

NEW YORK STOCK EXCHANGE

# Club Connect

Student Organization Finance

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## Student Org. Funding

The Student Organization Funding Program is a student fee funded program that provides financial assistance to registered student organizations to host events on campus and purchase promotional items. The program is administered on a first-come, first-served basis.

The goals of the program are the following:

- Increase student engagement on campus
- Support student organizations through effective programming and increased visibility on campus
- Promote and foster student leadership on campus

Any student organization currently registered and in good standing with the Student Organizations is eligible to apply for funding.



01

Types of  
Funding

## Campus Event Funding

Campus Events Funding is available to active student organizations that need funding assistance for their programs and events that are held on the Auraria Campus.

Funding per Semester:  
\$ 3,000

## Recruiting & Promotional Funding

Funds are available to assist you in promoting your organization and recruiting new members. Because the funding tends to run out quickly, please shop around and get a quote from few different vendors in order to receive the best possible price.

Funding per Semester:  
\$ 500



Roadrunner  
Link

02



## Roadrunner Link

Proposals for Campus Events Funding and Recruiting & Promotional Funding shall be submitted through Roadrunnerlink.

1. Submit proposal via Roadrunnerlink,
2. Wait to be contacted with a response

Let's visit the page:

<https://roadrunnerlink.msudenver.edu>



# 03

## Application Process





# Campus Event Funding

## **Expenses Covered**

1. Facility rental
2. Food/Beverage/Catering
3. Decorations
4. Speaker Transportation & lodging
5. Honorarium (Speaker fees)
6. Event Promotional Materials
7. Awards/Frames
8. Security (Non- alcohol events only)

## **Expenses NOT Covered**

1. Expenses not included in proposal
2. Fundraising functions
3. Gifts and Gift Cards
4. Activities for a single political candidate or issue
5. Religious services or ceremonies
6. Purchase of alcohol or security for event with alcohol
7. Donations to other student orgs.
8. Salaries or items for individuals
9. Off-Campus events



# Campus Event Funding

## Deadlines

1. Funding proposals are **due at least 21 days** prior to the student organization's event

## Supporting Documents Needed

1. Venue confirmation (to book room email [aces@ahec.edu](mailto:aces@ahec.edu))
2. Detailed budget in excel form,
3. Any quotes for purchases you wish to make for the event
4. Items without quotes or documentation will not be considered

## Presentation

1. Student organizations are required to present to the Campus Event Funding Committee.
2. The student organization representative and another officer of their student organization must present.
3. The quality of proposal and presentation will be factors to if their organization receives funding and also the amount of funding.



# Campus Event Funding

## **Spending Your Funding**

1. Funding Manager schedules spending consultation with the student org rep
2. Student org rep meets with Funding Manager to finalize event payments.
3. Student org rep pays for the approved budgeted items for the event
4. Student org rep submits itemized receipts and supporting documentation to the Funding Manager



Auraria Campus Event Services  
 900 Auraria Parkway, Suite 325  
 Campus Box TIV, P.O. Box 173361  
 Denver CO 80217  
 303-556-2755 option #2 / 303-556-6346 fax

Student Organization Authorization Form

<b>Group</b>	<b>Reservation: 581528</b>	
Org Officer Name	Event Name:	Org Event Name
	Status:	Details Pending
	Phone:	(361) 633-2260
	Fax:	
	Email Address:	
	Event Type:	Conference

Bookings / Details	Quantity	Price	Amount
<b>Saturday, March 5, 2022</b>			
<b>10:00 AM - 1:00 PM EVENT NAME (Details Pending 1/24/2022) TV 320 ABC - Baerresen Ballroom</b>			
Reserved: 8:00 AM - 2:00 PM			
Banquet Rounds for 120			
Room Charge: (\$37.50 per Full Day)	1	\$37.50	\$37.50
ACES AV Equipment:			
Projector - AV Media Cart	1		
DLP Projector w/ VGA & HDMI Inputs			
Standard Definition DVD Player			
Small PA Loud Speaker w/1/8" Mini Cables			
Twoli 320 Screen	1		
ACES Furniture:			
Table - 6' x 30"	1		
For check-in			
Subtotal			\$37.50
Grand Total			\$37.50

I, as, an authorized Club Representative of Org NAME. agree to abide by the policies of the Auraria Campus Event Services and all applicable Community College of Denver, Metropolitan State College of Denver, University of Colorado at Denver and Colorado State laws and regulations.

Org Officer Signature

CLUB OFFICER SIGNATURE: \_\_\_\_\_

[Student Organization Name]  
 [Event Name]  
 [Student Lead Name]



## EVENT BUDGET

Please upload a detailed list of all of your expenses.

VENDOR	ITEM	DESCRIPTION	PRICE	QUANTITY	PROPOSED TOTAL	TOTAL AFTER PURCHASES
ACES	Room	Baerrensen Ballroom A,B, C	\$37.50	1	\$37.50	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
	<b>Total</b>				<b>\$37.50</b>	<b>\$0.00</b>

# APPENDIX I - CAMPUS EVENT FUNDING SCORE SHEET

Student Organization Name: \_\_\_\_\_ Total Score: \_\_\_\_\_ / 22 (Total Points)

## COMPLETED PROPOSAL (Maximum 2 Points) - Scored only by Funding Manager

SCORE: \_\_\_\_\_

1 pt. - Poor	2 pts. - Excellent
<ul style="list-style-type: none"> <li>■ Description is not clear, organized or engaging</li> <li>■ Answers are not complete (too few/many words, inappropriate)</li> <li>■ Budget is not correctly added <b>and</b> detailed</li> <li>■ Missing documentation or inappropriate</li> <li>■ Poor communication with Funding Manager</li> </ul>	<ul style="list-style-type: none"> <li>■ Description is clear, organized and engaging</li> <li>■ Answers are expressed clearly and completely</li> <li>■ Budget is correctly added, detailed and comprehensive</li> <li>■ Includes all detailed documentation</li> <li>■ Great communication with Funding Manager</li> </ul>

Comments:

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## GOALS & PURPOSE OF FUNCTION (Maximum 9 Points)

0 points = Presentation does not include the goals, purpose or student benefit of the function.

SCORE: \_\_\_\_\_

0-2 pt. - Poor	3-5 pts. - Fair	6-8 pts. - Good	9 pts. - Excellent
<ul style="list-style-type: none"> <li>■ Unclear whether it fits, or does not fit, MSU Denver &amp; student org mission</li> <li>■ Is not open to all MSU Denver students</li> <li>■ Unclear of how it benefits students</li> <li>■ Unclear tangible goals</li> </ul>	<ul style="list-style-type: none"> <li>■ Fits either MSU Denver and student org. mission but not both</li> <li>■ Is open to certain MSU Denver students</li> <li>■ Provides some benefit to students</li> <li>■ Some clear tangible goals</li> </ul>	<ul style="list-style-type: none"> <li>■ Fits MSU Denver and student org. mission but not clearly</li> <li>■ Is open to a limited amount of MSU Denver students</li> <li>■ Provides benefit to students</li> <li>■ Provides tangible goals</li> </ul>	<ul style="list-style-type: none"> <li>■ Clearly fits into the MSU Denver and student org. mission</li> <li>■ Is completely open to all MSU Denver students</li> <li>■ Innovatively provides significant student benefit</li> <li>■ Provides tangible and</li> </ul>

Comments:

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## PROMOTION & ADVERTISING STRATEGY (Maximum 4 Points)

0 points = Presentation does not include any ideas or a plan for promoting and advertising the function.

SCORE: \_\_\_\_\_

1 pt. - Poor	2 pt. - Fair	3 pts. - Good	4 pts. - Excellent
<ul style="list-style-type: none"> <li>■ Has a plan to advertise but to a very limited audience.</li> </ul>	<ul style="list-style-type: none"> <li>■ Has an idea of how to promote the function, but not a plan</li> <li>■ Not sure who to advertise to</li> <li>■ Has an idea of materials that can be used to promote function</li> </ul>	<ul style="list-style-type: none"> <li>■ Provides a sufficient plan for promoting the function but may not have a timeline. Plans to advertise to everyone.</li> <li>■ Provides traditional promotional materials</li> </ul>	<ul style="list-style-type: none"> <li>■ Provides a strategic and innovative plan for promoting the function that includes a timeline for advertising that includes all or most MSU students</li> <li>■ Provides eye-catching and original promotional materials</li> </ul>

Comments:

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## FUNCTION MANAGEMENT (Maximum 3 Points)

0 points = Presentation does not include any ideas or a plan for executing and managing the function.

SCORE: \_\_\_\_\_

1 pt. - Fair	2 pts. - Good	3 pts. - Excellent
<ul style="list-style-type: none"> <li>■ Has an idea of how to execute function</li> <li>■ Only 1-2 members are involved in the execution of the function</li> <li>■ Has unclear expectations and duties for the management and execution of the function</li> </ul>	<ul style="list-style-type: none"> <li>■ Provides a sufficient plan for how function will be executed</li> <li>■ Has a sufficient amount of involvement in the execution and management of the function (2-3 members)</li> <li>■ Has some duties or expectations for members involved in executing and managing the function</li> </ul>	<ul style="list-style-type: none"> <li>■ Provides a clear understanding of the event logistics and strategy for executing the function</li> <li>■ Has a solid group involved in the execution and management of the function (3-5 members)</li> <li>■ Provides clear expectations and duties for members who will be involved in executing and managing the function</li> </ul>

Comments:

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**BUDGET PROPOSAL (Maximum 2 Points)**

0 points = Presentation does not include a detailed budget.

SCORE: \_\_\_\_\_

1 pt. - Poor	2 pts. - Excellent
<ul style="list-style-type: none"><li>Does not include most costs and is not itemized</li><li>Is not comprehensible</li><li>Not considerate of cost-effectiveness</li><li>Excessive errors</li><li>Carelessly allocates amounts of money (not very proportional)</li></ul>	<ul style="list-style-type: none"><li>Includes all of the costs in an itemized budget</li><li>Is appealing and comprehensible</li><li>Very cost-effective</li><li>Provides transparency and accuracy (no errors)</li><li>Proportionally allocated amounts</li></ul>

Comments:

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**PRESENTATION (Maximum 2 Points)**

0 points = Presentation is not delivered using an appropriate presentation tool such as PowerPoint, Google Presentation, Prezi, etc.

SCORE: \_\_\_\_\_

1 pt. - Poor	2 pts. - Excellent
<ul style="list-style-type: none"><li>Time excessively &lt; 5 mins. or &gt; 15 mins.</li><li>Poorly structured</li><li>Presenter lacked organization, confidence and professionalism</li><li>Sole presenter an officer of the org.</li><li>Did not adequately answer committee member questions</li><li>Excessive typos and grammatical errors</li></ul>	<ul style="list-style-type: none"><li>Time between 10 - 15 minutes</li><li>Exceptionally or very well structured</li><li>Presenters were very organized, confident and professional using presentation only for visual support</li><li>2-3 presenters with 2+ being officers of the org.</li><li>Accurately answered committee member questions</li><li>Minimal typos and grammatical errors</li></ul>

Comments:

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## Recruiting & Promotional Funding

### Expenses Covered

1. Clothing Items (Shirts, hoodies, hats, etc.)
2. Banners & Signage
3. Table Skirts
4. Water bottles/Coffee Mugs
5. Canopies
6. Print and Web Advertisements
7. Business Cards
8. Lanyards

### Expenses NOT Covered

1. Expenses not included in proposal
2. Fundraising functions for the student org.
3. Gifts and/or Gift Cards
4. Items that don't have the org name or logo





# Recruiting & Promotional Funding

## Deadlines

1. Funding proposals are **due at least 30 days** prior to the student organization's swag needs

## Supporting Documents Needed

1. Plans for recruitment for present semester/school year
2. Semester or yearly goals for the organization
3. List of all expenses and amount of requested items (must use the Budget Spreadsheet in the proposal)
4. Total amount of funding applying for
5. Explanation of how item(s) will maximize the organization's effectiveness in achieving its goals
6. Explanation on how items are planned to be used



## Recruiting & Promotional Funding

### **Spending Your Funding**

1. Funding Manager schedules spending consultation with the student org rep
2. Student org rep checks out the Corporate Card from Funding Manager
3. Student org rep pays for their approved items using the Corporate Card
4. Student org rep submits itemized receipts and returns card to Funding Manager

[Student Organization Name]

[Event Name]

[Student Lead Name]



STUDENT GOVERNMENT ASSEMBLY  
METROPOLITAN STATE UNIVERSITY OF DENVER

## Expenses for Recruiting and Promotional

Please upload a detailed list of all of your expenses.

VENDOR	ITEM	DESCRIPTION	PRICE	QUANTITY	TOTAL
Example:	Pens	Red ballpoint pens for students.	\$1.50	0	\$0.00
Mile High imprints	T-shirts	15 small, 25 medium, 15 large, 10 XL, and 5 2XL shirts	\$7.64	70	\$534.80
					\$0.00
					\$0.00
		<b>Total</b>			<b>\$534.80</b>

← To add a new item, select the Total cell for the last item and then press the Tab key.



# Student Organization Team

**Student Organization Associate Director**

Roy Montgomery

He/Him/His

[rmontgo9@msudenver.edu](mailto:rmontgo9@msudenver.edu)

**Student Organization Manager**

Caden Pazo

He/Him/His

[orgs@msudenver.edu](mailto:orgs@msudenver.edu)

**Student Organization Assistant Manager**

Amy Romero

She/Her/Hers

[orgs@msudenver.edu](mailto:orgs@msudenver.edu)

**Student Organizations GA for Finance**

Andrea Rodriguez

She/They

[orgfunding@msudenver.edu](mailto:orgfunding@msudenver.edu)

## Resource:

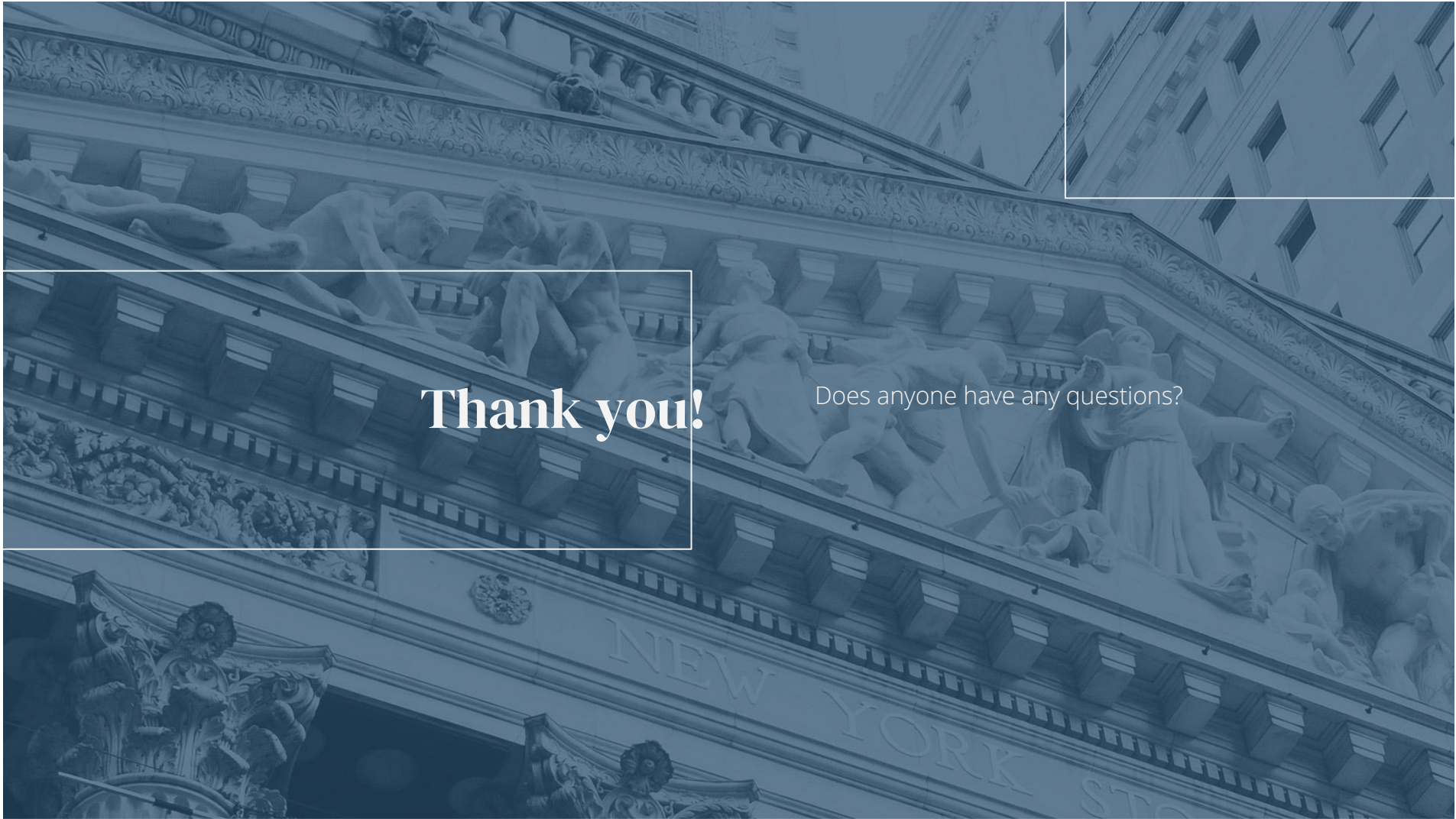
<https://bit.ly/OfficeSupplies22>  
or scan QR code below.

METROPOLITAN  
STATE UNIVERSITY  
OF DENVER  
Center for Multicultural  
Engagement and Inclusion

REGISTERED STUDENT  
ORGS CAN GET

# FREE OFFICE SUPPLIES!

Student Orgs can now receive up to 10 free office supplies per academic year! Have an org officer fill out the "Basic Office Supplies Request" form on RoadrunnerLink to apply!



Thank you!

Does anyone have any questions?