

What is a GCU Clubs account? What is fundraising? How do I begin fundraising? How do I withdraw money from my account? How do I make payments? How do I begin fundraising? Can our club donate money to another 501(c)(3)? Does GCU Club offer any scholarship or aid to current clubs? Does our club have access to PayPal? Can our club ask for dues from members? Is there a Tax ID for GCU Clubs? Can I make a purchase and be reimbursed from my clubs account?



GCU Clubs Financial FAQs

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FINANCIAL ACCOUNTS

1. What is a “GCU Clubs” financial account?

GCU Clubs financial accounts are the accounts created for clubs and organizations approved and qualified to operate under the 501 (c)(3) non-profit, Grand Canyon University Clubs (hereafter, “GCU Clubs”). This account is managed and maintained by the “GCU Clubs” nonprofit treasurer. Financial accounts provide a place for clubs to deposit and withdraw their funds and dues. Clubs opting in for a GCU Club account must first meet the criteria to become a “GCU Clubs” club or organization.

2. How does my club get an account?

“GCU Clubs” financial accounts are automatically created for all clubs that are approved to operate within the GCU Clubs 501 (c)(3) non-profit and have financial activity.

3. Are all clubs required to use a GCU Clubs Account?

GCU Clubs financial accounts are automatically created for all clubs that are approved to operate within the GCU Clubs 501 (c)(3) non-profit and have financial activity. If a club solicits donation, engages in fundraising, or collects dues then it must utilize its account to hold all monies. If a club is approved but does not plan to fundraise or collect dues, the account will not be established.

4. What if we decide we need a financial account?

If a “GCU Clubs” club or organization submits funds for deposit and does not have an account then one will automatically be established.

5. What clubs can have a GCU Clubs 501 (c)(3) financial account?

Upon application, every qualifying club/org is required to specify whether or not they would like to operate within the GCU Clubs 501 (c)(3). Clubs desiring to do so must meet the criteria detailed within the application packet. GCU Clubs financial accounts may be created for any club or organization approved and qualified under the 501 (c)(3) nonprofit.

6. Who is allowed to handle the money for my club’s account?

All clubs and organizations with a GCU Club financial account must appoint a treasurer or officer that will work with its club funds. This individual must attend a mandatory training session with the Office of Student Engagement prior to handling funds. To set up an appointment please email Clubs@gcu.edu or visit the Office of Student Engagement on the north side of Prescott Hall.

7. Is there a Tax ID for GCU Clubs?

Yes. The GCU Clubs Tax ID can be requested from the Office of Student Engagement. If you need an acknowledgement letter for a donation in excess of \$249.99 such a letter will be issued by the Treasurer of the 501 (c)(3) non-profit with a copy to the club.

8. Do club accounts have account numbers?

No. GCU Club accounts are not assigned account numbers.

9. Are club accounts tied to any GCU Budget code?

No. Because club accounts are associated with the GCU Clubs 501 (c)(3), a non-profit, clubs are not assigned a budget code and therefore must pay all university services via cash or check. (Form of payment will vary depending on the department receiving the funds).

10. Does GCU Clubs offer any scholarship or aid to current clubs?

Currently GCU Clubs does not offer any monetary aid to clubs.

11. How do I get my club balance?

Your club treasurer should maintain your account register to track your receipts and disbursements. If you want to verify your balance contact the Office of Student Engagement.

FUNDRAISING

1. How do I begin fundraising?

Before beginning a fundraiser it is required that all clubs and organizations get their fundraiser approved by the Office of Student Engagement, and in some cases, the GCU Clubs Board. Clubs must fill out a Fundraiser Proposal Form and proposed budget turn it into the Office of Student Engagement at least 3 weeks prior to the fundraiser start date.

2. What types of fundraisers can I do?

- Penny wars; Candy sales; Flower sales; Car washes
- Bake Sale (must meet all criteria established by Maricopa County for bake sales - <http://www.maricopa.gov/EnvSvc/EnvHealth/PDF/Bake%20Sale.pdf>; otherwise a food handler's permit is required)
- Look for corporate donations – corporate sponsorships must be pre-approved
- Hold restaurant donations
- Recycling drives
- T-shirt Sales
- In-kind donations - must be approved in advance of receipt
- Fundraising requiring a contractual arrangement must be submitted to Student Affairs for review, approval, and signature.

3. What types of fundraisers are prohibited?

- Raffles, bingo, and any type of gaming fundraisers **ARE NOT PERMITTED**
- Sweepstakes **ARE NOT PERMITTED**

4. How do I go about contracts and agreements with other companies/individuals?

Please send all contracts, email correspondence, and agreements to the Clubs and Organizations Coordinator Clubs@gcu.edu for review.

DEPOSITING MONEY

1. How do I deposit money that my club has raised?

As mentioned above, your treasurer or designated officer must undergo training with the Office of Student Engagement prior to handling any funds. All funds going into a club financial account must be accompanied by a completed Deposit Form. These forms can be found online here...

<http://www.gcu.edu/Documents/Student-Resources/Club-Deposit-Form.pdf>

2. Who should I have checks written out to?

All check should be written out to “Grand Canyon University Clubs” or “GCU Clubs.”

3. Will I receive a receipt after I deposit money?

No receipt will be given after money is deposited however, a copy of the deposit form can be provided upon request.

4. Can I deposit coins?

Clubs are permitted to deposit no more than ONE DOLLAR in coins per deposit form i.e. (4 quarters, 10 dimes, etc)

WITHDRAWING MONEY

1. How do I withdraw money from my club’s account?

As mentioned above, your treasurer or designated officer must undergo training with the Office of Student Engagement prior to handling any funds. All funds being withdrawn from a club financial account must be accompanied by a completed Check Request Form. These forms can be found online here...

<http://www.gcu.edu/Documents/Student-Resources/Club-Check-Request-Form.pdf>

2. How long will it take for me to receive my check?

Checks should take no longer than 5 business days to process. It is suggested that your club allot at least a two week window between the request and the date of purchase.

3. Can I receive cash when I withdraw money?

No. All withdrawals are fulfilled in the form of a check.

DONATIONS AND DUES

1. Can our club ask for dues from members?

Yes. Clubs and organizations are permitted to ask a set amount of dues from its members. This amount must be designated within the Club's Constitution and Bylaws.

2. If we get a donation, is there a Tax ID that we can provide our donor?

Yes. The GCU Clubs Tax ID can be found within the GCU Charitable Donor thank you letter. Clubs can request this thank you letter from the Clubs and Organizations Coordinator via the Clubs@gcu.edu email. The thank you letter will be mailed directly to the donor with a copy to the club.

3. Who should I have checks written out to?

All check should be written out to "Grand Canyon University Clubs" or "GCU Clubs."

4. What do I do if I receive in-kind or non-monetary donations from a company/individual?

All in-kind donations must be pre-approved by the Office of Student Engagement. Upon receipt of the donation the treasurer or designated financial officer must keep a running list of the donated item(s) alongside the name and address of the individual and/or company that provided the gift(s). These lists may be collected at the end of the Spring and Fall semesters.

5. Can our club offer scholarship money to members?

Clubs must maintain an average monthly balance of \$5000 in order to be considered eligible to establish a scholarship program. Clubs desiring to offer a scholarship will need to adhere to specific criteria as presented to the IRS in its form 1023. Clubs should expect that establishing this type of program will take several months. A dedicated committee of club members is required to begin the process.

6. Can our club give non-academically related monetary aid to an individual member or family?

No. Grand Canyon University Clubs was established for a narrowly defined specific purpose to "foster development of student organizations that enhance student education, leadership development skills, and academic achievements." Clubs may only engage in activities that support the specific purpose for which the organization was created. Grants in the form of social welfare assistance do not support the specific purpose of clubs and are not allowed.

7. Can our club donate money to another 501 (c)(3)?

Yes. Upon approval by the GCU Clubs Board, GCU Clubs are permitted to donate money to other non-profit organizations. A Check Request is required to complete this action.

8. Is there a way to receive donations or dues online?

Yes, clubs can send donors to the online PayPal link below. Donors must specify the club and purpose of donation within the description box. Please note that there is a 2.7% transaction fee that will be taken from every donation or dues that are paid through PayPal.

<http://www.gcu.edu/Clubs-and-Organizations/Clubs-Donate.php>

9. Does our club have access to Square card readers or PayPal card readers?

Yes, but you should be aware that PayPal will charge a transaction fee of 2.7% and will subtract that fee from the amount paid to your club by PayPal. Clubs may purchase a PayPal Here™ card reader for continued use. For occasional use Clubs can check out up to 3 PayPal Here™ card readers for receiving donations on site for a fundraiser or event. Requests for swipes must be made using the PayPal Here™ Request Form and are required at least 3 weeks in advance of event date. Email Clubs@gcu.edu to obtain Request Form. If a card reader is not returned clubs will be charged **\$16.25**. Clubs must return card readers within 24 hours after use to the Office of Student Affairs. Square card readers are not available for use by Clubs.

NOTE: Request for PayPal Here card readers are available on a first come first serve basis, so be sure to submit your request well in advance of your fundraiser or event.

REIMBURSEMENTS

1. Can I make a purchase and be reimbursed later from my club account?

Yes, however you MUST be preapproved for a reimbursement before doing any purchasing. All inappropriate purchasing made without approval may result in a personal loss of funds. To obtain approval please complete and turn in a Reimbursement Anticipation Request (“RAR”). Forms can be obtained by emailing the Clubs Coordinator at Clubs@gcu.edu or by visiting Office of Student Engagement. You will be notified of the approval or denial of your request within 5 business days by email. Once the approved purchase is made, the receipt should be submitted to the Clubs Coordinator for payment. Payment will be made based upon the information provided in the RAR.

PURCHASING AND RECEIPTS

1. What types of purchases can be made with our club’s funds?

Club funds may be used for activities that align with its professional or educational mission. Clubs may also purchase refreshments for meetings and approved events.

2. Are there any purchases that are not permitted?

In accordance with University policy alcohol, alcohol paraphernalia, drugs both illegal and prescribed, and weapons, are not permitted for purchase with club funds. For more information please see the University Student Handbook here... <http://www.gcu.edu/Documents/Student-Resources/2013-2014-traditional-student-handbook.pdf>

3. What if I shop at a store that doesn't offer invoices? (i.e. Wal-Mart, Target, grocery stores)

If the store from which you are making a purchase does not offer an invoice then you must create a budget detailing the estimated costs of the items you plan on purchasing.

4. If I make a purchase through an online vendor how do I get an invoice?

If the online vendor you are purchasing from does not supply you with an invoice you are permitted to use the shopping cart/check-out feature to show the total amount of items you will be purchasing.

5. What do I do with my receipts after I make a purchase?

Receipts from purchases must be taped to an 8 ½ x 11 sheet of white paper and must be reconciled to the total amount of the expense and be submitted to the Clubs Coordinator within five (5) business days of the purchase. If receipts are not turned in within 5 business days, funds will not be eligible for disbursement from your account.

FOOD

6. What if I don't know the exact amount of food I will need to purchase?

You must create a budget showing an estimate of how much you will be spending at restaurant/store.

7. How do I buy food using Sodexo?

When using Sodexo a department account code must be provided prior to the execution of your catered event. Accepted forms of payment include checks and department accounts. Check Requests need to indicate that the check be made out to: Grand Canyon University Attn: Food Service 73410.

TRAVEL

1. How do I book a hotel using my club funds?

Similar to purchasing items from a store, your club must turn in all invoices and/or budgets highlighting the estimated cost of your team's hotel stay. You are also required to provide the contact information for all individuals traveling.

Preferred method – You should submit a Reimbursement Anticipation Request and charge your travel expenses to a credit card. Hotels often require you to pay using the same card used to reserve the room(s). You will be immediately reimbursed upon submission of your receipts.

Alternative – As an alternative clubs may submit a Check Request to obtain funds in advance of the trip. These funds may be used by the designated trip coordinator to pay for hotel rooms. The hotel folios and any funds not utilized will need to be turned in immediately after the conclusion of travel.

2. How do I book a flight using my club funds?

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When booking a flight Clubs are required to use GCU Travel services. Clubs will work the Clubs and Organizations Coordinator in this process. A department account code must be provided prior to the execution of your trip. Accepted forms of payment include checks and department codes.

3. How do I pay for gas using my club funds?

You must be sure to submit a Reimbursement Anticipate Request **BEFORE** you travel with a budget showing the mileage and estimated cost per gallon.

4. Is there a charge for using the GCU vans/vehicles for travel?

Although there is no charge to use GCU fleet services vans/vehicles, you must cover all the gas on the trip and be sure to return the vehicle with a full tank.

5. Can I get a reimbursement for travel expenses?

You must be sure to submit a Reimbursement Anticipate Request **BEFORE** you travel with a budget showing the estimated amount of your travel expenses.