2019 LEADERSHIP MASON CONFERENCE

Funding, Contracts and Spending, Oh My!

GEORGE MASON UNIVERSITY
INTRODUCTIONS

Lauren Long,
Executive Director,
Student Involvement

Benjamin Endres
Assistant Director,
Student Involvement

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Business Manager,
Student Involvement
OVERVIEW

- Registered Student Organization (RSO) FUNDING
  - Common Misconception
  - Self-Generated Revenue (SGR) vs. Student Funding Board (SFB) Allocations

- Registered Student Organization (RSO) SPENDING
  - Spending Basics: Authorized Users & RSO Org Code
  - Spending Methods: On-Campus Charging, Purchase Order, Reimbursement, JV Transfer

- Registered Student Organization (RSO) CONTRACTS
  - New Easier Contracts
  - Student Services Entertainment & Event Agreement, Umbrella Insurance, Risk Chart
  - Guest Lecturer Acknowledgement Agreement
  - Certificate of Insurance
  - Student Involvement’s Procedure for Contracts
Common Misconception

Complete Registration Process

X

GEORGE MASON UNIVERSITY
RSO Funding Sources

**Self-Generated Revenue (SGR)**

= money raised by RSOs through

- membership dues
- ticket revenue
- donations & sponsorships
- campus competitions
- fundraising

Restrictions: Money must be spent in adherence with Mason policies and procedures.

**Student Funding Board (SFB)**

= money allocated through

- SFB application process

Restrictions: Money must be spent in adherence with Mason and SFB policies and procedures.
WHO CAN APPLY FOR SFB FUNDS?

Answer: Any Tier 1 or Tier 2 Registered Student Organization

**Tier 1 Limits**
- Can receive up to $3000 per academic year
- Cannot request more than $1000 in a single application
- No travel funding

**Tier 2 Limits**
- Can receive up to $6000 per academic year
- May apply for travel funding. Limit $1000 per academic year, and $500 per individual
WHAT DOES AND DOESN’T SFB FUND?

**Funded**
- Event Supplies (including non-permanent decorations & utensils)
- Catering & Food (w/i per diem limits)
- Performer Fees
- Vendor fees
- Honorariums ($500 or less)
- Travel – hotels & flights (Tier 2 only)
- Conference/Competition Fees
- Marketing & Print Materials (including flyers, social media ads, publications, etc.)
- Event Services
- Police Services
- Parking for Guests
- Space Rental

**Not Funded**
- Giveaways/Prizes
- Permanent Decorations
- Permanent Items (w/o on-campus storage site)
- Formals/Banquets (closed or designed specifically for the group applying)
- National Dues
- Insurance
- On-Campus Student & Staff Parking
- Events that are not free and open to all students (not including travel)
- Charity Events & Fundraisers
- Recurring Events (multiple events of the same title and/or purpose)
SFB APPLICATION TYPES

Single RSO < $6000
- All applications are due at least 45 days before event or program.

Collaboration < $6000
- All applications are due at least 45 days before event or program.

Large Event > $6000
- Applicants must present their event to the board based on the following dates:
  - Events occurring February 2nd -- April 10th → Presentation Date: Saturday, November 30th
- All applications are due one calendar week before the presentation date.
SFB APPLICATION PROCESS

- Within one week of an application’s submission, the Student Funding Board (SFB) will review the funding request and notify (via e-mail) the RSO that it has been either:
  - Full Allocated – All requested funds have been allocated.
  - Partial Allocated – Only portions of the requested funds have been allocated.
  - Denied – No funding has been allocated.

- If SFB partially allocates or denies a funding request, it will provide specific details as to why the funding was reduced or denied.

- If your RSO wants to appeal the decision, it must do so by replying to the original SFB notification e-mail within 5 business days.
https://si.gmu.edu/sfb/
RSO SPENDING
SPENDING BASICS

- RSO president & treasurer = only authorized spenders

- Six-digit organization code (61xxxx) used to spend both SFB and SGR.

- Spending methods include:
  - On-Campus Charging
  - Purchase Order (PO)
  - Reimbursement
  - Journal Voucher (JV) Transfer
ON-CAMPUS CHARGING

- Provide your organization code to *certain* on-campus offices to “charge” goods and services directly to your RSO account.
PURCHASE ORDER (PO)

- Pay an off-campus vendor for a good or service.

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<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Need By</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Amount</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Catering @ GSM, hosted by Mason on 10/11/18 (SFB)</td>
<td>1</td>
<td>1</td>
<td>9.99 USD</td>
<td>9.99 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Line Comments:**
VENDOR MUST EMAIL INVOICE TO ACCTPAY@GMU.EDU TO RECEIVE PAYMENT IN NET 30 DAYS.
Student focused event under $2k within per diem.

**Total:** 9.99 USD
Repay an RSO member for an out-of-pocket expense.
JOURNAL VOUCHER (JV) TRANSFER

- Move money between university accounts.

George Mason University
## RSO Budget

The account code classifies revenue & expenses by type. Revenue account codes start with "0"; expenditure account codes begin with "J".

**Commonly used account codes include:**
- 07999 Prize or award money from other university offices (usually processed via a JV transfer)
- 08411 Membership fees/dues (usually deposited by RSO at Cashier's office)
- 20000 SGR carry forward from the previous fiscal year (if applicable) and the current amount of SFB funding used by the RSO.
- 73153 Embroidery/screen printing for clothing, equipment, and supplies
- 78410 Services by the private sector to provide meals and food
- 73680 Skilled and technical work, not included in other account codes
- 73682 Used to charge a university dept., for services provided by another university dept. (i.e., Event Services, Parking Services, Police Services)
- 74620 Unprepared foods and groceries (not catering)

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Date</th>
<th>Transaction Description</th>
<th>Revenue</th>
<th>Expense</th>
<th>Balance</th>
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<tbody>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Student Award</td>
<td>$600.00</td>
<td>$250.00</td>
<td>$350.00</td>
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<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Order of Merlin Second Class</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>08411</td>
<td>09/01/16</td>
<td>Clearwater, Penelope</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$0.00</td>
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<tr>
<td>08411</td>
<td>09/01/16</td>
<td>Denver, Roger</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$0.00</td>
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<tr>
<td>08411</td>
<td>09/01/16</td>
<td>Chang, Cho</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$0.00</td>
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<tr>
<td>08412</td>
<td>11/22/16</td>
<td>Hunt Ball ticket sales</td>
<td>$3,900.00</td>
<td>$3,900.00</td>
<td>$0.00</td>
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<tr>
<td>08490</td>
<td>07/01/16</td>
<td>FY16 SGR Carryforward to FY17</td>
<td>$1,900.00</td>
<td>$1,900.00</td>
<td>$0.00</td>
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<tr>
<td>08490</td>
<td>07/01/16</td>
<td>FY16 SFB Funding</td>
<td>$4,908.30</td>
<td>$4,908.30</td>
<td>$0.00</td>
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<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Madam Mall's Resale for All Occasions</td>
<td>$600.00</td>
<td>$600.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Embroidery/Screening</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$0.00</td>
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<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Catering Services</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>The Mojito Room</td>
<td>$204.00</td>
<td>$204.00</td>
<td>$0.00</td>
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<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Non-GHU Skilled Services</td>
<td>$382.00</td>
<td>$382.00</td>
<td>$0.00</td>
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<tr>
<td>07999</td>
<td>12/31/16</td>
<td>RSO Photoshopping</td>
<td>$54.00</td>
<td>$54.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Recharge RSO Services</td>
<td>$993.00</td>
<td>$993.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Work Sates</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$0.00</td>
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<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Office Supplies</td>
<td>$6,920.83</td>
<td>$6,920.83</td>
<td>$0.00</td>
</tr>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Dining and Drinking</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Food &amp; Beverage</td>
<td>$6,920.83</td>
<td>$6,920.83</td>
<td>$0.00</td>
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<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Student Event Supplies</td>
<td>$1,933.12</td>
<td>$1,933.12</td>
<td>$0.00</td>
</tr>
<tr>
<td>07999</td>
<td>12/31/16</td>
<td>Honorees</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total** | $14,821.00 | $13,418.75 | $2,398.92 |
RSO Self-Service Center: https://si.gmu.edu/rso-self-service-center/

RSO Forms & Resources: https://si.gmu.edu/forms-and-resources/
NEW EASIER CONTRACTS

There are now only 2 contracts for RSOs to use.

**Student Services**
**Entertainment & Event Agreement**
- Use when bringing a non-Mason individual or company onto campus to provide a service (such as a DJ, workshop facilitator, or performer), for which they charge a fee

**Guest Lecturer Acknowledgement Agreement**
- Use when bringing a non-Mason individual onto campus to give a presentation or speech
- **No payment is issued**
STUDENT SERVICES ENTERTAINMENT & EVENT AGREEMENT

STEP 1

1. Name of artist or company
2. Type of organization (LLC, Non-profit, Independent contractor, etc.)
3. State their company is organized in

STEP 2

MAKE SURE THE VENDORS/PERFORMERS HAVE $1,000,000 PER OCCURRENCE AND $2,000,000 AGGREGATE LIABILITY.

STEP 3

1. Determine if any of these scenarios apply to your event
2. If they do, check the box and then note that this is the additional insurance that you will need.
3. WHAT WILL BE REQUIRED TO HAVE “g”, EXTRA UMBRELLA $1,000,000 INSURANCE?
HOW DO I KNOW IF THEY NEED UMBRELLA INSURANCE?
# RISK CHART

## Activities Risk Chart for University Life Events

<table>
<thead>
<tr>
<th>Low Risk (No UMBRELLA required)</th>
<th>Medium Risk (no UMBRELLA required)</th>
<th>High Risk (UMBRELLA Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of the activity or event are generally accepted by all participants and/or have no special risk</td>
<td>Moderate risk activity/events that involves some risk, but risk is within reasonable limits.</td>
<td>Event can involve frequent and possible severe injuries and/or property damage.</td>
</tr>
<tr>
<td>Classroom-based activities (meetings, conferences, non-interactive presentations, etc.)</td>
<td>Low impact exercise/sporting activities (yoga classes, tennis, dodgeball, basketball, golf etc.)</td>
<td>High impact sporting activities (football, rock climbing). Sporting activities with potential for loss of life (skydiving, scuba diving, etc.)</td>
</tr>
<tr>
<td>Fashion show/Clothing events</td>
<td>Bicycle rallies (excluding races)</td>
<td>Events with amusements and/or inflatables</td>
</tr>
<tr>
<td>Conventions/Job Fairs (without food)</td>
<td>Local DJ's (Not Entertainers)</td>
<td>Events with rental equipment</td>
</tr>
<tr>
<td>Information booth displays</td>
<td>Rummage sales/Swap meets</td>
<td>Food trucks/Vendors</td>
</tr>
<tr>
<td>Computer gaming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face Painting/Balloon Artists/Photo booths</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skee Ball/Rudies (excluding color runs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student DJ's (no equipment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker/Lecturers/Emcees/Hosts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singers/Musicians/Comedians (stand alone)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parades (no floats or mechanicals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parades (with floats and mechanicals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stylists/Decorators/Photographers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance classes/Lessons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Television shows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: The above list provides a sample of activities and where there risk may be categorized. This is by no means all inclusive of the events and activities that take place at George Mason University. Please contact The Office of Risk Management if you are unsure about the risk category for your event.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LOW RISK = NO UMBRELLA**

**MEDIUM RISK = NO UMBRELLA**

**HIGH RISK = UMBRELLA REQUIRED**
STUDENT SERVICES ENTERTAINMENT & EVENT AGREEMENT

Authorization in writing no later than ten (10) days in advance of the use date.

I. Use of Trademarks. Neither Party shall use the others name, logo or trademark, or any corporate or business name, which is reasonably likely to suggest that the Parties are related, without first obtaining the written consent of the other Party, no less than 10 days in advance of such use.

J. Nondiscrimination. Both parties to this Agreement agree to not discriminate on any basis prohibited under state or federal law or University policy.

K. Sovereign Immunity. Nothing in this Agreement shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of George Mason University.

L. Authorized Signatures. The signatory for each Party certifies that he or she is an authorized agent to sign on behalf of such Party.

M. Third-Party Beneficiaries. No third Party is entitled to rely on any of the representations, warranties and agreements of the Parties contained in this Agreement. No Party assumes any liability to any third Party because of any reliance on the representations, warranties and agreements of the Parties contained in this Agreement.

N. Notice. Any notice required by this Agreement shall be in writing and shall be deemed given when sent, postage prepaid, through the United States Postal Service by certified mail, return receipt, or when sent by a nationally recognized overnight delivery service, or personally served upon the appropriate Party.

This Agreement becomes effective immediately upon signature of both Parties.

PERFORMER

BY: ______________________
NAME: ____________________
TITLE: ____________________
DATE: ____________________

GEORGE MASON UNIVERSITY

BY: ______________________
NAME: ____________________
TITLE: ____________________
DATE: ____________________

Vendor/Performer Signature
STEP 3 – COMPLETE ATTACHMENT A

1. ENTER PERFORMER NAME
2. ENTER DESCRIPTION OF SERVICES OR EVENT
3. ENTER DATE OF EVENT, ARRIVAL TIME, SOUND CHECK TIME, SCHEDULED SHOW TIME
4. ENTER LOCATION, NUMBER AND LENGTH OF BREAKS AND LENGTH OF SHOW OR SET
5. ENTER EXACT AMOUNT OF PAYMENT IN NUMBERS THEN WRITTEN OUT
6. ENTER WHO TO MAKE THE CHECK PAYABLE TO AND THEIR MAILING ADDRESS
GUEST LECTURER ACKNOWLEDGEMENT AGREEMENT

This Agreement is designed to promote and preserve a safe environment for all who participate in a George Mason University ("University") sponsored event or authorized activity ("Event") on campus. The University does not sponsor, endorse, or make any express or implied warranties for Guest Lecturer and nothing contained in this Acknowledgement shall be construed to create any partnership or joint venture between the parties. The relationship of the parties to each other is solely that of independent contractors. In consideration of the mutual promises and benefits hereunder and other good and valuable consideration, Guest Lecturer agrees to all of the following:

1. Compliance with Laws and University Policies, Rules and Procedures. University facilities are intended primarily for the use of its students and employees in their efforts to advance the educational mission of the University. No use shall be permitted that is inconsistent with the mission of the University. [https://www.gmu.edu/policies/ utilization-of-facilities-by-the-general-public/]. Guests Lecturers are expected to act responsibly and respect the rights of the University community. All Guests Lecturers are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of the University. Certain criminal or civil offenses or other behavior may by their very nature pose a serious and substantial danger to the University community. Violations of laws, ordinances, policies, rules, procedures, and regulations may subject the Guest Lecturer to criminal prosecution, civil action, administrative trespass, and immediate removal from the Event, removal from any future event and any other appropriate restriction.

2. Services. Guest Lecturer acknowledges that Guest Lecturer is voluntarily donating their time and effort ("Services") for the benefit of the Group (identified below) because of their interest in supporting the Group and its mission. The Services are offered freely and without pressure or coercion, direct or implied from any member of the Group or any employee of the University.

3. Insurance. The University recommends Guests Lecturers have their own health and auto insurance. If Guest Lecturer is injured while performing Services, Guest Lecturer understands Guest Lecturer’s health insurance will provide coverage for Guest Lecturer. If Guest Lecturer drives their vehicle while performing Services, Guest Lecturer’s automobile liability insurance will provide insurance coverage for Guest Lecturer.

4. Prohibited Items. Guest Lecturer understand they may not bring a weapon or a prop weapon (as defined in University Policy 1122, https://www.gmu.edu/policies/weapons-on-campus), and any alcohol beverages or controlled substances to the event or inside any University building.

5. Acknowledgment of Risk. Guest Lecturer acknowledges that Guest Lecturer’s voluntarily chosen to participate in the Event and that participation in any such Event involves some element of risk, including but not limited to, property damage or loss, personal injury, bodily injury, and death. Guest Lecturer understands and acknowledges that potential risks to their health and personal property may be associated with Guest Lecturer’s participation in the Event and recognizes that the University cannot guarantee Guest Lecturer’s safety, however, Guest Lecturer voluntarily is assuming those risks.

6. Liability. To the extent provided by the laws of the Commonwealth of Virginia, the University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Acknowledgement. Guest Lecturer agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Acknowledgement. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia or require the University to indemnify, defend, or hold harmless Guest Lecturer for claims brought against Guest Lecturer.

7. By signing below, Guest Lecturer warrants that Guest Lecturer has not been convicted of a felony.

GUEST HAS READ AND UNDERSTANDS THE ABOVE PROVISIONS AND AGREES TO BE BOUND BY THEM AS INDICATED BY GUEST’S SIGNATURE BELOW:

Print Guest Lecturer Name
Name of Group (Organization or Department)

Guest Lecturer Signature
Date

GEORGE MASON UNIVERSITY
SO ABOUT THAT INSURANCE THING...
CERTIFICATE OF INSURANCE (COI)

- ALL ARTISTS AND COMPANIES YOU PAY NEED TO GIVE YOU A COI

NAME OF WHO IS INSURED

DATE IS CURRENT

DATE POLICY IS IN EFFECT

PER OCCURRENCE NEEDS TO BE AT LEAST $1,000,000

MUST BE CHECKED IF UMBRELLA IS NEEDED

GENERAL AGGREGATE NEEDS TO BE AT LEAST $2,000,000

THEY MUST NOTE THAT GEORGE MASON UNIVERSITY IS AN ADDITIONAL INSURED

IF UMBRELLA IS NEEDED, IT NEEDS TO BE AT LEAST $1,000,000

THEY MUST LIST GEORGE MASON UNIVERSITY HERE AS THE CERTIFICATE HOLDER
NOW I GET IT!!! BUT CAN YOU RECAP PLEASE???
RECAP

Student Services Entertainment & Event Agreement

- Complete the top of the first page.
- Determine if the vendor needs additional insurance.
- Complete Attachment A.
- Have the Agreement signed by the artist or company.
- Get a copy of the COI that meets ALL REQUIREMENTS.
- Turn in the Agreement.

Guest Lecturer Acknowledgement Agreement

- Either contact the RSO Lead Team to have a copy of this Agreement sent to you or download it from our website.
- Have the guest, who is not receiving compensation for their lecture, sign the agreement.
- Send a wet-signed copy at least 2 days before the event along with the following information: day of event, RSO, title of event, and place of event.
Until we do, here is what you need to do:

- Contact the RSO lead Team (8 student staff, Chalon - the GA, and the Assistant Director - Aya) via e-mail or set up a meeting.
- Give them the information as seen on page 1 and 6 of the Student Services Entertainment and Event Agreement. YOU WILL BE SENT THE QUESTIONS AND THE SAMPLE COI WITH INSTRUCTIONS.
- Ask the artist or company for their Certificate of Insurance (COI).
- Remember that the COI needs to be issued to George Mason University, AND George Mason University needs to be named as an additional insured and the dates on the COI must reflect the event date.
- Have the vendor complete a Virginia Substitute W-9 form.
The RSO Lead Team fills out the contract for the RSO, saves it as a PDF, then sends it to the RSO to have the vendor wet-sign the form and send it back digitally (no pictures with phone).

Send the wet-signed contract and the appropriate COI to AD, GA, or Lead Team Member you worked with.

Aya is given the final PDF files and she uploads to Dynamic forms for Mason Authorized Signatures. (Needs to be 15 business days before the event in case of edits/changes needed.)
At the same time that your RSO is working on getting the Agreement approved, please start the purchase order process by e-mailing a copy of the vendor-signed Agreement to sibudget@gmu.edu along with the following documents at least 5 full business days prior to the event:

- a copy of the vendor’s Certificate of Insurance
- Purchase Order (PO) Request Form
- Independent Contractor Evaluation Form
- Virginia Substitute W-9 Form
Resources

RSO Self-Service Center:
https://si.gmu.edu/rso-self-service-center/

- Answers to many RSO questions, including funding, spending, room reservations, advertising, cash handling, etc.

E-mail Addresses:
sibudget@gmu.edu → RSO spending and budget questions
sfb@gmu.edu → SFB funding requests / allocations
rso@gmu.edu → RSO registration, advisement and assistance