Welcome to HSC Student Org Training!
SFC Activities & Operations

- Student Faculty Center
general building operations
- HSC Recreation Center
- Conference Center
- HSC student activities
- HSC student organizations

Division of Student Affairs
(Main Campus)
**General Activity Fee (GAF)**

- **What is GAF funding?**
  - Tuition fee paid by all full-time students for the purpose of funding programming on campus
  - GAF is based on enrollment numbers and may fluctuate year to year
  - GAF funds cannot carry over year to year. Any unused funds go back to the Division of Student Affairs

- **How do you receive GAF funds?**
  - Every July SFCAO presents a request for funding to the GAF committee. Final allocation/budget for the year is sent mid-August.
Allocations Board

• Allocations Board Representatives are responsible for:
  • Approving Funding Requests in OwlConnect
    • Determining if your request is the best use of available funds
  • Allocating funds in OwlConnect
    • Determining how much funding each organization will receive on a per event basis

• 2022-23 Allocations Board
  • Dental School: Nenar Barazi, nenar.barazi@temple.edu
  • Medical School: Liz James, liz.james@temple.edu
  • Pharmacy School: Gabriel Vivas, gabriel.vivas@temple.edu
  • Podiatry School: Emily Kuta, emily.kuta@temple.edu
Funding & Purchase Requests

- **Funding Requests** – before event, establish budget
  - Estimated attendance
  - Event location
  - Overview of items to purchase
  - How prizes will be given away

- **Purchase Requests** – after event, final cost
  - *Final attendance numbers*
  - Exact cost of amount spent
  - Images of all receipts
    - Hold onto original receipts!

How To Instructions found in “Important Links”
**Spending Process**

1. Submit a **Funding Request** in OwlConnect.
2. SFCAO office reviews request to make sure it follows GAF guidelines.
3. Allocation Board rep reviews and determines approval and if so, how much.
4. Allocations Board rep will create allocation to put “funds” in organization account.
   - Note: Funds in OwlConnect are not real/spendable. Purchases are made by SFCAO or using the organization’s personal funds.
5. Organization will spend their personal funds for the purchase. Within 10 days after the event, they will submit a **Purchase Request** with their receipts to start reimbursement process.
   - Amazon purchases may be made directly by SFCAO to avoid personal funds needing to be spent. SFCAO will note this in Funding Request if the organization should contact SFCAO once request is approved.
   - Gift card purchases **MUST** be made by SFCAO.
   - Keep org items on their own receipt—do not mix with personal items!
Reimbursement Process

1. SFCAO will review Purchase Requests and will contact organization once reimbursement voucher is ready for pick up.

2. Vouchers must be picked up from SFCAO and taken to the Bursar:
   1. HSC pick up: Room 105 of the SFC
   2. Podiatry pick up: at the Podiatry School Bursar's office

3. For pick up, the org should have their Temple ID and all original receipts for in-person purchases. SFCAO will print out PDFs of receipts for online purchases. Receipts should be itemized and clearly show the name of the store, date of transaction, how the order was paid for, and the total.

4. The student will give the Bursar their ID and reimbursement voucher and will be reimbursed with cash.

Note: Vouchers cannot be replaced if lost. Ideally, vouchers will be taken right to the Bursar after pick up to ensure they do not go missing.
What can be bought?
- General supplies for events
- Speaker fees/honorarium (up to $300)
- Conference registration fees
- Travel for conferences
- Food or refreshments for mealtime meetings
  - Food should be integral to the event, not just ordering food for the sake of ordering food.

Select indirect donations
- Supplies for event to prep care packages to be donated
- Supplies needed for block clean up

Prizes/giveaways
- Certain restrictions do apply, see Prizes/Giveaway section for full details
GAF Guidelines

• What can’t be bought?
  • Direct donations
    • Cash
    • Supplies purchased and given directly to other organization
  • Apparel
    • Some exceptions allowed based on organization needs
  • Food/refreshment not integral to the event
  • Alcohol/events with alcohol present
  • Expenses associated with the appearance of candidates for a public or political office
  • Banquets for student organizations
  • Expenses that are the responsibility of the school/department or personal responsibility of the members (dues, insurance, etc.)
Prizes/Giveaways

• If you’d like to giveaway prizes to those attending your event, the limit to “random participant giveaway” prizes is 3.

• If you are giving away prizes based on a game or some type of requirement other than just being present, there is no strict limit set.

• **Physical Prizes:**
  • If you’d like to send an item from Amazon or the Temple Bookstore directly to your prize winner, the SFCAO office may be able to place that order for you so you do not need to front the money and be reimbursed.
  • If possible, physical prizes should stay under $100. Any prize over $100 must be reported to Student Financial Services and could impact financial aid.

• **Gift Cards:**
  • Gift cards MUST be purchased by the SFC. Student organizations can no longer purchase gift cards on their own and be reimbursed for the cost.
Gift Cards

Steps for ordering gift cards:

1. Submit funding request & wait for approval
2. Email gift card order to SFC@temple.edu
3. Receive order
4. Track/submit recipients to SFC@temple.edu
5. Submit Purchase Request

- The SFCAO office is able to purchase e-gift cards to select stores and in select increments.
- Temple email addresses of the recipients must be submitted to the SFCAO office for auditing purposes.
- Gift cards for one individual should not exceed $100. Any prize over $100 must be reported to Student Financial Services and could impact financial aid.
- **Note:** Gift cards cannot be given as a thank you gift for a speaker. They can only be given to current Temple students.
Food Exemption

Start process at least 2 weeks before event, ideally 3 weeks

1. Fill out Food Exemption form ONLINE - https://prd-challenger.erp.temple.edu/FINCC/CES/
   • Link will be posted on our website.
   • Include any dietary restrictions or reasoning why outside vendor is being utilized
   • Include estimated amount to be spent

2. Obtain Certificate of Insurance (COI), if necessary
   • Once you login to the system you will be able to see all COIs that are on file.

3. Choose FILIP PONGRATZ as the approver

4. Once Business Services approve the submission, you will be notified by email. You can always log back into the system to see status updates.

5. Order and pay for food with personal funds.

6. Submit Purchase Request to begin reimbursement process

Note: Food Exemption form is needed for all food orders not provided by Aramark.
This includes pizza from City View and Zio’s.
Event Planning

Start process at least 2 weeks before event, ideally 3 weeks*

- **Submit Funding Request** – needed so you know your budget for event planning
- **Room Reservations** – submit through 25live in TUPortal to secure space for event
- **Food Exemption Form** – needed for all food orders, including pizza
  - Certificate of Insurance (COI) must be obtained from restaurants
- **Gift Cards** – must be purchased by SFCAO, take at least 1 week to arrive once order is placed
- **Amazon Orders** – prime shipping is available, but delivery times may vary and staff may not be in office to place the order immediately
Updating Rosters

• If there are changes to your e-board, make sure to update OwlConnect as soon as possible.

• Utilize tux12345@temple.edu email for all roster additions. Invites to their name.name@temple.edu email will not go through!

• Full instructions and PDF with screenshots on how to update can be found in quick links.
• **OwlConnect**
  - SFCAO generates contact list from OwlConnect rosters. **Always keep e-board roster up to date!**

• **Social Media**
  - Promote re-registration deadline on our social media @TempleSFC

• **School Meetings**
  - If your school has SGA meetings, they will share important updates for orgs at that time.
Important Dates

- **August 22nd**: Funding Requests open for the Fall 2022 semester
- **December 10th**: All HSC org Purchase Requests for Fall funds must be submitted on OwlConnect by this date.
- **December 12th**: All approved reimbursement vouchers for Fall semester must be picked up from SFC 105 by 12pm and taken to the Bursar's office for reimbursement.
- **May 1st - May 15th**: Re-registration period, all orgs must re-register to guarantee funding for next year.
- **May 10th**: All HSC org Purchase Requests for Spring funds must be submitted on OwlConnect by this date.
- **May 15th**: All approved reimbursement vouchers must be picked up from SFC 105 by 12pm and taken to the Bursar's office for reimbursement.
Important Links

• HSC Org Website
  • View deadlines, policies, and how to guides for updating rosters

• Spending & Events Guidelines
  • Quick reference of guidelines, list of gift cards that can be purchased, quick links

• Funding & Purchase Request Process
  • Instructions and how to guides for spending

• OwlConnect
  • Submit funding and purchase requests

• Ordering Food Instructions
  • Overview of process per SFCAO

• Food Exemption Form
  • Online form to be submitted to SFCAO and approved by Business Services
  • List of vendors Business Services has current COI on file included within the form

• Starting a New Organization
  • Instructions to begin a new organization on the HSC campus

• Student Organization Manual:
  • Full guidelines for HSC student organizations
Questions?
Thank you for your time!

Email sfc@temple.edu with any questions or to schedule a follow up meeting!