

Student Organization Finances

Office of Leadership and Engagement



Welcome

AGENDA

- Financial Basics
- Bank Accounts
- Funding Opportunities
 - Within & Beyond NAU



Financial Basics

The Office of Leadership and Engagement

does **NOT** provide oversight of financial information for clubs/orgs/chapters.

Each organization will need to sufficiently transfer the following information to future officers during the transition process:

- Bank Account Information
- Federal Tax ID number (aka Employer Identification Number or EIN)

More information is available in the Student Organization Manual.

Bank Accounts

Each org/club/chapter can choose:

(a) Whether to open a bank account

(b) Which banking institution to choose for their financial management



Some banks to consider:

- Bank of America
- Chase
- National Bank of Arizona
- OneAZ Credit Union
- PNC Bank
- Wells Fargo



NAU Funding Opportunities

Available to registered organizations at NAU

nau.edu/clubresources

Funding	Brief Description
STAC	Funding high-profile events to the NAU student body
Lumberjacks Thrive	Funding events with alumni presence
Sodexo	Catered food at an event or meeting
Jacks Funder	Crowdsourcing platform through NAU
Concessions	First-come, first serve; Work a stand at a game
ASNAU	Appropriations, Room reservation fund, Travel reimbursement & more



STudent Activities Council

STAC

✉ STAC@nau.edu

Website:

nau.edu/STAC

Some Eligibility Requirements:

- Funds events open and free to the entire NAU student body located **on Flagstaff campus**
 - Requires a marketing plan to the NAU student body
- Awarded up to \$10,000
- Proposals must be submitted a minimum of 45 days prior to the event date



Cannot fund events for only club members, class credit, or fundraising

Submit
Proposal

STAC
Reviews

Approved!

Meet with
STAC

Event Day!

Feedback &
Reflection

Lumberjacks Thrive

NAU Alumni Association

Contact Information

- AlumniGA@nau.edu
- Phone: 928-523-1785
- Website URL: nau.edu/Thrive-grant

Eligibility:

- Student-led event that creatively connects with Lumberjack alumni
- Minimum of 8 weeks before the event

Expectations:

- Mixture of funding prior to the event and reimbursed after the event
- Collect certain information: attendee count, alumni names, etc.
- Completion of a post-event summary form
- Send a thank you note to participating alumni



Sodexo Programming Funds

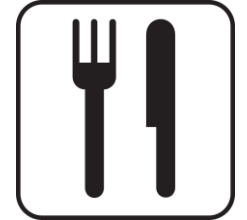


**NAU
Catering**

✉ catering@nau.edu

☎ 928-523-4981

Up to **\$500** per school year (or **\$250** per semester)



Steps to Apply:

- Plan an on-campus event predominantly for students that does not require admission fees
- Submit a catering request in [Catertrax](#)
- Have a student org officer submit the application a minimum of 7 days before the event
- Hear back from Sodexo for approval!



Foods cannot be resold or exchanged for a donation

For other affordable food options, you can submit a [Food Service Waiver Request form](#) for pre-packaged off campus food that cannot be created by NAU Catering.




JacksFunder

Aiming to raise **\$2,500** to **\$15,000** in support of projects that drive student engagement, new research, and other organization efforts?

NAU
Foundation

Email: Debra.Floyd@nau.edu
[Submit an application!](#)

Louie's Cupboard





\$6,395

0%
Raised toward our \$0 Goal
9 Donors

🕒 **20** DAYS LEFT
Project ends on October 31, at 11:59 PM MST

> [Project Owners](#)

[Make a Gift](#)

 <p>Support the ASME Escape Room at NAU</p> <p>By NAU ASME</p> <p>ASME is a student organization focused on promoting mechanical engineering education and connecting students to the professional world of engineering.</p> <p>\$835</p> <p>33% Funded 7 Donors 20 days left</p>	 <p>NAU ASCE</p> <p>By ASCE</p> <p>NAU ASCE is the student chapter of the American Society of Civil Engineers. We work with local organizations to build up our community and network.</p> <p>\$125</p> <p>6% Funded 1 Donors 20 days left</p>
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Support The NAU Dance Team

By NAU Dance Team

Help the NAU Dance Team purchase new uniforms and travel to elite competitions.

\$8,580

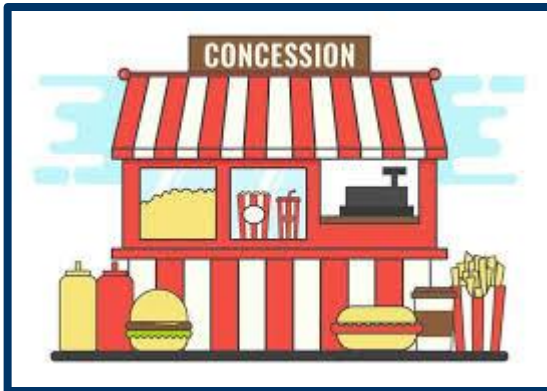
42% Funded 40 Donors 20 days left

Look at the [current initiatives!](#)

NAU Concessions

NAU Athletics

NAU Catering



Earn a percentage of sales on at a sports event for your club/org!

- Up to 80 opportunities to volunteer
(Opportunities are first-come, first-serve)

Steps for Sign-Up:

Email the following information to the [current concessions contact](#).

1. Name of Club (no acronyms)
2. First and Last Name (of the club's concessions coordinator)
3. NAU Email
4. Phone Number
5. A completed [W-9 form](#) for the group

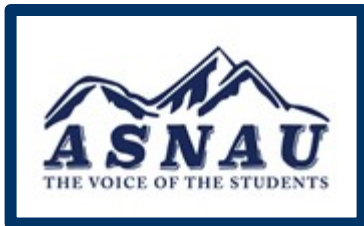


Associated Students of Northern Arizona University

ASNAU

This student government is funded by the 23 fee from undergraduate students who have opted in.

Each club is allotted up to \$3,000 for reservations and up to \$4,000 for other club activities each year!



Some examples of ASNAU Support!

- Appropriations fund (purchasing in advance)
 - *Submit 4 weeks before needed*
- Room reservation fund for all room or space costs on-campus
- Travel reimbursement (funded afterwards for receipts)
- & more

What are some examples of ASNAU can fund?

- Club marketing materials
- NAU Fleet Vehicles
- Testing at NAU Testing Center
- Sodexo or otherwise approved food
- Conference registration
- Club t-shirts
- Rental cars
- Mileage and flights
- Graduation and certification exams
- Intangible items



Fundraising Recommendations

Funding Beyond NAU Resources

There are multiple methods used to collect fundraising money for your organization:

Fundraising events can take many forms:

bingo nights, car washes, face painting, yard games like donut-on-a-string or ring toss, talent shows, pet sitting, or tutoring ... to name a few!

Tips for Success!

- *Market* and *promote* your events
- Set *clear goals* for your campaign
 - *Get creative!*

- | | | |
|--------------------------|--------------------------------------|-------------------------|
| - <u>Café Rio</u> | - <u>Karma Sushi Bar & Grill</u> | - <u>Panda Express</u> |
| - <u>Chili's</u> | - <u>Krispy Kreme</u> | - <u>Panera Bread</u> |
| - <u>Chipotle</u> | - <u>Little Caesars</u> | - <u>Raising Cane's</u> |
| - <u>Country Meats</u> | - <u>Papa Murphy's</u> | - <u>See's Candy</u> |
| - <u>Crumble Cookies</u> | | - <u>Someburros</u> |

Above is a list of local restaurants that may offer percentage nights.

Other Funding Ideas

Sell Merchandise!

Consider local needs (student or community) – some examples:

- Daily necessities: School, hygiene, snack supplies or care packages
- Original artwork, digital prints or custom notebooks

Be Timely!

Consider holidays and seasons to theme fundraising ventures from Back-To-School Kits to Candy Grams.

Seek Sponsorships/Partnerships

- **Build relationships** with local businesses, alumni, community members, and staff/faculty
- **Organize collaborations** with businesses for coupon books or ask support through material goods
- **Apply** for University and Community grants
 - Or **Work with** Departments seeking grant funding

We have a [guide](#) for more funding ideas beyond this!



Don't forget to THANK helpers!



THANK YOU!

If you have any additional questions, please reach out to StudentOrgs@nau.edu and/or schedule a meeting with staff from the Office of Leadership and Engagement.

