

Funding Procedures



UConn Stamford SGA

This is an overview of the procedures for the use of Stamford Activities fees for SGA or Club related expenses.

UConn Stamford

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Revised: August 2017

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GENERAL INFORMATION

OVERVIEW

The purpose of the SGA is to

- To represent the interests of the student body to the administration of the campus
- To represent the interests of the student body to the community
- To supervise all student activities that are sponsored by The Association
- To oversee allocation of the funds of The Association
- To promote cooperation between all University of Connecticut campuses
- To hold events and organize activities that will benefit the student body
- To act in a way that represents student body as a whole.

The SGA receives funds from the Stamford Activity Fee. This is a fee assessed to all matriculated undergraduate students at the Stamford Campus, it is collected by the University and is subject to University and State of Connecticut policies and procedures.

It is the charge of the SGA to use the funds to develop community and implement programs that enhance the student experience at the Stamford campus. The SGA sets aside 30% of the fees received for use by the registered student organizations for this purpose. The SGA must review and approve each request for funding.

Typically when reviewing funding requests the following considerations are taken into account

- Is the group requesting the funds a Tier II registered student organization
- Is the program/purchase aligned with the mission and purpose of the organization
- Does the program/purchase benefit the campus/students at large
- Is the program/purchase allowed by University/State polices

Currently the Student fees are \$40 per student per semester. It is a rule of thumb that a per person cost of the event/activity not exceed this threshold. Purchases may be approved for activities and events, or equipment/supplies needed for the operation of the student organization and that further this purpose and mission of the organization.

The following information is provided as a guide to help student leaders navigate the complex of University and State procedures as they relate to the use of the Student Activities Fee. Throughout this guide, many of the examples will refer to expenses that are related to a program/event; these are often much more common and complex than equipment or supplies purchases. It is always recommended that student leaders meet and discuss the specific details of their approved expense with the Student Activities Coordinator well in advance. The primary reason funds are denied is a lack of time to navigate this process.

CREATING A BUDGET

The first step in the funding process is developing a budget.

If your need is for equipment or supplies, student leaders should do some initial research on line to determine suitable options, and estimated cost. If funds are approved, there may be additional rules/procedures for specific purchases, but these will be discussed later. This initial research is just a starting point!

If your need is for a program or activity, the budget will be much more complicated. First, research/estimate all the possible expenses for this event, including:

- Food
- Decorations/supplies
- Entertainment
- speaker fees
- rentals
- admission fee
- Transportation
- Security
- Administrative fees
- etc

Once you have all this, the total is the estimated cost of the event. Next, you should think about how where the funds will be coming from.

- Will you charge admission or have advance ticket sales?
- Is there a University Department/Cooperate sponsor for some of the costs?
- Will a local business provide an in-kinds (goods) donation?
- Will members of your club contribute items/money for this purpose?

These additional sources of support will assist in reducing the cost per student for the event.

Once you've developed the estimated expenses and income for the event, it is time to submit the funding proposal to SGA. The amount of your request would be the total expense, less the income.

Budget planning is complicated the first time you do it, but it with experience it gets easier. Where can you get assistance/help? If you group has done the event in the past (or another group has done a similar event) ask them for notes on what/how much it was. You can always check the Student activities office for notes from past events, and the SGA leadership, or Student Activities Coordinator can be great resources.

BUDGET APPROVAL

All funding requests must be approved by the SGA Senate. Prior to a SGA Senate vote, all budgets are reviewed and vetted by the SGA Finance committee. The Finance committee's purpose is to provide an additional review and conversation with student leaders about the request, to insure the SGA funds are available, that the request meets the mission/purpose of the Association, and is consistent with past approval/spending

Formal budget proposals should be submitted on line (<http://studentactivities.stamford.uconn.edu/sga-funding-procedures>)

- There is a standalone budget request form,
- Or a budget proposal may be submitted as a part of the event registration

To find out when the Finance committee meetings are please contact the SGA or Student Activities Coordinator.

It is recommended that a member of your committee/club who is familiar with this proposal is present at the Finance committee meeting when the budget is being reviewed. The committee may have questions, and if these questions go unanswered the committee may table the proposal until the questions are answered. The Finance committee may modify the proposal as it sees necessary.

After the initial review, the SGA CFO will present the request to the SGA Senate for approval. The Senate must approve all funding prior to any expense being made, or agreement for services being confirmed. It is strongly recommended that budgets be approved one month prior to an event.

Please note that NO purchases should be made until funds are approved, and room/space is secured for the event.

EVENT PLANNING

Once your funds are approved, you will need to work with the Student Activities Coordinator to secure space for an on campus event.

It is required that all events funded through the SGA are to be posted on the official University Web calendars, “Stamford Student Activities” and “Stamford Campus.” Please visit the Stamford Student Activities Website for instructions.

To reserve a room on campus, you will need complete the Event Registration web form, and meet with the Student Activities Coordinator to review/discuss the details of you proposed event. All reservations and set up requests should be submitted at least two weeks prior to an event. Space and other resources are limited on campus and so it is strongly encouraged that you submit these well in advance of your event date

For more information on campus policies and event planning guidelines see the “Student Organization - support/guidance on any part of the even planning process.

POST EVENT:

Within 5 business day after your event, you will need to insure that all paperwork related to your event has been submitted. This would include all supporting documentation, payment vouchers, etc. These items will be discussed in detail later in this guide.

You will also be required to complete an event assessment and budget review for all funded events.

OVERVIEW OF FUNDING

EXPENSE TYPES

There are three methods of making a purchase for events/programs. Each has its benefits and drawbacks, and each requires various approvals, documentation, and is subject to various rules/restrictions. If you are unsure which method is the best for your particular purchase/expense consult with the Student Activities Coordinator for guidance.

DIRECT PAYMENT is a payment made directly to the vendor by university check. The vendor must be preapproved by the University. Generally, this is done for contracts, large expenses, office supplies, and services. Purchases are Tax Exempt!

UNIVERSITY CREDIT CARD is a new option for purchases. There are MANY restrictions on what the card can/can't be used for. In some ways using the card is easier; however, it still requires planning, research, and follow through. A few things to note with the University Credit Card are:

- The card can only be used by the Student Activities Coordinator and therefore it will require that you coordinate with a time that will work for both of you.
- All purchases **MUST BE TAX EXEMPT!**
- The card:
 - **CAN** be used to purchase on line orders, food for on campus use, supplies for an event.
 - **CANNOT** be used for food purchases off campus, office supplies, clothing, or any services that requires a signed agreement.

REIMBURSEMENT is when a member of your organization makes an approved purchase and submits it for reimbursement. Typically, this would be something that could not be paid for on the University Credit Card and that we cannot arrange for direct payment. **ALL REIMBURSEMENTS MUST BE APPROVED IN ADVANCE BY THE STUDENT ACTIVITIES COORDINATOR.** Reimbursements will not be approved due to a lack of time/advanced planning.

More detail about these types of purchases, their requirements and process will be detailed in the following sections of this document.

VOUCHER/CHECK REQUEST FORM

A voucher/check request is required for each purchase made. This form can be found on the Stamford Student Activities website under Club resources.

All highlighted fields are required to be completed. Be specific and provide as much detail as possible! Print the completed form, and obtain a signature from the Club President/CFO on record, or the SGA committee director overseeing that program.

Once submitted during the review process, two additional SGA officers are required to sign the voucher; typically this is the President and CFO. The final signature /approval is the Student Activities Coordinator or the Director of Student Services of the Stamford Campus.

SUPPORTING DOCUMENTATION

It is required that you provide documentation regarding the use of funds. Here is a description of the general supporting documentation that is required for ALL purchases/expenses. Additional documentation may be required at the request of the SGA CFO or Student Activities Coordinator. **Vouchers/Check requests submitted without these may be delayed!**

All vouchers/Check requests must contain the following items. Be sure to read below for details on each requirement

- Authorized Signatures.
- Itemized receipts
- Event Flyer/announcement
- Minutes from the SGA meeting where the budget was approved
- Sign in Sheet of all participants.

AUTHORIZED SIGNATURES

Each voucher requires 4 signatures. It is the responsibility of the student leader planning the event to insure an authorized signature for the club/committee is on the form.

Prior to submitting the voucher, the SGA/Club leader should review and sign the voucher/check request authorizing the purchase. (review the form to insure it is complete and accurate).

Once the form is submitted, the SGA CFO and President (or designee) will review and approve the voucher (if the packet is complete. A final review of the form and packet will be conducted by the Student Activities Coordinator.

ITEMIZED RECEIPTS.

Itemized receipts include the business name/contact information, date of purchase, list all items purchased, the cost for these items, the total cost, and the method of payment.

- Reimbursements submitted without an itemized receipt will not be issued!
- Direct payments without an itemized invoice will not be issued!
- University Credit card purchases without an itemized quote/order will not be issued!

Student organizations that fail to submit itemized receipts may result in rejection of the voucher/check request and delay payment. If you aren't sure if the receipt/invoice is complete please see the PDF guide, or consult with the Student Activities Coordinator.

For more information on itemized receipts visit:

http://sabo.uconn.edu/wp-content/uploads/sites/962/2015/01/Itemized_Expense_Receipt_Guidelines.pdf

EVENT FLYER/PROMOTION

This is required for all events! A copy of the flyer, web calendar, or email blast must be attached to the voucher/check request. For details on how to promote your event please refer to the Student Organization Handbook or the Stamford Student Activities website.

For equipment purchases, you may be required to write a justification for how the purchase/equipment will support the purpose/mission of the organization.

EVENT SIGN IN SHEET.

This is required for all events! There are two options: 1) One Card Swipe System 2) paper sign in sheets.

One Card Swipe System: Can Only be used for UConn participants (Current Students, former Students, Faculty, Staff).

Must be checked out in advance by a student leader from the Student Activities Coordinator. UConn ID cards are read by the card reader (or manually enter the person's ID info), and their attendance is tracked in the system. The Student Activities Coordinator will pull the attendance report at the end of the event and email it to the student leader.

Paper Sign in sheets: Must be used for Non-UConn participants at all events, and for UConn participants when the One Card Swipe System isn't available/opening properly.

The Sign in sheet must include: Event Name/Date, Name, Student ID number, Signature. If the individual participating is NOT a student, they should sign in as a "Guest of Insert Name". "Faculty" or "Staff" can sign in as such.

Find a sample sign in sheet in the "Forms" included at the end of this document. If your event requires travel, or is an activity that had associated risk, see the Student Activities Coordinator for a more comprehensive waiver form.

Submit the original sign in sheets and flyer/promotion. Copies will be made/attached to all subsequent vouchers as needed.

DEADLINES AND PROCESSING TIME:

It is expected that **ALL** voucher/check requests, and supporting documentation is submitted **no later than 5 business** days after the event has occurred. If you need an exception to this deadline, you must obtain approval from the Student Activities Coordinator in advance of this deadline.

If you need to have a payment the day of the event, you must submit the voucher/check request at least one week prior to the event. Please see the first page of this guide for the deadlines for submission of paperwork, and the issuance of the check. Please note that incomplete/incorrect paperwork may delay the issuing of the check!

The time to process payments and contracts will vary depending on the type of contract/payment. Please see the sections in this guide that detail the specific process for each of these. In general here is the minimum time needed for approval and processing:

- Contracts 6 weeks prior to service/purchase/payment
- Direct payments 4 weeks service/purchase/payment
- Reimbursements one week after purchase
- Credit card * **voucher and itemized receipt MUST be submitted within ONE business day of the purchase.**

PAYMENT PROCEDURES DETAIL

DIRECT PAYMENT PROCEDURE

Direct payments are checks issued directly to a vendor, business, or performer for a purchase or service. The process is a bit more complicated than reimbursement as it requires a pre-approval of the vendor, business, or performer.

VENDOR APPROVAL PROCESS:

All vendors must be approved by the University before we can issue payment, or agree/confirm to any service or purchase. The University has contracted with “PaymentWorks” to process and verify all vendors. The Student Activities Coordinator can check the University’s Database to see if a vendor has been approved. If a vendor is not approved, the Student Activities Coordinator will communicate with the vendor and assist them with the approval process.

This approval process may take a week if there are no issues. If there are issues, the process may take longer to resolve.

If a vendor/performer refuses to complete this process we will not be able to do business with them. If they are not approved by the University we will not be able to do business with them. Do not confirm order, or services until the vendor approval is confirmed by the Student Activities Coordinator.

Once the vendor has been approved, you may finalize all arrangements for services.

FORMS NEEDED/SUPPORTING DOCUMENTATION NEEDED:

- Voucher/Check request
- Itemized quote/invoice
- Event Flyer/Announcement
- Minutes from the SGA meeting where the funds were approved.
- Event Sign in sheet **can be submitted after the event, if payment is needed the day of the event. BUT it must be submitted within 5 business days after the event.*
- If it is a prize/gift card, must submit Prize/Gift form. **can be submitted after the event, if payment is needed the day of the event. BUT it must be submitted within 5 business days after the event.*

ITEMS TO NOTE AND DISCUSS WITH THE VENDOR

- Direct payments are **TAX EXEMPT**. Please discuss this with the vendor prior to submitting the voucher/check request. If they need documentation from the University of the Tax Exemption please request this of the Student Activities Coordinator.
- We **cannot issue deposits or advance payments**. If the vendor is insisting upon this, please discuss options with the Student Activities Coordinator.
- Please note the deadlines for submission of that if the check is needed at the event, you must adhere to the deadlines as stated, and submit complete/accurate documentation

CONTRACTS AND SIGNED AGREEMENTS

Student Organization leaders are not duly authorized to sign agreements or contracts to be paid by the Stamford Activities Fee (“SGA Funding”). Agreements and contracts should be provided to the Student Activities Coordinator with the supporting documentation outlined above. The Student Activities Coordinator will process these requests through the University system with additional direction

provided by the Student Activities Business office and Accounts Payable office. Additional time may be required to process such requests and so it is advised that Student Organization leaders plan far in advance.

UNIVERSITY CREDIT CARD PROCEDURE

The University Credit Card is a great option for purchasing many items. However, there are many regulations that guide its use, strict deadlines, and just like with Direct Payment or Reimbursements there are forms and supporting documentation that are required.

You should research and negotiate the purchase; i.e price check stores (brick& mortar or online) to insure best prices/availability of needed items; negotiate all aspects of the order with a local business. If working with a local business please coordinate all aspects of the order with them (delivery or pick up time, pricing, etc). It is best to get the quote/estimate in writing!

Only the Student Activities Coordinator can make a purchase with the University Credit Card; they CANNOT provide you the card to make a purchase. If you are planning to go shopping locally, you must coordinate/schedule this with the Student Activities Coordinator.

If you have made arrangements with the vendor the Student Activities Coordinator can call with the Credit Card information. To request this you must communicate with the Student Activities Coordinator the following in an **EMAIL:**

- Name of the Company and the person you are working with
- Phone number to call
- Date/Time to call
- Amount to be paid
- A brief description of what it is for.

For Example: "Please call Stamford Pasty Shop (ph. 203.123.4567) on 01/01/2015 at 9 AM at to pay for the cake for the SGA celebration. The total is \$100.00/tax exempt."

ALLOWED AND RESTRICTED PURCHASES

Purchases that **are allowed** to be made with the University Credit Card (include by not limited to):

- Decorations and other supplies for an event
- Food to be consumed on campus
- Ticket purchases (this may need additional approval)
- For a full list visit: <http://purchasing.uconn.edu/purchasing-card/purchasing-card-user-manual/#approved>

Purchases that are restricted and **NOT allowed** to be made with the University Credit Card include (but are not limited to):

- Purchases that require a signed agreement (Contract)
- Food for an off campus event (this would include food served as part of an event like pizza at a bowling event, or meal vouchers purchased for an amusement park)

- Gift cards
- Office supplies*
- Clothing
- For a full list visit: <http://purchasing.uconn.edu/purchasing-card/purchasing-card-user-manual/#restricted>

**Office Supplies must be ordered through the University contracted supplier. Contact the Student Activities Coordinator for information on placing an order.*

FORMS NEEDED/SUPPORTING DOCUMENTATION NEEDED:

The following items must be submitted within 1 business day of the purchase NO EXCEPTIONS!

- Voucher/Check request
- Itemized receipt
- Minutes from the SGA meeting where the funds were approved.

These items must be submitted within 5 days of the event, NO EXCEPTIONS!

- Event Flyer
- Event Sign in sheet **can be submitted after the event, if payment is needed the day of the event. BUT it must be submitted within 5 business days after the event.*
- If it is a prize, must submit Prize/Gift form. **can be submitted after the event, if payment is needed the day of the event. BUT it must be submitted within 5 business days after the event.*

ITEMS TO NOTE

- Credit Card payments are **TAX EXEMPT**. Please discuss this with the vendor prior to submitting a request for payment. **The Student Activities Coordinator can provide the vendor a Tax exempt certificate upon request.**
- The deadline to submit the voucher/check request and supporting documentation is NOT Flexible! If you fail to meet this deadline one time, you will not be allowed the privilege of using the Credit Card for future purchases, and additional sanctions may follow.

REIMBURSEMENT PROCEDURE

ALL REIMBURSEMENTS MUST BE APPROVED IN ADVANCE BY THE STUDENT ACTIVITIES COORDINATOR, OR REIMBURSEMENT IS NOT GUARANTEED.

Reimbursements should be kept to a limit. Advanced planning is key and will insure your success (you don't want to be running out to the store to buy last minute supplies the day of your event – you have other more important things to do!)

The Drawbacks to reimbursements are:

- The purchase is **not tax exempt, and you will NOT be reimbursed for tax.**
- Failing to submit an itemized receipt will delay or prohibit the issuing of reimbursement .
- If the receipt is lost, reimbursement will not be issued.

FORMS NEEDED/SUPPORTING DOCUMENTATION NEEDED:

- Voucher/Check request
- Itemized receipt
- Minutes from the SGA meeting where the funds were approved.
- Event Flyer
- Event Sign in sheet **can be submitted after the event, if payment is needed the day of the event. BUT it must be submitted within 5 business days after the event.*
- If it is a prize/gift card, must submit Prize/Gift form. Reimbursement will not be issued for prizes/gifts until this has been submitted.

It can take one week from the time that the complete and correct voucher/check request form (and all supporting documentation) is submitted until the reimbursement check is issued.

IMPORTANT POINTS TO NOTE REGARDING REIMBURSEMENTS

- TAX is not reimbursed and items purchased are not tax exempt. This means that individuals making a purchase will have to pay for the tax out of pocket!
- Personal items should be purchased on separate transactions. **Receipts submitted with personal items purchased will be denied**, and the individual must resubmit with a receipt with ONLY the items purchased for reimbursement. This will probably mean a trip back to the store! Personal items should be purchased separately!

SPECIFIC TYPES OF PURCHASES/PAYMENTS:

PRIZES

From time to time, prizes may be given out at a particular event. Only fee paying students should be eligible to win prizes. A prize form must be submitted and must include a description of how the winners will be determined, a copy of the rules, and clearly defined description of the prize(s). In addition, a list of the recipients, their student ID number must be submitted.

If the prize is a gift card, reimbursement will not be issued for this until these forms are submitted.

If gift cards are provided to volunteers for their assistance (for example tournament referees), they should also sign gift card recipient form. Reimbursements will not be issued until this form is submitted.

CONTRACT PROCESS

Student Organization leaders should not be signing contracts. Please refer all contracts and questions related to the Student Activities Coordinator for assistance and guidance. Remember University process/procedures will require ample time to review/approve all agreements. It is recommended to have these to the Student Activities Coordinator with at least 6 weeks' notice.

OFFICE SUPPLIES

The University has contracted vendors for office supplies. These vendors should be considered as the first source for these items/purchases. If items are not available through these vendors we may need to seek prior authorization to purchase the items from another vendor.

INCOME/REVENUE/DONATIONS

GENERAL:

Various times throughout the year, organizations may collect revenue to help offset the cost of a particular event, or for philanthropic endeavors. Three main ways we collect funds are: sponsorships from outside organizations/companies, ticket sales, and fundraising events.

All deposits must be accounted for and handled appropriately. It is up to the SGA/Club leadership to insure safe keeping of the money. Deposits should be given to the SGA CFO or the Student Activities Coordinator within 5 business days, and deposited into the SGA checking account.

If the money collected is going to directly offset the cost of a particular event, it should be noted on the budget request form (in the revenue section) when presenting to the Finance Committee.

SPONSORSHIPS

Oftentimes organizations will reach out to local partners and request sponsorship for particular events. This may come in the form of a “table fee” that allows the partner to be at the event. Another option would be to seek in-kind donations; these are items/services donated at no/low cost. It is important to note that SGA and Clubs are **NOT considered a charity/non-profit!**

Donations made to a student organization are not a tax deductible donation for the donor. If the donor wishes to have the donation be a tax deduction the student organization should consult with the Student Activities Coordinator to discuss options and process for this.

TICKET SALES

For some events, typically ones off campus with limited attendance, advance ticket sales are used. The tickets should include specific information about the event, and preprinted numbers. The Student Activities Coordinator can provide your organization tickets. It may take up to one week to print the tickets.

It is the responsibility of the organization’s leadership to insure accountability on the sales. For example: If there are 10 tickets available for the event, and they are being sold for \$10/each, it will be expected that \$100 will be collected/deposited into the organization’s account or unsold tickets returned. Lost or stolen tickets should be reported to the Student Activities Coordinator immediately. Any event where tickets are sold will require a reconciliation of the sales. The student leader responsible for selling tickets should meet with the Student Activities Coordinator to review the deposit, unsold tickets, and sign off on the reconciliation. This should be completed within 5 days of the event/end of the ticket sales.

Tickets may be sold using HuskyBucks as the payment method. There is a 3% fee charged for this service. It is not recommended that Cash or Checks be accepted. There is no option to accept credit cards.

FUNDRAISERS

Organizations may choose to conduct fundraisers for many reasons. Typically these are done to raise money for a purchase that is not funded by the SGA (a private club celebrations/meeting/club shirts), or most often a charitable contribution. Regardless of the purpose it is important to note and follow these procedures.

If there is a cost associated with any fundraiser, those funds can be provided by the SGA; however they must be repaid before any proceeds are contributed to the beneficiary. For example, if you are doing a candy sale to raise funds for club shirts, and it cost \$50 for the box of candy, this money must be repaid to the SGA before any proceeds can be directed to your club. It is best to keep the startup costs for fundraisers to a minimum!

For all fundraising events a “Fundraising Plan” is required.

All money collected through a fundraising event should be deposited into the organizations account within 5 business days. Appropriate accounting for and reporting of the funds raised should be announced. If the funds are to benefit a charitable organization, this will be done so via direct payment, and the procedures outlined in the [Direct Payment section](#) of this guide must be followed.

POINTS TO CONSIDER

Some local companies will offer to partner with a student organization and provide a donation of a percentage of the proceeds from a certain day’s profits. For example, LOCAL BUSINESS may want to host a CLUB day, and will give 5% of the profits that day to your organization. Although these are not completely restricted, they do require State of Connecticut approval prior to the event. This is long and difficult process, and is not one that the Student Activities Coordinator is able to assist with. It will be the responsibility of the Student organization and the business owner to obtain this approval, and provide proof of this to the Student Activities Coordinator in advance of the event. Failure to do this is a violation of CT state law and will result in sanctions against the organization/student leaders.

Raffles are considered gambling by Connecticut State law. Student Organizations are not eligible to host raffles. Raffle vs. Door Prize – what’s the difference? A raffle is where the organization sells tickets, separately from tickets for admission to an event, and one of the tickets is drawn from all tickets to win a prize. If everyone attending an event is eligible to win a prize drawing, then it’s a door prize, not a raffle. Door prizes are acceptable for Student Organizations to provide at events, however, you must follow the [prize procedures](#).

FORMS:

Bookmark this IMPORTANT Link! <http://studentactivities.stamford.uconn.edu/sga-funding-procedures/>

All forms will be posted to this site. If you need something that isn’t there or isn’t working properly please contact the Student Activities Coordinator immediately! It is always preferred these forms be typed and printed!

Student Organizations may use the computer and printer in Rm 202 for Student Organization related printing.