



JOHNS HOPKINS
UNIVERSITY

Homewood Student Affairs



REGISTERED STUDENT ORGANIZATION FINANCE MANUAL



INTRODUCTION

The Johns Hopkins University (JHU) Registered Student Organization (RSO) Finance Manual was prepared for you by the University Student Services. The manual was designed to provide resources to navigate the system, procedures, information, and guidelines to practice good financial stewardship over University/student organization funds. RSO financial stewards should review this document in detail and attend one of the two mandatory Financial Workshops scheduled every academic year. Remember, at least two RSO members must attend the finance training to obtain credit. The primary financial managers of RSOs are the Treasurer/Finance Officer, President, and Vice/Co-President. However, the main/first RSO finance point of contact is the Treasurer. As RSO finance stewards, you will work extensively with the respective departments' financial and technical staff to handle your group financial transactions. This includes developing budget and fundraising strategies, preparing travel, submitting purchase requests, organizing events, reimbursing expenses, processing payments, and providing any other assistance related to your organization's financial operations.

PURPOSE/SCOPE

The information contained in this manual is intended to assist RSOs and programming boards to understand the finance policies and procedures that guide receipt and spending of group funds. Groups must follow financial rules, regulations, and policies outlined by the University, the Dean of Student Life, and Dean of Academic Services, including the terms and conditions of other sponsors (both within and out of JHU). This financial guide aims to facilitate policy compliance with the University's financial policies. Please note that the manual includes information about the common procedures and transactions used by RSOs. Proper fiscal management is taken very seriously, and failure to maintain institutional policies could result in disciplinary action.

If you have any questions or need help regarding any aspect of your group's financial transactions or status, please contact your respective department finance or technical staff.

PROCEDURES

JHU REGISTERED STUDENT ORGANIZATION (RSO) Finance Manual



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BUDGETS AND FINANCIAL PROCESSES

General Guidelines for Student Groups

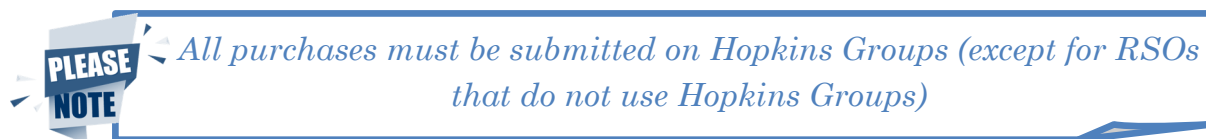
General Guidelines

- Maintain the University finance policies
- RSO constitution must contain clear financial responsibilities for the group finance officers
- Attend all required RSO training workshops
- Follow guidelines outlined by the funding allocation body (for example, Student Government Association (SGA)/Student Activities Commission (SAC), Civic Engagement Recognition & Allocations Commission (CERAC), Graduate Representative Organization (GRO), Athletics, Academic and University Departments, e.g., funding caps, 'allowability', etc.
- A RSO may not maintain an external bank account. Allowable exceptions require department approval
- Students cannot sign contracts or directly process any. Noncompliance will make you personally liable for the payment
- Noncompliance/policy violation may lead to consequences such as losing privileges, audits probation, or suspension
- Unapproved financial transactions (purchases/events/reimbursements) cannot be approved
- Unused allocated funds will be recalled at the end of each fiscal year
- There are no exceptions
- Only RSOs can process financial transactions and utilize campus **resources**

General Guidelines on Timelines, Deadlines, and approvals

JHU Fiscal Year: July 1st - June 30th

- All receipts and other payment documents must be completed by the set timeline or by the last business day of final exams each semester (whichever is sooner). These include purchase requests, reimbursements, (and cashing of petty cash vouchers for sports clubs). [See processing Purchase/Reimbursement Requests Timelines section.](#)
- All RSO financial transactions must be processed on Hopkins Groups. The new finance platform allows transparency and accountability for groups to see expenses and balance to spend. It also includes workflows, clear group ledger, account balances, etc. [Go to Feed section in Hopkins Groups Training Videos, or the How to Navigate Hopkins Groups in section below, for instructions](#) on how to navigate the new finance module. Remember to copy and paste the password next to the training link, in order to access the videos.
- Preapproval by the department is required for reimbursements. Unapproved purchases/events will not be reimbursed



BUDGETS AND FINANCIAL PROCESSES

General Guidelines on Vendors and Cash Handling

- A RSO cannot maintain external bank account unless the group is affiliated with a national organization that specifically requires them to do so
- The University cannot accept electronic donations from PayPal, VenMo, Kickstarter, or similar platforms nor permitted to use these platforms to raise funds or conduct group or University-related transactions, but Hopkins Groups
- Students are not authorized to sign contracts, pay cash to vendors, or provide cash prizes. Contact your Department staff/finance staff for guidance

Budgets and Funding

Developing a budget for your group is a great way to help your organization appropriately and efficiently use funds. A budget can also serve as a detailed statement of the organization's estimated income and expenses; and a tool to help RSOs plan and track organization group funds. See Fundraising section for more information

FY 2021/2022 Funding distribution:

- **SGA** => Semesterly – **Except new groups.**
- **Sports and CSC** => Annual
- **Other** => Follow Department guidelines

- ⇒ You can only get annual funding from one source, e.g., SAC, CERAC, Heritagae365
- ⇒ New groups approved in a given academic year are eligible for annual funding the following academic year but can immediately apply for monthly grants and other funding opportunities available for all groups
- ⇒ *Timely budget submissions for funding allocations is important. Follow guidelines for your group funding body including RSOs that do not use Hopkins Groups*
Failure to complete the entire budget request process by the deadline may result in your group not receiving an allocation
- ⇒ Unused allocated funds will be recalled at the end of each fiscal year
- ⇒ Inactive/deactivated group accounts can only be held for three years
- ⇒ Only student groups registered with Student Leadership Engagement and Experiential Development (LEED) can process financial transactions and use Student Groups' campus resources

Tips for developing and managing a budget

- Know your budget and budget needs to spend accordingly. This includes JHU's internal professional services such as KitKats and security
- Collect at least 3 price quotes for significant expenditures such as independent contractors to compare services and prices. Purchases above \$3,000 must be reviewed and approved by Supply Chain Shared Services
- Rank events/activities and programs in order of priority
- Be sure to include some flexibility, for example prices may change at the event time or unavailability

BUDGETS AND FINANCIAL PROCESSES

- It's the sole responsibility of students to ensure that expenses are permissible under university guidelines, and that funds are spent within approved budget lines. Contact your department finance staff for assistance if needed
- Track group's spending Vs. approved budget; Maintain a monthly record of expenditures to facilitate monthly comparison/reconciliation of group financial reports, and report any discrepancies to department staff
- Reconcile group ledger with BW reports and the Hopkins Groups Accounting Book
- Share and discuss account balances with the group members
- Review the budget regularly and adjust as needed
- Be familiar with your group account number (Funded Program/Internal Order/Cost Center number). This information is required to facilitate certain transactions. To access the group's account number on Hopkins Groups, [See section, How to Navigate Hopkins Groups](#), on how to access the Group Account Number
- [See section, How to Navigate Hopkins Groups](#), on how to access the BW reports
- See section, [How to Navigate Hopkins Groups](#), on how to access all other training materials including videos on several financial processes in Hopkins Groups

- ◇ *The Treasurer and any other group's financial steward **must attend** the annual finance training*
- ◇ *All financial representatives must be listed on Hopkins Groups.*



Failure to complete the entire re-registration process by the deadline may result in the suspension of your group

Key Student Group Financial Stewards / Officer Responsibilities

The Main RSO financial Officers are:

- First/Primary Financial Officer -> Treasurer/Financial Officer
- Secondary Finance Officer -> President
- Other ->(Vice-President/Co-President)

RSO FINANCIAL STEWARDS

As financial stewards of your organizations, you have the legal and ethical responsibility to ensure that the money received in your organization is spent appropriately, according to the rules, regulations, and policies of the funding source and the University at large.

BUDGETS AND FINANCIAL PROCESSES

Financial Roles for RSO Finance Officers

- Attend the annual financial training workshop
- Make financial decisions based on the organization's mission, vision & goals
- Be knowledgeable of the organization's finances and financial procedures as well as the University policies and procedures
- Keep track of the group's budget and a running ledger of the group's financial activities and reconcile with the BW reports and Hopkins Groups Accounting Book
- Review end of semester/year finance report
- Keep regular and accurate records of all deposits and expenses
- Approve group purchases and transactions
- Submit financial requests/reimbursements on time
- Contact department staff/finance staff for clarity on financial matters as needed
- Hold financial meetings and share information with all members
- Set up a timely transition meeting with incoming leadership for proper handover (include annual budget, fundraising, status reports & summary, financial contacts, etc.
- Schedule/attend required department training workshops

Financial Responsibilities of Budget Staff/ Student Interns:

- Upload monthly Financial Summaries/YTD Detail reports on Hopkins Groups
- Review and process financial transactions, and
- Provide clarity on financial matters

Purchases, Payments and Reimbursements

Purchases

The HopkinsSelect e-Marketplace provides an efficient and user-friendly process for ordering commonly required products. The system streamlines the procurement process, maximizes strategic supplier relationships, reduces acquisition costs, and increases customer satisfaction. Most of the suppliers provide the University with discounted prices, special value-added services, including ordering convenience, etc. The list of the University common vendors can be found [here](#).

The University also supports the engagement of Local, Small, Minority, Women-Owned, HUBZone, and Veteran-Owned Businesses/vendors. These actions are an appropriate extension of the University's fundamental policy of Equal Opportunity. The list of Local, Small, Minority, Women-Owned, HUBZone, and Veteran-Owned Businesses can be found [here](#).

The System enables department staff to purchase products directly on behalf of student organizations and charge group accounts. We believe that students should not have to incur a financial burden to participate fully in their organization and, therefore, should not pay out of pocket. All purchase requests should be submitted in Hopkins Groups (*except for RSOs that do not use Hopkins Groups – follow your respective department purchase processes*). Groups are required to plan in advance to purchase supplies and goods. Submission deadlines vary depending on the type of order. ([See section for Submitting Purchase/Reimbursement Requests Timeline](#))

Purchase/Reimbursement Requests Timelines

14 business days

- Supplies
- Amazon
- Food/Foodify
- Office Depot
- Online Orders
- Groceries – Amazon Pantry
- Others/General
- Copyright/movies
- Prizes/Gifts
- Subscriptions/Publications
- Membership/Dues
- Transfer funds from one group to another

30 Business days

- Marketing
- Printing
- Rentals
- Travel
- Lodging
- Hopkins Vans
- Event fees
- Gift/Cash Incentives
- Check Request/payroll
- Student Employee
- Redeem Petty Cash Voucher - within 30 days of issue

Others

- External vendors and independent Contractors Reimbursements (over \$100) – not later than 14 business days after the purchase has been made
- Reimbursement (under \$100) – not later than 5 business days after the purchase has been made
- Imprinted Goods – 6-8 weeks
- Event request purchases: 2-3 weeks before the event
- Donations (to outside organizations) – 24 business days
- Food permits - 15 business days

Steps to Order Goods and Supplies

The common vendors for student groups are Amazon (online orders) and Foodify (catering/food). Orders will be processed per purchase requests through Hopkins Groups, if there is an approved budget for the group in the system

- Advance planning is important. Expedited purchases will not be possible
- **Any items purchased using JHU funds are JHU property. Likewise, funds received by JHU student organizations are also JHU property**

[See additional purchase instructions under the Food/Catering section](#)



AMAZON

- Online orders will typically be purchased from Amazon. JHU has a Business account with Amazon, meant to streamline the ordering process and save student organizations money on their orders. Amazon Business offers free two-day shipping on Prime-eligible items to JHU
- RSOs are encouraged to **purchase groceries** for their events using **Amazon Pantry**. Deliveries are convenient and quick!

Steps to Submit Amazon Purchase Requests

- Create an Amazon list with items you would like to purchase
 - * For grocery deliveries, visit Amazon Pantry
- Submit your [Purchase Request Form](#) and add all your amazon links
- State quantity and description
- Once your form has been reviewed and approved, a staff member will place your order

Depending on the timing, a budget request can be used as a purchase request



Other Online Orders

- Student groups must use [Hopkins vendors](#). Approval through Hopkins Groups is required for other online purchases/ the non-JHU vendors
- Groups must submit justifications to purchase from non-JHU vendors
- If the online order is approved, upload a document on Hopkins Groups, providing the following information:
 - * Website links to the item(s)
 - * Quantity
 - * Description, and
 - * Cost of the items



Merchandise

Student organizations can purchase merchandise for group members. These are considered group branded gifts/materials such as t-shirts, sweaters, swag, postcards, cups, mugs, giveaways, t-shirts, etc. Merchandise for group members can be used in lieu of cash incentives. Contact your department staff/finance staff for additional guidance

Imprinted Goods

- Imprinted goods are considered merchandise
- The use of logos must meet the JHU brand guidelines at <https://brand.jhu.edu/>. Additional guidelines on branding can be found [here](#). Also, see [commonly asked questions](#) or contact your respective department staff for assistance
- Initiate the process 6-8 weeks in advance to discuss the order before it can be placed



BUDGETS AND FINANCIAL PROCESSES

Steps to Request Merchandize

- Submit a request on Hopkins groups
- Description of the item(s)
- Provide item(s) quantity and amount
- Recipient(s) name, physical and email address (as needed)
- Be sure to forward the recipient(s) signature acknowledging receipt of the items by the recipients

⇒ *Pick purchased merchandise from your department staff/finance staff as soon as you obtain a shipment notification*

⇒ *Check your inventory before placing new orders*

Catering and Food Services

Arrangement with specific vendors has been made to specifically support student group's food/catering needs. The objective is to streamline the food/catering ordering process and save student organizations money on their orders.

[Please see Food/Catering section for more information](#)

Gifts/Cash Incentives

- ◇ Per University policy, incentives for event awards, competitions, surveys, giveaways, prizes , etc., for students **can-not be issued as gift cards** but must be issued as "**cash**" or "**non-cash**" incentive. This means cash will be paid directly by the University by check or direct deposit through Accounts Payable to the prize/award recipient
- ◇ A combined value of cash received by an individual cannot exceed \$25 in a calendar year, across departments. Preapproval for exceptions, such as Programming Board activities is needed for cash incentives above \$25
- ◇ Groups are highly encouraged to maximize use of non-cash gifts such as mugs, t-shirts, etc., in lieu of cash incentives. **There is no limit on these.** Contact department staff/finance staff for additional guidance

BUDGETS AND FINANCIAL PROCESSES

Unallowable Use of Cash Incentives

- Cash incentives cannot be issued for graduating students
- Cash incentives cannot be purchased as holiday gifts
- Cash incentives cannot be processed to pay suppliers and consultants for goods and/or services received
- Cash incentives cannot be used as a bonus, honoraria, or other means of compensation to employees. Such payments must be processed through the payroll system
- Cash incentives cannot be purchased as a thank you for a volunteer, student, researcher, or contractor

Steps to Request Cash /Non-cash Incentives for Participant(s)

- ◇ Submit a request on Hopkins groups as long as its preapproved in Hopkins Groups/Budget. Remember to follow the 14 day timeline to request the department to process
- ◇ Describe event
- ◇ Gift type (cash or non-cash)
- ◇ Quantity and \$ value of the gift(s) to be issued per recipient
- ◇ Quantity of non-cash incentive to be issued per recipient
- ◇ List of recipient(s) name, physical address, and email address (as needed)

Shipping Merchandise/Supplies

- The RSO departments are the central location for the delivery of tangible purchases for student groups. Shipment to other locations must be approved
- Shipping costs that exceed 30% of the value of the entire purchase will be approved on a case by case basis

Payments and Reimbursements

Information and documentation required for successful purchase request

Invoice, signed independent contractor form, reimbursement information , FERPA, Links to websites.

BUDGETS AND FINANCIAL PROCESSES

Payments and Reimbursements

Paying Independent Contractors/Guest Speakers/Vendors/JHU Students/Nonemployees

- All vendors must be preapproved, including students and nonemployees, and must follow required processes
- The process of engaging a vendor must comply with JHU policies. Allowable exceptions may, for example, include umpires (who can only sign a contract at the event due to their anonymity before the event)
- Students cannot sign contracts or directly process any payment to vendors
- Be sure vendor invoices do not include Maryland sales tax ([please refer to section under use of JHU Tax Exemption Certificate for Business Purposes](#))

Independent Contractors

An IC is an individual or non-corporate business entity that provides services while retaining control over the means and methods of accomplishing the work. Examples of ICs are coaches, DJ, contest judge, instructor, guest director, sound and lighting technicians, graphic designers, etc.

Guest Speakers

A guest speaker is an example of a person invited to a gathering to perform different roles, such as engaging a crowd, inspire them, add value by sharing insider knowledge, offer new perspectives, support the event themes, break up the more routine aspects of the event, entertain, etc.

Vendors

Vendors are individuals/companies that provide goods/supplies to the student group.

Vendors	Independent Contractor (IC)	Guest Speaker	Paying a JHU Student
<ul style="list-style-type: none"> • An original itemized invoice or contract • Vendor email address • For vendors with Federal Tax ID #, complete the request form on Hopkins Groups, at least 30 days in advance of the event 	<ul style="list-style-type: none"> • An original itemized invoice • IC email address • A completed IC Short Form, which can be obtained from the department staff/finance staff • JHU will not reimburse check/cash payments made directly to ICs • Complete a request Form Hopkins Groups, at least 30 days in advance of the event 	<ul style="list-style-type: none"> • An original itemized invoice or contract • IC Email Address • Guest Speaker Agreement 	<ul style="list-style-type: none"> • 30 days' notice; includes checking if the student is eligible to be paid • Student employees will receive payment through Payroll services

Reimbursing Students

Reimbursement to students is processed by **direct transfer/checks** (and cashing of **petty cash** vouchers as needed).

The system has been designed to facilitate direct purchases by staff on behalf of student groups. This includes ensuring minimal outlay of personal funds by students. Any payment out of pocket has to be preapproved.

BUDGETS AND FINANCIAL PROCESSES

The University will not reimburse **sales tax for purchases made in Maryland**. Present the [JHU Maryland sales tax exemption certificate](#) to the vendor before making any purchase. Due to its non-profit status, the University may have a sales tax exemption certificate made in various states. Each state has varying laws regarding what items they exempt from the imposition of state taxes, and some states do not exempt not-for-profit corporations from any of the state taxes imposed. Where a state tax exemption exists, it generally covers the purchase of tangible personal property used to conduct of University business. Such property includes office supplies and equipment. Please visit the [JHU tax site](#) to see applicable exemptions in other states.

It is illegal to use the JHU tax exemption certificate for non JHU/business transactions

Reimbursement by Direct Transfer/Checks

- Events/transactions must be preapproved
- Only one person can be reimbursed per receipt, to a maximum of 3 receipts
- Do not combine business and personal purchases
- Complete the **Reimbursement Request Form** in Hopkins Groups
 - ⇒ Along with a scanned copy of your receipt(s), invoices or contracts must be submitted **within 30 days of the receipt date** or by the **last business day of final exams for that semester**, whichever is sooner
 - ⇒ Itemized receipts/invoices must show a breakdown of items purchased as well as the method of payment; (cash or last four [4] digits of your credit card). A credit card receipt alone is not acceptable
 - ⇒ For food purchases, include names of attendees, dates, purpose and location (for 10 or less participants)
 - ⇒ Receipts over \$100 are acceptable but must be preapproved
 - ⇒ Reimbursement requests older than 30 days will not be reimbursed
 - ⇒ Make sure the invoice does not include Maryland sales tax

Reimbursement by Petty Cash *(But is being phased away to direct transfer payments/checks)*

- Events/transactions must be preapproved
- *Petty Cash Reimbursement Request Form can only be used for expenses \$100 or less*
- Complete the Reimbursement Request Form in Hopkins Groups and physically submit original receipts to the department staff/finance staff
- You will receive an email from your department to pick your Petty Cash Voucher. Only the payee can pick up the Petty Cash Voucher and Petty Cash
- If a Petty Cash Voucher is not cashed within 30 days of issue, it is no longer redeemable. Unclaimed Petty Cash Vouchers will be voided
- Redeem Petty Cash Voucher at the Petty Cash Office located in Wyman Park Building, Ground Floor, G36A, on Monday-Wednesday between 10:00- 2:00 p.m.
- University will not reimburse for sales tax- use the JHU Maryland sales tax exemption certificate before making a purchase. *It is illegal to use the JHU tax exemption certificate for personal use*

BUDGETS AND FINANCIAL PROCESSES

- Be sure to carry your ID to cash the voucher
- Do not combine business purchases with personal purchases
- Itemized receipts must show the details of the purchased items and payment method; (cash or last four [4] digits of your credit card). A credit card statement is not acceptable
- For food purchases, include the business purpose and names of attendees (for 10 or less participants)
- A/multiple receipt(s) can only be reimbursed to one person. The maximum is three (3) receipts

Transferring Funds Between Group Accounts

- Transferring of funds occurs when a student organization wants to move funds from their account to another group account or another Johns Hopkins entity. This can also work in reverse when a group receives funds from departments or other student groups.
- For fund transfers out of a student group account, submit a Funding Transfer Request on Hopkins Groups and provide the following information
 - * Provide the name of the financial officer of the group or department giving the funds
 - * Provide the name of the financial officer of the group or department receiving the funds
 - * Amount to transfer
 - * Purpose of the transfer
 - * Funding conditions (if any)



Helpful Travel , Purchase/Reimbursement Tips

Fuel	Per JHU Risk Management Policy, students cannot travel over 300 miles round-trip in any personal car, rental car, or JHU Van. Use of public transport (air, train, bus) for travel beyond 300 miles. There is no exception to this policy
Personal Car, Rental Car, JHU Van	<ul style="list-style-type: none"> • Rental car = direct billing • JHU Vans = direct billing • Lyft rides = direct billing • Personal car = provide mileage <p>Note: Students <u>personal vehicle</u> insurance becomes primary insurance for all travelers</p>
Flight	Work with the department staff/finance staff to book your ticket through the University's travel vendor
Food Purchases	<ul style="list-style-type: none"> • State business purpose • List the names of attendees (Name of attendees for ten [10] or less) • An itemized receipt listing all purchases • Location of the activity
Travel Reimbursement	All reimbursements will be done through the JHU SAP direct payment transfer or checks (and petty cash voucher for the Sports Clubs)



See examples of allowable and unallowable expenses in the appendix section

TRANSPORTATION AND ACCOMMODATION

Taking a trip as a Hopkins Student Group can be an excellent opportunity to learn more and showcase your organization and the University. It can also be an opportunity to strengthen your organization through leadership development, service, and representing the University. However, it requires prior and exhaustive planning, adherence to Hopkins policies, and strong risk management to have a safe trip.

Available Transportation for Student Groups

The University's mandate is to deliver safe, responsible, efficient service with excellent outcomes focused on consistently providing a positive student experience.

The following policies have been implemented to reduce the risks associated with transportation during student group trips. This applies to JHU/CSC vans, car rentals, Lyft rides, personal vehicles, air travel and accommodation.



All business travel, including lodging must be approved on Hopkins Groups

General Policies

Drivers and Vehicle Occupants

- Follow university/vendor transportation policies
- A driver must possess a valid driver's license to be eligible to drive
- A driver must have a clean Motor Vehicle Report
- Drivers must obey all traffic laws
- Never exceed the speed limit! There is never a reason to speed. We would always prefer people to be a little late than to speed
- For extended drives (more than 2 hours, for a one-way drive), maintain at least two (2) drivers in a vehicle and switch every 2 hours
- On extended drives, agree on a communication and driving plan with your navigator (co-driver)
- The navigator should always remain awake to assist in navigation and to keep the driver awake
- Drivers should not drive between the hours of 12:00 midnight and 5:00 a.m.
- Drivers should not engage in any activity which will distract them from driving (such as changing radio stations, eating items that divert attention from the road, using GPS, looking at the map, cell phone use, communicate with other vehicles in the caravan, etc.)
- Music should never be at a volume that can be interpreted by anyone as too loud
- Vehicle lights should always be turned on when driving. Do not forget to turn them off!
- Always wear a seatbelt
- Damage to vehicles or accidents needs to be promptly reported to the appropriate offices. [Please see the section below, on Emergencies](#)
- Get comfortable with the vehicle
 - * Adjust mirrors, seats, lights, etc., before driving
 - * Know how to operate windshield wipers, hazard lights, parking brake, etc.

TRANSPORTATION AND ACCOMODATION

- Never perform hazardous or irrational maneuvers to maintain a caravan
 - * Do not run a red light to keep up with the caravan
 - * Do not pull over on the side of the road to wait on stragglers

Mileage, Speeding Tickets, Moving Violations, Parking Tickets

- Per JHU Risk Management Policy, students cannot travel over 300 miles round-trip in any personal car, rental car, or JHU Van. Use of public transport (air, train, bus) for travel beyond 300 miles. There is no exception to this policy
- The Office of Risk Management restricts a use of up to 12 seater passenger vans
- Drivers who receive a speeding or parking ticket will not be reimbursed. There is never a reason to speed. You will need to provide proof of payment



The University **self-insures** rental cars in the US; in the same manner, **it insures its own vehicles**

Emergencies (Accidents/Collision/Car Damage/Breakdown)

Rental cars:

- Dial 911
- Contact JHU Security at 410-516 4600 / 410-516 7777
- Notify your department advisor

Hopkins Vans:

- Follow instructions [here](#) and notify your department advisor
 - * If necessary, JHU Security will contact the Dean on Call

Center for Social Concern (CSC) Vans:

- Follow steps under Hop Vans

Personal Automobiles:

- Dial 911 if necessary
- Contact JHU Security 410 516-7777 or 410 516-4600



Additional requirements for all accidents:

- Stay at the scene in a safe place to gather information
- Exchange information
- Complete an Accident/Incident report and include any photos or narratives and send them via e-mail to the appropriate offices as soon as possible. Additional information needed includes:
 - ◇ Photos of insurance cards, license plates of the other parties
 - ◇ Photos of the damage (vehicles and/or property)

TRANSPORTATION AND ACCOMODATION

- ◇ Accident scene identifiers (intersection/address/exit number, road conditions/skid marks/debris in roadway/ vehicle positions)
- ◇ Names, phone numbers, addresses, and e-mail addresses of all occupants, including the number of occupants in the other car(s)
- ◇ Names, phone numbers, addresses, and e-mail addresses of all potential witnesses
- ◇ If emergency services respond; provide police department, police report number, phone number, officer name, badge number, ambulance company, fire department



It only takes one speed camera, one red light camera, one Driver Check ("How's My Driving") report, one JHU staff member (or friend, or a family member thereof) seeing your van somewhere unexpected, or accident, no matter how minor and whether or not it is your fault, to potentially expose an unauthorized side trip. The minimum penalty for the use of a Hop Van outside of the stated and approved purpose is a temporary suspension of the Hop Van eligibility; extreme cases may result in permanent termination of Hop van eligibility and/or referral to the Office of Student Conduct, as applicable



CSC & Hopkins Vans

All RSOs are eligible to rent Hop Vans. CSC vans are specific to CSC RSOs.

Please note that the demand for vans is very high. Do not, therefore, build your entire budget plans around CSC/HOP vans.

- ◇ The vans seat 7-8 passengers, including the driver
- ◇ CSC Vans are free to rent with only mileage billed at ~\$0.25 per mile driven (only applies to affiliated CSC RSOs)
- ◇ You do not need to budget for gas. If you happen to fill the gas tank while driving a CSC/Hop Van, the amount you spend on gas will be deducted from the rental charge
- ◇ DO NOT fill the vans unless absolutely necessary – gas charges will be credited to your van rental fees
- ◇ JHU van charges can be obtained [here](#).

Requesting CSC/Hop Vans

- Submit a request to the department staff/finance staff, 30 business days ahead of the event
- Provide the following information

Dates

- * Travel dates and time



TRANSPORTATION AND ACCOMMODATION

Van Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code

Group Information

- * Group name
- * Number, names and contact of passengers (including their emergency contacts)
- * Driver name (including co-driver if available/required), title or position in the group, phone number, email

Hop/CSC Van request

See information under the [Hop Van Rentals](#), for additional instructions

Billing Information

- * Budget number (Internal Order Number or Cost Center Number). [The group account number can be obtained on Hopkins Groups; go to the group page, Dashboard, then Settings and Payment section](#)
- * Billing Contact email will be your department staff/finance staff
- * The invoice will directly bill the group account and posted to the group's SAP/BW statement

Other CSC/Hop Vans Rental Instructions

- Complete form accurately to avoid delays
- The process can take up to a couple of weeks to complete, so plan in advance
- Overnight trips and long-distance requests will require additional information because of the increased risk involved, such as several certified drivers per van
- Requests will be denied if certified van drivers are not listed
- Requests are processed on a first-come, first-serve basis and subject to availability. Call 410 516 7275 and ask for the Hop Van rental desk if you do not hear back from transportation after 2 business days of your request
- Send a follow-up email to vans@jhu.edu or call 410-516 7275 during regular business days
- If your CSC/Hop Van request is not approved/declined, **immediately** forward the communication to the department staff/finance staff to process alternative travel arrangements for your group
- Email vans@jhu.edu if you plan to reserve the vans for regular schedules in a semester
- Cancellations must be done at least 4 business hours before your agreed pickup time, or you will incur a no show fee. Automatic cancellations are made by the transportation office in case the University is closed for inclement weather
- Information on additional penalty fees can be obtained [here](#)

TRANSPORTATION AND ACCOMODATION



CAR RENTAL

Student groups are strongly encouraged to rent vehicles through Hopkins vendors. JHU Car rental vendors are National Car Rental and Enterprise Rent-A-Car (all under the Enterprise Holdings Inc.) for business travel. These vendors provide enhanced customer service, expedited booking, and systematic integration with the University systems. The vendors also work with the University's travel vendor for your ground transportation needs.

Requesting a Rental Car

- Submit a request on Hopkins Groups
- Provide the following information

Dates

- * Travel dates and time

Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code

Group Information

- * Group name
- * Number, names and contact of passengers (including their emergency contacts)
- * Driver name (including co-driver if the trip duration is over 2 hours' drive), title or position in the group, phone number, email

Billing Information

- * The billing contact email will be your department staff/finance staff
- **Please note**, the department staff/finance staff will make a reservation and contact you with the car rental paperwork, keys, car location, and any other instructions
- Return the vehicle keys on the date, time and location agreed
- The invoice will be directly billed to the group account
- Your account will be directly charged for related travel costs

Other Car Rental Instructions

- The Office of Risk Management does not allow use of 15 passenger vans and more.
- Refuel the rental car before returning it to the agency to avoid the refueling charges
- Do not purchase car rental insurance coverage for University Business travel within the US because the University has already purchased it
- Comply with the company conditions such as maximum daily mileage



TRANSPORTATION AND ACCOMODATION



LYFT RIDES

Lyft, a JHU vendor, provides several transportation packages for RSOs. Discuss with your department staff/finance staff to determine the most suitable package for your group, which will depend on the nature/frequency of your group's transport needs. With Lyft rides, there is a package available for every group.

The department will then contact Lyft to set up the appropriate account/package. With the Lyft business portal, it is possible to set up payment for direct billing, see ride history, and control access.

Lyft Ride Packages

Concierge:

- This is often used when passengers may not have the app available, and an administrator or authorized group member controls guest rides, with pickup & drop off information predetermined
- The group is directly billed for the specific charges

Credits:

- The group user account is set up for a predetermined dollar amount. This is great for users that need to have a recurring credit applied to their account. The account is restricted to specific trip locations and hours of the day. The account is intended for more frequent usage
- Any ride out of the agreed geographic location is billed to the individual.
- Monthly billing is based on actual usage, and no down payment is required

AutoPay:

- This is more applicable for office use but also used to support groups without any account, for groups that do not have established Lyft accounts
- Accounts are billed on a monthly basis

Codes:

- This is a great product if there is a group traveling to/from an event and you would like to cover the cost of that ride or a portion of that cost. These get distributed to users and can be entered into each traveler's app

Event Partial Codes:

- The quickest way to get a code for the same reasons as indicated above. Since they are not manually created, they have a much quicker turnaround.

Requesting Lyft Rides

- Submit a request on Hopkins groups
- Transportation will be arranged according to the plan agreed on between the department staff/finance staff and group representative
- Provide the following information

TRANSPORTATION AND ACCOMMODATION

Dates

- * Travel dates and time

Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code

Group Information

- * Group name
 - * Number, names and contact of passengers (including their emergency contacts)
 - * Driver name (including co-driver if the trip duration is over 2 hours' drive one-day) , title or position in the group, phone number, email
- Your account will be directly charged for related travel costs
 - Reimbursement request for tolls and parking fees is allowable



Personal Automobiles/Vehicles

Personal vehicles may facilitate your organization's travel needs but must be preapproved. Approval is only permissible if all available Hopkins transportation services (*above*) are not available. RSO transportation services include CSC/Hop Vans, JHU Car rental vendors, and Lyft rides. Public transport (air, train, rental vans, bus) is required for travel beyond 300 miles. There is no exception to this policy

Request for the use of Personal Automobiles/Vehicles

- Submit a request on Hopkins groups
- Include a justification for the use of personal vehicle and a valid car insurance
- Provide the following information

Dates

- * Travel dates and time

Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code

Group Information

- * Group name
 - * Number, names and contact of passengers (including their emergency contacts)
 - * Driver name (including co-driver if the trip duration is over 2 hours' drive one-day) , title or position in the group, phone number, email
- Please note that **students personal vehicle insurance becomes primary insurance** for all travelers. A waiver **MUST** be signed with the department

TRANSPORTATION AND ACCOMODATION

- Drivers must have valid car insurance
- The use of personal vehicles will be reimbursed for actual mileage at the official IRS rate per mile, plus tolls and parking fees
- For an expense of \$75 or more, provide an electronic standard highway mileage guide such as google maps
- Mileage to and from the airport is also reimbursable



Parking

The primary visitor parking area is the South Garage. Other visitor parking areas are San Martin Garage and the North Visitor Lot. Visitor parking permits and charges can be obtained through the Parking Services [here](#). Please note, during special events, attendants may pre-sell exit vouchers to entering vehicles, which may change the event charge from the usual parking lot charge



AIR TRAVEL

Air travel can be required for domestic or international travel. All students participating in a University-sponsored or affiliated domestic/international trips including study, research, internships, services, conference, etc., must meet the following requirements

Requesting Air Travel

- Complete a request on Hopkins groups
- You will work with the department staff/Finance staff to book your flight and associated travel needs through the University's travel vendor
- Provide the following information

Dates

*Travel dates and time

Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code

Group Information

- * Group name
- * Number, names and contact of passengers (including their emergency contacts)
- * Indicate additional travel needs such as ground transportation. If the rental car will be required, provide driver name, title or position in the group, phone number, email
- Discuss with the department staff/finance staff if you have any preferred carrier, or review the provided itinerary and associated travel bookings before it is confirmed
- Comply with all Hopkins and federal regulations regarding air travel, the rules of the specific airline being used, including rules regarding carrying-on baggage and weight restrictions

TRANSPORTATION AND ACCOMODATION

- Immediately submit receipts on Hopkins Groups for reimbursements upon return. Reimbursement will be made for only preapproved transactions
- Your account will be directly charged for related travel costs

Additional Information for RSOs Travelling Abroad

Follow additional instructions on the [Student Organizations Abroad](#) page for approved travel abroad. The office of Study Abroad will register all participants in the Johns Hopkins International Travel Registry (JHITR) and Healix International, to coordinate support in case of an emergency aboard. Contact the Director of Study Abroad, jhuabroad@jhu.edu for additional information

- The forms can be obtained under the quick links section on the main page
- Ticketing and other travel arrangements are processed through Hopkins Groups by your department staff/finance staff



BUS/TRAIN

Bus or train companies may be beneficial for large group trips including with multiple destinations, or long-distance trips (above 150 miles one-way). Obtain an itinerary to determine trip costs.

Requesting Bus/Trains

- Complete a request on Hopkins groups
- Discuss with the department staff/Finance Staff if you have any preferred carrier, etc.
- Provide the following information on Hopkins Groups

Dates

- * Travel dates and time

Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code

Group Information

- * Group name
 - * Number, names and contact of passengers (including their emergency contacts)
 - * Indicate if additional ground transport/rental car will be required. Provide driver name, title or position in the group, phone number, email
- Your account will be directly charged for related travel costs



LODGING

Request for Lodging

- Submit a request on Hopkins groups least 30 business days in advance of the event
- Provide the following information on Hopkins Groups

Dates

*Travel dates and time

Destination and Purpose

- * Location (including hotel, campsite, etc.)
- * Event name/purpose (social, retreat, service project, etc.)
- * Address/City/State/Zip code. Indicate preferred hotel (if any) *Please remember that University policy requires to keep within the standard accommodation/conference rate and/or following government GSA lodging rates, which can be found [here](#)*
- * Number of rooms needed

Group Information

- * Group name
- * Number, names and contact of passengers (including their emergency contacts)
- * If the rental car will be required, provide driver name, title or position in the group, phone number, email
- * Include all other related costs such as meeting costs, ground transportation, rental car, etc.
- * Reservations must not exceed the occupancy limit defined by the hotel



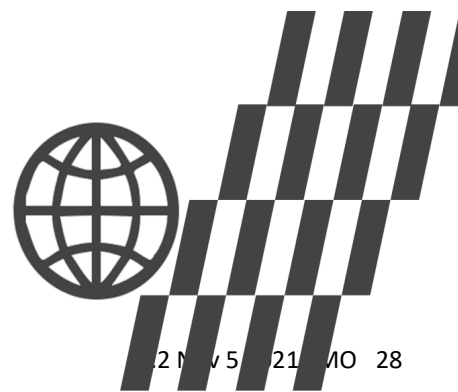
Provide itemized receipts (including hotel folio) on return
Unapproved purchases will not be reimbursed

Requesting Accommodation for guests in the Baltimore Area

An example of guests are invited speakers. JHU's preferred lodging vendor in the Baltimore area is the Inn at the Colonnade, located at 4 West University Parkway. Groups are encouraged to maximize the benefits of working with Hopkins vendors. Provide the following information to the department staff/finance staff to facilitate your guest's lodging:

- Submit a request on Hopkins groups at least 30 business days in advance
- Provide the contact person responsible for the reservation
- Guest's name
- Dates/time of trip
- Number of rooms needed

The group account will be charged directly, no outlay of personal funds is necessary



Important Travel Lodging Tips



- Any travel-related transaction (accommodation, air, train, bus, rental or personal car) must be approved; otherwise, it will not be reimbursed
- Transportation (airplane, train, rental car, etc.) and hotels must be booked in advance by the department staff/finance staff
- For travel abroad, follow instructions on the [Student Organizations Abroad page](#) or Contact Dr. Lori Citti, Director of Study Abroad, at lcitti1@jhu.edu.
- It is the student groups' responsibility to communicate in advance any booking adjustments, such as cancellations to avoid no-show charges
- Waivers, Travel Roster, and Emergency Contact Information should be copied, shared with a finance staff/advisor, and with at least two organization members on the trip at all times. [See additional information on Other Finance Policy Guidelines](#)
- Carpool where possible
- Drivers are not allowed to exceed three hundred (300) miles per day. Any travel that exceeds three hundred (300) miles must include either lodging or use public transport (air, train, bus). There is no exception to this policy
- Provide itemized receipts on return. Avoid comingling several credit cards on one receipt or with personal transactions
- Travel costs may include meals, accommodation, and ground transportation, during the duration of the trip
- List names of attendees if food was purchased for 10 or less participants during the trip. Include names of attendees and purpose of the meeting when submitting a reimbursement request
- University does not provide insurance for personal vehicles
- Do not purchase car rental insurance coverage for University Business travel within the US because the University has already purchased it



TRANSPORTATION AND ACCOMODATION



Quick Travel Dos and Don'ts

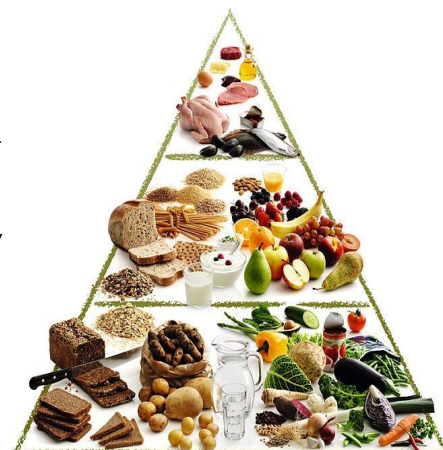


Transportation	Dos	Don'ts
CSC/Hop Vans	<ul style="list-style-type: none"> • DO follow Van request instructions, and familiarize with the process in advance of Van requests • DO obtain Van certification to obtain Van approvals • DO complete a Van request form accurately; otherwise, it will be denied 	<ul style="list-style-type: none"> • DO NOT build your entire budget around the Vans. The demand for Vans is very high • DO NOT fill the vans unless absolutely necessary – gas charges will be credited to your van rental fees
Car Rental	<ul style="list-style-type: none"> • DO rent from Enterprise and National (our preferred car rental vendors) • DO waive insurance coverage for domestic reservations as the University self-insures. Questions regarding collision insurance and reports of accidents should be directed to the Risk Management Office (443) 997-8258. • DO add insurance coverage for international reservations • DO select the smallest car that meets the business need (based on people and luggage) • DO comply with the company conditions such as maximum daily mileage 	<ul style="list-style-type: none"> • DO NOT request reimbursement for insurance, GPS or other add-ons for domestic • DO NOT select the fuel option unless absolutely necessary for your business need • DO NOT return a car unless the gas tank is refilled to its original fuel level
Lyft Rides	<ul style="list-style-type: none"> • DO Speak with your department staff/finance staff to discuss a suitable package/plan for your group. 	<ul style="list-style-type: none"> • DO NOT use Lyft without the department preapproval
Hotel	<ul style="list-style-type: none"> • DO compare conference rates with Concur rates for the same hotel property • DO request an itemized bill upon checkout (A "must-have" for reimbursement!) • DO notify hotels in the event of a room cancellation to prevent "no show" charges 	<ul style="list-style-type: none"> • DO NOT make expense reporting harder for yourself (i.e.: minimize charging extra to your room and using a separate form of payment for personal charges) • DO NOT book a pre-paid hotel reservation unless it is approved with business justification
Air	<ul style="list-style-type: none"> • DO take advantage of University-negotiated discounts for airline reservations • DO sign up for airline Loyalty programs for perks (i.e., free baggage, boarding priority) 	<ul style="list-style-type: none"> • DO NOT book Business or First Class without approved business justification • DO NOT charge the University for Seat Upgrades, TSA pre-check programs, airline clubs, etc. • DO NOT miss your outbound flight and think your return flight will not be impacted (It will be cancelled!)

FOOD AND CATERING

FOOD

The safety and wellbeing of the JHU community is of the utmost importance. To ensure the health and safety of all University community members and external participants, all food sold or distributed by the organization, that includes external participants must be provided by a licensed and insured vendor, and handled properly by members of the organization. This policy applies to all events, including food sales and distribution, as well as at formal events. [Please see policy requirements below on food permits, preparation, and handling.](#)



CATERING/VENDORS



Specific vendors have been contacted to specifically serve student groups' food/catering needs. The objective is to streamline the food/catering ordering process and save your organization money on respective orders. JHU has a corporate account with [Foodify](#), a virtual marketplace platform that provides RSOs with various local restaurants. It has the option of searching for restaurants based on the type of cuisine, price, venue and rating. No outlay of personal funds is necessary, payment is directly charged to the student group account.

Setting up a Foodify Account for Student Group

Provide the following information to the department staff/finance staff to set up your organization Foodify Account

- First and last name of the group requester
- Student group name
- Email
- Phone/mobile number

Placing Orders in Foodify

- Identify a member responsible for placing group catering orders
- Submit a request on Hopkins Group for approval, 14 days prior to the event
- Once it's approved, place the order on your group Foodify account
- Click "Start order"
- A pool of restaurants will generate, customized per your event needs (food, venue, dates, numbers, etc.)
- Apply the 5% Foodify discount prior to completing your order. Contact your department staff/finance staff for the code if needed
- Make sure the event name includes the name of the RSO
- Maintain the same names for all other reservations related to the event
- Advance to the payment page. Select view/update: to allow the department staff/finance staff to complete the order

Contact your department staff/finance staff if you cannot find a restaurant, or provide all your preferred vendors to lmutesi1@jhu.edu to add your preferred vendor on Foodify

FOOD AND CATERING



- ◆ Food vendor price should always match the price on Foodify. Contact your department finance staff if the prices are different
- ◆ Gratuity is optional
- ◆ If your event venue is in close proximity to the vendor, you may contact Foodify customer service to pick the food.



Groceries

Purchase of RSOs' groceries is done through **Amazon Prime Pantry**. Deliveries are convenient and quick! [See the section under Amazon Purchase Requests, and Payments and Reimbursements](#), for additional information on grocery purchases and delivery

Food Handling Guidelines

Food Permits

It is the student organization's responsibility to ensure safe food handling practices are followed with utmost care and caution, including food served to the public. Commercially prepackaged non-potentially hazardous foods will not need a food license from the Department of Health, Safety and Environment. For example, prepackaged items, candy, whole fruit, potato chips, non-alcoholic beverages, baked goods (cannot have cream, meringue, custard, or cream cheese)

Potentially hazardous foods such as those that can spoil or need to be cooked **cannot be purchased with allocated funds**. The only exception is obtaining prior approval from the Baltimore City Health Department Bureau of Environmental health. Potentially hazardous food may contain in whole or in part of milk or milk products, eggs, meat, poultry, rice, fish, shellfish, edible crustacean, raw-seed, sprouts, heat-treated vegetables, and vegetable products and other ingredients in the form of supporting rapid and progressive growth of microorganisms, etc.

FOOD AND CATERING

Selling/Distributing Potentially Hazardous Food

- Groups preparing food for a public event must obtain food permit at least 15 days before the event. The permit application form can be obtained from your department staff/finance staff or download online by searching for the Temporary Food Facility Application Form on the [Baltimore City Health Department](#) website. The cost for a [permit](#) is \$50. A permit application can be dropped at 1001 E Fayette St Baltimore, MD 21202, for same-day permit processing
- Potlucks are fine if they are internal for the organization's members
- If the food is to be provided to external participants, the food must be provided by a licensed and insured caterer or food service provider

Food Preparation & Handling for Events

Please refer to and abide by the US Department of Agriculture Food Safety [USDA guidelines](#)

- Serve all food while wearing gloves to prevent contamination. The only exception is when food is individually wrapped
- No eating, drinking, or smoking is allowed while engaging in food handling. Wash hands thoroughly after eating, drinking, or smoking before handling food
- Consumption of food by customer or event attendees should not take place at the same table or surface where food is being served
- No food preparation is allowed on-site; only assembling or arranging food items is permitted for public events or fundraisers
- All store-bought food must be pre-packaged; food purchased in bulk (such as donuts, cookies, or other baked goods) may be portioned and individually wrapped for distribution by the student group, provided that gloves are worn when handling the food
- All food must be appropriately disposed of and cleaned up at the end of an event
- Student groups cannot grill food on-site unless it's preapproved

Do you typically have extra food leftover from your campus catered event? Become a Free Food Alert (FFA) Event Planner. The FFA program was pioneered by Johns Hopkins Homewood Recycling Office to minimize the amount of food wasted during catered events on campus. More information on FFAs can be found [here](#).

How to navigate Hopkins groups

1. How to Submit an Annual/Semester Funding Request on Hopkins Groups

- ⇒ Navigate your group page and click “**Money**,” then Budgeting
- ⇒ Be sure to select the correct budget template under the Budgeting Section
- ⇒ Then click the “**Create Budget Request**,” to get started

The screenshot shows the 'Budget - Test Organization - Financial Organization' page. On the left is a 'GROUP SECTION' sidebar with links: Dashboard, Members, Emails, Events, Surveys & Forms, Website, Money (highlighted with a red arrow and '1'), Accounting Book, Budgeting (highlighted with a red arrow and '2'), Online Revenues, Download, Files, and More Tools. The main content area has a top bar with 'Admin', 'Settings', 'View All Groups', and 'Create Budget Request' (highlighted with a red arrow and '3'). Below this is a 'Test Budget' dropdown menu (highlighted with a red arrow). A 'Filter By' dropdown is set to 'Test Organization - Fina...'. A 'Download Report' button is on the right. The main content area features a progress bar with 'Rolling' (orange circle) and 'Budget Closed' (grey circle). A note says 'No budget requests, approvals, payments can be made anymore.' Below this is a 'Totals' table:

Totals					
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Funds Needed	Requested	Approved	Payment Requests	Payments Approved	

At the bottom, it says 'Test Organization - Financial Organization'. Annotations include: 'On your Page, select money' pointing to the 'Money' link; 'Then Select Budgeting on the drop-down list' pointing to the 'Budgeting' link; 'NOTE, be sure to use the correct budget Temp before creating a budget request' pointing to the 'Test Budget' dropdown; and 'Click, Create Budget Request' pointing to the 'Create Budget Request' button.

- ⇒ A Pop-up window will take you to the budget request (2 steps)
- ⇒ At step 1 of 2 (1/2), enter Budget Request Type information SGA/SAC, CERAC/CSC Grants, SLPG, Sports Clubs, GRO, Heritage 365, Alumni Student Association Grant, Other, etc., and provide all other information about the budget request then click “next “

How to navigate Hopkins groups

Submitting an Annual/Semester Funding Request in Hopkins Group—Cont.

⑤ Create/Edit a Budget Request (Step 1 / 2)

* Budget Request Type

- Select -

Title

Add Funding Request title here

Description

Provide a description of the funds requested here

Expected Number of Attendees

Add per your budget plan

Numbers only, no decimals

1 Select funding source; For example, SGA/SAC, Alumni Student Association Grant, CERAC, SLPG, Sports Clubs, Other

5 Click next to go the the next page 2/2

Close

Next

⇒ At step 2 of 2 (2/2), add budget items to match your excel budget request. The Click "Next" to get to the excel budget template

⑤ Enter Budget Items (Step 2 / 2)

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
1 Independent Contrac...	\$ 500	\$ 0	\$ 500.00	Notes
3 Event	\$ 0200	\$ 0	\$ 200.00	Notes
5 Membership Registra...	\$ 100	\$ 0	\$ 100.00	Notes
Total	800.00	0.00	800.00	

+ Add item

2 Click to add budget items and amount. State (if any) funds are will be coming from group funds and a description / justify

Back

6 Clicking NEXT will take you to the excel budget template Required

Next

⇒ Click the "Next" tab to get to the excel budget template. The excel budget template is required to complete the process

How to navigate Hopkins groups

Submitting an Annual/Semester Funding Request on Hopkins Group— Cont.

- ⇒ Upload completed excel budget template to proceed to the next page
- ⇒ Be sure to match the excel budget template with the Hopkins Groups budget request
- ⇒ Be sure to indicate your organization name

DOSL Annual Allocation Request DRAFT

Save As PDF

DOSL Annual Allocation Request

Please upload you detail annual allocation sheet.

Organization Name *

Spring Fair at Johns Hopkins University 1 [Select group name](#)

DOSL Annual Allocation *

Upload file 3 [Click to upload the detailed excel budget](#)

Annual Budget Template 9 2 21-Final.xlsx (Delete)

Please utilize the attached budget template to submit your request.

2 Document: [Annual_Budget_Template_3_9_21_student_group_version3_FINAL_FINAL](#)

The detailed excel budget template can be found [here](#). Information entered here **MUST** match the information entered in the previous steps of the budget request

4 [Click next](#)

Next >>

- ⇒ After completing the excel budget template, click the “submit” button to finalize your funding request submission ([Illustration on page 38](#)).
- ⇒ Below is the **Excel Budget Template**.
- ⇒ Be sure to follow instructions for easy budget completion.
- ⇒ Save the budget template and upload as needed to proceed to the final submission popup window, to complete your funding request.

How to navigate Hopkins groups

Submitting an Annual/Semester Funding Request on Hopkins Group— Cont.

EXCEL BUDGET TEMPLATE

Below is the sample Budget Template for all funding sources (SAC, SLPG, CERAC, Sports, Heritage365, etc., except groups that have individual agreements with departments)

- Be sure to read the Budget Instructions section on how to complete the budget
- Pay attention to columns with dropdown menus
- Pay attention to the column that provides Hopkins rates for JHU Professional charges, for easy planning purposes
- The total cost is auto-filled
- Provide a justification for your budget requests tab 2
- The summary tab is a sum of everything entered in the first tab. You **ONLY** need to enter the primary finance officer names at the bottom

Group Name:	
Group Account Number:	
Completed By:	
Department/Category:	
Requested Allocation for:	
Submission Date:	
Academic Year:	

Requested Allocations	Indicate Funding Source
Total Annual/Semiannual budget request for all Events/Activities	
Total Monthly Allocation requested	
Other	

Budget Instructions

- Column A = Main budget line requests. Use drop down to select appropriate budget line request
- Column B = Budget line subrequest/categories. Use drop down to select appropriate budget line subcategories. Be mindful of the funding source budget caps, allowable and unallowable requests
Deleting content in Column A /B = First delete content in Column B (Category) then Column A (Budget Item)
- Column C = Automatic information that will populate depending on the subcategory selection in Column B. Information you need to know as you complete your budget
- Column D = Automatic information that will populate depending on the subcategory selection in Column B. This is information the Hopkins rates per budget line subcategory selected
- Column E = Enter your budget \$ request
- Column F = Quantity needed per budget \$ request in Column E. For correct results of total cost, the quantity cannot be left blank and cannot have a zero [0]
- Column G = Total requested. Be mindful of the funding source budget caps, allowable and unallowable requests
- Column H = Give a summary of the justification for each line item and the details in the next tab, for each budget item
- Next Tab = Provide a Budget Justification & Storage location for your budget requests. Please be as specific, brief and as clear as possible for the review team to fully understand your request
- Next Tab = Summary. You do not need to fill anything except the Funding Source and Print, Sign/Initial name

Follow instructions to easily complete the budget

Budget Items	Category	Additional Budget Information (for your knowledge)	Hopkins Rate (to guide your budgeting process)	Cost	Quantity	Total Cost	Brief Budget Justification
See Drop Down	See Drop Down			Enter Budget Number	Enter quantity Value has to be "1" or more, not "Zero"	Automatic ally generates	Provide Justification
Note, to undo content in column A or B, First delete content in column B then in A		Information automatically generates based on items selected in column B - just for information					

Click the **"Submit"** Button after uploading the budget

How to navigate Hopkins groups

Submitting an Annual/Semester Funding Request on Hopkins Group—Cont.

50%

DOSL Annual Allocation Request DRAFT

[Save As PDF](#)

Thank You!

Thank you for your answer. Please click the submit button below.

« Back

Submit

- ⇒ The template below is **an example of a submitted budget**
- ⇒ The **"pending"** status will change e.g., approved, after the budget has been reviewed and approved/not approved
- ⇒ After the budget is approved, you can submit budget requests across approved budget lines for Purchase/payment from here
- ⇒ Each Purchase/Request for Payment will have a number in light blue (under the #ID Create Date) column. Click the number to view your payment request or make adjustments
- ⇒ Be sure to submit purchase/payment requests within the approved budget
- ⇒ All approved budgets are posted on the group's Accounting Book. This also includes all related expenses that appear at the bottom of your group Accounting Book

HOPKINGROUPS
Home
Groups
Events
Chat
Admin

Budget - Test Organization - Financial Organization
Admin
Settings
View All Groups

Test Budget

[Filter By](#) Test Organization - Financial Organization

[Download Report](#)

Rolling

Deadline Jan 31, 2022 12:00 AM

Budget Closed

Deadline Nov 16, 2021 12:00 AM

No budget requests, approvals, payments can be made anymore.

Totals

\$850.00

Funds Needed

\$850.00

Requested

\$700.00

Approved

\$0.00

Payment Requests

\$0.00

Payments Approved

Test Organization - Financial Organization

Approved budget

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS - Approve Requests
		Name	<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid #007bff; padding: 2px;">Total Funds Needed</div> <div style="border: 1px solid #007bff; padding: 2px;">Financed By Group</div> <div style="border: 1px solid #007bff; padding: 2px;">Requested</div> <div style="border: 1px solid #007bff; padding: 2px;">Approved</div> </div> <div>Notes</div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <div>#ID</div> <div>Create Date</div> </div> <div> <div>Total Payment Requested</div> <div>From Approved</div> <div>From Group Funds</div> <div>Remaining Balance</div> </div> </div>
45135	<p>test</p> <p>Dean of Student Life Funding Request</p> <p>Submitted By: Lilian Oorjyu</p> <p>Event Details: 20</p> <p>Form: DOSL Annual Allocation Request</p>	<p>Independent Contractor & Non JHU Professional Services</p> <p>Event</p> <p>Membership Registration Fees</p> <p>Total</p>	<div style="display: flex; justify-content: space-between;"> <div> <div>500.00</div> <div>0.00</div> <div>500.00</div> <div>500.00</div> </div> <div> <div>200.00</div> <div>0.00</div> <div>150.00</div> <div>700.00</div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <div>#2510691</div> <div>Sep 22, 2021</div> </div> <div> <div>-120.00</div> <div>0.00</div> <div>-120.00</div> <div>500.00</div> </div> </div>
			<div style="display: flex; justify-content: space-between;"> <div> <div>Request Payment</div> <div>Request Payment</div> <div>Request Payment</div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <div>Request Payment</div> <div>Request Payment</div> <div>Request Payment</div> </div> </div>
			<div style="display: flex; justify-content: space-between;"> <div> <div>Done</div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <div>Total</div> <div>-120.00</div> <div>0.00</div> <div>-120.00</div> <div>700.00</div> </div> </div>

How to navigate Hopkins groups

Submitting an Annual/Semester Funding Request on Hopkins Group—Cont.

EXAMPLE OF A GROUP ACCOUNTING BOOK

GROUP SECTION

- Dashboard
- Members
- Emails
- Events
- Surveys & Forms
- Website
- Money**
 - Accounting Book
 - Budgeting
 - Online Revenues
- Download
- Files
- More Tools

Accounting Book

Show Archived
Upload Transactions (Admin Only)

Budgets	Allocations/Revenues	Expenses	Balance
Student Government Association Allocation Fall 2021	\$0.00	\$0.00	\$0.00
Student Government Association Allocation Spring 2021	\$0.00	\$0.00	\$0.00
SAC Monthly Grant FY21	\$600.00	\$600.00	\$0.00
Student Government Association Allocation Fall 2020	\$1,200.00	\$1,200.00	\$0.00
Group Funds	\$1,560.00	\$1,000.00	\$560.00
Total	\$3,360.00	\$2,800.00	\$560.00

Transactions (11)

Create Transaction (Admin Only)

Search Transactions
- Source -
- Transaction Type -
- Item Category -
- Payment Method -
- Status -
Date

Generate Report

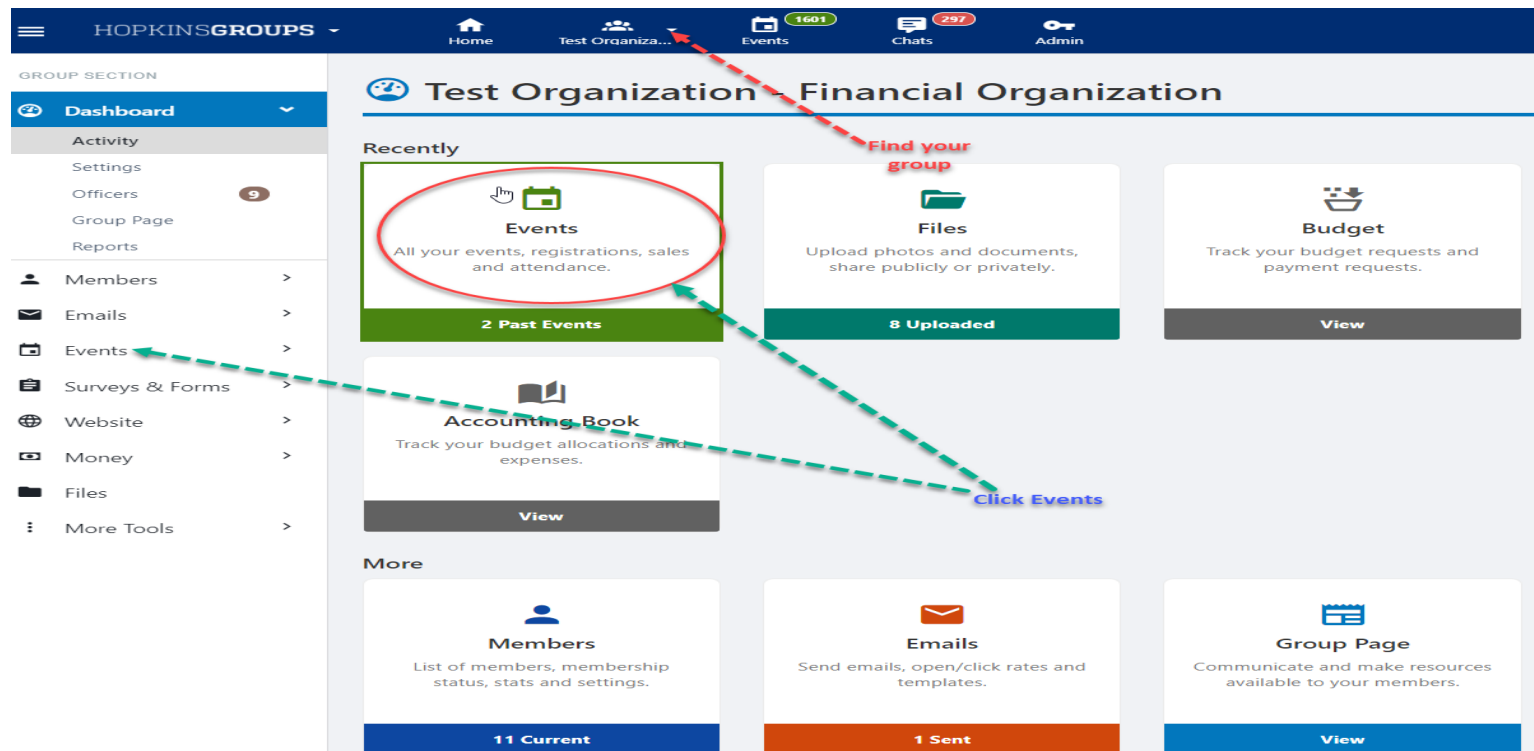
#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status	Credit	Debit
1	May 21, 2021 Ref Number: 1401759147	Erika Chance Modern Dance Company at JHU	Group Funds		Income: Budget	SAP	-	Completed	\$500.00	-
2	ent - #2475577	Jackie M...	SAC Monthly Grant FY21		Expense: External Vendors and Independent Contractors - 30	SAP	-	Completed	-	\$600.00

- ⇒ The budget section provides all possible funding sources to the group
- ⇒ The allocations/Revenues column are approved budgets to the group
- ⇒ The expenses column are the approved payments
- ⇒ The balance column are the balances per approved budget allocations. This is money for the group to spend within the approved spending timeframe. Unused money is recalled by the end of the spending timeline
- ⇒ Group Funds are additional funds solicited by the group (within or out of the University), out of the funding (annual/semesterly) allocations. **Unspent group funds are rolled over to the following year**
- ⇒ Group transactions are posted on the Transactions area. These can also be downloaded in excel by clicking the **"Generate Report"** tab
- ⇒ The **"Dashboard"** tab at the top left of the page is where the RSO can obtain its Account number. Click dashboard, then settings, to find the group account number
- ⇒ BW reports can be obtained at the **"File"** tab. The **"File"** tab can be found at the bottom left of the group page

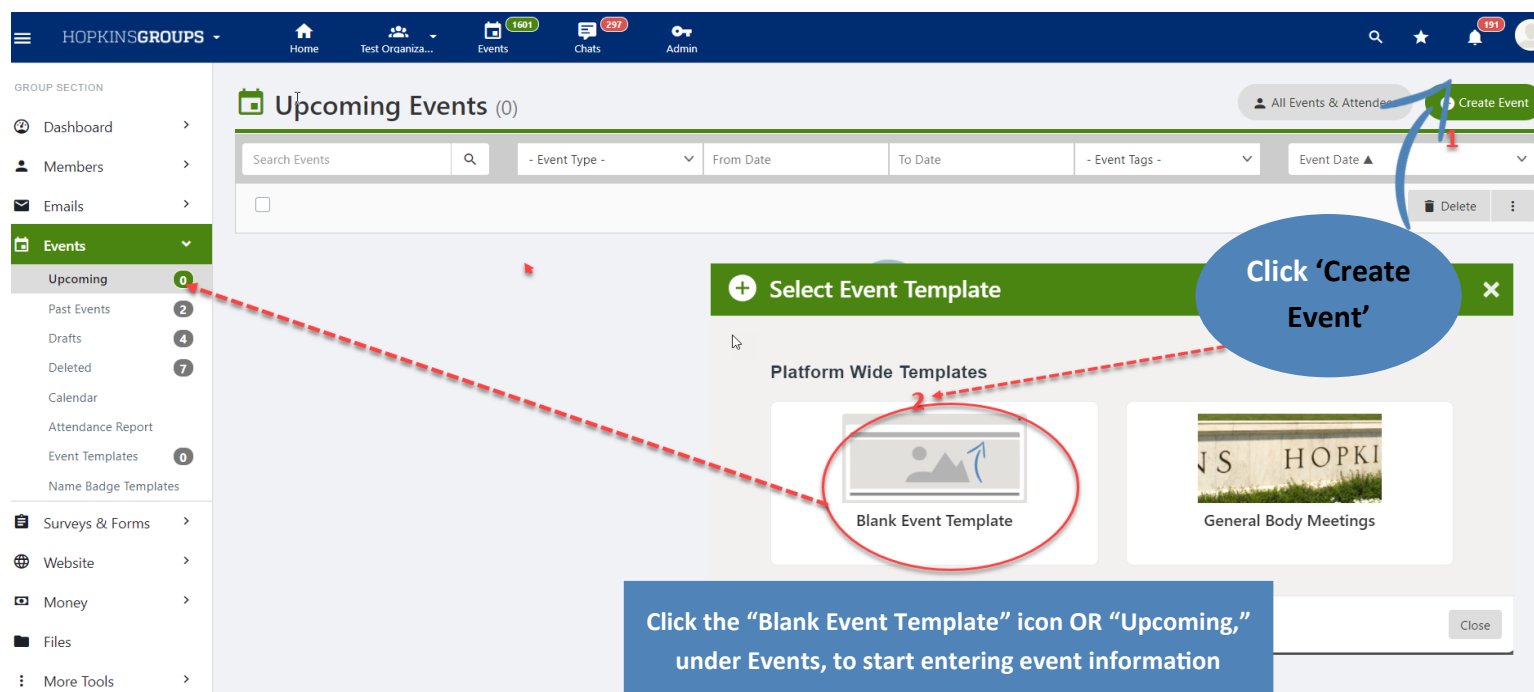
How to navigate Hopkins groups

2. Creating a Fundraiser (or Event) on Hopkins Groups

- Find your group
- Click the **"Event"** Button



- Click **"Create Event"**
- Click the **"Blank Event Template"** icon OR **"Upcoming,"** under Events, to start entering event information



How to navigate Hopkins groups

Creating a Fundraiser (Event) on Hopkins Groups—Cont.

- The **“What”** section requires details for the event/fundraiser i.e., event/fundraiser name, description, type (fundraiser)
- The **“Organizing Team”** section requires details about the organizer (s)
- The **“When and Where”** sections require event/fundraiser dates/time, and location

Thank you for submitting an event request form. Please be sure to complete all required questions.

1 What

* Event Name

* Description ¹
Detailed description (HTML design)

* Event Type

Event Tags

Organizing Team

* Event Coordinator
Add Custom Host

Team Members ¹
Import Team Members

☐ Only the event coordinator and team members (officers) can manage this event

2 When

* Start Date * Start Time Event/Fundraiser start and end time

End Date End Time

* Time Zone
Custom time instructions
Recurring event settings See available options, if event will be recurrent

3 Where

Type ☒ On-Campus ☐ Off-Campus

Location Name
☐ To Be Determined (TBD)
Address
Latitude/Longitude

Meeting Link
Create Video Conferencing Link

Meeting App

Who can see the event location

☒ Display map on registration page

- What
- Team
- When
- Where
- Photo
- More
- Access & Display
- Registration

How to navigate Hopkins groups

Creating a Fundraiser (Event) on Hopkins Groups—Cont.

The “**Photo & Flyer**” section requires event photo/flyer

4 Photo & Flyer

CHOOSE PHOTO Here

Upload an event photo:

Choose Photo **Photo Gallery**

Your Event Photo is a nice photo or background image representing your event. It will be displayed in the upcoming events slider on the home page, on the right of your event page and in the mobile app. This is a great way to promote your event.
It will be cropped into 380px high and 760px wide rectangle. Please upload a photo with of width of 760px or more.

CHOOSE FLYER Here

Upload a flyer:

Choose photo **Photo Gallery**

Your Flyer is the key information about your event displayed in a visual way. We will display your flyer to people who mouse over your event in the calendar, in email invitations, and in the event details section of your event page. Please upload an image file (.png, .jpg--).

When

Where

Photo

More

Access & Display

Registration

5 More Details

File attachments

Food provided

The “**Access and Display**” section requires details/settings on who is allowed to register and see the event announcement

6 Access & Display Options

Who is allowed to register?

☒ Everyone

☐ Hopkins Groups CampusGroups users only

☐ Some Hopkins Groups users only (click to select users)

☐ Some Hopkins Groups tagged users only (click to select users)

☐ Group members only

☐ Some group members only (click to select groups)

☐ Tagged members only (select one or several Members tags)

☐ Sub-Groups members only (select one or several Sub-Groups tags)

☐ Invited people only (invited by email from CampusGroups with the event clickbox)

☐ Lottery winners only (this only applies to events included in an **event package**)

☐ Officers only

☐ Members with Badges only (select one or several badges)

☐ Prevent users who are already registered to another event at the same time from registering to this event

Who Can Register to the Event ?

Who can see this event?

☒ Everyone

☐ Logged on users only

☐ Group members only

☐ Just the people who are allowed to register

☐ No one (always hide from the calendar)

☒ Display on the Upcoming Events slider (on the home page)

Who Can See the Event ?

What

Team

When

Where

Photo

More

Access & Display

How to navigate Hopkins groups

Creating a Fundraiser (Event) on Hopkins Groups—Cont.

- The “**Registration**” section is where you will indicate what type of event it is. Click “**Yes**” if it’s a fundraiser
- Click “**Add New Option**” to enter additional event information
- The rest of the sections are nonessential (but can be completed if desired) and are not required to create a donation page
- Click the “**Create Event**” button at the bottom of the page

7 Registration Options

Do you want to let people register to this event?

Must select "Yes" if its a fundraiser

☒ Yes

☐ No (Option to enter an external event registration Website URL)

Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	-	-	No Limit	Off	0	-	Edit Delete Access Duplicate
Total						0		

Then Click "Add New Option" to enter additional Event/Fundraiser information

☐ Close Event Registration (when you don't want people to register anymore).

Registration will be open from/to

Attendance limit

RSVP Not Attending

Reminder

RSVP personalized email confirmation

Display the list of attendees to

Ticket cover

Feedback request

☒ Send a feedback request 24 Hours after the event.

☒ To all the people who registered to the event

☐ Only to the people who checked-in at the event

- What
- Team
- When
- Where
- Photo
- More
- Access & Display
- Registration
- Advanced

How to navigate Hopkins groups

- After clicking the **"Add New Option,"** a pop-up window will appear to enter additional event information
- See pop-up window below

Registration Option

* Name:
Example: Member, Non-Member, Student, Alumni, etc

* Price:
Numbers only
Enter 0 for a free item or a donation item.

Donation: ☐ Yes ☒ No [Click "Yes"](#)

Quantity available:
Numbers only, no decimals
IMPORTANT: If you leave this field empty, your event will have unlimited capacity.

Waiting list:

Allow waiting list: ☐ Yes ☒ No [Click "No"](#)

Waiting list promotion timeout:
Numbers only, no decimals
This field defines the period of time in which a user will be able to buy a ticket after being promoted from the waiting list. (this only works for non-free registration option)
Enter a number of hours (24 hours by default).

Additional options for this registration option:

Min per order:
Numbers only, no decimals

Max per order:
Numbers only, no decimals

Start Sales Date:
Format: dd MMM yy

Start Sales Time: : AM EDT (GMT-4)

End Sales Date:
Format: dd MMM yy

End Sales Time: : AM EDT (GMT-4)

Quick description:

Cancellation & Refunds

Cancellation deadline:
Format: dd MMM yy

Prevent cancellation: ☐ Yes ☒ No

Advanced Options

Membership option:
Anyone selecting this registration will become a member

Hide by default: ☐ Yes ☒ No

If this option is selected, show the other registration option:

Tax included: ☐ Yes ☒ No

[Click "Save" or click "Close" to exit pop-up window](#)

How to navigate Hopkins groups

- **"Delete"** if the event is no longer needed
- **"Save as Draft"** to complete the process later,
- **"Create Event,"** if the form is complete, to start your Fundraiser

8 Advanced Options

Attendance tracking options	⌵
Add more questions / slots	⌵
Speakers	⌵
Sponsors	⌵
Redirect URL after registration	⌵
Parent event	⌵
Automatically register to other events	⌵
Cost center code	⌵
Waiver	⌵
Co-host this event	⌵
Service opportunities	⌵
Virtual Fair	⌵
Event template	⌵
Calendar Sync	⌵

Advanced Options: Team, When, Where, Photo, More, Access & Display, Registration, Advanced

Buttons: Delete, Save as Draft, Create Event, Event Activity Log

"Delete" if not needed, "Save as Draft" to complete the process later, "Create Event," if the form is complete, to start your Fundraiser

- To return to the draft announcement, go back to your group page, click **"Events,"** then **"Drafts"**
- To access a completed fundraiser announcement, go to your group page, click **"Events,"** then search for the event name under **"Upcoming"** Events

GROUP SECTION

Click "Event" on the group page, then click "Draft" to see all your incomplete/draft events

Drafts (4)

Search Events: Type event name to search upcoming/created event, by the event name

Event Name	Event Type	From Date	To Date	Event Tags	Event Date	Actions
XYZ Fundraiser	General Body Meeting	Thu, Sep 24, 2021	1 PM - 2 PM	0 Registered	- Sales	Delete, Edit, Settings, Info
null	General Body Meeting	Wed, Jul 15, 2020	1 PM - 2 PM	0 Registered	- Sales	Edit, Settings, Info
null	General Body Meeting	Tue, Jul 7, 2020	1 PM - 2 PM	0 Registered	- Sales	Edit, Settings, Info
null	General Body Meeting	Wed, Feb 26, 2020	1 PM - 2 PM	0 Registered	- Sales	Edit, Settings, Info

Your Event name will be listed here. Click "Edit" to complete the form

How to navigate Hopkins groups

3. Creating a Purchase Request on Hopkins Groups

- Start by finding your Groups Internal Order Number/Funded Program Number, also known as group account number (see steps below on how to find your group account number)
- Click **"Budgeting,"** under group page to submit a **payment/purchase request**
- Click "Request Payment" to initiate the process
- Complete the form by indicating the payment type. For example, purchase/spending, reimbursement, etc.

Dashboard

Members

Emails

Events

Surveys & Forms

Website

Money

Accounting Book

Budgeting

Online Revenues

Download

Files

More Tools

Submission

Fall 21 Allocation Approval

Payments

Budget Closed

Deadline Aug 31, 2021 12:00 AM

Deadline Aug 31, 2021 12:00 AM

Deadline Dec 23, 2021 12:00 AM

Deadline Dec 31, 2021 12:00 AM

Group officers can submit budget requests

SGA/SAC Budget administrators review submissions and approve/reject the amounts requested.

Group officers can submit payment requests and budget administrators can approve/reject.

No budget requests, approvals, payments can be made anymore.

Approve Budget

0/1 Approved

This Budget was submitted by Jeremy Okoye on Mar 31, 2021 10:07 PM. The budget has already been submitted for approval, no more budget requests can be created or edited.

Totals

\$1,072.00 Funds Needed

\$1,072.00 Requested

\$50.00 Approved

\$0.00 Payment Requests

\$0.00 Payments Approved

Group name will appear here

This is a status on whether or not the budget line was funded. Click to see details

Click any of the budget lines to request payment

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS - Approve Requests																																																																													
41255	ACF Budget Request SGA/SAC Funding Request Submitted By Mar 31, 2021 10:08 PM FallBudget2021 Form Student Government Association Funding Request	<table> <thead> <tr> <th>Name</th> <th>Total Funds Needed</th> <th>Financed By Group</th> <th>Requested</th> <th>Approved</th> <th>Notes</th> <th></th> </tr> </thead> <tbody> <tr> <td>Event</td> <td>150.00</td> <td>0.00</td> <td>150.00</td> <td>50.00</td> <td></td> <td></td> </tr> <tr> <td>Travel</td> <td>250.00</td> <td>0.00</td> <td>250.00</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>Equipment</td> <td>330.00</td> <td>0.00</td> <td>330.00</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>Other Items, Supplies, and Services Other Items/Supplies</td> <td>342.00</td> <td>0.00</td> <td>342.00</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>\$1,072.00</td> <td>\$0.00</td> <td>\$1,072.00</td> <td>50.00</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		Event	150.00	0.00	150.00	50.00			Travel	250.00	0.00	250.00	0.00			Equipment	330.00	0.00	330.00	0.00			Other Items, Supplies, and Services Other Items/Supplies	342.00	0.00	342.00	0.00			Total	\$1,072.00	\$0.00	\$1,072.00	50.00			<table> <thead> <tr> <th>#ID</th> <th>Create Date</th> <th>Total Payment Requested</th> <th>From Approved</th> <th>From Group Funds</th> <th>Remaining Balance</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$50.00</td> </tr> </tbody> </table>	#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance																									Total		\$0.00	\$0.00	\$0.00	\$50.00
Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes																																																																												
Event	150.00	0.00	150.00	50.00																																																																													
Travel	250.00	0.00	250.00	0.00																																																																													
Equipment	330.00	0.00	330.00	0.00																																																																													
Other Items, Supplies, and Services Other Items/Supplies	342.00	0.00	342.00	0.00																																																																													
Total	\$1,072.00	\$0.00	\$1,072.00	50.00																																																																													
#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance																																																																												
Total		\$0.00	\$0.00	\$0.00	\$50.00																																																																												

DETAILS

Transaction Type

Purchasing/Spending

Description

Event Name

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

Expense

From Allocated

\$ 50

Numbers only

From Group Funds

\$ 120

If needed

Numbers only

Use funds from your group money balance

ADDITIONAL INFORMATION

Receipts

Upload

Payee / Vendor

Vendor name

Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes

Brief Description

Click next when Done

Close

Next

A pop-up window will appear after clicking the "Request Payment" button. Complete fields and click "Next" to proceed to the next page

How to navigate Hopkins groups

Creating A Purchase Request on Hopkins Groups—cont.

- Complete all required fields and submit for department processing
- You must complete the entire form and submit your signature at the end for the department to process your Request

Payment Request Category *

Organization Name *

Organization Category * ☒ SQA
☐ Cultural and Identity
☐ Arts (Performance and Visual)
☐ Fraternity and Sorority Life
☐ Programming Boards or DOSL Funded Initiatives
☐ Religious and Spiritual
☐ Graduate Organization
☐ Center for Social Concern
☐ WSE Advising
☐ All other RSOs

Cost Center/Internal Order Number *

Is this a Student Life Programming Grant (SLPG) Request? * ☐ Yes ☒ No

Budget Processor (For Use by Staff ONLY) [Leave Blank](#)

Requested Amount *

Reason for Purchase *

Description

This is a short list of frequently used University approved vendors. While it is not required to use a vendor from this list, please note that using an approved vendor will decrease processing time. Any vendors not currently in SAP will need to be added via Payment Works, a process that can take 30+ days. Please feel free to email slifinance@jhu.edu to see if the vendor your group would like to use exists in the Payment Works system.

Short List of University Approved Vendors: [Click to see list of JHU approved vendors](#)

Will your purchase need to be shipped? * ☐ Yes ☒ No

[Click next to go to the final page](#)

[Save As Draft](#) [Next >>](#)

If you do not wish to answer the mandatory survey above, please [click here](#) to leave the survey.

Complete all required fields

Acknowledgement

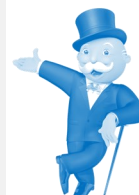
I understand that all purchase requests must be submitted 14 business days in advance of my event and that no purchases will be made for events not registered in Hopkins Groups.

I understand that the timeline for paying vendors/independent contractors can vary and it is my responsibility to work with my budget manager at least 30 days in advance to make sure that all required documents have been submitted and payments are processed in a timely manner.

☒ I certify that I have read and understood the financial guidelines for my organization.

Signature *

Fill this page and sign, to complete the request



How to navigate Hopkins groups

Example of a submitted purchase request

#ID


REQUEST

27972

Payments

SGA/SAC Funding Request

Submitted By

 Calvin Smith Jr

Sep 17, 2020 4:04 PM

Invoice_for [redacted] Payment

Form

Student Activities Commission Annual Allocation

BUDGET ITEMS

Name	Total Funds Needed	Financed By Group	Requested
Independent Contractor & Non JHU Professional Services	965.00	0.00	965.00
Total	\$965.00	\$0.00	\$965.00

APPROVAL

Approved	Notes
965.00	
Done	

PAYMENTS - Approve Requests

#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
#2390521	Sep 17, 2020	-965.00	-965.00	0.00	0.00
Request Payment					
Total		-\$965.00	-\$965.00	\$0.00	\$0.00

Checking your submission status

- Click "Home"
- Click "My Surveys"
- See approval status

Once the 'Purchase Request' is submitted, it will show up here on the original approved funding request.

The screenshot shows the Hopkins Groups website interface. A blue arrow points from the 'Checking your submission status' section to the website. Three numbered callouts indicate the navigation steps:

- 1. Click "Home"**: Points to the Home icon in the left sidebar.
- 2. Click My Surveys**: Points to the 'My Surveys/Forms' link in the left sidebar.
- 3. Status of the approval process**: Points to the 'Steps' column in the table, which shows the progress of the approval process (e.g., Budget Received, Budget Reviewed and Amount Allocated, Money Transferred).

The main content area displays 'My Submitted Surveys & Forms (9)'. The first entry is 'Student Activities Commission Annual Allocation' with a status of 'PENDING APPROVAL'. Other entries include 'RSO Finance 101 Training 2020 - 2021 Attendance & Evaluation' (status: 'APPROVED'), 'Event Registration' (status: 'APPROVED'), and 'Event Registration' (status: 'APPROVED').

How to navigate Hopkins groups

4. Submitting Reimbursement Requests on Hopkins Groups

- Reimbursements must be preapproved in advance
- Reimbursements must be submitted within 30 days of the event/transaction or on the last day of exams (whichever comes first)
- Complete entire form – BUT do not enter budget processor (see screen 2 cont'd.... below)
- **Your form/request will only be saved as draft, if you do not reach the Acknowledgement form/page**

Remaining: \$100.00

DETAILS

SCREEN
1

* Payment Type

- Select -

* Description

- Select -

Purchasing/Spending
Reimbursement
Budget Allocation
Transfer
Rolling Balance
Travel (Expense Documentation)

AMOUNT

Revenue/Expense

Expense

* From Allocated

\$ 100

Numbers only

* From Group Funds

\$ 0

Numbers only

Use funds from your group money balance

ADDITIONAL INFORMATION

Receipts

Upload

* Payee / Vendor

Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

* Additional Notes



How to navigate Hopkins groups

Submitting Reimbursement Requests on Hopkins Groups—Cont.

SCREEN
2

🏠 Budget & Payment Request Details



Purchase Request Form DRAFT

Edit

Copy Link

Manage

Payment Request Details

Request Details

Expense: Copyright/Movies - 14 Business Days
Expense: Donations (to outside organizations) - 24 Business Days
Expense: Event/Conference Fees - 30 Business Days
Expense: External Vendors and Independent Contractors - 30 Business Days
Expense: Food - 14 Business Days
Expense: General Purchase Request - 14 Business Days
Expense: Marketing/Printing - 30 Business Days
Expense: Prizes/Gifts - 14 Business Days
Expense: Reimbursement - 14 Business Days
Expense: Rentals - 30 Business Days
Expense: Subscriptions/Publications - 14 Business Days
Expense: Supplies - 14 Business Days
Expense: Travel - 30 Business Days
Expense: Membership/Dues - 14 Business Days
Expense: Transfers - 14 Business Days

Payment Request Category *

Reimbursement Only

Organization Name *

- Select Group -

Organization Category *

☒ SGA

☐ Cultural and Identity

☐ Arts (Performance and Visual)

☐ Fraternity and Sorority Life

☐ Programming Boards or DOSL Funded Initiatives

☐ Religious and Spiritual

☐ Graduate Organization

☐ All other RSOs

Cost Center/Internal Order
Number *

80000

Budget Processor (Admin Only)

LEAVE BLANK

Requested Amount *

10

Reason for Purchase *

TEST

Description

Will your purchase need to be
shipped? *

☐ Yes

☒ No

Save As Draft

If you do not wish to answer the
mandatory survey above, [please click here](#)
to leave the group.

Next »

How to navigate Hopkins groups

Submitting Reimbursement Requests on Hopkins Groups—Cont.

SCREEN
2

Guest Speaker/Agency Email *


Acknowledgement

I understand that all purchase requests must be submitted 14 business days in advance of my event and that no purchases will be made for events not registered in Hopkins Groups.

I understand that the timeline for paying vendors/independent contractors can vary and it is my responsibility to work with my budget manager at least 30 days in advance to make sure that all required documents have been submitted and payments are processed in a timely manner.

I certify that I have read and understood the financial guidelines for my organization.

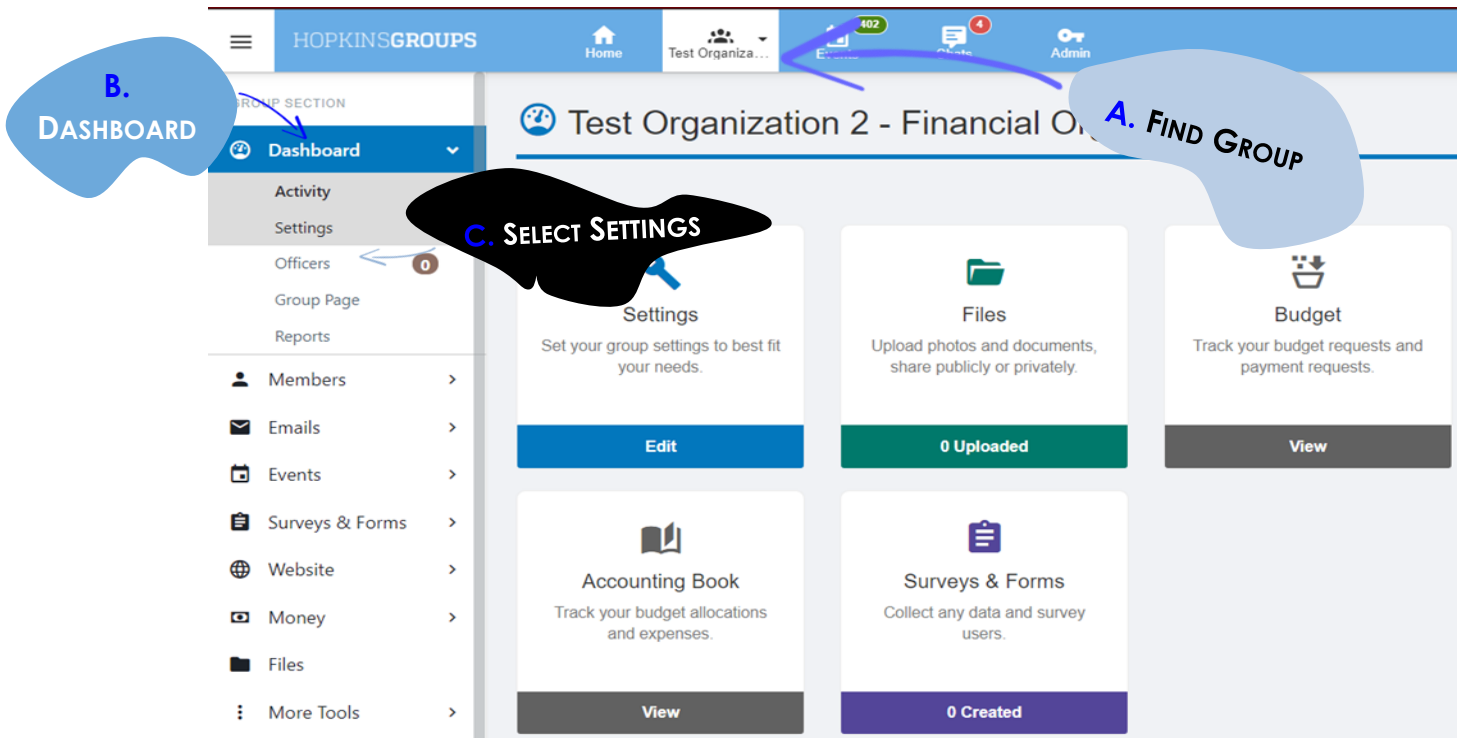
Signature *



fill this page and sign, to complete the request

How to navigate Hopkins groups

5. Finding Your Groups Internal Order Number on Hopkins Groups



A. On your group page, click “**Dashboard**”

B. Click “**Settings**”

C. Check under the “**School Accounting Number**” area for your group number

Group Settings

Basics | Contact Information | Access & Privacy | Membership | **Payments** | Social Networks | Recommendation Settings | More

Turn off Money module ☐ Yes ☒ No 1

Authorize.NET account

A central Authorize.NET account has been set up at your school (75978m5EwZY). Enter your own group Authorize.NET account here to get your dues paid directly to you instead.

School Accounting Number 2

This is used to associate each payment transaction to a school defined Account Number for this group.

Use school's central Authorize.NET account ☒ Yes ☐ No

Payment by check ☒ Yes ☐ No

How to navigate Hopkins groups

6. Finding the Groups SAP Reports on Hopkins Groups

- Click **"Files"** under group page
- Then click **"BW Reports"**
- Select the report you need to review . Note that reports are generated only if your group had a transaction the previous month

The screenshot illustrates the steps to find SAP Reports within a group's file system. It is divided into two parts: the group dashboard and the file management view.

Top Screenshot (Group Dashboard):

- Step 1:** A blue arrow points to the group name at the top of the dashboard, labeled "GROUP NAME".
- Step 2:** A red box highlights the "Files" option in the left-hand "GROUP SECTION" menu.

Bottom Screenshot (Files View):

- Step 3:** A red box highlights the "BW Reports FY21 (10)" folder in the list of files, with a cartoon character pointing to it.

Files List Details:

Item	Type	Updated	Privacy	Share Link
1	Uploaded Attachments (1) Folder	-	Privacy	Share Link
2	BW Reports FY21 (10) Folder	Updated on Jan 21, 2021	Privacy	Share Link
3	Documents (0) Folder	Updated on Jan 21, 2021	Privacy	Share Link
4	Photos (0) Folder	Updated on Jan 21, 2021	Privacy	Share Link
5	Group Folder (0) Folder	Updated on Jan 21, 2021	Privacy	Share Link
6	Website Folder (0) Folder	Updated on Jan 21, 2021	Privacy	Share Link
7	image_upload_1682835_Logojpg_82603312.png Image	-	Privacy	Share Link

How to navigate Hopkins groups

7. Finding Training Videos and Instructions on Hopkins Groups

The screenshot shows the Hopkins Groups website interface. The left sidebar contains a navigation menu with the following items: Home, Feed, Directory, Service Opportunities, My Groups, My Events, My Meetings, My Checklists, My Involvement, My Surveys/Forms, My Workflows (152), My Budgets, and More. The 'Feed' link is highlighted with a blue circle and the number 1. The 'Topics' list on the right includes: Event Planning, Financial FAQ's, Hopkins Groups Training Videos (highlighted with a blue circle and the number 2), Ideas & Suggestions, Leaderboard, Looking for Roommates, Lost & Found, Registered Student Organization (RSO) Webinars, Ride Sharing, Selling & Buying, Virtual Leadership Series, Volunteering Opportunities, and Word on the Street. A blue oval with the text 'Under Home Page' is positioned above the 'Feed' link. The main content area shows a post by Erika Chance titled 'Hopkins Groups Training Videos' dated 22 Dec 2020, with a link to 'Creating a Funding/Purchase Request - Instructions' and a PDF file named 'Funding_Purchase_Request_Instructions.pdf'. Below this is a post by Carolyn Harris titled 'Hopkins Groups Training Videos' dated 3 Feb, with a link to 'RSO Finance 101 - Fall 2020' and a password: '1.D5W07&'. A 'Passcode Required - Zoom' section is also visible, with a link to 'jh.zoom.us' and a description of Zoom as a modern enterprise video communications platform.

You will also see recent feed posts on your group main page. If a password is required, copy the password alongside the video and paste it as needed

How to navigate Hopkins groups

8. Finding Online Revenue

- On your group page, click “Online Revenues” under the money section.
- You will be able to see all online revenue collected, the report displays who made contribution, your group name, the fundraiser/Item name and amount credited on your account

HOPKINSGROUPS

Home

Events2359

Chats297

Admin

621

GROUP SECTION

Dashboard

Members

Emails

Events35

Surveys & Forms

Website

Money

Accounting Book

Budgeting

Online Revenues

Download

Money (1)

Generate Report

Search by name, item, cart r

Complete

All Transaction Types

Date

#	Bought by	Group Name	Item Name	Reference #	Status	Credit	Debit
1	<div>Person who made payment</div>	<div>Your group name</div>	<div>Packages Fundraiser</div> <div>Nov 4, 2020 7:18pm</div> <div>Fundraiser name</div>	<div>CG Cart Number: 653809aa-1efc-11eb-8b7c-0ed0b84bd193</div> <div>Gateway Number: Unknown</div>	COMPLETE	\$10	<div>Amount received on your account</div>


How to navigate Hopkins groups


9. Finding online Travel Request

- On your group page, click "RSO Travel Request Form" under the Resources Section
- Click the "Travel & Accommodation Request Form" link
- Complete the form and click next at the bottom right, to complete the form and submit

The screenshot displays the Hopkins Groups website interface. On the left sidebar, the 'RESOURCES' section is highlighted with a red box. Below it, the 'RSO Travel Request Form (Homewood)' link is highlighted with an orange box. A red arrow points from the 'RESOURCES' header to the 'RSO Travel Request Form (Homewood)' link. A yellow arrow points from the 'RSO Travel Request Form (Homewood)' link to the 'Travel & Hotel Accommodation Request Form' link in the main content area. The main content area shows the 'RSO Travel Request Form (Homewood) (1)' page with a search bar and the 'Travel & Hotel Accommodation Request Form' link.

How to navigate Hopkins groups

 **Travel & Hotel Accommodation Request Form**

 Save As PDF

General Information

Registered Student Organization Name *

Required

- Select Group -
[Select group name](#)

Budget Code (Cost Center/Internal Order Number) *


80000000
[Enter group Account Number](#)

I am planning: *

☐ Overnight Trip/Day Trip Outside of Baltimore

☒ Local Accommodations (for outside guests)

Check whats applicable and click next to continue to the entire travel and accommodation request form



Next »

FUNDING SOURCES

Student Organizations seeking to raise money on behalf of their organization or, on behalf of an outside organization must comply with the student organization Fundraising Guidelines. The term "fundraising" covers any occasion where a student organization raises money for the organization's specific activities. Some examples include bake sales, ticket sales, raffles, hosting social media challenges, hosting carnival events where students pay for tickets to participate in certain components, applications for internal annual awards, soliciting donations, external grant applications, etc. All our internal funds are referred to as "allocations."

You can only get annual/Semesterly Funding allocation from one main source, e.g. , SAC, CERAC, Heritage365, etc.



JHU INTERNAL GRANT/PROGRAMS

FUNDING FROM THE DEAN OF STUDENT LIFE

Each year, the Dean of Student Life provides funding to a select number of governing and charter groups that have a large-scale impact on our campus student community. Governing and charter groups help fulfill the priorities of the Dean of Student Life office and Homewood Student Affairs. New or existing RSOs cannot apply for this status.

The Dean also provides funding from various sources, including the **Parents Fund** and other Hopkins funding sources. Funding from the Dean's office is distributed through the Student Government Association (SGA), in the form of annual budget allocations and monthly grants to select organization categories; the Student Athlete Advisory Committee to the sports clubs; the Graduate Representative Organization to graduate student organizations; and directly from the Dean of Student Life office to several programming boards.



Student Government Association (SGA) / Student Activities Commission (SAC)

- Annual Allocations
- Event Funding Allocations

The Student Activities Commission (SAC) serves as the funding board for the Student Government Association (SGA). Through the Committee on student organizations and the Student Activities Commission, the SGA works with various categories of student organization to recognize, evaluate, support, and fund programs and services that will benefit the undergraduate community on the Homewood campus of Johns Hopkins. This is done together with the respective category coordinators.

SGA Student Activities Commission (SAC) Annual Allocations.

Eligibility

- The following SGA-recognized Groups may apply for a semi-annual budget during the re-registration period that occurs each spring semester
 - * Advocacy and Awareness organizations
 - * Cultural organizations

FUNDING SOURCES

- * Performing Arts organizations
- * Publications and Journals (non-academic) organizations

Application Guidelines

- All RSOs applying for funds must be registered with the Office of Student Leadership, Engagement & Experiential Development and listed on Hopkins Groups
- Groups may apply for semesterly funding in the fall and spring semester
- It is the responsibility of the groups' primary contacts to ensure that proposals are fully completed and submitted for review by the SAC
- Late submissions are not accepted
- Semesterly budgets should be in this Excel format and submitted with the following naming convention, or it will not be accepted: "**category_groupname.xlsx**." The category is the department within which your group was originally registered, for example, Sports Club, LEED, CSC
- The most up to date budget form can be obtained [here](#)
- SAC will not fund any submission that does not complete the latest submission form or does not contain the required documentation
- If a submission has inconsistent request amounts, only the smallest value is considered. The two main submission pages should always add up to the same dollar amount
- The SAC will notify the primary contact of any pertinent information regarding budget procedures
- SAC reserves the right to ask a student organization for an updated request document for the following reasons:
 - * The submission was misplaced
 - * The submission was corrupted
 - * The submission does not meet guidelines
 - * An incorrect file was submitted
- Unused allocated funds will be reclaimed at the end of each semester and cannot be rolled over
- Funds that are raised by the organization will roll over to the next academic year(s) and will always remain in the organization's account if not spent
- **New RSOs:**
 - * New RSOs approved during the fall semester are eligible to apply for semesterly funding after their one year of existence
 - * New RSOs are eligible to apply for monthly grant funding, and any other funds available to all RSOs, in the month immediately following their approval as a group from the SGA general body
 - * New organizations and provisional groups are eligible for up to a \$150 start-up grant payable directly through the SGA Executive treasurer at sac@jhu.edu

FUNDING SOURCES

Application Timeline

- SAC annual budget application will be available beginning of every semester
- Be sure to establish the submission deadlines ahead of time
- Organizations will be notified of their allocation amounts

Additional Information

- Visit the [SAC](#) for funding policies, allowable/unallowable funding areas and caps, and the [2021-2022 guidelines](#)

SGA STUDENT ACTIVITIES COMMISSION (SAC) EVENT FUNDING

The SAC Event funding provide supplemental funding to RSOs, for additional initiatives and programming needs that arise during the academic year. Each proposal is evaluated with respect to how closely the program supports the priorities of the Dean of Student Life. Group applications should provide an explanation of how the suggested programs/activities meet the Dean's priorities.

Eligibility

The grants are available to the following groups:

- SAC/SGA RSOs Categories
 - * Advocacy and Awareness
 - * Culture & Identity
 - * Performing Arts
 - * Publications and Journals (non-academic)
 - * Religious & Spiritual (recognized by Office of the Chaplain)
 - * Special Interest and Hobby
- SAC groups approved in the fall semester are eligible to apply for monthly SAC grants but must wait until the spring semester to request an annual budget. The group must be active for one complete semester before they are eligible to apply for an annual grant
- To receive funds, the group must have registered/re-registered on Hopkins Groups

Funding Categories

- New initiatives
- Unforeseen expenses
- Diverse and inclusive communities
- Civic discourse and civic engagement
- Meaningful opportunities for engagement
- Healthy and safe communities

FUNDING SOURCES

Application Guidelines

- New RSOs are eligible to apply for Event Funding, and any other funding available to all RSOs, immediately, following their approval by SGA/SAC and Leadership Engagement & Experiential Development
- (NEW) Event Funding Applications (replaces Monthly Grants) should be in this Excel format and submitted with the following naming convention, or it will not be accepted: **"category_groupname.xlsx."**
- The most up to date budget form can be obtained [here](#)
- The Event Funding applications must be for events occurring in the month after the application date (or later); for example, if your event is on October 15th, you must apply no later than September 30th
- It is the responsibility of the applicant to ensure that proposals are submitted to the SAC
- All RSOs applying for funds must be registered with the Office of Leadership, Engagement & Experiential Development and listed on Hopkins Groups
- Only one proposal for a single event is allowed. If two or more groups are involved in an event and create more than one grant application, only the lowest requested amount for the event will be reviewed by the SAC
- You will be contacted for in-person meetings if the review team has any questions regarding budget request
- Unused allocated funds will be reclaimed at the end of the academic year and cannot be rolled over

- *SAC encourages organizations to consult with your advisor/monitor/category coordinator about a proposal development*
- *All student organizations applying for funds must be registered with the Office of Leadership, Engagement and Experiential Development, and listed on Hopkins groups*
- *Funding can only be utilized for the approved activities*
- *Any equipment or reusable items purchased with the SAC funds are the property of Johns Hopkins University*
- *Your proposal must include a plan for storage, security, and future use of the purchased equipment and/or reusable items.*

Additional information

- Visit the [SAC](#) funding policies for more information, including unallowable funding areas
- Please refer to the SGA/SAC for application dates



Graduate Representative Organization (GRO)

The Graduate Representative Organization (GRO) is the representative organization for graduate students on the Homewood campus of JHU from both the Whiting School of Engineering (WSE) and the Krieger School of Arts and Sciences (KSAS). The GRO consists of graduate students, General

Council members who function as department representatives, and an executive board. Members of the executive board act as liaisons between graduate students and administration to advocate for graduate student needs, distribute information about events, and host different social events throughout the year for graduate students.

FUNDING SOURCES

Eligibility

- The GRO student organization should be registered on Hopkins Groups
- Other organizations coordinating events that involve graduate students, or groups including graduate students, may be entitled to funding from the GRO
- Events must be cross-departmental

**PLEASE
NOTE**

If funded, all publicity must name the GRO as a sponsor, including the Homewood campus

Purposes of the GRO

- Provide funding opportunities for activities and events that are of interest to graduate students
- Provide means for graduate students to discuss, formulate, and implement policies on any and all issues affecting their welfare
- Represent and advocate the interests of graduate students to the University administration, the University at large, and the greater Baltimore community
- Facilitate communication between and association among graduate students as well as within the University and greater Baltimore community
- Organize social functions to provide a sense of community for graduate students and their families

Funding areas

- GRO provides funding opportunities for activities and events that are of interest to graduate students at Johns Hopkins
- In the past, the GRO has sponsored social, cultural, athletic, wellness and educational events, as well as unique services that have been created and administered by graduate students
- The GRO also makes funds available to support the operation of recognized Student Groups and departmental graduate student associations

Funding limits

- The GRO may fund events up to \$1,000 per event
- The GRO cannot fund more than 95% of the cost of the event
- The amount of funding spent on food must not exceed \$12 per graduate student attending the event
- The GRO is not permitted to reimburse money spent on alcoholic beverages. (You may include the anticipated cost of alcoholic beverages on your funding request form, but please do not ask us to pay for them)
- The GRO will not approve funding for events that have already occurred
- There are no limits to how many times a single group may request or be granted funding. Each event will be considered on a case-by-case basis

FUNDING SOURCES

- Funding can only be utilized for the approved activities
- Unused allocated funds will be reclaimed at the end of the academic year and cannot be rolled over

Steps for Requesting Funds

- Ensure that your event is both cross-departmental and open to all graduate students
- Consider the funding limits
- Submit an official request form at least two weeks before the event. (Forms are found below)
- If applying for more than \$250, send a representative from your group to the funding committee meeting, an hour before the next General Council meeting (at the same location), to answer questions about the event. (This representative may not be a current member of the GRO General Council)
- Submit an evaluation form and receipts within one month after your event. (Failure to do so may result in returning funds and disqualification from future GRO funding)

⇒ *Late submissions in the spring semester will receive less funding because of fewer available funds*
⇒ *Group recognition by the GRO is not required for nor a guarantee of event funding*
⇒ *It is important for student organizations that have not been registered with the Office of Student Leadership, Engagement & Experiential Development at Hopkins Groups, to benefit from other University facilities, such as venue for events*

Additional information

- Additional information on GRO funding can be obtained [here](#)
- Questions regarding reimbursement procedures should be addressed to the GRO Treasurer at treasurer.gro@gmail.com

Heritage365 Funding

The Heritage365 grant is offered by the Office of Multicultural Affairs (OMA). OMA celebrates the academic achievement of the Black, Latino, Indigenous, Asian Pacific Islander Desi American students at Graduation celebrations, for their unyielding determination to successfully complete an undergraduate degree at Hopkins. The celebration represents the various cultures and heritages, embraces the value of community and scholarship, and culminates with a presentation of stoles that represent the students' identity

Alumni involvement/representation from traditional JHU Alumni network associations has been part of the event in order to welcome students into the next stage of their Hopkins lifecycle

FUNDING SOURCES

Eligibility

Diversity and Inclusion/Multicultural undergraduate groups, registered under Hopkins groups

Grant Objectives/Priorities

The objective of the grant is to engage students in meeting 1 of 4 objectives that revolve around:

- Identity development
- Social justice
- Academic enrichment and/or
- Community engagement

Funding Criteria

- RSOs must ensure that it is a campus-wide signature program
- Programs must speak to the idea of the impact, and funding preferences will be around criteria set through the objectives. Examples of programming ideas have showcased lectures/academia/research, community service projects, training/workshops/seminars, and identity development programs that speak to intersectionality and inclusion
- Incorporate one of the aforementioned objectives
- The group has to be approved through Hopkins Groups before submission
- Students must apply online and submit responses that allude to who, what, when, where, and how, as well as focus on student engagement – answer questions that the approver would need in order to approve the application
- Requests will be approved after meeting with the OMA Assistant Director (AD) for Programming and approval of advertisement materials
- Funding can only be utilized for the approved activities
- Unused allocated funds will be reclaimed at the end of the academic year and cannot be rolled over
- Budget requests should be submitted in this Excel format and with the following naming convention, or it will not be accepted: “**groupname.xlsx**.”
- The most up to date budget form can be obtained [here](#)

Application Timeline

- Applications can be submitted throughout the year, in the spring and fall semesters
- Only one application is accepted per RSO per semester
- Award notification; approval, rejection, or recommendations will be sent to the organization by the AD for Programming

Additional Information

For more information, please contact 410-516-8730 or reach out to, kphil49@jhu.edu

FUNDING SOURCES

THE STUDENT ATHLETE ADVISORY COMMITTEE TO THE SPORTS CLUBS

The Johns Hopkins University Sport Club Council is the base group for over 40 sport clubs out of the Office of Recreation and provides guidance and advises the sport clubs on the university policies and procedures.

Each year the Sport Club Council clubs are funded through the Dean of Student Life and the Parents Fund.

Eligibility

- Established (RSO/Sports Clubs) registered under the Office of Recreation through the office of Student Leadership, Engagement & Experiential Development, and listed on [Hopkins Groups](#), are eligible to apply for annual budget.
- It is the responsibility of the groups' primary contacts to ensure that proposals are fully completed and submitted for review by the Sport Club Council.
- Late submissions may not be considered.
- Semester budgets should be in this Excel format and submitted with the following naming convention, or it will not be accepted: "**category_groupname.xlsx**." The category is the department within which your group was originally registered, .i.e., Sports Club
- The most up to date annual budget request form can be obtained [here](#). Annual budget request is to be submitted during the spring semester from March 1st through April first.
- The Sport Club Council will not fund any submission that does not complete the latest submission form or does not contain the required documentation that is required through HopkinsGroups.
- If a submission has inconsistent request amounts, only the smallest value is considered. The two main submission pages should always add up to the same dollar amount
- The Sport Club Council will notify the primary contact of any pertinent information regarding budget procedures
- The Sport Club Council reserves the right to ask a student organization for an updated request document for the following reasons:
 - * The submission was misplaced
 - * The submission was corrupted
 - * The submission does not meet guidelines
 - * An incorrect file was submitted
- Unused allocated funds will be reclaimed at the end of the academic year and cannot be rolled over
- Funds that are raised by the organization will roll over to the next academic year(s) and will always remain in the organization's account if not spent

FUNDING SOURCES

THE STUDENT ATHLETE ADVISORY COMMITTEE TO THE SPORTS CLUBS, CONT.....

New Clubs:

- * New RSOs/Sports Club organizations approved during the fall semester are eligible to apply annual funding after their one year of existence, but eligible to apply for any other funds available to all RSOs/Sports Clubs, in the month immediately following their approval as a group
- * New RSOs/Sport Club organizations and provisional groups are under a probationary period and will not be allocated any funding from the Sport Club Council for a minimum of 3 semesters. New clubs must show that they are established on campus before funding is provided.

Funding dates:

The Sports Club Council budgets operate under the University fiscal calendar, with the annual funds being available on July 1 and running through June 31 of the following calendar year.

Additional information:

- Please contact the Assistant Director of Recreation, Gabriel Castellano, at gabby@jhu.edu and/or 410-516-4419; who works directly with the Sports Club Executive Boards for budget oversight, approval of expenditures, and requests for grants for additional funding.

FUNDING SOURCES



STUDENT LIFE PROGRAMMING GRANT (SLPG)

The Student Life Programming Grants is managed by Student Leadership, Engagement & Experiential Development and sponsored by the **Parents Fund**. Support is provided to student-organized programs and events that meet the needs of Homewood students by supporting the following priorities identified by Homewood Student Affairs.

Eligibility

- SGA/SAC recognized organizations may apply once each semester, spring and fall
- Must be a RSO and listed on Hopkins Groups

If your organization is not registered / recognized under Hopkins groups, please contact studentorgs@jhu.edu

- Strongest considerations are given to events that include performance, speaker, cultural element, educational component, or community building activity
- Each of the four objectives/priorities listed below must be filled out completely for the application to receive the full consideration
- The proposal must include a plan for storage, security, and future use of the purchased equipment and/or reusable items

Funding Objectives/Priorities

- Build diverse and inclusive communities
- Create meaningful opportunities for engagement
- Nurture healthy and safe communities
- Promote civic discourse

Priority will be given to applications that promote group collaboration and/or present a new initiative or program

Funding Guidelines

- The SLPG funds provide seed money for groups initiating new programs. Over time, as programs continue and grow, the SLPG may fund recurring events at a reduced rate
- RSOs applying for funds are encouraged to collaborate with other RSOs, administrative offices, or academic departments
- All sponsored events must be registered on Hopkins Groups, and open and advertised to all Homewood students. Private parties or exclusive events will not be funded
- Budget requests should be submitted in this Excel format and with the following naming convention, or it will not be accepted: **"category_groupname.xlsx."**
- The most up to date budget form can be obtained [here](#)

FUNDING SOURCES

Unallowable Funding Requests

- Events that are for recruiting purposes only
- Private parties or exclusive events
- Prizes of any kind, t-shirts, JHU faculty or staff fees, or non-JHU student or group travel.
 - * For t-shirts, the group can apply for the Johns Hopkins Credit union t-shirt grant (CUTS)
- SLPG does not directly fund charities or community agencies
- SLPG cannot be used to fund events retroactively
- SLPG will not fund alcohol. If alcohol is a part of a proposed program, the event must take place on campus. All events with alcohol must abide by the University's Alcohol Policy as well as state and local laws
- If alcohol is present at the event, an equally attractive non-alcoholic option must be available, as well as a meal or substantial food
- Applications are accepted once every spring and fall semester
- Award decisions are made within one month of receipt of application

Budget Information

- A complete proposal must include a detailed Program Expenses Spreadsheet
- SLPG is awarded in amounts up to \$500; and up to \$1,000 if the event is co-sponsored. Please do not request more than \$500 if the event is not co-sponsored
- Funding is for the direct payment of vendors or independent contractors who provide services for the program or the reimbursement of preapproved event purchases made by a student group member
- Proposals without a detailed budget or with incomplete information will result in the program not being funded
- Unused allocated funds will be reclaimed at the end of the academic year and cannot be rolled over

Additional Information

- Application deadline for SLPG grants and additional information can be found [here](#)
- For questions about the grant, please contact the office of Student Leadership, Engagement & Experiential Development studentorgs@jhu.edu

Credit Union T-Shirt

The Credit Union T-shirt Grant is managed by Student Leadership, Engagement & Experiential Development and sponsored by the Johns Hopkins Federal Credit Union. The grant provides free t-shirts for a select number of student organization events. These grants help RSOs promote their events while providing a visual reminder of the Credit Union's many financial services for JHU students.

Eligibility

- All RSOs are eligible to apply
- Organizations must follow the JHU student organization event guidelines

Application Guidelines

- There is no maximum number for t-shirts you may request, but there is a 100 t-shirt minimum order. Your organization is not guaranteed the number you request, as funds will be divided among a variety of groups
- The JHFCU logo should be at the back of every t-shirt. No other image may appear on the back of the shirt
- Logo designs should be finalized and in the format of a high-resolution .eps or .ai file. Applications with the wrong file format will not be considered for the grant. Send your logo to the Director of Student Leadership and Involvement at studentorgs@jhu.edu after you have submitted your application on Hopkins groups. If you are unsure of how to convert files to the acceptable formats, please contact the Digital Media Center. **DO NOT** submit a **customink.com** design
- Shirt designs can have 1 or 2 color designs for the front of the shirt



FUNDING SOURCES

- All logos and designs will be printed on white shirts
- The logo and/or message on the front must be in good taste and abide by the University's Logo and Name Use policies
- Organizations that received the t-shirt grant in the previous academic year must submit photos of the previous year's event where the shirt was handed out.
- An organization may only submit one grant application per academic year
- Student Leadership, Engagement & Experiential Development will select the t-shirt vendor and place the order on behalf of the organization
- Please bring a car, cart, or friends to pick up/carry the t-shirts when called upon for pickup. once delivered
- Budget requests should be submitted in this Excel format and with the following naming convention, or it will not be accepted: **"category_groupname.xlsx."**
- The most up to date budget form can be obtained [here](#)

Additional Information and Application Timeline

- Applications must be submitted on Hopkins Groups
- For additional information, please contact Student Leadership and Involvement, SLIFinance@jhu.edu



Credit Union T-Shirt Grant is an external funding but managed by the LEED office

FUNDING FROM THE DEAN OF ACADEMIC SERVICES

Each year, the Dean of Academic and Student Services provides funding to services that leverage student experience for lifelong success, such as the Center for Social Concern (CSC) to help fulfill the priorities of the Dean of Academic and Student Services and Homewood Student Affairs. Funding from the dean's office comes from other Hopkins funding sources.

The Center for Social Concern (CSC) is an office within the Homewood Student Affairs division of Johns Hopkins University that is dedicated to civic and community engagement. CSC emphasizes working alongside community partners within Baltimore City. The CSC's programs and efforts employ the components of education, action, and reflection.

CSC funds over 50 RSOs that provide direct service in partnership with community-based organizations across Baltimore City. These groups are entirely student-led, and the dedicated student leaders invest hundreds of hours annually to ensure continued operations and success of their respective civic and community engagement programming.

FUNDING SOURCES



Civic Engagement & Allocations Commissions (CERAC) Annual Allocations and Monthly Grants

CSC funding supports direct service initiatives in Baltimore City, and as such, the bulk of group funding should be spent on activities directly related to service with community partners. Expenses that are not related to direct service (or training/reflection to improve the quality of service) should be limited.

CSC Funding includes:

- CERAC Annual allocations
- CERAC monthly / supplemental grants

CERAC Annual Allocations

All RSOs are required to submit a budget proposal, budget narrative, and guiding document during the registration/re-registration process

Eligibility

- CERAC approved student groups
- The organization has to be officially recognized by CSC by registering or re-registering with CSC during the spring and fall semesters
- The organization has to be registered on Hopkins Groups
- CSC minimum criteria
 - * 10 non-senior members
 - * Comprehensive guiding document
 - * Elected executive board
 - * One (1) community partner minimum

Funding Criteria

- Please provide as much detail as possible regarding your planned activities for the academic year and how you plan to spend your funding
- Annual budgets are submitted as part of the registration/re-registration process
- Requests will be reviewed by the Civic Engagement Recognition and Allocations Commission (CERAC), who will determine the allocation based on all the materials submitted during the registration process
- The Commission will consider the thoroughness of the submitted budget, budget narrative, and academic year plans when awarding an Annual Allocation
 - * Alignment with the CSC mission
 - * Student volunteer and community partner engagement and impact

FUNDING SOURCES



- * Engagement of organization
- * Detailed and allowable budget request
- Allocations are announced in May of every year for the next academic year
- Budget requests should be submitted in this Excel format and with the following naming convention, or it will not be accepted: "**groupname.xlsx**."
- The most up to date budget form can be obtained [here](#)
- Unused allocated funds will be reclaimed at the end of the academic year and cannot be rolled over

Budget Information

- Although the Commission has limited funds to award, there is no cap on the yearly allocation amount a group may request. However, your budget narrative must include specific information regarding how costs were determined. Please consider your organization's "carrying capacity" and how much service you reasonably expect to do based on member interest and partner need. You should develop a budget that reflects all costs
- You are required to use the Budget Narrative Template and Document template, which can be found [here](#)

Post-Submission

- The Commission will review all of the appeals and allocation decisions are released in May, at which time the decision will stand. Details about this process will be included in the Annual Allocations announcement or contact volunteer@jhu.edu in case of any questions.

Additional Information

- Additional information, including frequently requested budget items can be found [here](#)
- volunteer@jhu.edu in case of any questions

CERAC Monthly/Supplemental Grants

CSC's supplemental grant program is intended to provide RSOs funding for additional initiatives and programming needs that arise during the academic year

- **Annual Budget Information**
- Requests will be reviewed by CERAC. Decisions will be based on the materials submitted by the group
- Groups are required to meet the CSC minimum criteria provided
- Unspent funding does not roll over to the next academic year
- If approved, the supplemental grant award will be transferred to the student group's within 10 business days after the funding is awarded

FUNDING SOURCES

Eligibility

- CERAC approved student groups
- Groups have to officially be recognized by CSC by registering or re-registering with CSC during the spring and fall semesters
- Attend mandatory training/workshops such as the annual RSO Finance 101

Additional information

Please contact volunteer@jhu.edu for additional information or visit the [CSC website](#)

Other JHU Internal Funding Sources – RSO Self Generated Revenue: JHU Academic and Student Services

WHITING SCHOOL OF ENGINEERING ALUMNI AND FRIENDS STUDENT INITIATIVES

The Whiting School of Engineering Alumni and Friends Student Initiatives Fund is designed to reward ingenuity and increase opportunities for students to expand their creative horizons. The fund allows engineering undergraduates to apply the skills they have honed in classrooms and labs, while also using their creativity and problem-solving abilities to pursue new areas of interest.

Additional information

Additional information on budget requirements and timelines can be found on [here](#).

Johns Hopkins Suicide Prevention Awareness, Response, and Coordination (JH-SPARC) small Grant

Suicide is a leading cause of death for college and University students in the United States and is a serious concern within our own Hopkins community. In 2016, the Johns Hopkins President's Task Force on Mental Health and Well-being conducted a survey finding that 11% of JHU students had seriously considered suicide while at Hopkins.

This grant was created to support individuals and student organizations who want to organize programs and events on campus to promote mental health awareness, offer support to students, reduce mental health stigma, and educate the Hopkins community about mental health and well-being. The ultimate goal of this small grant program is to reduce or prevent suicide at Johns Hopkins.

Additional information

Visit [JH-SPARC](#) for more information and application guidelines. For questions about the grant, budget limit, etc., please email Susanna Lewis at slewis49@jhu.edu



FUNDING SOURCES

Agora Institute

SNF Agora Student Grant Program

The Stavros Niarchos Foundation (SNF) Agora Institute awards grants to Johns Hopkins University students whose work is complementary to the institute's mission of strengthening global democracy through civic engagement and inclusive dialogue.

Additional information

- Additional information can be found [here](#)
- Additional information/questions can be emailed to Ms. Catherine Miller, cmiller@jhu.edu
- Applications should be emailed to Ms. Catherine Miller, cmiller@jhu.edu
- All applications should be submitted as a PDF document and should not exceed 500 words

University Student Engagement Board

Johns Hopkins University values students' input on key issues that impact the University and its student community. Students are engaged in various boards to effectively leverage students' diverse perspectives, expertise, and opinions across the institution.

The Student Engagement Board plays a critical role in representing student voices and providing student feedback about SNF Agora programming. Board members work with SNF Agora faculty, staff, and leadership to raise awareness about and participate in developing our mission and presence on campus and in the broader community.

Additional Information

- Additional information can be found [here](#)
- Questions/concerns can be directed to Catherine Miller, cmiller@jhu.edu
- Applications should be emailed to Catherine Miller, cmiller@jhu.edu
- All applications should be submitted as a PDF document and should not exceed 500 words



FUNDING SOURCES

OTHER JHU INTERNAL FUNDING OPPORTUNITIES – ADDITIONAL RSO FUNDRAISERS

Life Design Lab

The Life Design Lab offers multiple grants, scholarships, and ways to fund internships, housing for internships, and internships including travel to conferences, and other important experiences that can help you learn about potential careers and build skills you need to get hired.

Life Design Lab Summer Internship Grants

- Visit [JH-SPARC](#) for more information and application guidelines, funding caps, and application can be found [here](#).
- Group funding for events is not included in this grant. Student groups looking for funding and collaboration should contact a [related Life Design Educator](#)

Student Group Support

- Funding is available for student group programs or events that support career preparation of Homewood undergraduate and graduate students
- Additional information can be obtained [here](#)

Internship Funding Opportunities Under the Life Design lab

Goodyear Public Health Service in Baltimore Award

- This funding supports stipend for already-secured public health internship in Baltimore
- Additional information on application caps, dates and contacts can be obtained [here](#)

Robins Internship Grant

- This is an internship grant
- Find grant application by [searching Handshake jobs for Robins internship](#)

Second Decade Society Summer Internship Grants

- The grant supports KSAS students
- Additional information on application caps, dates and contacts can be obtained [here](#)

Steinberg Family Internship Grant

- This grant supports any undergraduate internship
- Find grant application by [searching Handshake jobs for .Steinberg Family Internship Grant](#)

Summer Saving Waiver Grant

- This is a Summer experience funding for students receiving need-based institutional grant funding

FUNDING SOURCES

All RSOs who wish to be considered for funds and other University group opportunities must be registered with the LEED office and listed on Hopkins Groups



- Additional information on application caps, dates and contacts can be obtained [here](#)

Weisman Internship Family Grant Program

- This funding is for international studies majors
- Additional information on application caps, dates, and contacts can be obtained [here](#)



Idea Lab

The Idea Lab is a crowdsourcing initiative at Johns Hopkins University. The Idea Lab is where we tap the collective wisdom of the Johns Hopkins community to shape the trajectory of the University. The Lab funds 11 projects that support diversity, sustainability, and Ten by Twenty goals. Several proposals are submitted and voted on by members of the University community.

The Idea Lab will feature new challenges over time, which may include seed funding, contests, call for ideas, crowd funding requests, and more.

Additional information

- Please contact idealab@jhu.edu in case of any questions
- Additional information can be obtained from the [Idea Lab website](#) and the Idea Lab [FAQ](#)

Alumni Student Grant Program

The Alumni Association's Student Grants Program provides funding opportunities for Student Groups and programs that enhance student experiences. The grant program aims to enhance student life and foster positive relationships between the University and the local community by encouraging students to create volunteer community service projects or to design ventures within existing organizations.

Additional information

Visit [Alumni Association](#) for more information and application guidelines

FastForward

FastForward is a suite of resources within Johns Hopkins Technology Ventures (JHTV) that serves as a catalyst for the advancement of commercialization of an array of innovations that are derived both at the University and elsewhere. The goal of FastForward is to help early ventures increase the probability of realizing their potential and to bring innovation and life-changing technologies to market.

FUNDING SOURCES

Funding is a critical input for the advancement of any discovery. We can help you navigate a set of funding sources that are specifically designed to support the commercial advancement of academic technologies. This funding can cover the cost of early-stage research, technology development, proof of concept studies and prototyping, clinical trials, and venture creation.

Additional information

Additional Application information and timelines can be found [here](#), under the funding section.

Please contact Mr. Jorge Aquino, Director, Ventures, Jorge.aquino@jhu.edu / 410-505-4188

JHU Athletics Tarp Services and Stadium Cleanup

Tarp and stadium clean-up services are additional fundraiser opportunities for Student Groups.

Tarping is putting down the floor coverings to protect the courts during events. Tarping is usually done in either the Rec and/or the Athletic Center and usually planned well in advance. Support from Student Groups is only required if the University is short of custodial staff.



Stadium cleanup services include trash removal within the Homewood Field after a big game in the fall semester and more likely after a men's varsity lacrosse game. Support from Student Groups will be required if the University is short of custodial staff .

Guidelines and Eligibility

- All Student Groups registered on Hopkins groups
- Tarping requires training. Please contact the Rec/Recreation centers in advance for training
- The first priority for tarping opportunities is given to sports clubs and higher priority to the groups with experience. Other groups that will be trained will also be given priority in the future
- The first choice is given to athletics teams for the stadium cleanup, then open to the sports clubs, and then to all other groups if there is no one to do it

Application Timeline

- Applications can be submitted anytime.
- For additional information and to submit applications, please contact Daniel Kifle dkifle1@jhu.edu and Brandon Holley bholley3@jhu.edu



FUNDING SOURCES

OTHER RSO NON-JHU SELF GENERATED REVENUE - NON-JHU FUNDING SOURCES

If your group is not eligible to receive funding allocations or looking for additional fundraising opportunities, there are several other ways to raise funds, for example, hold off-campus fundraising events such as bake sales or car wash, ticket sales, raffles, etc.

Soliciting from Local Businesses and External Organizations

Groups often reach out to local businesses and outside organizations for funding. All funds collected are considered charitable donations and will be processed through the Office of Development and Alumni Relations. [\(See additional guidance under the fundraising processes and procedures section\)](#).

BAKE SALES, CAR WASH, TICKET SALES, RAFFLES (OR OTHER TABLING FUNDRAISERS)

Bake sales are often effective fundraisers for a student organization. However, if you are hosting a bake sale or other tabling fundraisers, you are required to follow the Cash Handling Procedures for collecting and depositing cash. [\(See additional guidance under the fundraising processes and procedures section\)](#). Also see additional guidance under the food handling guidelines, [\(under the Food/Catering section, and the other financial policy guidelines sections\)](#).

The University follows all laws relating to gambling in the state of Maryland. In brief, ventures which involve the exchange of money, games of chance, or pools are not permitted without an appropriate permit.

If a student organization plans to conduct a raffle or gambling event where there will be an exchange of money or items of value, it must apply for a Gaming Permit.

Gaming permit applications must be submitted to: Permits Department, Baltimore City Police Department, 601 East Fayette Street, Baltimore, MD 21202. For questions, call 410-396-2130. Violation of this policy is considered a misdemeanor

Sponsorships and Gifts

Sponsorship to Student Groups means the receipt of in-kind money, goods, or services to a student group in support of one or more activities. However, Student Groups should operate under University policies. [\(See additional guidance under the fundraising processes and procedures section\)](#).

Fundraising for Other Organizations

If you would like to host a fundraiser for an outside organization, please work with your advisor/monitor/Category Coordinator, or staff member to make arrangements. [\(See additional guidance under the fundraising processes and procedures section\)](#).

FUNDING SOURCES

Crowdfunding

Crowdfunding is an internet-based fundraiser platform. It can be used as a fundraising mechanism to raise funds for the organization from the internet. It is a form of crowdsourcing and alternative finance. Crowdfunding can be used to fund a wide range of activities, such as artistic and creative projects, travel, and community-oriented social entrepreneurship projects. The Student and Young Alumni Office works with student organizations to support your crowdfunding fundraiser needs. **RSOs are required to provide specific information to facilitate the process, i.e., key campaign marketing goals, key target audiences, key messages, etc.**

Additional information

Please contact the Annual Giving Officer, Ms. Amanda Colaianni (acolaia1@jhu.edu), Homewood Undergraduate Giving, Student and Young Alumni for a [crowdfunding marketing plan](#) and guidance



Time is everything! All requests should be submitted at least 10 days in advance of the event

Fundraising Processes & Procedures

Fundraising events on business days ending before 4:30pm

Fundraising under \$250



- Contact your department staff/Finance staff for a Cash Box
- A minimum of two group members is required to be on-site; one to receive money and the other records receipt of the funds
- Count the money, and receipts, place them separately in labeled envelopes and deposit them to your assigned staff
- Visit [JH-SPARC](#) for more information and application guidelines
- Use the JHU Tickets or J-Cash as a payment source for events collecting over \$250

Depositing Money

- Deposit the money/checks to the department staff/finance staff
- Deposit the cash/check receipts at the department staff/finance staff
- Fill out Deposit Transmittal Form that will be provided by the department staff/finance staff
- Sign and take a receipt with you for documentation and future reference
- The department staff/finance staff will deposit the money into your account. It may take a few days to be processed into your account

FUNDING SOURCES



Additional steps required for fundraising events held on non-business days or ending after 4:30p.m.

- Discuss with your respective department staff/finance staff on where to deposit the money/check
- Let your department know if you will need a security officer to escort you to the safe
- Deposits must be made 30 minutes before the building closes
- The department staff/finance staff will pick up the money from the drop-safe and deposit the money into your account. It may take a few days to be processed into your account

Fundraising Collecting Donations through JHU preferred platforms GROUP EXTERNAL SELF GENERATED REVENUE

RSOs can fundraise through Hopkins Groups. All fundraisers must be approved. Contact your respective technical department staff for assistance

Online Tickets

All ticketed and free events **MUST** be preapproved on Hopkins Groups, and **MUST** be sold through Hopkins Groups.

- Go to the Feed section in [Hopkins Groups or the How to create a](#), for step-by-step instructions on how to create a fundraiser in Hopkins Groups
- Consult with your department staff/finance staff for any assistance

- Checks/cash should be deposited to the respective department staff/finance staff
- All items, funds received under "JHU" name have to be reported and appropriately recorded
- The University does not accept electronic donations from PayPal, VenMo, Kickstarter, or similar platforms. See next section, [Ways of Receiving Gifts](#) for more information
- Non-monetary donations of goods do not require documentation through the Office of Development & Alumni Relations unless the donor wants a tax-deductible letter from JHU. Either way, make sure to send a thank you card!
- See step-by-step instructions on how to [Create a fundraiser in Hopkins groups](#). Additional assistance can be provided by your department advisors.
- [See the Other Financial Policy Guidelines section, for additional instructions](#)

FUNDING SOURCES



Other Fundraising Considerations

(See the Other Financial Policy Guidelines section for more information)

EXTERNAL GRANTS SUPPORT

External Grant Applications

External Grant Applications are another Self Generated Revenue for RSOs. While Student Groups are allowed to solicit external grants, they are highly discouraged, due to related conditions such as time, multi-layer processes that involve entering a contractual agreement, personnel and other costs, indirect cost rates, etc. student organizations interested in applying for external grants must consult with their respective department advisor/monitor / Category Coordinator for approval and guidance before proceeding with the application.

- ♦ *The grant must be worth the benefit*
- ♦ *Grant is awarded to the group c/o the University. If someone other than those authorized to sign the grant, the proposal/grant is not considered valid, which will lead to disciplinary action*
- ♦ *You cannot make/sign external agreement with the sponsor*

Online Fundraising

Receiving Gifts/donations

- The group contacts/informs the Student Services Office (Ms. Anne Pliska at apliska@jhu.edu) about the gift being solicited ahead of receiving the donation. All gifts from family, sponsors, public, group members MUST be received through the office of Development.
- **Note:** Group funding received through Hopkins Groups is **charged an additional fee**
- Some sponsors refer to their gifts as grants. The gift/grant is assessed to determine whether it falls under a gift or grant (some gifts are categorized as grants, per University categorization) categorization.
- If it's determined to be a grant, the Student Services Office will decide whether it's worth applying/receiving the funds
- A gift account is subsequently set up (depending on the decisions made in previous steps)
- If it's a gift, send Ms. Nancy Gregoire ngregoi1@jhu.edu your group account (IO) information to add the gift/donation in the University gift database

FUNDING SOURCES



Ways of receiving gifts (Cash/Checks)

- On line through several giving platforms. Funding may come from the general public, donations from group members, family and alum. The following giving forms must be used for all RSOs.

Through the giving page at <https://makeagift.jhu.edu/form/givenow> or several other pages;

- <https://secure.jhu.edu/form/SGAAA>
- <https://secure.jhu.edu/form/sgaci>
- <https://secure.jhu.edu/form/SGAR>
- <https://secure.jhu.edu/form/SGAPM>
- <https://secure.jhu.edu/form/ARHPS>
- <https://secure.jhu.edu/form/homewoodartsprogram>
- <https://secure.jhu.edu/form/GSO>

Additional information

Please contact the Annual Giving Officer, Ms. Amanda Colaanni (acolaia1@jhu.edu) on questions regarding the several giving platforms listed above

Gifts checks may also be mailed to the Annual Giving Office at:

*Johns Hopkins University
Annual Giving Office
3400 North Charles Street
San Martin Center
Baltimore, MD 21*

Note:

Group funding received through Hopkins Groups is **charged an additional fee.** See page 80 on steps to receive gifts and donations



EVENTS



This guide provides information about University policies and procedures, best practices for event planning, processes for registering and scheduling events, common expenses, and important information about event planning deadlines. All events have to be approved and processed on Hopkins Groups.

Events Open to the Outside Public

Student organizations are responsible for informing their guests of all University policies and are accountable for their guests' actions. If a problem arises, the organization may risk losing their ability to reserve space in the future and may be subject to disciplinary action by the University

Event Registration and Sober Party Monitor Training

Please visit the Event Registration and Sober Party Monitor Training Information [page](#) to register off-campus events and parties

Social Event Registration Form

All RSOs **must** register any off-campus events to facilitate a safe and healthy social environment

The purpose of this registration form is three-fold:

- To support students and student groups in responsibly hosting events off-campus and in the communities contiguous to the Johns Hopkins Homewood campus
- To educate students and student groups about the responsibilities of hosting events off-campus venues and houses
- To mitigate disturbances to the surrounding communities by providing support to students and student groups before and during their events

Sober Party Monitors

Students that want to serve as a Sober Party Monitor must go through TIPS training. Student leaders requested that this be a requirement for any student organization hosting off-campus parties with alcohol. TIPS sessions are a chance for students to talk with other student leaders and learn skills regarding:

- The goals of hosting events with alcohol
- The roles and responsibilities of the Sober Party Monitor
- The risks associated with alcohol and other drug use
- How to promote safe social behaviors
- Resources and support for your group
- How to address potentially dangerous and questionable behavior among your guests, including over-consumption of alcohol and situations potentially involving sexual assault and safe ways to intervene

Students who wish to become certified Sober Party Monitors should sign up well in advance of a planned event, as trainings are not guaranteed to run even if the event is close to the training date. Each session has a participant seating limit

First-year students are not allowed to attend the training or serve as Sober Party Monitors

EVENTS

- You only need to complete TIPS training once during your time at Hopkins. Registration is required. Registration will close if the capacity is reached, after which you will be placed on a waiting list or asked to select another session. The session may be canceled if fewer than five people signed up
- Once you have registered, please plan to arrive at the training on time. If you arrive after the training starts, you will have to attend another session to be certified and to receive your t-shirt
- CHEW does not offer private trainings. If your organization is interested in hosting a private training, CHEW can connect you with trainers. Please note that there is a fee to host a private training, for which your organization will be responsible
- If you are unable to attend a session you have registered for, please contact CHEW immediately at chew.jhu@gmail.com or call 410-516-8396
- Additional information on Homewood undergraduate alcohol policy can be found [here](#).

Room/Space Reservation Policy

- [Scheduling and Event Services can only confirm the space for events \(on and off-campus\) that have been registered and approved on Hopkins Groups](#)
- Designate two people per academic year to take responsibility for reserving rooms with Scheduling and Events. Only designated group officials can access the Scheduling and Event features, including event registration.
- All events will be reserved under Hopkins Groups
- All events must be registered at least 10 business days before the event. The event will be denied if you submit an event less than 10 business days in advance
- Groups may submit a request for additional event space at the beginning of the semester. However, failure to use a confirmed room for 2 consecutive meetings without canceling in writing may lead to the cancellation of the remaining reservations for that semester
- RSOs may reserve space for the subsequent semester during the scheduling period. All groups are limited to reserving one ninety-minute weekly meeting and two special events. Any weekly meeting request not submitted during the scheduling period may need to request classroom space at the beginning of the semester
- Reservation requests for groups with non-active status will not be processed. Please contact the office of Leadership, Engagement & Experiential Development, to resolve those issues
- When you reserve a space through "Find a Space," you will get an initial email summarizing the event request. **This is not a confirmation.** You will receive a confirmation that your space has been reserved after the event is registered and approved on Hopkins Groups

EVENTS

- The event confirmation email from Scheduling and Events will contain specific rules and regulations. Please be sure to go over these rules and regulations to avoid complications and fees
- A Special Event Coordinator from Scheduling and Event Services will be assigned to you once your submission is confirmed. You can find their name and contact on the document attached to your confirmation email.
- Contact your designated Event Coordinator from Scheduling and Event Services to help you organize the event logistics throughout the planning process. This may include notifying them of food at the venue, speakers, performers, seating arrangements, KitKats, etc.

Services Provided by the JHU Events and Scheduling

- Work with the group designated official to find room and support to coordinate the venue logistics
- Scheduling audiovisual and technology
- Procure and set up additional tables/chairs for indoor or outdoor events
- Rearrange existing furniture for special events
- Advise room setup options and provide scale diagrams
- Parking instructions
- Indoor Signage
- Install temporary fencing
- Clean up before and after special events
- Supply plywood and hot coal cans for grilling
- Coordinating services through Facilities and Real Estate (trash/recycle/compost, electricity, grounds, plumbing, etc.



EVENTS

Planning Events

- Pick a date (Having multiple options is useful)
- Select venue
- Determine the event size and related costs, e.g., meals/refreshments, performers, internal JHU Professional services such as KitKat, security, custodial services, etc.
- The day and time of an event may affect the cost. Events on the weekend and after business hours may require additional costs
- Obtain quotes from different providers
- Determine the relevance of the event to the organization mission
- Identify activities that do not require costs, for example, venue
- Explore opportunities for collaboration with other organizations with similar missions/functions/event objective. [See the section on how to Transfer Funds](#), and a section on JHUnions Event Space, for cost-sharing opportunities
- Hopkins Groups has the capability of managing participation numbers for both free and ticketed events
- Estimate expenses based on the agreed event components. Expenses should be equal to or less than your budgeted target
- Market the event
- KitKat services and charges can be obtained [here](#)
- Click the Plan Operation for additional information event [additional event charges](#)
- Additional information can be found under the [Other Financial Policy Guidelines section](#)

To Learn More about events planning

1. Navigate the sustainability.jhu.edu page
2. Contact the Office of Sustainability and Homewood [Recycling](#) for tips or resources related to your specific event
3. Visit [here](#) to see more information on planning events, Free Food Alerts, and more
4. Read more about the Homewood Undergraduate [Off-Campus Party Registration and Safety Policy](#)

EVENTS

- Remember, your room is not reserved until Scheduling and Events sends the confirmation email
- Be sure to provide all information to Scheduling and Events, within a minimum of 10 business days before the event or your request will be denied
- All security arrangements must be completed 10 business days before the event
- Cancellations must be made at least 72 hours prior to the event
- All RSO events, both on- and off-campus, are required to be registered on Hopkins Groups
- Pay attention to room restrictions. Please see On Campus Venue Facilities and Resources information below for more information
- Events that involve any kind of risk including, but not limited to a personal injury, weather-related risks, misuse of equipment, illness, or harm from food and/or beverage consumption are required to have all participants sign waivers (if needed). Contact your department staff/finance staff to obtain a copy. [See additional information under the Other Financial Policy Guidelines.](#)
- Food prepared by Student Groups for events that include external participants require a temporary food permit, at least 15 days prior to the scheduled event. The permit application form can be obtained from your department staff/finance staff or download online by searching for the Temporary Food Facility Application Form on the Baltimore City Health Department website <https://health.baltimorecity.gov/environmental-health/food-facilities>. The cost is \$50. The exception of food permits will be issued by the department of health, safety and environment. A permit application can be dropped at 1001 E Fayette St for same-day permit processing. [See the Food and Catering section for more information on food requirements](#)

Reserving Event Venue/Space

- Register the event at least **10 days in advance of the event on Hopkins Groups**
- Go to your group page on Hopkins Groups
- Go to the events tab under your organization's profile
- Click **"Create Event"** and follow event steps on page 40 under [How to navigate Hopkins groups](#)
- A staff member will review your information and contact you with
- **Be sure to receive an email confirming your event request**

The event registration will also help determine what resources and support you will need, including ticketing and security. A staff member will reach out to help coordinate ticketing and security if necessary

EVENTS

Other Event Policy Requirements

[Please see the Other Financial Policy Guidelines](#) section for information on security, Electricity, Custodial and Ground services; tables, chairs and linen services, and other general policy requirements related to events.



Entry to Events

Entry to an event through an unauthorized entrance will result in removal from the venue and building

Groups are responsible for ensuring that entrances are not blocked during their events so that patrons can evacuate immediately in the event of an emergency.

Open Flames & Fire Safety

Baltimore City law prohibits open flames in all public indoor spaces, including residence halls. Open flames should not be used during events or ceremonies. Outside observances, such as vigils, religious ceremonies, or initiation activities that involve open flames, must be approved by the Levering Student Life Office when space is reserved.



Please see information on event spaces under the appendix section of this document



OTHER FINANCIAL POLICY GUIDELINES

Branding Guidelines and the Use of University Name and Iconography

The use of the University name and iconography by student organizations is governed by the Homewood Student Affairs Branding Guidelines, which can be found [here](#), and JHU's Office of Communication. Student organizations that use "Johns Hopkins University," "Hopkins," or "JHU" in their name or incorporate JHU iconography in their logo are required to comply with the HSA Branding Guidelines. See [commonly asked questions](#) or contact your respective department staff/finance staff for assistance.

Film Screening Policy

Obtaining film rights is mandatory. Under the Federal Copyright Act (Title 17 of the U.S. Code), no movies or films can be shown in public spaces, including residence hall lounges, without first obtaining film rights. Neither the rental nor movie purchase carries with it the right to show the movie outside the home. It is illegal to stream movies from movie/TV subscription services such as Netflix or Hulu in any public space on campus. Students, staff, faculty members, and student organizations are required to first obtain copyright permission from a film distribution company. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

There are several exceptions to this law

1. Home viewing: A student may show a lawfully obtained (rented or purchased from a video store) video to family members or a small group of friends in his/her own dorm room/apartment/house
2. Faculty members may show a film for educational purposes if: a) it is during face-to-face teaching activities, or b) it is shown in a classroom or similar place devoted to instruction. The audience is limited, so that only persons enrolled in or teaching the class (and necessary staff) may attend. In addition, there should be an educational component, such as a discussion or panel after the film

Below are two ways through which you may obtain copyright permission

1. Purchase a license from a Motion Picture Distributor. The Office of Student Activities uses Swank Motion Pictures, Inc., which can be reached at <https://www.swank.com/> or 1-800-876-5577. Fees can range from \$371 to \$871 and are determined by such factors as the number of times a particular movie will be shown, how old the film is, and so forth
2. Contact the producer, copyright holder, or film distributor (usually a movie company like Warner Bros). They can provide you with a written waiver to the copyright allowing you to show the movie or film. After obtaining the permission mentioned above, you **must** bring a copy of your rental agreement or other licensing documentation to your department contact staff before your screening; or you may have the licensing company send this documentation directly to your respective department director/associate director

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“Willful” infringement of the Federal Copyright Act is a federal crime carrying a maximum sentence of up to five years in jail and/or a \$250,000 fine. If you are uncertain about your responsibilities under the copyright law, contact the Office of Student Activities for more information.

Food and Clothing Drives

If an organization is hosting a food drive, clothing drive, etc. that will require boxes being on display, the group must arrange to drop off locations in advance. Student organizations must obtain approval from the appropriate office to place collection boxes. To place donation boxes in residence halls, students should contact the Housing Office at 410-516-7960.

Preparing Food at Fundraisers

It is the responsibility of the organization to ensure that safe food handling practices are followed. If food is to be served at the event, Student Groups are responsible for ensuring that the food served to the group or public has been handled with utmost care and caution. Candy, whole fruit, prepackaged items, popcorn, and baked goods (cannot have cream, meringue, custard, or cream cheese) are examples of nonhazardous foods that can be sold to the public. Visit the [Baltimore City Health Department Bureau of Environmental Health](#) for more information. [Please see additional guidance under the food handling guidelines, under the Food/Catering section.](#)

Group Misconduct

Actions of recognized student organizations are subject to review. Student groups are held to the same standard of conduct as individual students. The Student Conduct Code outlines basic expectations for the behavior of Johns Hopkins students. The fundamental purpose of the University's regulation of student conduct is to promote and protect the health, safety, welfare, property, and rights of all members of the University community and promote the orderly operation of the University, and to safeguard its property and facilities. Failure to abide by University policies may result in organizational disciplinary action. Disciplinary action(s) may range from a documented reprimand through and including revocation of privileges and/or recognition.

Actions of student organizations affiliated with respective funding bodies are subject to review and disciplinary proceedings as outlined by those entities. Department leadership and/or the Student Conduct Board may make determinations of disciplinary actions against student groups. Appeals are referred to the respective Dean and Associate Deans/Executive Directors.

Actions of an organization's individuals may be referred to the respective Dean for further action, as described in the University Conduct Code. Noncompliance/policy violation may lead to consequences such as losing privileges, probation, or suspension. For clarification on the Code Conduct policies, contact your respective department advisor/staff.

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Guest(s) Policy

Student organizations are responsible for informing their guests of all University policies and are accountable for their guests' actions. If a problem arises, the organization may risk losing their ability to reserve space in the future and may be subject to disciplinary action by the University.

Off-Campus Trips/Risk Management Waivers

If your organization is hosting an off-campus trip or an event that could be considered "risky," that may, for example, include personal injury, weather-related risks, misuse of equipment, recreational activities, illness or harm from food and or beverage consumption, transportation/trips, sports competitions, etc., the group is required to have all participants complete a waiver form. These waivers may protect your organization and members from being held liable in the event of injury or misconduct.

The RSOs responsibility is to contact your respective department staff to develop a release of liability waiver form for group events and/or activities.

Solicitation

Johns Hopkins University is a private campus and reserves the right to determine who may or may not solicit on campus. Solicitation may be defined as anything from selling a product to distributing information to recruitment activities of any kind. Solicitation without express permission may result in trespass violations or further penalties. Solicitation of any kind is prohibited in residence halls and University-owned apartments. Student organizations should reserve tables in advance through the Department of Student Life if they plan to fundraise or recruit on campus.

Commercial use of University Resources

The use of University resources, such as but not limited to e-mail, list serves, newsgroups, websites, or the Internet to advertise or solicit sales, is strictly prohibited. Any commercial use of the University's systems (through an office, RESNET, or JHU-Connect network connection, or stored on an e-mail account) resulting in a financial gain to yourself or someone else is a violation of this policy.

Use of JHU Tax Exemption Certificate for Business Purposes

JHU is a tax-exempt institution. The University will not reimburse students for sales tax. Use the JHU Maryland sales tax exemption certificate to the vendor for in-store or online purchases (for out of pocket purchase preapproved transactions). It is illegal to use the certificate for personal use. The JHU Maryland tax exemption certificate can be found [here](#).

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JHU Professional Services/Facilities for Events

Most RSO events take place within the University. Facilities requests should include room set-ups, furniture, security, audio/or visual (A/V) needs, etc. These requests should be included in the event request on Hopkins Groups.

Security

JHU preferred security vendor is SAVE Management. When you register your event on Hopkins Groups, your department staff and/or JHU security have the right to require commissioned officers for any event, at the expense of the RSO, if they feel the event may pose a liability or security risk to Johns Hopkins students, faculty, staff, guests, or property. The number of officers needed is decided on an event-by-event basis. The decision for requiring additional JHU officers may include but is not limited to projected attendance, type of speaker/performer, mode of advertisement, and contractual obligations designated for the event.

The following list provides examples of situations when security may be required for an event:

- Involving alcohol (*if approved*)
- Open to non-JHU college students
- Open to the general public
- Involving cash transactions
- With no clear boundary between audience and performers (e.g., dance party, concert), and/or

With a precedence or potential of liability or security risks to Johns Hopkins students, faculty, staff, or property.

Security Charges

Please note that SAFE charges a 4-hour minimum

- Manager: \$24.90/hour
- Supervisor: \$22.40/hour
- Event staff: \$19.65/hour
- JHU Officer: \$40 per hour
- Baltimore City Police: \$50 per hour

When RSOs register events on Hopkins Groups, the form will notify you if you need security for your event and automatically forward the request to your department staff. All security arrangements must be completed 10 business days before the event. Cancellations must be made at least 72 hours prior to the event. Any cancellation fees incurred will be charged to the requesting student group's budget.

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Electricity, Custodial Services, and Grounds charges can be obtained under Plant Operations [here](#). The charges are subject to change annually.

Electricity

If your event requires access to outdoor electrical outlets or has special electrical needs, you will need to hire an electrician to help with your event. Please work with Scheduling and Event Services to reserve an electrician:

Electricity

Hourly Rate	Monday—Friday	Weekend
48.05	7:30 a.m. – 4:00 p.m.	
72.10		Before 7:30 a.m. or after 4:00 p.m. (4-hour minimum)

Custodial Services

If your event needs additional custodial coverage outside of their normal rounds, it may be recommended to request additional custodial services in areas such as restrooms or trash removal. This is usually only for all-day events or events expect high attendance. Scheduling and Event Services can help you determine if additional support is needed for your event. There are also additional setup fees associated with having any rented tables, chairs, etc. set up both inside or outside. Your group will be charged if they rearrange the furniture in a room and do not return it to its original setup.

Custodial

Hourly Rate	Monday—Friday	Weekend
34.75	6:30 a.m. – 3:00 p.m.	
52.10		Before 6:30 a.m. or after 3:00 p.m. (4-hour minimum)

Rental of Tables, Chairs and Linen

Some buildings on campus are already equipped with tables and chairs (see Building Information under events). If you are hosting an event in a space that does not have tables and chairs, you can work with Scheduling and Event Services to place rental orders.

Please note that no outdoor spaces are equipped with tables and chairs, and they will need to be rented if your event requires tables and chairs.

Delivery and pickup charges = ~\$85

TABLES	CHAIRS	LINEN
Roughly = \$8	Range from = \$1.77 to \$8 per chair	90" round linen (1/2way down on 60"rnd table) \$10.00
The 6' and 8' tables rent for ~\$8.75 each	The chairs that we normally get are \$2.25	120"rnd linen (floor length on 60" round tble)\$15.00
The 60" round tables rent for ~\$9.50 each	They do have less expense black chairs, but they aren't as nice or comfortable, at	90x132 (floor length on 6' tble) \$16.00
		90x156 (floor length on 8' table) \$18.00

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Grounds

If your event requires special outdoor setup, litter control, coat racks, and hangers, or installation of temporary fencing or grilling of any type, you will need to hire Grounds to help with your event. Please work with Scheduling and event services to reserve groundskeepers.

Grounds

Hourly Rate	Monday—Friday	Weekend
43.65	6:30 a.m. – 3:00 p.m.	
65.45		Before 6:30 a.m. or after 3:00 p.m. (4-hour minimum)

Waste Bin Delivery Costs

If there will be trash produced with your event, you will need to order additional waste bins from Recycling Services. Please work with Scheduling and Event Services to determine if additional bins are needed and to place your order. Recycling Services can provide trash, recycling, and compost bins depending on your needs and the type of trash produced. If you are committed to a zero-waste event (compost and recycling only), waste bins will be free. The request must be placed a minimum of 4 business days prior to your event. You will be charged for last-minute requests for zero waste events.

Waste Bin Delivery

Hourly Rate	Monday—Friday	Weekend
34.75	8:30 a.m. – 5:00 p.m.	
52.10		Before 8:30 a.m. or after 5:00 p.m. (4-hour minimum)

Hourly charges for waste delivery and collection will be charged as follows

- * 1-100 people = 1 hour
- * 101-200 people = 2 hours
- * 201-300 people = 3 hours
- * 301+ people = 4 hour

Event Hours

Staffing and services will not be available earlier than the times listed here. You should plan to start your event a minimum of 30 minutes after the event hours begin for staffing and support to be in place.

Charles Commons, AMR, Wolman, McCoy

- * 8:00 a.m.-10:00 p.m. Monday- Friday
- * 10:00 a.m.-10:00 p.m. Saturday and Sunday

Levering, Shriver, Mason, Mattin

- * 8:00 a.m.-10:00 p.m. Monday- Friday
- * 10:00 a.m.-10:00 p.m. Saturday and Sunday
- * You will be charged ~\$75 an hour for every additional hour, prior to building hours you require services.

Copying and Other Services Provided by Departments

Copying at LEED, Matting Center

- Student Leadership, Engagement & Experiential Development (LEED) has a printing station that RSOs can use for their printing needs

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- The group contact person must contact the department staff/finance staff to access the copier
- Only finance officers must have the code
- The group is billed monthly. Black and white copies are 0.07 each, Color copies are \$0.20 each
- The copier is available from 8:30a.m. – 8:00p.m.

Copying and Other Services at CSC

- The Center for Social Concern (CSC) provides copying services to CSC RSOs.
- Copier is available from 8:30a.m. – 5:00p.m. You are required to first check-in at the reception desk
- Groups can make up to 300 copies per event
- CSC provides colored paper, poster board to CSC RSOs
- Mail – Groups can use CSC address

Parking Permits

Visitor parking permits for the South Garage can be obtained through Parking Services.

Parking permits are \$12 each when purchasing a minimum of ten permits. South Garage and San Martin Garage parking passes can be obtained through Scheduling and Event Services.

- Services vehicle permits are \$15 each

⇒ *Provide budget numbers to utilize department coping services. Group Budget numbers can be obtained on Hopkins Groups*

⇒ *Copiers are restricted to only student group business-related activities*

- Unused passes may not be returned

A/V Rentals

Scheduling and Event Services will help you coordinate A/V rentals and services as necessary. Some buildings on campus are already equipped with A/V equipment and may only require set-up. If your event location does not have A/V already installed, you must work with Scheduling and Event Services to rent A/V equipment from Kit-Cats. Please note, **RSOs are not permitted to rent A/V equipment from the Digital Media Center (DMC)**. DMC equipment is for personal or academic use only.

Commonly requested items and rental rates:

- * Labor (set-up): \$50.00/hour
- * Labor (Afterhours/OT and weekends, 4-hour minimum): \$50/hour (minimum \$200)
- * LCD Projector: \$160.00
- * Lectern with PA: \$60.00
- * Speakers: \$70.00

The complete Kit-Cats list of services and prices can be found [here](#)

APPENDIX

Allowable and unallowable use of funds

Example of Allowable Expenses

INDEPENDENT CONTRACTORS	EVENT COSTS	JHU INTERNAL EVENT CHARGES
<ul style="list-style-type: none"> • Athletics-Sports Coach/Instructor (Fees/Compensation) • DJ • Contest Judge • Instructor • Guest Speaker • Sound and Lighting Technician • Graphic Designers • Umpires • Athletics/Sports Referee • Honorarium 	<ul style="list-style-type: none"> • Food/Beverage • Groceries • Entertainment • Participant Support • Training • Event Gifts and Awards • Sponsorship • Publicity/Journals • Publication/Journal • Advertising • Venue/Facility Rental/Hire/Staging • Health Safety & Environment Certificate • Food permit for events involving external participants • Media Services • Utility 	<ul style="list-style-type: none"> • Custodial Services • Audio/Visual Services • Security • Recycling/Compost/Trash Bins • Tables and Chair Rentals • Decorations • Parking • Copying
MEMBERSHIP/REGISTRATION/FEES	OTHER	TRAVEL
<ul style="list-style-type: none"> •Conference/Seminar Fees •Memberships/Dues •Licenses/Registration •Registration Fees for Professional Development •Registration Fees for Competitions •League Fees •Fees for National Organizations •Athletics/Sports Team Registration •Licenses/Copyright •Film Rights 	<ul style="list-style-type: none"> •Promotional (e.g., T-shirts, Stickers, Swag, etc.) •Printing •Copying •Postage/Delivery Services •Shipping •Telephone - Local Calls •Telephone - Long Distance •Telephone Equipment •Delivery/Courier Services •Salary—on a case by case basis •Homewood Photo Lab •Media Services •Marketing and Advertising •Office supplies •Other Instructional Supplies •Reusable Costumes •Balls •Cones •Recruitment expense •Space Rental •Website •Apparel/Imprinted Items 	<ul style="list-style-type: none"> •Meals •Road and air transport •Travel insurance for international travel •Baggage fees •Parking •Parking permits •Misc. Non-Travel Related Expenses •Lodging •Telephone •Maintenance and Repairs

APPENDIX

Examples of Non-Reimbursable Items

- Personal expenses
- Submission of expense receipts beyond approved timeline
- Fines for parking or traffic violations
- Collision Insurance / Accidents. The University self-insures rental cars in the US.
- Mixing personal and business expenses
- Purchases with "Points," e.g., Airfare, car rental
- Air phone usage
- Car maintenance or repairs
- Cell phones, smartphones, or similar devices and any accessories
- Clothing or toiletry items
- Health insurance
- Home internet access
- Home telephone services
- Hotels paid for with "points"
- Life insurance or medical expenses while traveling including over-the-counter medications
- Movies (including in-flight and hotel in-house movies)
- Optional travel or baggage insurance
- Parking tickets and fines, or traffic violations
- Personal accident insurance (domestic)
- Personal entertainment, including sports events
- Personal items purchased while traveling including toiletries, magazines, books, newspapers, etc.
- Personal luggage and briefcases
- Personal property insurance
- Personal property lost or stolen
- Pet care including kenneling
- Purchase of services
- Shoeshine
- Souvenirs or personal gifts
- Sales tax
- Reimbursements for donations



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**REGISTERED
STUDENT ORGANIZATION
FINANCE MANUAL**