



Club Finances Procedures 2024–2025

Hello !

The Marianopolis Student Union is excited to start an amazing new year with you. We have an exceptional student life with over 100 clubs and regular activities that make Marianopolis a unique experience for all of us!

You might be wondering, "But how do clubs fund all these incredible events?" Well, we've got you covered. Be sure to read the [entire document](#) to learn all about how club finances work here at Marianopolis.

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The first thing you need to know is that the amount of money Clubs usually spend is divided between three amounts: Grants, Fundraising and external funding sources.

Further sections will talk about deadlines and the process of reimbursements.

1- What are Grants?

Grants are a sum of money that are given by Congress to clubs and that can be used **ONLY** for its allocated purpose.

Clubs who desire grants need to apply before the deadline mentioned on the available forms for that semester. The template document is also on the student union's website.

There are two types of grants: [semester-long grants](#) or [year-long grants](#).

Semster-long grants allow clubs to ask for money that can ONLY be used for the given semester.

Year-long grants permit clubs to ask for money that can be spent throughout the whole year but this type of grant does not permit clubs to reapply again in the winter semester.

After the deadline, the Financial Policy Committee (FPC) will meet to decide upon a fair budget to allocate for each clubs within MSU's limited budget. Keep in mind that we have about 50000\$ each semester to allocate to 130+ clubs, so do not expect to receive half of the MSU's budget for that semester like many clubs do...

But even with this limited amount, we encourage all clubs to aim high and plan as many activities as possible. This way, the FPC can see your implication and allocate as much funds as possible to your club. The impact of your club on Marianopolis' student life is also very important to us.

Lastly, make sure to be clear and concise when asking for grants so the FPC can quickly discern your club's needs and judge a fair amount accordingly.

If you are not satisfied with the amount you have received from the MSU, you can write an appeal 10 days after receiving your grant response. The FPC will once more review your request and the Vice-president of Finances (VPF) will send you an answer shortly after.

2- What is fundraising?

Fundraising is money a Club can make by itself! It's great because it can be used for any desired purpose rather than being allocated for a specific purpose.

This money can be made from bake sales at the alcoves of the school or from any other type of fundraising (bagging sessions, chapter fundraisers, car wash, etc.)

For **bake sales**, make sure to secure your spot in advance on the hub because the spots are limited. Another important thing to keep in mind is to not to sell what the cafeteria already sells because of the contract they hold with the school. You also can't sell meals, fruits or food that has to be refrigerated. For more details on what you can and can't do, make sure to ask Adam.

Other types of fundraising from past years revolved around **selling objects** and **planning activities** to keep the profit.

The ArtFest and the Holiday Fest organized by Student Affairs were good opportunities for clubs to sell goodies and earn visibility. This year, these exact events might not reoccur but do be on the lookout for similar opportunities.

Some clubs made large **shows** and raised funds from their ticket sales. Some example of successful shows were: the Hallyu show, the MCSA dating show, the Musical Club show and the Fashion Club show.

Some of these clubs had to ask for loans to host their shows and repaid MSU afterwards from their ticket sales. For more details about loans, come during my (the Vice-president of finances) office hours and ask! There is a contract to sign and we need to make sure the amount is repaid in its entirety.

Before considering loans, you can also think about making low cost activities and sell tickets. Some past clubs' ideas were: kahoot sessions, escape rooms, video game competitions, case competitions and plenty of other contests of any kind.

Make sure to talk to Adam or Tess (Student Affairs) about any ideas you might have to fundraise for your club!

3-What are external funding sources for my club?

External fundings you might consider are: giving members a small cost to enter your club, getting sponsorships from either MSU or external sources and finally, winning competitions yourself!

A lot of clubs ask for a **member fee** to enter their club because of the efforts and time put into the organization of it all. However, for an optimal experience for your members, you might not want to charge them. It's up to you.

Sponsorships are also a big part of Marianopolis' Clubs and they are amazing because you can get them from literally anywhere.

You can send emails to organizations related to your club (ex: a pet organization if you're part of Maripaws) for them to sponsor you at an event or simply to sponsor your whole club by giving you free items or a certain sum of money. Make sure to be polite and have the appropriate format when approaching organizations with this type of request.

Some parents also support their children's clubs by transferring funds directly to their clubs. Even if this is not a recommended way to get funding, it is also possible to do this.

As for the MSU, we usually give money exclusively from grants but we do make exceptions when Clubs are low on funds. We give out 90% of our budget to all clubs and the last 10% does permit us to do up to 5 sponsorships a year. For more information

about **MSU sponsorship**, come see me (VPF) during Office Hours and it'll be my pleasure to discuss with you!

Lastly, **winning competitions** are good ways to get extra funds and get your members to enjoy their experience at Mari. For example, the robotics team won the Kryptik competition in 2024 with last year's Vice-president of finances in an amazing angry bird pig costume. Some business case competitions have monetary rewards for business clubs who want to tempt their chances. Be on the lookout for these challenges related to your club, there might be some interesting ones you've never heard of before!

4-Reimbursement procedures to use Grants and Fundraising money

Here's a revised version of the text:

The Vice-President of Finance (VPF) and the Financial Assistant (FA) track all transactions made by the clubs, while the Financial Policy Committee (FPC) allocates grants to clubs. However, these funds are not directly disbursed into your bank account.

When your club uses money from granted or fundraising amounts, a member will need to purchase the item and then submit a reimbursement form, available on the Marianopolis Student Union website.

If the grant funds are fully used, any remaining expenses will be covered by the fundraising amount, and the VPF will notify the executive.

For every transaction, members who request reimbursements must provide official invoices that meet the following guidelines:

- Include the full receipt (not just the confirmation)
- Include the seller's address or GST/QST number
- Provide an itemized receipt

For Amazon purchases, go to My Orders > The specific order > Download Invoice.

Reimbursements will be made within 10 business days from the date the reimbursement form is submitted.

This process ensures that fundraising and other revenue are accurately tracked in the club's budget, with expenses deducted accordingly.

For payments over \$500, if a finance executive cannot cover the amount personally, they should contact the VPF at vpf@msucongress.com to arrange payment assistance,

such as issuing a cheque or making an online payment.

Keep in mind that the MSU is a separate legal entity from the school, dedicated exclusively to clubs and Marianopolis' student life. Therefore, we must carefully track all the money flowing in and out of every club's budget. We understand that it can be a tedious task to regularly communicate with us and Student Affairs (Adam and Tess) when necessary, but it's essential for us to be aware of all transactions. This process also benefits you, as comparing our records with your club's budget ensures that no funds go missing on either end.

5- Financial executive role and important dates

The finance executive is responsible for :

- Attending the Club Planning Session at the beginning of each semester. The date varies but for F24, it is held on Sept 4th 2024.
- Requesting for grants during the grant request period at the beginning of every semester. The deadline for F24 is Sept 20th 2024.
- Making grant appeals if not satisfied with the Financial Policy Committee's decision. These are done a maximum of 10 days after receiving your grant response.
- Budgeting for their club's expenses. An excel sheet is preferable to keep track of these. At the end of the semester, the financial executive should ask the FA or the VPF to compare their sheets and make sure there are no discrepancies.
- Report to Wayne the cash amount made by their club during bake sales.
- Making all the payments for their club (if possible).
- Keeping ALL the receipts from the payments.
- Filling out the reimbursement form to be reimbursed by the VPF for their club's expenses (if they can, otherwise another member who paid might do this as well).

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