directions and steps for crowdfunding, please see appendix).*

Clubs may also receive online donations through the HSU giving page. These donations do not need to be associated to any particular goal or campaign. Donors may access the website here: [https://alumni.humboldt.edu/hsu-giving](https://alumni.humboldt.edu/hsu-giving). In order to set up a donation page, email giving@humboldt.edu.

**Donations**

Your club may ask/receive donations from a variety of sources including club members, parents, local and national retailers, as well as your club’s alumni and friends of the university. Clubs who receive cash/check donations or in-kind donations will need to fill out a “Donation Acknowledgement Form” and submit it to Gift Processing Center located in the HSU Cashier’s Office who will process the donation on behalf of the Office of Philanthropy.

All donations that result in the individual or business requesting a tax receipt requires the completion of a “Student Club/Organization Donation Acknowledgement Form.” *See appendix.*

**Raffles**

The State of California authorizes raffles to be conducted for charitable purposes by certain eligible organizations. The Humboldt State University Foundation is the only organization authorized to conduct raffles at Humboldt State University. Operators of raffles on campus must register with the Humboldt State University Foundation prior to commencement of promotion for the raffle.

1. The elements of a raffle are:
   - One or more prizes will be distributed
   - Prize winners are selected by chance
• A person who has paid money receives a paper ticket with a detachable coupon or stub, both of which have a unique identifier
• The winner is determined by a draw from among the detached coupons or stubs

2. At least 90% of the gross receipts from the sale of raffle tickets for a single draw must be used by the organization conducting the raffle for charitable purposes within the State of California. 50/50 raffles are not permitted in the State of California.
3. Any raffle prize which is a donated item must be received and receipted by the Humboldt State University Office of Philanthropy as an irrevocable charitable contribution prior to the commencement of promotion for the raffle using a “Donation Acknowledgement Form,” which establishes the Foundation as the owner of the item and sets forth the value of the item and the basis for determination of that value.
4. Raffle tickets may not be offered or sold over the Internet, although the organization’s website may announce the raffle.
5. Promptly following the conclusion of the raffle, the operator of the raffle must report to the Office of Philanthropy with the following information:

• The total revenue from the operation of the raffle
• The direct expenses incurred in the operation of the raffle
• The charitable purposes for which the proceeds of the raffle were used

Auctions
Auctions are subject to California State Sales tax and must be registered with the Humboldt State University Foundation prior to any promotion for the event. The key elements of auctions are the full and accurate reporting of sales and the payment of sales tax, proper documentation of ownership and transfer to the buyer, and accounting for those occasions when a purchaser voluntarily pays more than the value of the item thus making a partial charitable contribution.

1. Any item offered for sale must be received and receipted by the Humboldt State University Foundation as an irrevocable charitable contribution prior to start of the auction or sale using a “Donation Acknowledgement Form,” which establishes the Foundation as the owner of the item and sets forth the value of the item and the basis for determination of that value.
2. Items not owned by the Humboldt State University Foundation may not be offered for sale. Specifically, items which may be property of Humboldt State University may not be sold in fundraising events.
3. Any catalog, table cards, or other materials that set forth a suggested price for an item must also indicate the estimated value of the item.
4. If a participant voluntarily pays more than the posted value of the item, a split payment will be recorded with the estimated value of the item recorded as non-charitable revenue and the excess recorded as a charitable contribution.
5. Under no circumstances should purchases at an auction be described as an exchange or a reward for making a charitable contribution. Such characterization would jeopardize the donor’s income tax deduction.
6. Immediately following the end of the auction the operator must provide to the Office of Philanthropy an accounting of the items sold, the sales price, and an inventory of any items left unsold.
Contests
A contest is any game, puzzle, scheme, or plan in which participants pay for an opportunity to receive or compete for gifts or prizes on the basis of skill or skill and chance. In order to avoid being classified as gambling, which is prohibited by State law, contests must be carefully conducted in accordance with the California Business and Professions Code. The key requirements are:

1. The opportunity to win must require some element of personal skill in addition to chance. One individual may not win based upon another individual's performance or skill. (Note: Contests requiring no personal skill to win must be conducted as raffles. Examples of a contest include a footrace or playing cornhole).

2. No prizes can be awarded unless there has been a real contest in which at least a majority of the participants have failed to win.

3. All prizes of the value and type represented before the contest must be awarded and distributed as a result of the contest. The opportunity to win a prize cannot be conditioned on a minimum number of entries or contest participants.

4. Any contest prize which is a contributed item must be received and receipted by the Humboldt State University Foundation as an irrevocable charitable contribution prior to any promotion for the contest using a "Donation Acknowledgement Form," which establishes the Foundation as the owner of the item and sets forth the value of the item and the basis for determination of that value.

5. Contest and promotional materials must clearly and conspicuously disclose the following:
   - All the rules, regulations, terms and conditions of the contest.
   - The total number of contestants anticipated and the percentage of contestants correctly solving each puzzle (based on prior experience) must be disclosed with the first solicitation and whenever payment of money is required to become or remain a participant.
   - The exact nature and approximate value of the prizes must be disclosed clearly and conspicuously whenever prizes are offered.
   - The method of determining prize-winners if a tie remains after completion of the last tie-breaker. Whether future contests or tie-breakers, if any, will be significantly more difficult than the initial contest.

6. There must be no representation that anyone has won any prize or item of value without an accompanying disclosure of the exact nature and approximate value of the prize.

Sale of Club Member's Art
Art clubs that wish to sell a club member's art as a fundraising event must work with the Club Financial Coordinator to establish guidelines. All revenue from the sale is to be deposited in the club's trust account with only a portion of the commission paid to the artist. The payment to the artist must be first agreed upon by signing a sales contract, and the club will receive at least 50% of the proceeds.

Promotion and the sale of a non-club member's work is prohibited at any event on campus. Sale of a non-club member's work is only allowed if donated to the club (with no compensation to the artist).

Change Funds for Events
Change funds are utilized by cashiers to provide change for a customer's purchase. Designated club members may withdraw up to $250 in cash from their club's trust account for a change fund for a
club event or activity. Please allow three (3) business days to process the request. The following steps must be followed to request a change fund:

1. Complete a “Student Clubs Change Form Request Form” and obtain the required signatures.
2. Bring the form to the Club Financial Coordinator who will assist you with obtaining the change fund with the appropriate denominations of cash and/or coin.
3. A lockbox for safe keeping of the change fund is required during the event. A lockbox can be checked out at the Club Financial Services Office.

Immediately after your event is completed, return the lockbox, change fund, and all revenue collected at your event to the Cashier's Office. If the event is after business hours or on a weekend, the deposit will need to be delivered to the University Police Department to be stored overnight in a locker. The Club Financial Coordinator will provide the club with the combination to the locker and procedures for accessing the locker.

VI. Code of Conduct for Student Clubs & Organizations

Recognized Student Clubs and Organizations Sanctions
Clubs found in violation of the policies and procedures as outlined in this handbook (as dictated by University policy, local, state and federal law) may be subject to sanctions that include, but are not limited to:

- Reprimands
- Probation
- Temporary suspension of activities and/or revocation of recognition by the Office of Student Life.

Along with club sanctions, individuals found in violation of the Student Code of Conduct will be referred to the Dean of Students Office for further action. For more information regarding Student Club & Organization Conduct Violations, please refer to the Clubs Handbook.
VII. Cash Handling

All cash handling activities will be performed in dual custody, by two or more student club members. The club treasurer will be responsible for ensuring that all club members receive proper cash handling from the Club Financial Coordinator. The club treasurer will be responsible for keeping track of all sales records and deposits.

a) All money will be stored in a cash box provided by the Club Financial Services Office. The cash box should never be left open nor unattended and should only be stored at pre-approved locations by the Club Financial Coordinator.

b) Only club members & advisors who have completed the Cash Handling Training can collect cash or cash equivalents. Community members or volunteers are not permitted to have access to cash or cash equivalents.

c) If needed, a temporary change fund up to $250 for all cash activity will be assigned to the club treasurer. As custodian of the change fund, the treasurer will assume responsibility for the change fund until it is returned to the Cashier’s Office. The change fund will be kept in a locked drawer, secure safe, or locking cabinet with limited access.

d) All revenue or donation streams must be collected with some sort of official record keeping, either a cash register, tickets, receipt book or a tally sheet. A customer receipt should be generated for each sale.

e) At the end of the day or at a minimum once a week, the funds will be placed in a tamper proof plastic bank deposit bag. Any tally sheet, receipt copies, or cash register tape will be included inside the deposit bag along with a “Club Account Deposit Slip” indicating the student club number. The club treasurer or their designee will be responsible for transporting the deposit bags to the Cashier’s Office.

f) Transportation of deposits must always be a high priority and should not conform to any regular schedule. Transporting deposits to the HSU Cashiers Office or the drop box will be accomplished in a secure manner to protect individuals, cash, and cash equivalents involved.

   - Cash deposits should be hand-carried by two (2) authorized club members to the HSU Cashier’s Office or drop box outside UPD.
   - Cash deposits exceeding $1,000 must be transported by a campus police escort.
   - Cash and cash equivalents cumulatively exceed $5,000 must be transported to the HSU Cashier’s Office by campus police escort.

   • The next business morning following the event, two University Cashier’s will retrieve the secured deposit bags from the lock box. The bags will be opened in dual custody and the contents counted and reconciled to the record keeping device for the event.

Retail Sales or Concessions for Special Events

a. Items being sold at the event will need to be purchased for the sole purpose of the fundraising event. It is recommended that inventory count sheets of the items will be maintained by the club treasurer to safeguard the club’s assets and property. Items will need to be stored in a locked cabinet or storage room with limited access.

b. Retail sales and/or concession sales will require the utilization of a cash register or a pre-numbered receipt book with duplicate copies. Each transaction will be recorded individually. A separate cash register will be required for each sales person.
c. At the discretion of the Club Financial Coordinator, a cash register may be required to be utilized. At the end of the event, the cash register sales total will be ran, (“Z”). The cash register receipt tape which lists each transaction and a grand total for the event will be put into the deposit bag with the cash and checks. A separate bag is to be used for each cash register. Any entry errors should be noted by the sales person for reconciling purposes.

d. The Cashier’s Office will reconcile the deposit to the cash register sales total or the tally sheet. Any shortage or overage will be posted against the revenue collected. A final report of sales will be prepared by the Cashier’s Office and submitted to the club treasurer within two (2) business days of the event.

e. Sales tax may need to be collected for all retail sales and all taxable concession items sold. A list of items being sold will need to be provided to the Club Financial Coordinator prior to the event to identify the taxable items. Remittance to the State of California will be performed by the HSU Accounting Office.

**Entrance Fee Receipts**

a. It is recommended that pre-numbered tickets should be used for all paid admittance at the door. The pre-numbered tickets should be sequential and inventory sheet of who was assigned tickets for sale should be utilized. If there are different ticket prices for entry, a separate ticket sequence and color should be used, (example Adults $10 red, Students $5 yellow).

b. At the beginning of the event, the first numbered ticket is to be removed from the ticket roll and attached to the event log that will be stored with the sales revenue. At the conclusion of the event, the event log will be placed in the plastic deposit bag with the money collected, the change fund, and the ticket roll.

c. If the event is multiple days. The cashiering staff will prepare a daily cash till for each day of the event, the cash till will be placed in a plastic deposit bag and stored in the UPD locker or the Cashier’s Office.

**Pre-Sale Tickets**

a. All pre-sale tickets should be sequentially numbered and maintained on a ticket inventory sheet. Tickets should be stored in a secure locking box with limited access.

b. Tickets to be assigned to club members to sell will need to be included on the ticket inventory sheet and the money stored in a secure location.

c. All ticket sales should be delivered to the Cashier’s Office weekly with a copy of the ticket inventory sheet.

**Credit Card Transactions**

a. Mobile credit card terminals can be checked-out from the Cashier’s Office for use at special events. The club treasurer will be required to sign out the mobile terminal as a club representative and the club will be liable if the credit card terminal is not returned or is damaged.

b. Use of a credit card terminal is reserved for large events only. Individual transactions must be a minimum of $10.

c. A printed credit card receipt must be signed by the card holder for each transaction. The signed receipt must be included with your deposit.
d. Refunds or voids should never be processed from the credit card terminal, as incorrect processing may cause the deposit to be out of balance. Any refunds or voids should be noted and will be processed by the Cashier’s Office.
e. At the end of the event, the credit card terminal must be settled to insure the transaction are processed. Select the “Settlement” button on the terminal, and include the settlement report in the deposit bag.

**Services Provided by University Police Department**

Student safety is one of HSU’s highest priorities. Student Financial Services (SFS) has partnered with the University Police Department (UPD) to help provide extra services for student club’s or organization’s fundraising events. These services help protect students’ wellbeing and their club’s assets.

**Storage of fundraising materials**
- Students can make use of a drop-box outside of UPD for night deposits. Put all money and tally sheet in deposit bag.
- If students rent materials from SFS to help run their event, the equipment can be stored overnight in a UPD storage locker. Access to the storage locker is limited. At most, only 2 club members should have access to the combination lock to maintain internal controls (Club Treasurer must meet with Club Financial Coordinator no later than 1 day before an event/fundraiser to get access to the storage locker. Include deposit with rental items in storage locker at the end of the event)

**Other UPD services**
- UPD provides escorts for students transporting their deposit. An escort is required for a deposit totaling $1000 cash or more
- For events occurring outside of normal business hours (8am-5pm), or off campus, it is highly suggested that club members request an escort to UPD.
- UPD can perform a walkthrough to deter suspicious activity at your event
- Students may utilize all of these services for off campus events.
Appendix

Forms
- Student Club Financial Agreement
- Establishment of Student Club Trust Account
- Payment Request Form
- STD 204 (Payee Data Form)
- Lost Receipt Memo
- Request to Solicit Donations
- Donation Acknowledgement Form

Resources
- OBI Quick Guide
- CashNet Quick Guide
- Crowdfunding Cheat Sheet
- Club Stores Process Guide
Student Club & Organization
Financial Agreement

This form is used to (re)activate and establish the signing authority of a student club or organization trust account. Please bring this form, completed and signed, to the Clubs & Activities Office in UC 240.

Club/Organization Name: __________________________ Trust Fund #: CL ______

Mission of Club/Organization: ____________________________________________

Source of Funds: ____________________________________________
[Examples: Fundraising, Dues, Competitions]

Use of Funds: ____________________________________________
[Examples: Printing, Travel, Equipment]

Does this Club/Organization collect dues? □ Yes □ No
If yes, how much per member? $___________ How frequently? __________________
[Ex: per year, semester, month, competition]

Officers Authorized to Expend Funds:
By signing below, I certify that I have attended the required training and am duly authorized by the membership of my organization to draw against the funds of the organization which is administered by Humboldt State University. I certify that the purpose of this organization’s account is accurately represented on this form. I also certify that by signing on any payment request form, that the payment is solely for the purpose of furthering my organization’s mission.

[President] [ID#] [Signature] [Date]

[Treasurer] [ID#] [Signature] [Date]

Faculty/Staff Advisor Information
By signing below, I agree to be knowledgeable of all financial activities on behalf of the club/organization. As the club advisor, I understand that all requests for withdrawal of funds from the Club Trust Account must bear my signature. By signing any request, I confirm the purchase to be an appropriate use of club funds.

[Advisor Name] [Signature]

[Department/Area] [Phone Extension] [Date]

Office Use Only

University Approval: This group is currently a recognized student club or organization at Humboldt State. The Officers and Advisor listed above have completed the required financial training and are authorized to expend funds as authorized representatives of this group.

Tanza Tay Triggs
[Director of Student Life] [Signature] [Date]

Sandy Wieckowski
[Manager of Student Financial Services] [Signature] [Date]

<table>
<thead>
<tr>
<th>Officer Criteria Met?</th>
<th>Attended Training?</th>
<th>Advisor Training?</th>
<th>Club Reactivated?</th>
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<tbody>
<tr>
<td>Treasurer</td>
<td></td>
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<tr>
<td>President</td>
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A. Essential Facts

CSU Fund and all related campus fund(s) unless specifically named below. Then only those campus fund(s) named below:

| CSU Fund:                      | 496 TF - Miscellaneous Trust |

<table>
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<tr>
<th>Club Fund:</th>
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<tr>
<td>C L</td>
<td>Fiduciary</td>
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<th>Club Name:</th>
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| Department Dept ID: | D40020 (Student Clubs and Activities) |

B. Describe the basic activities of the Club:


C. Funding Source(s):


D. Anticipated Types of Expenditures:


E. Time Constraints:  

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<th>Indefinite</th>
<th>Until Approximately</th>
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<td>Date</td>
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F. Reporting Requirements:

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<tr>
<th>State Fund Name</th>
<th>California State University Trust Fund</th>
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<tbody>
<tr>
<td>State Fund No.</td>
<td>0948</td>
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<table>
<thead>
<tr>
<th>CSU Fund Name</th>
<th>496 TF - Miscellaneous Trust</th>
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<tbody>
<tr>
<td>CSU Fund No.</td>
<td>496</td>
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G. Financial Services Fee:  

In lieu of a Service Fee, interest will not be paid on the trust.

H. Disposition of Funds at Termination of Trust Project:

If a Club Trust Fund has no activity for a period of 12 months will be terminated and the balance will be transferred to Inactive clubs account.

I. Club Officials:

By signing this form, I am authorizing Humboldt State University to deduct funds for delinquent invoices charged to this account for services or materials provided. I also understand and agree that establishment of a club account does not give any club/organization the authority to use Humboldt State University's tax identification number for any purpose whatsoever. I further understand and hereby recognize that any funds remaining in our Club/Organization Account, should it be considered inactive, will be transferred to the Inactive Club Account.

<table>
<thead>
<tr>
<th>Signature - Club Treasurer</th>
<th>Typed Name</th>
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<table>
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<tr>
<th>Signature - Faculty/Staff Advisor</th>
<th>Typed Name</th>
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J. Reviewed By:

<table>
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<tr>
<th>HSU, Controller of Business Services:</th>
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<table>
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<tr>
<th>HSU, Clubs and Activites Coordinator</th>
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K. Distribution

Original: Business Services/Accounting - SBS 325
# Clubs Payment Request Form (Non-Grants)

» Please return completed form to Club Financial Services—(SBS 257)

<table>
<thead>
<tr>
<th>Club Name: __________________________</th>
<th>Trust Fund #: CL ____________</th>
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<tbody>
<tr>
<td>Recipient’s Name: __________________</td>
<td>HSU ID: ___________________</td>
</tr>
<tr>
<td>Address: __________________________</td>
<td>[Required for Student or Staff]</td>
</tr>
<tr>
<td>City, State, Zip: __________________</td>
<td>Student ☐ Staff ☐ Non-HSU ☐</td>
</tr>
<tr>
<td>Phone Number: ______________________</td>
<td>[If staff, please indicate department]</td>
</tr>
</tbody>
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### Payment Type
- ☐ Reimbursement for Supplies [To an individual payee—No Services]
- ☐ Direct Payment to Vendor [For Supplies & Services]
- ☐ Reimbursement for Club Travel [Signature below required]
- ☐ Direct Payment to Guest Lecturer [See reverse for instructions]

### Amount Requested

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<th>For Office Use Only</th>
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<tr>
<td>To be paid with ProCard? Yes / No</td>
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</table>

### Date of Event/Travel:

### Purpose of Payment Request:

[Please include destination for travel, if applicable]

### For Retail Purchases:

- Was Sales Tax Paid? Yes / No
- Are Items for Resale? Yes / No

- Original ITEMIZED receipts or invoices must be taped to a blank sheet of paper and attached to this form.
- The Payee Date Form for vendors must be submitted to the Club Financial Services Office prior to the submission of this form.

---

**REQUIRED FOR TRAVEL REIMBURSEMENT:** I hereby certify that: a) I received authorization to travel; b) expenses are true and accurate in accordance with HSU Clubs Travel Policy and Procedures; c) I will not seek reimbursement for these same expenditures from any other source; d) food costs do not include alcohol; e) if requesting mileage reimbursement, I have satisfied the State Defensive Driving Training requirement; Accurate Drivers Background Check; and have completed the STD 261 form (if driving a private vehicle) prior to travel.

**Traveler Signature:** __________________________________________________________________________________________

**Date of Event/Travel:** ____________

---

**Club Authorization:** By signing below, I acknowledge that my club assumes responsibility of items or services purchased, and I am following all HSU Student Clubs policies and procedures.

**Club Officer’s Approval:** Please indicate Officer’s Position: PRESIDENT / TREASURER

**Club Advisor’s Approval:**

**For Office Use Only**

| Approved By: ____________ | Date: ____________ | Account: ____________ | Fund: ____________ | Dept: D40020 |

Updated Aug 2019
Instructions for filling out the Payment Request Form

Notes for Reimbursing Travel Expenses (Club Members & Guest Lecturers)

**Gas Reimbursement:** Only approved drivers may be reimbursed for gas.

**Rental Cars:** Gas receipts for rental vehicles are accepted at face value. Must include original, itemized receipts.

**Private Vehicle:** Gas is reimbursed at a rate per mile or flat rate as agreed upon by the club members and officers. Reimbursement may not exceed the federal rate for gas mileage ($0.58/mile for 2019). Must include a Google Map showing the miles round trip between HSU and destination.

**Travel Tickets (Airplane, Train, Boat, Bus):** To reimburse a ticket for traveling, the appropriate boarding passes, or proof that travel occurred, will need to be submitted in addition to the original receipt showing the payment of the ticket.

Instructions for Payments to Guest Lecturers

A copy of the promotional flyer is required to pay for the speaker’s fees. The payment of speaker fees is considered taxable income. Reimbursements for meals cannot include alcohol. Reimbursements for travel expenses are the same as above. Reimbursements are not considered taxable income. An **STD 204-Payee Data Form** must be on file to send payment.

Frequently Asked Questions

1. **Can I receive cash back for my reimbursement?**
   Reimbursements for supplies may be granted a cash reimbursement up to $300. Reimbursements over $300, will be issued a check.

2. **How long does the reimbursement process take?**
   Cash reimbursements can be completed the same day they are approved. Check payments will take about 10 business days to process and issue a check from the time it has been approved by the Club Financial Coordinator. Checks are issued every Tuesday and Thursday. Please take processing time into account when submitting your forms.

3. **How will I know my payment is ready?**
   The Cashier’s Office will notify you by phone or email when your payment is available to pick up. Check payments to vendors or guest lecturers will be mailed directly to their address, as indicated on the Payment Request Form.

4. **Do I need anything extra to complete my payment?**
   New vendors & guest lecturers must complete an **STD 204-Payee Data Form**. This form should be mailed or faxed directly from the vendor to the Club Financial Services Office. Students should **not** handle the form, since it asks for confidential information.

5. **When can I be reimbursed for my travel expenses?**
   Reimbursements for travel are only accepted after the travel has been completed. Receipts submitted before the end of travel will not be accepted. Reimbursements for travel are not eligible for same day cash; a check will be issued within 10 business days.

Identifying Original, Itemized Receipts

An original, itemized receipt must show the following:

- Name of business/vendor
- Date
- Item(s) purchased
- Price of each item
- Total amount of bill
- Method of payment
- Order has shipped (online orders)

Examples of Unacceptable Receipts

- **Examples of Unacceptable Receipts**
  - No items are listed

Unacceptable Receipts

The receipts to the right are examples of unacceptable receipts. They are missing essential information needed to be considered an itemized receipt. If your receipt is missing any essential information above, you must submit a **Lost Receipt Memo** with your Payment Request Form.
PAYEE DATA RECORD
(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 264 (Rev. 11/01/2018)

INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.

NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.

PAYEE’S LEGAL BUSINESS NAME (Type or Print):

SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) E-MAIL ADDRESS

REMITTANCE ADDRESS

BUSINESS ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

Note: Payment will not be processed if Sections 3 & 4 are incomplete.

PAYEE ENTITY TYPE
CHECK ONE BOX ONLY

ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):

PARTNERSHIP

CORPORATION:

MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)

LEGAL (e.g., attorney services)

EXEMPT (nonprofit)

ALL OTHERS

INDIVIDUAL OR SOLE PROPRIETOR

ENTER SOCIAL SECURITY NUMBER: ____________

(SSN required by authority of California Revenue and Tax Code Section 18646)

PLEASE CHECK ALL APPLICABLE

Equipment/Supplies

Rent

Attorney Fees

Interest

Travel reimbursement

Royalties

Legal settlement

Other income

Medical Services

Non-Med Services

PAYEE RESIDENCY STATUS

California resident - Qualified to do business in California or maintains a permanent place of business in California.

California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding:

No services performed in California.

Copy of Franchise Tax Board waiver of State withholding attached.

I am a US Citizen

I Am A Permanent Resident Alien and I have a Green Card

I Am NOT A US Citizen and I DO NOT have a Permanent Resident Alien Green Card

I Tax Exempt by Tax Treaty

Country of Residency:

CERTIFICATION:

My business is certified by the State of California’s Office of Small Business Certification and Resources (OSBCR) as:

Disabled Veteran Owned Business (51% ownership and 10% service-related disability)

Small Business

Cert # __________________________

Preferred Method of Payment

Credit Card

Check

EFT / ACH - Attach voided check or deposit information on company letterhead.

I hereby certify under penalty of perjury that the information provided on this document is true and correct.

Should my residency status change, I will promptly notify the State agency below.

AUTHORIZED PAYEE REPRESENTATIVE’S NAME (Type or Print)

TITLE

SIGNATURE

DATE

TELEPHONE

Please return completed form to:
Humboldt State University, Accounts Payable
1 Harpst Street Arcata, CA 95521
Email: accounts payable@humboldt.edu Tel: (707) 826-3512 Fax: (707) 826-3312
1 **Requirement to Complete Payee Data Record, STD. 204**

A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.

Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.

2 **Enter the payee's legal business name.** Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.

3 **Check the box that corresponds to the payee business type.** Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).

The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).

4 **Are you a California resident or nonresident?**

   A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.

   A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.

   For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

   Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are $1,500 or less for the calendar year.

   For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

   - Withholding Services and Compliance Section: 1-888-792-4900
   - For hearing impaired with TDD, call: 1-800-822-6268
   - E-mail address: wscttgen@ftb.ca.gov
   - Website: www.ftb.ca.gov

5 **Certification:** If applicable, please include the Certification Number associated with the type of business.

6 **Select preferred method of payment.**

7 **Provide the name, title, signature, and telephone number of the individual completing this form.** Provide the date the form was completed.

8 **This section must be completed by the State agency requesting the STD. 204.**

**Privacy Statement**

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to $20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.

All questions should be referred to the requesting State agency listed on the bottom front of this form.
# Clubs
## Lost Receipt Memo

<table>
<thead>
<tr>
<th>Club's Full Name</th>
<th>Payee Name</th>
<th>Payee Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Item Purchased</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total: | |

**Explanation for above-referenced missing receipt:**

I certify that I incurred the above listed amount in authorized expenses for HSU and the original receipts were lost. I am requesting reimbursement for these expenses and I have not been reimbursed for this expense by any other party.

- [ ] Checking this box ensures the missing receipt(s) did not include the purchase of alcoholic beverages.

<table>
<thead>
<tr>
<th>Print Recipient's Name</th>
<th>Date</th>
<th>Recipient's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Advisor's Name</th>
<th>Date</th>
<th>Advisor's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Treasurer or President's Name</th>
<th>Date</th>
<th>Treasurer or President's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Updated 2/19/19**
**Mail Solicitation**

Process for using the template:

1.) Fill in the red fields with your clubs information
2.) Email letter to Giving@Humboldt.edu. In the email let us know in general who you will be sending the letter to. Example: I plan to solicit, friends, family, and local businesses.
3.) If everything is in order approval should be within 5 Business days
4.) Once approved come to NHW 201 to pick up return envelopes for your mailing.

**Digital Solicitation:**

Every Club can have a online giving page. Once your account is set up with financial services email giving@humboldt.edu to request your url.
<date>

Dear <First Name>

As you may know I am a member of <Club Name> at Humboldt State University. I’m writing to ask for your help. My club members and I are trying to raise <$x,xxx> so that we can <specific reason>.

I’m really excited about this because <personal reason>.

Would you make a charitable contribution of <$xxx> to help us reach our goal?

Thank you for your consideration. I’ll make sure to let you know how your gift has helped!

Gratefully,

<Name>

P.S. <personal note>

<table>
<thead>
<tr>
<th>Club Name: &lt;club member to fill out&gt;</th>
<th>(Please return this form with your gift)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Name: ________________________</td>
<td>Gift Amount: ________________________</td>
</tr>
<tr>
<td>Address: ____________________________</td>
<td>Please make your check out to HSU Advancement Foundation and note the club name in the memo line. Please mail your gift to:</td>
</tr>
<tr>
<td></td>
<td>Gift Processing SBS 285</td>
</tr>
<tr>
<td></td>
<td>Humboldt State University</td>
</tr>
<tr>
<td></td>
<td>1 Harpst St</td>
</tr>
<tr>
<td></td>
<td>Arcata, CA 95521</td>
</tr>
<tr>
<td>Phone: ______________________________</td>
<td></td>
</tr>
<tr>
<td>Email: ______________________________</td>
<td></td>
</tr>
</tbody>
</table>
Donation Acknowledgement Form

This form should be completed by any HSU Club receiving a donation. If the donation is a check or cash, submit with completed form to the Gift Processing Center (SBS 285). If the donation is "in-kind" (a physical product), submit this completed form along with a picture of the item and proof of value to Club Financial Services (SBS 257). The Foundation will send a letter (sufficient for donor’s tax purpose) to the organization which made the donation.

Donation Recipient: ____________________________________________________________

[Club Name] [Club Fund #]

[Club Contact Email]

[Club Contact Phone Number]

Donor Information: ____________________________________________________________

[Donor’s Name]

[Organization Name]

[Mailing Address]

[City, State, Zip]

☐ Cash ☐ Check ☐ In-Kind Donation

$__________________$__________________$[Fair Market Value]

Date Donation Received: _________________________________________________________

Description of Donation: _______________________________________________________

Purpose of Donation: ____________________________________________________________

Philanthropy Office Use Only

☐ Accept ☐ Reject

Signature/Title: ___________________________ Date: ______________________

Upon acceptance, the Office of Philanthropy will acknowledge the donor and provide confirmation for tax purposes.

Updated Aug 2019
Account Numbers

1. Account Numbers

There are several account numbers that categorize your account activity. Here are the most common ones and what they mean:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>503930</td>
<td>CAMPUS SUPPORT NONCAP ADV FND</td>
</tr>
<tr>
<td>580090</td>
<td>MISC REVENUE-OTHER</td>
</tr>
<tr>
<td>580802</td>
<td>SALES REVENUE TAXABLE</td>
</tr>
<tr>
<td>606001</td>
<td>TRAVEL IN STATE</td>
</tr>
<tr>
<td>606002</td>
<td>TRAVEL OUT OF STATE</td>
</tr>
<tr>
<td>606003</td>
<td>SUPPLIES AND SERVICES</td>
</tr>
</tbody>
</table>

Journal Date

This is the date your financial activity posts to your Club Trust Account. The date may be different than when the transaction occurred due to the length of processing time.

Transaction Descriptions

Information in this column may provide a little more detail on the activity. For example, it may tell you that supplies were purchased or what event you earned money at.

Balance

This column shows the amount of the transaction. In accounting terms, if the number is inside of ( ), it means “minus.” For example, transactions that are for supplies and services show the amount that was spent on supplies or services. The transactions in parentheses mean “minus.” For example, transactions that are for supplies and services show the amount spent on supplies or services.

Please contact the Club Financial Coordinator if you need further help interpreting your financial statement.

Revenue

Expenses

Current Year

Period Balance (Fiscal Year)

The previous year's amount has been carried over from the previous school year.
This is a quick guide to interpreting your club’s financial report. Please contact the Club Financial Coordinator if you need further help.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>125.00</td>
<td>10/14/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>50.00</td>
<td>10/14/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>200.00</td>
<td>10/14/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>27.85</td>
<td>10/1/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>29.16</td>
<td>10/1/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>133.26</td>
<td>10/1/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>38.26</td>
<td>10/1/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>55.00</td>
<td>10/1/2019</td>
</tr>
<tr>
<td>000-000</td>
<td>Donation Transfer</td>
<td>200.00</td>
<td>10/1/2019</td>
</tr>
</tbody>
</table>

**Non-taxable Revenue:**
- MISC - This is all other non-taxable items, such as membership dues, club events, or other non-taxable transactions.
- FUND - This is taxable revenue, typically from fundraisers or sales of club merchandise.

**Taxable Revenue:**
- Tshirt Sales - Sales of club merchandise such as t-shirts.
- HSU Student Club - Revenue from student club activities.
- ADV - This includes all donations processed through the cashier, with the name of the donor listed.

**Other Information:**
- This report covers the period from 10/1/2019 to 10/14/2019.
- Amounts under $25 are not listed.
- Please contact the Club Financial Coordinator for further assistance.
Thinking about fundraising? Consider crowdfunding!

Raise money for your club’s trip, equipment, project and more using HSU’s online crowdfunding platform. The Office of Philanthropy can help you run a successful campaign and fund your project, following the steps below.

The process is simple:
1. Fill out the online form at https://link.humboldt.edu/ZZN
2. Meet with the Office of Philanthropy
3. Create materials for your campaign
4. Talk to your biggest supporters & get early donations
5. Launch your campaign
6. Share with your supporters
7. Get donations
8. Thank your donors
9. Fund your project!

What you will need:
- A project to fund (trip, equipment, project, etc.)
- 2 Project Leads, one of whom is an HSU staff or faculty member
- Materials to build your case (photos, video, text explaining why people should give you money)
- People who will share the campaign and ask for money
- Supporters who will give you donations
- A plan to thank your donors

What makes a successful campaign?
- Starting the process early (at least a month prior to launching)
- Identifying strong supporters (and asking them for money)
- Early, large gifts confirmed
- Multiple people sharing the campaign with their networks on different platforms, asking for support
- When it is in combination with another fundraising effort or event (such as a phonathon)
- When done intentionally and personally (success comes from asking for donations, versus blanket promotion)
- BIGGEST indicator of success: Being committed to asking people for money! (It’s an effort game!)

Questions?
Contact the Office of Philanthropy at 707-826-5200 or giving@humboldt.edu
Club Cash Collection Point  
Process Guide  
*Hereafter referred to as a “Club Store”*  
(For Ongoing Sales & Coffee Carts)

**General Procedures for Club Stores**

Ongoing sales are considered regular, recurring, continuous sales happening throughout the semester.

- Example: Club merchandise on sale during regular posted hours throughout the semester; Coffee Carts.
- Sales related to a specific event are not applicable as ongoing sales. Please submit a regular fundraising form for event-specific sales.

Student Clubs wishing to conduct ongoing sales of any type will be required to submit a request for authorization via the Event Application on OrgSync. The request must receive approval before operations may start.

Club Stores may only operate Monday through Friday. Ongoing sales occurring outside of regular work days needs special approval.

All club stores must be staffed by a minimum of 1 registered student club member at all times during operating hours. It is recommended to have two (2) registered student club members to ensure the safety of the club members and club assets.

Clubs that have been granted authorization to conduct on-going sales operate under Humboldt State University’s California Seller’s Permit and business license.

**Financial Procedures for Club Stores**

All club members participating in Club Store sales must complete a Cash Handling Training with the Club Financial Coordinator prior to any operation.

Club members who are not current students may NOT handle any money or process transactions on behalf of the club.

Student clubs conducting sales may not impose a “donation in exchange for goods.” Doing so is a misrepresentation of a donation and should instead be classified as sales.

Student clubs may not advertise a “sliding scale,” or “pick-your-price,” for goods being sold, to ensure accurate reporting of all sales. All prices must be clearly posted and apply to all customers.

A sales register must be kept of all sales at the club store. This can be accomplished with a tally sheet, receipt book, ledger or other methods of recordkeeping.

Sales revenue must be deposited into the club’s trust fund at least once a week. The week’s sales register is to be included with the deposit. Deposits can be made at the Cashier’s or the Club Financial Services’ Office during posted business hours.
Cash is not be withheld from the club’s weekly deposits for any reason. Doing so will misrepresent your weekly sales and create errors in the deposit of revenue.

In the event that additional inventory needs to be purchased, the Club Financial Coordinator can assist you in this process.

**Information Guide regarding Coffee Carts**

Coffee Carts must abide by all of the aforementioned procedures for a Club Store, in addition to the following procedures.

The operation of coffee carts is a privilege granted only to HSU's clubs. Failure to abide by the guidelines set forth may revoke the privilege to operate.

Coffee Carts must be in continuous operation to maintain authorization. A coffee cart that does not operate for longer than 4 consecutive weeks (not including academic breaks), will be deemed as inactive and may forfeit their sales authorization for the semester. A new application is necessary to resume sales the following semester.

Only 8 coffee cart locations are allowed to continuously operate on campus during each semester.

Student clubs conducting these sales must have the approval and direct support of the campus department where the sales are located. The department is responsible for providing secure storage space for any products or merchandise; ensuring the coffee cart has proper food preparation locations, as well as enforcing safety compliance. (Example: Cannot impede the flow of foot traffic or accessibility routes; do not overload electrical systems (no more than 1 plug per outlet); do not block fire escape locations.)

**Food Operations for Coffee Carts**

All participating members of a coffee cart must have Serv-Safe Food handling certification. Proper food handling techniques must be practiced at all times. (For more information on food handling, please see the Clubs & Activities Club Handbook)

Prepared food items are subject to California Sales Tax, excluding hot coffee and tea. This may include but is not limited to: Cutting food (fruit, bagels, sandwiches); the addition of toppings (spreading cream cheese); heating or cooking (with toaster, toaster oven, hot plate, stove, etc.). Pouring hot water for instant foods (oatmeal, instant noodles)

Coffee Carts will receive a classification type based on the foods being sold as well as the accommodations available for food preparation.
The levels of food items for sale are listed below. For questions on food items outside of this list, contact Environmental Health (x5711)

<table>
<thead>
<tr>
<th>Level 1 Food Group</th>
<th>Level 2 Food Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Coffee &amp; Tea</td>
<td>Includes Level 1 Foods</td>
</tr>
<tr>
<td>Bottled/Canned Drinks</td>
<td>Meat/Dairy Products</td>
</tr>
<tr>
<td>Commercially prepared bakery foods such as: Donuts, Muffins, Bagels, Croissants, Cookies</td>
<td>Hot/Cold Storage Foods</td>
</tr>
<tr>
<td>Pre-packaged, single serving snacks such as: Candy, Fruit Snacks, Chips, Granola/Protein Bars</td>
<td>Fresh Produce</td>
</tr>
<tr>
<td></td>
<td>Any Prepared Foods</td>
</tr>
<tr>
<td></td>
<td>(Heated, sliced, mixed)</td>
</tr>
</tbody>
</table>

**Prohibited Items**

- Cream or custard filled pies, cakes, or donuts
- Food prepared at home

*Level 1 Food Group: Must have all members obtain a food handler certificate (provided by the club’s office). Is subject to regular, spontaneous inspections by the Director of Student Life and the Food Safety Officer.*

*Level 2 Food Groups: Must complete all of the same processes as level 1. Food sale site must have running water and cold storage. Coffee carts under the level 2 food group are held to stricter regulations and are subject to more frequent, spontaneous inspections by the Food Safety Officer.*

**Purchasing Supplies (Cash Advance for Coffee Carts)**

For large purchases of equipment or supplies to operate the Coffee Cart, the Club Financial Coordinator may assist clubs in purchasing supplies directly from the club’s fund with a check sent directly to a vendor, or online with the Coordinator’s University ProCard (credit card purchases).

For the operation of a coffee cart, the club may need to regularly restock their inventory. For smaller inventory purchases, clubs have the option of taking an advance out of the weekly deposit up to $100. The advance can only be used to purchase supplies necessary for the operation of the coffee cart. The list of supplies must be pre-approved by the Club Financial Coordinator, as well as the club’s treasurer and advisor.

Upon checking out a Cash Advance, the club member will also be given an envelope to keep receipts, as well as the pre-approved supplies list.
The guidelines to check out a cash advance are as follows:

1. The cash advance may only be used to purchase items that have been pre-approved as designated on the envelope.
2. Online purchases are not allowed to be made with the cash advance. (For help with online purchases, please contact the Club Financial Coordinator)
3. All itemized receipts for purchases are to be placed in the envelope. An itemized receipt MUST be requested.
4. Submit the envelope and all remaining money (change) to the Club Financial Services office within three (3) business days from the date of issuance.
5. Only one (1) cash advance may be checked out at a time per club member.
6. For any club member making personal purchases made with the cash advance, they are held personally responsible for repayment of those funds and a hold will be placed on their student account until the misallocated funds have been repaid.
7. Failure to return any or all money/receipts for a cash advance within three (3) business days may result in a hold on your student account and a suspension of your club’s sales activity.
8. If any portion of the Cash Advance is stolen, the club member must contact the police immediately (911) and notify the Club Financial Coordinator as soon as possible.

**Conduct**

If a Club Store is identified to be in violation of any operational or food handling procedures, the club members and advisor will be contacted by the Club & Activities Office for review. Failure to meet with the Director of Student Life is subject to suspension and a recorded violation.

If a Club Store is identified to be in violation of any financial procedures, the club members and advisor will be contacted by the Club Financial Services Office for review. Failure to meet with the Manager of Student Financial Services is subject to suspension and a recorded violation.

Repeated offenses will impose a suspension on the Student Club from conducting ongoing sales.

Upon receiving a suspension, the club loses their standing and automatically forfeits their privilege of conducting ongoing or continuous sales until a review by the Club & Activities Office and the Clubs Financial Services Office can be completed.