



## FGCU Sport Clubs Funding Guidelines 2012-2013

The Sport Clubs Council (SCC) Budgetary Committee serves as an advisory role for the allocation of the Sport Clubs budget in specific areas, as they apply to the individual clubs. The following pages outline the funding process, under the supervision of Campus Recreation, in addition to the application process and procedures necessary for a team to apply for funding.

### **Please Note:**

**The annual Budget Application is where team representatives must inform the Budgetary Committee and Sport Clubs Coordinator of all funding needs for the upcoming academic year.**

**Arrangements shall be made thereafter by team members to gather proper documentation so that payment can be made via a Purchase Request form.**

Please plan accordingly with these restraints in mind. Proper planning is the responsibility of the team/club and not the Sport Clubs Staff or SCC Budgetary Committee. Assistance with understanding the funding process is always available either from office staff and committee members by appointment, or during regular office hours.

This information and the annual Budget Application is available at:

[www.fgcu.edu/CampusRec/SportClubs/forms.html](http://www.fgcu.edu/CampusRec/SportClubs/forms.html)

If you have any questions, contact the Sport Clubs at 239-590-1420, [sportclubs@fgcu.edu](mailto:sportclubs@fgcu.edu), or visit the Sport Clubs Office in the Campus Rec Modular, next to the Aquatics Center

**Please read the information packet carefully!**

## Funding Process Outline

### I. Budgetary Committee

All University funding for Sport Clubs comes from Activity and Service (A&S) Fees paid by students each semester. The responsibility of allocating these funds has been entrusted to the Sport Clubs Council through Student Government. The SCC Budgetary Committee, under the direction and supervision of the Sport Clubs Coordinator, will be in charge of conducting budget hearings for each club and making suggested cuts for the Coordinator to review.

### II. Budgetary Committee Members

The members of the board will be made up of the four members of the SCC Executive Board, as well as two additional representatives from the Sports Club Council. These two Funding Chairs will be voted in by the 24 SCC representatives during a Sport Clubs Council meeting.

### III. Funding Eligibility

Sport Clubs requesting funding will need to submit a Budget Application on an annual basis, which will be reviewed by the SCC Budgetary Committee at the budget hearings.

- a. A team will only be eligible for Sport Clubs funding if the team is recognized and in good standing with the Sport Clubs Office and SCC.
- b. No team is guaranteed funding and/or the total amount of funding requested.

### IV. Scope of Individual Sport Club Funding

The SCC Budgetary Committee will assist with funding items that relate specifically to the operations and governance of the Sport Clubs Council, and will be overseen by the Department of Campus Recreation in collaboration with the Campus Recreation Advisory Board. The SCC shall serve in an advisory capacity in regards to the following areas of Sport Clubs funding:

- i. Entry Fees
- ii. League Dues
- iii. Home Events & Officials
- iv. Team Equipment
- v. Facility Rental
- vi. Coach/ Instructor
- vii. Travel

Regardless of the funding item, a member of the team accessing allocated funds must type and complete the Sport Clubs Purchase Request and/or Reimbursement Form, which can be found at [www.fgcu.edu/CampusRec/SportClubs/forms.html](http://www.fgcu.edu/CampusRec/SportClubs/forms.html). Ensure that the proper team representatives have signed the request and all applicable paperwork is attached to the form prior to submitting it to the Sport Clubs Office.

**V. Scope of Sport Club Program Funding**

The Sport Clubs Coordinator shall make all decisions regarding the funding of the following areas of the Sport Clubs program:

- i. Officer & Student Staff Trainings
- ii. National Championship & New Club Development
- iii. Council Recognition
- iv. First Aid Supplies & EMT Staffing
- v. Capital Equipment
- vi. General Office Expenses

**VI. Student Government (SG) Funding**

It is expected that Sport Clubs will receive all necessary funding through the SCC Budgetary Committee. Sport Clubs are discouraged from requesting funds through SG Senate, and instead are encouraged to plan ahead properly when submitting their annual budget. The availability of funding for RSOs will be based on SG Funding Guidelines. In those cases, SG may decide to assist with the funding of items that relate specifically and uniquely to the operations of an individual sport club, and do not relate to the governance and oversight of the SCC or Sport Clubs Program.

**VII. National Championship Funding**

The Sport Club Council, with the assistance of the Coordinator, will establish an account for the National Championship Fund.

- a. Clubs will be eligible to apply for these funds when they qualify for a National Championship.
- b. Non-qualifying or open tournaments are not eligible for access to this fund; funding for these tournaments should be requested in the annual budget application instead.

**VIII. Purchase Requests**

In order for a team to access their funding, a purchase request form will need to be submitted. Checklists for purchase request and reimbursements are at the end of this packet; specific instructions on completing a purchase request can be found on our website. As of July 1, 2012 all purchase requests require the following three signatures prior to purchasing:

- a. Club President and/or Treasurer
- b. SCC Exec Board Treasurer or Budget Chair Representative
- c. Sport Clubs Coordinator

**IX. Important Dates**

Below are some important dates to keep in mind regarding your budget application.

- Budget Applications Due: February 17, 2012 @ 11:59pm
- Sign Up for Budget Hearings: February 15, 2012 @ SCC Meeting
- Budget Hearings: week of February 27
- Approved Budgets Released: early May, exact date TBD

## FGCU Sport Clubs 2012-2013 Budget Application Instructions

The Budget Application is **due via email to [sportclubs@fgcu.edu](mailto:sportclubs@fgcu.edu) on February 17, 2012 by 11:59pm**. Budget hearings will take place the week of February 27. The sport clubs Budgetary Committee will be made up of the members of the Sport Clubs Council Executive Board, with hearings being headed by the Treasurer.

The below instructions will walk you through the budget application (an excel document) section by section. If you have questions *after reading these steps*, please feel free to stop by the Sport Clubs Office for assistance.

### **What to Expect at a Budget Hearing**

On the day of your team's budget hearing, you should be prepared to give a 5-10 minute overview of your budget, as well as answer questions about items requested in your club's application. In total, the hearing will last approximately 15 minutes. The Budgetary Committee will be looking at the following during budget hearings:

- Punctuality – be on time
- Professionalism – business casual please
- Knowledge – be able to explain what you asked for in your budget application

Other items that the committee will take into consideration when reviewing budgets may include:

- Current standing in Standards & Recognition System
- Number of active club participants
- Past spending trends

### **Helpful Terms**

**Annual Funding Application**: the excel document that your club fills out to request funding from the Sport Clubs Office.

**Fiscal Year (FY)**: used to describe what budget season we are in...

FY 2012 refers to July 1, 2011-June 30, 2012

FY 2013 refers to July 1, 2012-June 30, 2013

**Fundraising**: Any method used to bring money in to your club including event profits, donations, sponsorships, etc.

**Budget Hearings**: where teams will have a chance to explain their budget to the Budgetary Committee; held the week of February 27.

**Budgetary Committee**: a student led committee, consisting of the SCC Executive Board members elected by the Sport Clubs Council each April.

**2012-2013 Expenses**

The Projected Annual Funding Application should be used to request funding for items through the University, as permitted and described below. Your team should only request funding for items necessary to the function of your team; do not “fluff” your budget. Doing so only increases the work load for the Budgetary Committee, and decreases the likelihood that they will be able to determine what is actually needed by your team.

**Club Information**

Fill out the information about your club and club leadership located at the top of each page. The contact information provided should be for the person(s) presenting your club budget to the Budgetary Committee.

**Page 1 – General Budget**

*Semester Needed*

Indicate what semester you expect to use the funds requested in a given row - Fall 2012, Spring 2013 or Summer 2013.

*Name of product, tournament, vendor, etc.*

In this column, input a brief description of the item your club is requesting. Also include any quantity or item pricing that will assist the Committee in understanding the amount requested.

Example:

Vendor Column – National Sport Club League (annual dues & entries to 2 events @ \$100)

Entry Fee Column - \$200

League Dues Column - \$1000

Total Cost - \$1200

*Entry Fees*

List any costs associated with being permitted to compete in an event. This is typically paid to a league and/or host club.

*League Dues/ Association Fees*

These are any fees or dues for divisions, conferences, leagues or associations that your club is a member of. List the total amount required to register the team for the upcoming fiscal year.

*Home Events & Officials*

Include the name of your event in the vendor column, and any specifics that may assist the Committee in understanding the amount requested.

Example:

Vendor Column - Home game vs. USF (2 officials @ \$40 and 3 game balls @ 20)

Home Events & Officials Column - \$140

Total Cost - \$140

*Team Equipment*

In this column, list prices for equipment your club requires for the upcoming year. This may include, but is not limited to, uniforms, and safety items required to play your sport. Items must cost less than \$1000.00 for each piece to be considered for funding.

*Facility Rentals*

This column is for requesting funding for any facility rentals you need for practices, competitions, or any other events. Facilities may be indoor or outdoor, and must be located in the Fort Myers area.

*Coach/Instructor*

This is where you may request budgeting for coaching or instructors to assist with the development of your club members. There is a \$2000 per club cap, regardless of the number of individuals you wish to compensate. Please note that new documentation requirements may apply for the 2013 fiscal year in order to provide compensation.

**Page 2 – Travel Budget**

*Semester Needed*

Indicate what semester you expect to use the funds requested in a given row - Fall 2012, Spring 2013 or Summer 2013.

*Name of Trip, Event Location, # of Travelers*

List the game, tournament, etc. that you plan to attend for your trip, as well as the location and # of people expected to travel.

*Hotel, Vehicle Rental, Fuel, Airfare*

In these columns, please **list the total for each item** - do not list the cost per day/room/car.

This will ensure that the total cost listed in the far right column is your total request for your trip.

- Hotels and vehicle rentals will be reviewed based on average market price.
- Fuel costs are only available by reimbursement after the return from a trip.
- Preference will be given to airfare requests that are for Regional or National Championships outside the southeast region.

If any of the columns are not need by your club, simply leave them blank.

Example:

Download from the Sport Clubs forms website -

[www.fgcu.edu/CampusRec/SportClubs/files/Projected\\_Annual\\_Funding\\_Application\\_EXAMPLE.xls](http://www.fgcu.edu/CampusRec/SportClubs/files/Projected_Annual_Funding_Application_EXAMPLE.xls)



## Funding Documentation Requirements

### Purchase Request Checklist

Spring 2012

#### Verification of services/duties described in full detail

- Name of tournament/competition
- Location
- Date
- Cost
- If payment is for an official or coach, the [Independent Contractors Form](#) must be completed and attached. *\*Social Security # or other proof of U.S. citizenship is absolutely necessary to process payment.*

#### Examples of Verification

*include as many of these documents as possible*

- Invoice or price quote
- Document including mailing address of where to send payment
- Event flyers or copy of website event page
- Independent Contractors Form
- Other (receipts, emails, etc.)

#### Recipient's or Vendor's Contact Info

- Name
  - Complete Address
  - Phone number
  - E-mail address
  - Tax ID# or Social Security #
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- What account should be charged** (cash, A&S general, A&S Travel)
  - How payment should be made** (check, credit card)
  - Deadline dates for registration and/or payment** (please highlight)



## Funding Documentation Requirements Reimbursement Checklist *Spring 2012*

*Make sure the club has money to cover a reimbursement before spending your own money!*

**Completed Payee Invoice Form**

**Payee's Info**

- Name
- Complete Address
- Phone number
- UIN
- Payment Choice (mail or pick-up)
- Signature

**Original Receipt/Proof of Payment:**

- Original receipt
- Copy of cashed check (or proof that the check was cashed)

**Special Requirements:**

- Fuel reimbursements require the [Travel Mileage Log](#) to be completed
- Officials/judges reimbursements require the [Officials Form for Payment](#) to be completed