STUDENT GROUP HANDBOOK

COMMUNITY OUTREACH COMMITTEE
WESLEYAN STUDENT ASSEMBLY
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Community Outreach Committee

The Community Outreach Committee (COCo) is your first stop in becoming a recognized student group at Wesleyan, but it should not be your last.

Structure
The Community Outreach Committee (COCo) is composed of six members responsible for student group recognition, Middletown-Wesleyan relations, and community issues arising within the campus or local area. COCo seeks to bridge the gap between different groups, encouraging collaboration while building a cohesive community. The committee is responsible for the maintenance of a list of student groups and producing a comprehensive guide for these groups. We work with the WSA’s Student Budget Committee (SBC), the WSA Office, Student Activities Leadership & Development (SALD), and others to facilitate student group activities. In addition, COCo is also responsible for the allocation of spaces to student groups in 190 High, for which the COCo chair serves as steward. Furthermore, COCo has traditionally organized events for the student body at large such as Bandfire, Movie Night on Foss, and Cardinals’ Night on Main. COCo encourages Wesleyan students to see themselves as citizens of greater Middletown and for other members of greater Middletown to welcome them as such.

In the 2012-2013 year, we hope to take COCo in an exciting direction. Student groups will finally see the guide that they have been promised all along, perhaps in dynamic new ways. This year will also mark the return of the Recognition Meeting, ensuring that all student group leaders meet with COCo before they are approved. We not only want to hear about the exciting activities that your group has planned, but want to make you aware of all the resources you can take advantage of towards those goals. We want to hear about the issues groups face and find solutions for everything from lack of spaces to inter-group collaboration. Bandfire will return, but new events will be planned to bring the campus community together. The Middletown Relations Subcommittee will ensure that we reach out like never before and will produce an exciting new guide to Middletown for Wesleyan students. This year, COCo will also make inroads into issues of civic engagement, community service, diversity, and school spirit.

More information about the WSA’s structure can be found here:
If you have any general questions, comments, or concerns, please contact wsacoco@wesleyan.edu. For more specific questions or assistance, try reaching out to your category liaison!

**Category Liaisons**

Category Liaisons can serve as a valuable resource for Student Group Leaders. Category Liaisons are responsible for responding to the concerns of the Student Group Leaders within their category and for facilitating communication and collaboration between groups in their category and other student groups. Category Liaisons can offer helpful advice and can provide contact information to Student Group Leaders to aid leaders in their endeavors. Refer to the table below for the COCo member designated to your category.

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<tr>
<th>Category</th>
<th>Liaison</th>
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<tr>
<td>Activism (Charitable &amp; Service)</td>
<td>Glenn Cantave</td>
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<tr>
<td>Activism: Economic</td>
<td>Glenn Cantave</td>
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<td>Activism: Environmental</td>
<td>Ellen Paik</td>
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<td>Activism: Health</td>
<td>Glenn Cantave</td>
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<td>Activism: Political</td>
<td>Alton Wang</td>
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<td>Activism: Social</td>
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<td>Activism: Tutorial</td>
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<td>Performance: Music</td>
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<td>Performance: Dance</td>
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<td>Program House</td>
<td>Syed Ali</td>
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The WSA’s Student Budget Committee (SBC) consists of 7 members. Every Monday, the SBC meets with and allocates funds to university-recognized student groups. The SBC strives to improve and maintain a high-quality extracurricular environment at Wesleyan by assisting student groups and handling questions regarding the allocations process. Members of the SBC work closely with WSA administrators and Student Activities staff to oversee the successful completion of events that occur in the Wesleyan community. SBC funding comes from the annual Student Activities Fee, which is included as a part of tuition costs. Student groups that would like to request funding from the SBC must be registered as an official, active student group by the WSA’s Community Outreach Committee (COCo) and must designate a financial contact.

SBC Members:
Nicole Brenner ‘15 (Chair)
Arya Alizadeh ‘13
Nicki Softness ‘14
Mansoor Alam ‘15
Ted Shabecoff ‘16
Becca Brand ‘16
Justin Gitlin ‘15

The Information Technology Committee (ITC) is another committee which can also be of much help. ITC works with Information Technology Services (ITS), its various components and partners. For student groups, this means that ITC can address concerns such as:

- Websites/blogs (groups.wesleyan.edu)
- Email addresses (@wesleyan.edu)
- Listservs (@lyris.wesleyan.edu)

And much more! If you need technological support, ITC might be able help find you the appropriate resources. ITC is a six member committee chaired by Grant L. Tanenbaum ‘15. You can contact Grant at tanenbaum.grant@gmail.com. Also consider contacting the COCo-IT member, who sits on both committees: Alton Wang ‘16 (awango2@wesleyan.edu).
WSA Related Offices and Resources

The following offices and resources are essential to the logistical details behind organizing events and activities. Be sure to familiarize yourself with these resources!

WSA Administrative Office

The WSA Administrative Office is located in Usdan 104. Its open from 9:00 am to 6:00 pm Monday thru Friday during the academic year. There is one full-time administrator and several student workers who provide services for WSA committee members and student group leaders. We are here to assist students, staff and visitors with any administrative or financial concerns that involve student body issues or student group events. Also, we provide assistance with student group registration, budget allocations, and administrative services. The Administrative Office has a reception area where students and visitors are greeted, a workroom where they can organize their ads and other administrative needs, a conference room that sits six (up to 8 comfortably), a copier which is capable of printing and faxing, and the administrator’s office.

- Office Manager: Nicole Okai ‘14 (nokai@wesleyan.edu).
- Assistant Manager: Susanna Banks ‘13 (sbanks@wesleyan.edu)
- The WSA Office Administrator: Lisa Hendrix (lhendrix@wesleyan.edu)

Student Group Offices

The Student Group Office building is located at 190 High Street. It’s open from Noon to Midnight and consists of 8 offices, 1 meeting room, 1 painting workspace, and 1 storage room. It also houses the University Organizing Center and the Queer Resource Center. If you are not familiar with the campus the building is located beside Eclectic House or across the street from Alpha Delta Phi House. All student group leaders are allowed to apply for space at the facility and may be required to share a space with one or more student organizations. For general information about WSA facility uses, contact us at (860) 685-2410.

- Steward of the Student Group Offices: COCo Chair, Syed Ali ‘13 (sali@wesleyan.edu)

Office of Student Activities Leadership Development (SALD)

SALD is your main resource when planning a student event. Through SALD, the following aspects of organizing a program may be handled:

- Social Event Registration
- Non-Social Event Registration
More information about the above points and about SALD’s resources can be found in greater detail here: http://wsa.wesleyan.edu/groups/events/. You can use the following emails to contact SALD:

- SALD Office: stuact@wesleyan.edu
- SALD Associate Director: Elisa Cardona (ecardona@wesleyan.edu)
- SALD Assistant Director: Gretchen Streiff (gsteiff@wesleyan.edu)

More detailed contact information for the SALD Office can be found in the “Contacts” section of this handbook.

Online Resources

WSA Website
The WSA website (http://wsa.wesleyan.edu/) is a fantastic resource for student groups on campus. The website features extensive information on the WSA, a blog, our meeting minutes and agendas, information on the group recognition and fund requesting, answers to frequently asked questions and much, much more. You can contact the WSA directly using a form found on our website (http://wsa.wesleyan.edu/contact/) or at wsa@wesleyan.edu. The email addresses for specific committees may also be found on this page.

Lyris
Lyris is the name of the listserv- we call it a “Lyris listserv”. Student groups can request Lyris listservs, so that group communications may be stored in one place. A listserv is an electronic mailing list that forwards an email from one group member to the rest of the group. Through the Lyris listserv, students may also send and save documents online. Lyrics emails and attachments will be saved and archived from year to year, so that student groups may have access to the Lyris emails and files from previous years. If you use a different listserv, we highly encourage you to switch to Lyris. This is the only listserv sponsored by Wesleyan and the only one in which all emails will be saved and archived on a centralized Wesleyan database. You may access Lyris ListManager at lyris.wesleyan.edu.

Websites
Student groups can obtain WordPress sites/blogs hosted on the Wesleyan domain. Student group website URLs will take the form: http://groupname.stugroup.wesleyan.edu/. Student group website requests can be sent to blogsupport@wesleyan.edu, or by filling out a form online: http://wsa.wesleyan.edu/groups/online/.
Forms
There are many non-funding request related forms that may be important to organizing an event. The following forms are available at http://wsa.wesleyan.edu/groups/forms/:

- Athletic Official/Coach Receipt Form for Club Sports Teams
- Cardinal Print and Copy Form
- Financial Request Form- Non-Employees and Outside Contractors
- Financial Request Form- Wesleyan Students and Employees
- Student Group Activity Waiver Form
- Timesheet- Wesleyan Employees
- Timesheet- Wesleyan Students
- W-8BEN Form
- W-9 Form for Business
- W-9 Form for Individuals
- Student Group Room Allocation Form
- Transfer Request Form

Facebook
Student group leaders can network with other student group leaders on the Student Group Leaders Facebook page that can be found here:

https://www.facebook.com/groups/studentgroups/.
Registration & Recognition

Registering a Student Group
Every year, student group leaders must register their group or club with COCo by completing the following “Student Group Recognition Process”.

For existing inactive student groups:
1. Complete an electronic registration form.
   - On the WSA homepage (http://wsa.wesleyan.edu/), click on the “Register a Student Group” link listed under “Student Groups” to arrive at the “WSA Tools and Applications” page in their e-Portfolios.
   - Review and follow the registration instructions at the top of the page
   - Groups that have been registered in the past will be able to click on their respective group link and edit their information.
2. COCo Review.
   - COCo will review your submission to either approve or deny your recognition based on its compliance with the WSA’s recognition criteria (see below).

For new student groups:
1. Complete an electronic registration form.
   - On the WSA homepage (http://wsa.wesleyan.edu/), click on the “Register a Student Group” link listed under “Student Groups” to arrive at the “WSA Tools and Applications” page in their e-Portfolios.
   - Review and follow the registration instructions at the top of the page.
   - New student groups will have to click the “Add” button at the top of the page and complete the group information page.
2. Fill out a petition.
   - Fill out a “Student Group Recognition Petition” with at least fifteen signatures expressing interest in your group.
   - You can download the petition here: http://wsa.wesleyan.edu/files/2012/09/Student-Group-Recognition-Petition-2-IMG.pdf, or you can obtain a copy from the WSA Office.
3. COCo Student Group Recognition Meeting.
   - New group must also attend a 5-10 minute Student Group Recognition Meeting before they are approved.
   - Bring your filled out Student Group Recognition Petition to this meeting, and
be prepared to talk about your group’s goals and what makes your group distinct. COCo wants to gain an understanding of your group and how we can help you now and in the future.

○ To request a meeting, email the COCo Chair (sali@wesleyan.edu).

Registration Criteria

All student groups must follow the following criteria:

1. The Community Outreach Committee will not recognize any group that violates the Wesleyan Student Assembly’s non-discriminatory clause, which is as follows: “The Wesleyan Student Assembly shall not discriminate against anyone on the basis of race, color, creed, religion, age, national or ethnic origin, sex, sexual orientation, veteran status, disability, marital status, gender identity or gender expression in the execution of its responsibilities under this constitution or in the administration of its policies and programs.”
   ○ However, a group in seeming violation of the clause may be recognized if the exclusion of certain persons is central to the purpose and functioning of the organization.

2. The group must work toward enhancing the greater Wesleyan community by promoting discussion rather than exclusion and antagonism in its events and activities as determined by the Chair of the Community Outreach Committee and the President of the Wesleyan Student Assembly.

3. New groups must submit a Recognition with at least fifteen valid signatures to receive approval. You can download the petition online or obtain a printed copy at the WSA Office (Usdan 104).

4. New groups must have a Student Group Recognition Meeting with the Community Outreach Committee (COCo) before they are approved. To request a meeting, email the COCo Chair at wsacoco@wesleyan.edu.

5. Failure to comply with the criteria throughout the year may result in a revocation of recognition status.

Student leaders must also provide the following information to be properly recognized as a group:

● Mission statement
● List of officers and or/advisor(s) and their names, titles, email addresses, phone numbers, and Wesleyan box numbers
● Meeting times and locations
● If applicable:
   ○ URL for the home page
   ○ Lyris list
   ○ Updated constitution

Also, a Financial Contact and group contact person must be listed. Please choose these
individuals carefully because they will be accountable for the group’s finances, technical support, and the relaying of any announcements, policies or event information that are sent to them by a staff or committee member of the WSA to the other group members. See definitions of these positions below.

- **Financial Contact Person** will be responsible for the student group’s SBC and Income accounts. Only one person can be assigned for this role and they must be a currently enrolled undergraduate student.
- **Group Contact Person** will be the technical support contact for the group and will be responsible for relaying any general announcements to student group members that are forwarded from the WSA Office Coordinator or WSA committee members.

### Receiving a SmartKey Number
After your new group has been recognized by the **Community Outreach Committee (COCo)**, three financial account numbers (called “SmartKeys”) will be assigned to your organization within 14 business days if your group is newly established. If your group has been registered in the past it will retain its old SmartKey numbers. After you have registered your group and obtained SmartKey numbers, you can apply for funding through the Student Budget Committee. More information about SmartKeys can be found under the “Electronic Dollars” section of this handbook.

### Benefits of Recognition
There are many benefits to being officially recognized by the Wesleyan Student Assembly’s **Community Outreach Committee (COCo)**. The following is a list of resources student group leaders will have available to them after recognition in addition to access to SBC funding. They are designed to increase each group’s ability to stay organized, maintain records from previous years, and stay in touch with the broader Wesleyan community.

#### The WSA Office: Workspace, Storage for Documents and Equipment
- **Office Space**: This year the WSA is allowing student groups to apply for office space. Student groups may store equipment in these spaces and make use of existing equipment. To apply, please fill out the Student Office Space Request Form (found [here](#)) and turn it in to the WSA Administrator.
- **Current Documents and Accounts**: Each WSA student group has a file in the WSA where their major records and accounting bills are held. While these documents are primarily under the care of the WSA Administrator and staff, student group leaders should be aware that they have free access to these files and are welcome to add documents to their files. Ask the WSA Administrator (Lisa Hendrix) or her staff about seeing your file.
- **Archives and Records**: In addition, most previously established groups have at least some documents still on file at the WSA Office. These files are archived and kept in a
separate set of folders; these archives are also readily available to student group leaders. Again, student group leaders are welcome to add any documents they may have to these archives. Please ask the WSA Office Coordinator about seeing your archived files.

- **Storage:** All student groups are permitted to store objects related to their group’s function in the WSA Office building. Please ask the WSA Administrator about storage space.
  - Note: WSA recognition does not guarantee access to athletic field. Requests for the use of athletic fields should be made to the Physical Education Department

**Online Tools**

- **Splash Pages:** Splash Pages are online information pages for each student group. There will be a link from the WSA website to all Splash Pages. On these pages, student group contact information and mission statement will be listed, in addition to the regular dates, times and locations of student group meetings. It will also have a link to group websites, Lyris listservs (see below) and the Wesleyan Events Calendar (see below). If you need to make changes to your Splash Page, please contact an OEAC member ([http://wsa.wesleyan.edu/committees/oeac/membership/](http://wsa.wesleyan.edu/committees/oeac/membership/)).

- **Lyris Listserv:** The Splash Page will also provide access to Lyris list serve so that group communications may be stored in one place. More information about Lyris Listserv can be found under the “Online Resources” section of this handbook.

- **Wesleyan Events Calendar:** Your group’s Splash Page can display a custom events Calendar featuring only events sponsored by your group. More information about Wesleyan Events Calendar, refer to the “Publicity” section of this handbook.

**Mailing, Telephone and Fax**

- **Mail Boxes and Mailing Addresses:** You may use the WSA Office as a shipping address. Furthermore, you may request a mail box at the WSA office for your student group. Please talk to the WSA Administrator about this.

- **Posters/Xeroxing:** For group business/publicity, a small-quantity (50 pages) of Xeroxing is free at the WSA during office hours.

- **Telephone:** Since the WSA office is open from 9:00 a.m. to 6:00 p.m., calls for group business can easily be made on WSA phones. There is no charge to your group for this service. If your group has a Wesleyan extension, you will be charged for all toll calls made from that phone. Personal calls are strictly forbidden.

- **Fax:** The WSA office has a fax machine for use by student group officers for group activities only. There is no charge to your group for this use. Student groups may receive faxes at (860) 685-2411. If you are using the fax for personal reason, it will cost $1 dollar per page for local calls and $2 dollars per page for international faxes. We only accept cash.

**Ordering Office Supplies**
Office Supplies: Office supplies can be ordered through the WSA office and billed to your account. The University’s vendor has a full line of supplies at approximately a 35% discount! Allow two or more days for delivery. Rush orders (one day’s notice) can be supplied by a local vendor at a 15% discount.

Times Readership Program
Wesleyan’s large subscription to The New York Times entitles us to a speaker service from the Times. If you are interested in bringing in a speaker from the New York Times, please contact Organization and External Affairs Committee (OEAC) Chair Mari Jarris ‘14 at mjarris@wesleyan.edu.

Requesting Funds from the SBC

To request funds from the SBC, follow the following instructions:

1. Create a funding request form. Click on the “Request SBC Funding” link on the WSA homepage (listed under “Student Groups”) and log in to be taken to “WSA Tools and Applications” in your E-portfolio. There you will find the “SBC Allocations tab”, where you can choose to create or update a request form.
   ○ Note any amounts entered under “Additional Sources of Funding” or “Predicted Income”.
   ○ Click “SUBMIT to SBC” in green, when you are finished detailing your request.
   ○ You can send the SBC an email further detailing the request at sbc@lyris.wesleyan.edu if needed.

2. Sign up for a time slot to meet with the SBC on the sign-up sheet in the WSA office.
   ○ The sign-up sheet will be available every Wednesday from 9:00am-3:15pm.
   ○ Meetings are held every Wednesday at 6:00pm in Usdan 104.

Preparation Before the SBC Meeting
In order to best prepare group for your funding request, make sure you have done the following:

- Look for alternate sources of funding from departments, organizations, or program funds.
  ○ Consider using money from your group’s income account.
- Make sure that your event or date of payment is at least two weeks away.
- Read the SBC Contract.

Gaining Maximum Funding
To best maximize your chances of receiving maximum funding for your group, make sure to do the following:

- Open your event to as many people as possible and advertise within the Wesleyan
community.

- Ensure that the request relates to the group’s mission statement and goals.
- Note that the SBC does not fund groups unrecognized by COCo.
- Events that violate University Policy.
  - Food or Drink unless it directly relates to the cultural purpose of the event.
  - Donations, gifts, or prizes.
  - Program House events that are not open to the greater community.
  - Honorariums or expenses for current faculty.
  - Trips that occur over breaks.
  - Alcoholic beverages, spirits, tobacco products, controlled or illegal substances.
  - Facility or maintenance upgrades.

### Accessing the SBC’s Decision and Your Funds

To find the results of the request and the SBC’s decision, follow these steps:

1. Go to “View Submitted Request Form” on the same “SBC Allocations tab” under the “WSA Tools and Applications” link on your e-Portfolio.
2. Click “Request Information”.
   - If the SBC deferred your request, you can still apply for money at later time
3. Go to the WSA office to utilize your funds. Receive reimbursements upon presenting valid receipts, write a check using your SBC funds, or use the WSA credit card for large sums.

### Accessing Additional SBC Forms

Now that your student group has been recognized by COCo, your group now has the ability to request funding through the SBC (or an alternative source) and to manage its funds through the WSA Office. We are here to provide you with competent assistance, in order to help you reach your group’s goals and to offer you administrative and financial support. One of our primary responsibilities is to assist you with financial transactions, which consists of:

- Reimbursements
- Payments
- Credit card charges
- Wire transfers

And many other means for financial transaction. We can provide you with general financial information which will help you to understand the WSA financial process and with information regarding the procedures to obtain your group’s funds.
Electronic Dollars

The SBC budget is managed through an electronic system. Money is moved between accounts electronically, so we do not deal with actual dollars. For example, if you request money from SBC and they approve your request, the SBC will submit a list of financial requests to the WSA Administrator who then enters the data into a budget management system. The information is then uploaded into the WSA Financial Reporting System. As a result, actual cash is never handled.

SmartKey Number
Once you have established a student organization, your group will be assigned three SmartKey numbers:

- SBC SmartKey (110-1113-xxx)
- Income SmartKey (111-1113-xxx)
- Department SmartKey (100-1113-xxx)

Your funds are maintained through these accounts. Your SmartKey numbers can be used to charge bills, reserve any Wesleyan facility, make a payment to vendors and honoraria, and rent University audiovisual equipment, in addition to a gamut of other services here at Wesleyan.

The first three digits of your SmartKey will identify which specific account (SBC, Income or Department) you are drawing or depositing funds into. The middle four digits identify your group as a member of the WSA Directory. The last three digits are unique to each individual student group and are the same on all three of your accounts. If you are reactivating a past student group, your group has been registered in the past and will thus retain its old SmartKey numbers. You can access all your SmartKey accounts and information under the “Group Finances” tab, found in the “WSA Tools and Applications” link in your E-Portfolio. Instructions on how to view your group accounts is explained below.

Account Code
An account code is five digits. It is used to categorize income and expenses by type. Account codes should be used for generic expense classifications, e.g. supplies (82101), membership dues (82250), travel (84509), etc. Although there are hundreds of account codes available, the WSA Office uses approximately 35 account codes. You can find a list of account codes on the Allocation Request Form and descriptions of selected account codes on the Allocation Request Form Instructions sheet. Both forms can be found on the WSA website or in the WSA main office.
Management of Funds

All student group leaders should be aware of how money is generated into and spent out of their group accounts.

Income

Student Organizations may receive money in following ways:

- **Approved SBC Budget Request**: The approved amount is transferred as electronic money into your student group’s SBC SmartKey account under the specific account codes for which it was approved.
- **Carryforward Income**: You have income from the previous year that has not been expended.
- **Income Generation**: You generate income during the school year that will then be reflected in the group’s Income Smartkey account under the account code 70360 after the group’s treasurer submits a Deposit Form that may be found in the WSA Office. More information about depositing income may be found under the “Financial Technicalities” section of this handbook.
  - All of your student group’s income must be deposited into its group account, even if the groups plans to spend the money soon after the deposit.
  - It is to the group’s advantage to acquire income through independent means, like fundraising, and to deposit money into your group’s account to show initiative and maximize your chances of acquiring more requested SBC funds.
- **Department Contributions**: You can request funds from academic or administrative departments by contacting and requesting support for your event. After you review the information, contact the department that will most likely support your request and ask them to complete the WSA’s Department Contribution Form that may be found in the WSA Office. To complete the form, you need the following information:
  - Student Group Name
  - Student Group Account Number
  - Event Name
  - Event Start/End Date
  - Student Name, Email Address, Phone

Expense

When a student group spends money, its expenses will always be charged to the specific object code that best reflects the nature of the expense. Student group expenses may be managed in the following ways:

- **SBC Funding Expense**: If the expense is funded by an SBC Budget Request, then the expense should be charged to the student group’s SBC SmartKey account under the
account code for which an Allocation Request Form was approved.

- **Carryforward Income Expense**: If the expense is funded by current year or prior year income then the expense should be charged to the student organization’s Income SmartKey account under the account code which best reflects the nature of the expense.

- **Department Contribution Expense**: If the expense is funded by another department within Wesleyan, then the expense should be charged directly to that department’s account number. Money should not be charged to the student group’s account for later reimbursement from said University department.

It is possible that one particular invoice or expense may need to be split across any or all three scenarios above.

**WSA Credit Card**

Student groups also have access to the WSA commercial credit card. They must have money in their SmartKey accounts or must verify that they have acquired alternative sources of funding through the department contribution process before making use of the credit card. Verifications of contributions can be made by contacting the WSA administrator. Please contact the WSA Administrator to make an appointment to use the commercial credit card at least 24 hours ahead of time. It will take approximately 15 to 30 minutes depending on the transaction, so please allow time in your schedule for this type of appointment.

**WSA Financial Reporting System**

The WSA Group Finances system is an electronic accounting system that keeps track of your student group’s finances online. In order to access the Group Finances system, you must be officially recognized by COEAC. Your group should also assign one currently enrolled undergraduate student member as the Financial Contact; this person will be able to access your student group’s account(s) through the student portfolio system by following the instructions below.

1. Log into your student portfolio
2. Select “My Student Portfolio”
3. Under “Student Life” select “WSA Tools and Applications”.
4. Click the “Group Finances” tab to enter the accounting system.
5. Select your student group by clicking the list icon next to the search bar. The link marked “Identify Group” should be in bold in the blue taskbar.
6. After clicking “Next”, a home screen will appear with all of your student group’s financial information. Navigating through this will provide you additional details about your organization’s financial status.
   - Note: Only the Primary Contact and Financial Contact can access a student group’s financial information.
Financial Procedures

It is important to note that you must never pay an individual or 3rd party vendor with cash or a personal check. In cooperation with the IRS, students and employees are not allowed to pay an individual or company that is not incorporated for services or rental fees. Because this is an IRS policy which must be adhered to by the University, we will not be able to reimburse you if this policy is breached.

Financial Requests

In order to request reimbursements or payments, you must fill out a Financial Request Form. Financial Request Forms for both Wesleyan students and Non-Employees/Outside Contractors can be found here: http://wsa.wesleyan.edu/groups/forms/. Filling out this form authorizes us to take money out of your group’s account in the form of a check. These form and any receipts/invoices must be submitted on or before noon on Wednesday in order to have a check available within about 7 business days. If the form is not filled out properly or submitted with the necessary receipts/invoices, your reimbursement and/or payment will be delayed.

- Note: Holidays will affect the check run, so if you submit your form on or around a holiday you will receive a check normally within 14 days.

Students/Staff

If you need reimbursements or payments for Wesleyan students or staff, follow the following steps:

1. Fill out and submit a Financial Request Form.
   - Please ensure that the requested amount of money is available in your SmartKey accounts.
   - If you are being reimbursed as a student, it would be beneficial to document your campus mailbox as your payable office to facilitate prompt mailing.

2. Submit an original **itemized receipt** or **invoice**.
   - You must submit an itemized receipt or invoice or else the request cannot be processed.

3. Faculty and Staff must be paid on timesheets that may be obtained from the WSA Administrator.

Financial requests cannot be submitted for student bands, DJs or speakers. They must be paid
through student payroll on a white timesheet (i.e. each band member’s name, Wes ID number, and amount paid must be submitted before or after the event) that can be found here: http://wsa.wesleyan.edu/groups/forms/.

Non-Employees/Outside Contractors
If you need a check for a speaker or performer, follow these instructions:

1. Fill out and submit a Financial Request Form.
2. Provide the **original copy of a contract**, the home address(es), and either the social security number(s) of the person(s) being paid or the federal ID number of the organization the person(s) are working with.
   ○ This is in compliance with IRS regulations pertaining to Wesleyan as a non-profit organization.
   ○ Please submit your request at least 4-6 weeks before it is needed.
3. All outside vendors must submit a **W-9 Tax Form** prior to receiving payment.
   ○ This information is required by the IRS, and contains the individual's (or company’s) Social Security Number/Federal Tax ID number, mailing address, and any additional financial information.
   ○ This requirement may delay any outgoing payments by three to five business days in addition to the seven business days required to process check payments.

If you need a Wesleyan Contract drawn up for your honorarium, please complete the Contract Information Form that can be found in the WSA Office. If you are hiring individuals who fit at least one of the following criteria, we will need them to provide the following information:

- **U.S. citizen**: must provide a Social Security Number and home address from which federal taxes are received.
- **Permanent Resident**: must complete a W-9 form and provide a copy of their Resident Alien/Green Card and social security number.
- **Non U.S Citizens**: must complete a Foreign National Information Form (FNIF) and submit a copy of their passport and visa.
  ○ Note: The WSA Administrator or Student Activities Director will provide the proper forms, assuming that they produce a Wesleyan contract for your honorarium. Please schedule an appointment with either the WSA Administrator or the Student Activities Director at least four to six weeks before your event.

Make sure that your vendor may require a Purchase Order. Purchase Orders are often required by many film, sound and lighting companies. For information about Purchase Orders, refer to the “Financial Technicalities” section of this handbook.

**Travel Expenses**
If you need reimbursement for travel expenses, follow these instructions:

1. Fill out a Financial Request Form.
   - Please ensure that the requested amount of money is available in your SmartKey account or verify that you actually received alternative funds from a department contribution by contacting the WSA Administrator.

2. Attach a printed copy of the Mapquest directions, including the total mileage.

Transfer Requests

Transferring of funds may occur under the following circumstances:

- Between WSA groups
- Between a WSA group and another university department or office
- Within your group, from one sub-account to another

If you need to transfer funds, do the following:

1. Complete the Transfer Request Form ([http://www.wesleyan.edu/wsaoffice/forms/transferrequest.html](http://www.wesleyan.edu/wsaoffice/forms/transferrequest.html)).
   - This form must be signed by the Financial Contact and must also be approved by the SBC.
   - Filling this form does not guarantee that your request will be approved. It will take the WSA Office 2 to 3 business days to process an approved request.

2. Place the completed form in the SBC mailbox and notify your SBC Contact Person that you are making a Transfer Request.

Financial Technicalities

The following information may beneficial to know when dealing with monetary exchange. Be sure to familiarize yourself with the following tools as they make your life much easier!

Cash/Check Deposits

If you need to deposit funds into your student group’s account, follow these steps fill a Deposit Form and bring any deposits to the WSA Office. Keep in mind the following points:

- Expect to spend 10 to 15 minutes in the WSA Office so you can be present while the deposit is counted by the WSA Administrator or his/her office staff.
- Deposits must be done Monday-Friday between 9am-4pm.
- At no time should cash or checks be left under the WSA Office door, nor should cash be kept in your room.
- After designated hours, cash can be taken to the Public Safety Office for temporary deposit in a safe. The supervisor in charge will place the deposit into a bank bag, lock the bag and give you the key. You must bring the key to the WSA Administrator the next day so he/she can retrieve the funds to make the official deposit during WSA office hours.
  - Note: If you lost the key, you will be charged a $10 fee.

You will be held personally responsible for any cash or checks lost if you do not follow these
procedures - so be careful!

Purchase Orders
A Purchase Order is a form that acts as a legal promise between a student group and a vendor or company that promises payment and are often required by many film, sound and lighting companies. To fill out a purchase order, follow these steps:

1. Obtain a Purchase Order Form from the WSA Administrator at the WSA Office and he/she can help you fill it out.
2. Submit a copy of the Purchase Order to the vendor/company, and they will normally forward you a bill at a later date.
3. Complete a Financial Request Form once you receive the bill. For more information about filling out this form, refer to the “Financial Request” section of this handbook.

Bills
When filling out a bill, keep in mind the following points:

- All bills must be mailed directly to the Wesleyan Student Assembly at 190 High Street, Middletown, CT 06459. Do not ask stores to send bills to you at your campus address.
- Include your group’s name, the contact person and phone number on the bill/invoice.
- A Financial Request Form must be submitted with the bill/invoice in order to be processed.

It is also important to note that certain expenses are “hidden” as your group will be billed without your explicit request. Such billing is referred to as “interdepartmental charges” and is carried out by Public Safety, the Audio Visual Department, and Wes Station (for postage), as well as Physical Plant and the CFA staff when you use their services. They perform an electronic financial transaction that can automatically debit your group account. We ask that a group treasurer, referred to as the Financial Contact, review the group’s accounts periodically because expenses can be charged to your group, of which you may not be aware.
Publicity

Banners
When publicizing student group events, there are more ways to get the word out than to just post flyers around campus. An underutilized publicizing tool is *The Argus*. By filling out this form: [http://wesleyanargus.com/submit-an-announcement/](http://wesleyanargus.com/submit-an-announcement/), you can expect for your event to be advertized in our campus newspaper.

Usdan Screens
There are several digital display screens in Usdan that may be used to advertise your event. The details for utilizing the display screens and the form required to do so can be found here: [http://www.wesleyan.edu/usdan/forms/advertiseondisplay-form.html](http://www.wesleyan.edu/usdan/forms/advertiseondisplay-form.html).

Wesleyan Events Calendar
An easy way to publicize a student group event is to post it on the Wesleyan Events Calendar, which can be found online. Follow the following simple steps to post your event on this calendar:

- Go to [www.wesleyan.edu/wesevents](http://www.wesleyan.edu/wesevents)
- Log in using your Wesleyan e-mail and password
- Provide information about your event

Your group Splash Page will also display a custom events Calendar featuring only events sponsored by your group.

- Note: When entering the sponsor name for an event, be sure to enter the exact name of your student group. If a different name is entered, the event will not appear on your group’s Splash Page. If you need to change the group name on your splash page, please contact the WSA Office Coordinator, Lisa Hendrix ([lhendrix@wesleyan.edu](mailto:lhendrix@wesleyan.edu)).
Contacts

Student Group Leaders
Go to wsa.wesleyan.edu/groups/directory, click the link for the group you’re looking for, and then look for Primary Contact.

Go to www.facebook.com/groups/studentgroups to share information, resources, and opportunities to collaborate with other student group leaders at Wesleyan.

WSA Office
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Student Activities & Leadership Development (SALD)
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Office of Institutional Partnerships and Diversity
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Renée Johnson-Thorton, Dean for Diversity and Student Engagement
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Center for Community Partnerships (CCP)
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