FINANCES

The members of each sport club are primarily responsible for the financial support of their club. Self-support is an essential principle of the Sport Club Program. Each club must make every effort possible to raise funds for their program. Recreational Services will make supplementary financial assistance to qualified clubs. Monies received by a sport club must be used for the benefit of the entire group according to University rules and regulations. Funds for the sport club activities will normally come from the following sources:

- Membership dues
- On-campus fund raising activities (University policies must be followed. Information is available at the Student Life Office.)
- Off-campus solicitation (requires specific prior permission from the Sport Club Staff)
- Budget allocation from the Division of Recreational Services account
- Supplemental funds from the Office of Student Life

Annual Budget Requests

Clubs seeking financial assistance from Recreational Services must submit a budget request to the Sport Club Office. The Sport Club fiscal year is October 1 to September 30. Requests for each academic year are due by September 19. Late requests may be submitted at any time during the year, but there is no guarantee that funding will be available for the club after the September deadline. Additional funding may be available for Regional and National Competitions through application.

Budget Appropriation Process

- Each club submits a budget request to the Recreational Services Office (E216 Field House)
- Each request is received and analyzed by the Sport Club Staff. Only justifiable expenditures are retained. Adjusted budget requests are developed when necessary.
- The club representative receives notification of the appropriated amount for the club via email. (Approximately September 26)

Supplemental Funding

During the second semester, clubs will have the opportunity to apply for additional funding to be used for club advancement. This round of funding is designated for championship level (regionals or nationals) competition and purchases necessary for club functionality and growth. The acquisition of funds will require attendance at an informational meeting and the submission of an application statement to be reviewed by Sport Club staff. Funding is not guaranteed for all clubs who apply. In addition to the allocation of funds, the Sports Club department will be making an annual donation to the Crisis Center of Johnson County in celebration of the success and growth of the Sport Clubs program.

Club Deposits

- Possible sources include fundraisers, membership dues, gifts, donations, etc.
- Receipt log must be detailed and identify the source and purpose of deposit.
- Make deposits at membership services desk at main entrance of Field House. State your name, club, and submit your deposit.

**Cash Handling**
Any club member involved with a club’s finances will be required to attend a meeting on cash handling procedures that will be held at the beginning of the year. Treasurers are required to attend, and any other officer will be encouraged and allowed to attend as well.