ASUPS CLUB ORIENTATION 2017-18

Finances & Budgets
Culturally Conscious Programming
Other Resources
OVERVIEW

- Brief overview of ASUPS
- ASUPS Resources
- Cultural Consciousness Programming
- Undocumented Students Information
- Finances & Budgets
Deborah Hope
ASUPS Office Manager,
Wheelock 210
📞 (253) 879-3600
✉️ asups@pugetsound.edu or
dhope@pugetsound.edu

Some of Deborah's responsibilities: She'll be the first person you see in the office! She can help with contracts, disbursements, budgets, deposits, ORCA Cards, Van Rentals, misc. questions. She's in the office 8-12 and 1-5 every day!
Amanda Díaz
ASUPS President, Wheelock 210C
(253) 879-3273
@asupspresident@pugetsound.edu

Some of Amanda's responsibilities: "CEO of ASUPS", appoint to Board & Faculty Committees, liaison between Board of Trustees and students, works with faculty, big picture of ASUPS, hear concerns/complaints about ASUPS
Jenna Mobley
ASUPS Vice President, Wheelock 210B

(253) 879-3274
asupsvp@pugetsound.edu

Some of Jenna's responsibilities: "COO of ASUPS", oversee clubs, oversee budget, appoint to ASUPS committees, sit on Senate, hear concerns/complaints about ASUPS.
Doug Palmer
ASUPS Director of Business Services,
Wheelock 210B
(253) 879-3275
@ asupsdbs@pugetsound.edu

Some of Doug's responsibilities: Serve as a resource for clubs in regards to their finances, issue paychecks, and assist in the contract process.
Juan Carlos Ortega-Esquinca
ASUPS Director of Marketing & Outreach, Wheelock 205
📞 (253) 879-3454
@@ asupsdmo@pugetsound.edu

Some of Juan Carlos's responsibilities: Facilitate graphic design, promote ASUPS & Club Events, Manage ASUPS Social Medias, outreach to Tacoma community
Julia Lin

ASUPS Director of Student Interests,
Wheellock 205
📞 (253) 879-3252
✉️ asupsdsi@pugetsound.edu

Some of Julia's responsibilities: Oversee Green Fee & Expression Fund, Oversee Student Program's Board, etc, work with CICE, address student concerns
Sam Berling
ASUPS Director of Technology Services, Wheelock 207
📞 (253) 879-3102
✉️ asupsdts@pugetsound.edu

Some of Sam's responsibilities: Oversee ASUPS Website, troubleshoot technology issues, oversee ASUPS Technology, server maintenance for ASUPS and ASUPS groups
OUR VISION for 2017-18

-Equity-

ASUPS recognizes that in order to best serve our student body, students will need different levels of support and advocacy in order to achieve their highest potential. ASUPS also recognizes that in seeking to address historical and present inequities and oppressions, we must center those who experience oppression.
OUR VISION for 2017-18

-Justice-

ASUPS seeks to center people of minoritized identities, including, but not limited to: women, people of color, people who are queer, people who are trans, people who are non-binary, immigrants, people with disabilities, people with mental illness, socio-economically disadvantaged people. ASUPS recognizes that these oppressions are intersectionally linked to one another and any work to address any one of them must be an intersectional practice.
OUR VISION for 2017-18

-Community-

We must continue to build mutual understanding and compassion in our pursuit of dismantling systemic oppression. That being said, ASUPS recognizes that we must be full and intentional members of our community in Tacoma.
OUR VISION for 2017-18

-Accessibility -

ASUPS commits itself to provide all of our materials in a way that is accessible and to all and commits itself to ensuring all ASUPS sponsored events are as accessible as feasibly possible. We will continue to advocate for the needs of people with disabilities and to ensure that all of our facilities and programming is universally accessible, inclusive, and exceeds the base expectations of the Americans with Disabilities Act.
OUR VISION for 2017-18

-Transparency-
Through our accessible lense, ASUPS commits itself to making sure the student body has access to information about ASUPS and resources it has, as well as information about the inner workings of ASUPS. We’re envisioning strong communication as well as a strong executive presence.
OUR VISION for 2017-18

-Your Voice-

We want to hear student concerns, questions, and suggestions. email asupspresident@pugetsound.edu and/or asupsvp@pugetsound.edu to share concerns.
VAN RENTALS

- Want to rent a van for the day? We have two!
- ASUPS Vans can be rented at any time during the academic year (not conflicting with breaks) for half a day or full day periods. Use the car to hang around town with a group of friends, or to ferry club members to events.
- Stop in the office (Wheelock 210) to check the availability and fill out the paperwork.
- ASUPS Vans are free for Club use.
ORCA CARDS

ORCA stands for "One Regional Card For All" and is a Sound Transit program that provides fares for bus, train, light rail, and ferry transportation. ASUPS covers the cost for the fares so it is FREE to you!

ORCA cards can be checked out from the main ASUPS office in Wheelock 210. Cards are typically checked out on Friday for three days and returned on Monday. Cards are checked out on a first-come, first-served basis. Every student may check out a card up to 5 times each semester.

60 ORCA cards are available for checkout, with $7.00 worth of fare guaranteed on each card.

Free Rental Period: 2 business days
Late Fees: $1.00 per business day after the return date
Card Replacement Fee: $10.00
**Card Reader & iPad**
Holding an event and think it would be helpful to have a credit card reader? We’ve gotcha covered! You can check out our Card Reader and iPad (and we’ll take care of getting your money to you) for free! Stop by the ASUPS Office for more info.

**Camera**
Need a Camera? We have a Canon Digital EOS 60 D, 18.0 megapixel camera with a zoom lense! Stop by the office to check it out!
**PROMOTING EVENTS!**

- ASUPS can design, print, and/or distribute your posters for you. There's more info on our website.
- If you'd like to save yourself the $15 fee for graphic design, we recommend you check out Canva. It's a free, user-friendly graphic design program.
- We have butcher paper available for your use free of charge if you'd like to make a large banner for the SUB.
- If the event you're promoting is campus-wide, we'll share it on our Facebook Page. Message us the link!
GREEN FEE & EXPRESSION FUND

- Green Fee
  The Green Fund was established in 2013 as a way to support students seeking to implement projects improving campus sustainability. ASUPS recognizes the urgency of climate change, and the necessity to work towards improving sustainability. See https://asups.pugetsound.edu/about/funding/green-fund for more information.

Expression Fund
The fee was established in 2016 to support students seeking to improve the campus climate as it relates to the inclusivity of student identities, particularly, but not limited to; race, gender identity, sexuality, ability, class. See https://asups.pugetsound.edu/about/funding/expressions-fund for more information.
CULTURAL CONSCIOUSNESS - GOALS OF THIS PRESENTATION

- Ensure club leaders understand my position and how I can be a resource
- Talk about ways club leaders can be more accessible to the campus community
- Help students think ways to plan events in a culturally consciousness way
MY ROLE: CULTURAL CONSCIOUSNESS PROGRAMMER

Naomi Schroeter
ASUPS Cultural Consciousness Programmer
@nschroeter@pugetsound.edu

Some of Naomi's responsibilities: Bring programming to campus that focuses on social justice, whiteness and privilege, provide workshops to the campus community that focus on cultural competency, resource for club leaders, if they have questions regarding programming or ways to be inclusive or accessible I'm available.
WHAT DOES IT MEAN TO BE CULTURALLY COMPETENT?

“Cultural competence is a set of congruent behaviors, attitudes, and policies that come together in a system, agency or among professionals and enable that system, agency or those professions to work effectively in cross-cultural situations” (National Center for Cultural Competence, Georgetown University, 1989)
THINKING POINTS FOR CLUBS WHO PLAN EVENTS

How do I ensure my club has culturally competent programming?
MARIACHI BAND DURING THE LUNCH HOUR

1) Without using your smart phones, write down what you know about the mariachi
2) What was the intent of the programming?
3) What was the impact of the programming?
4) What is your understanding as to why the intent and impact did not align?
SKILLS AND REFLECTIVE QUESTIONING

- Have I done my research on the program beyond costs and scheduling? (e.g. Googling is "_____" racist, sexist, homophobic, cultural appropriation...)
- Does/could this program impact a certain population or group of people?
- Have I spoken to the potentially impacted group of people to get their thoughts before proceeding?
- Who else should I run this idea by?
WHAT IS ACCESSIBILITY?

The extent to which your club is approachable and usable by individuals who want to join, or in some cases, for all individuals who identify with the focus of your club.
WITH A PARTNER:

- What are some stereotypes people have about your club and why do you think they exist?
- Think about who’s represented in your club (race, gender, sexual orientation, etc.).
- Can you think of reasons as to why certain groups aren’t represented?
WHAT MIGHT IMPED ACCESSIBILITY?

- **Money $$$** Does your club have built in costs? (art materials, athletic gear, memberships or other objects)
- **Scheduling** Does your club take place at the time that accommodates the most members?
- **Inclusivity** Does your club feel welcoming to all students, regardless of sexual/gender identity, sexual orientation, religious affiliation, race, ethnicity, etc.? Do you have cliques in your club?
- **You** Are you responding to messages and reaching out to new members?
QUICK ACTIVITY

Take 5 minutes to go around the room and write down some ways that your club leadership can make your group more accessible.
QUESTIONS?
UNDocumented STUDent INFORMATION

Immigration and Customs Enforcement (ICE) Contact Protocol

1. Do not let ICE Officers into private spaces (residence halls, campus houses, Greek houses, office spaces, classrooms, labs, restrooms, etc.) unless at the direction of one of the Puget Sound's four Contact People (next slide)

2. If an ICE officer approached you to request information or access to a private space, explain that our policy is to connect them with an administrator to process that request. Immediately call one of the contact people.
   
   8am-5pm, M-F: Call a Contact person
   5pm-8am, M-F or weekends: Call Security Services

3. Remain calm and wait for a Contact Person to join you
UNDocumented STudent INFORMATION

Contact People

Dave Wright, University Chaplain
253.879.2751

Cindy Matern, Associate Vice President for Human Resources
253.879.3116

Michael Pastore, University Registrar
253.879.3529

Todd Badham, Director of Security Services
253.879.3311

Security - After hours
253.879.3311
BRIEF OVERVIEW OF FINANCE TERMS

- **Project Code**: A six-digit number used to identify the ASUPS entity.
- **Account Number**: A six-digit number used to track the type of revenue or expense.
- **Disbursement**: Disbursements initiate the issuance of a check (or in some instances cash) for expenses you have incurred.
- **Revenue Budget**: Amount your club is expected to fundraise, if applicable.
- **Expense Budget**: Amount your club is expected to spend.
- **ASUPS Award**: Difference between the Expense Expectation and Revenue Expectation.
NEW THIS YEAR: LEDGERS!

This is a tool to keep track of how much money is in your account since my.pugetssound can take a few days to update.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Transaction</th>
<th>Appears correct in PeopleSoft (Y/N)</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous balance</td>
<td></td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>Bought a Candy bar</td>
<td>Y</td>
<td>$1.00</td>
<td></td>
<td>$499.00</td>
</tr>
<tr>
<td></td>
<td>Bought 100 Candy Bars</td>
<td>N</td>
<td>$100.00</td>
<td></td>
<td>$399.00</td>
</tr>
<tr>
<td></td>
<td>Sold 100 Candy Bars</td>
<td>N</td>
<td></td>
<td>$150.00</td>
<td>$549.00</td>
</tr>
</tbody>
</table>

- Add a description
- Update the credit column with a deposit or the debit column with a withdraw from your account
- The Balance will auto-populate with your available balance
- Check the ledger and my.pugetssound to make sure they match at least once a month
CHECKING YOUR BUDGET

Step 1: Login to my.PugetSound and click the financials tab.

Step 2: Click "Annual Budget" or "Carryover Project" depending on your budget type.
Step 3: Login to my.PugetSound and click the financials tab.
CHECKING YOUR BUDGET - CARRYOVER BUDGET

Step 4. View your budget summary

Click for more info!

<table>
<thead>
<tr>
<th>Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Budget</td>
<td>Amount club should raise to cover club expenses (non-ASUPS sources)</td>
</tr>
<tr>
<td>Actual Revenue</td>
<td>Money earned from non-ASUPS sources (dues, fundraising, etc)</td>
</tr>
<tr>
<td>Expense Budget</td>
<td>Amount club can spend (allotted to your club by ASUPS + amount that club will raise)</td>
</tr>
<tr>
<td>Actual Expense</td>
<td>Money your club has spent</td>
</tr>
<tr>
<td>Available Budget</td>
<td>Money your club currently has available for use</td>
</tr>
</tbody>
</table>
# Checking Your Budget - Carryover Budget

## Financial Summary

**Budget**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Beginning Balance (6/30/11)</th>
<th>Revenues &amp; Transfers In</th>
<th>Expenses &amp; Transfers Out</th>
<th>Encumbered</th>
<th>Pre-encumbered</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2012</td>
<td>0.00</td>
<td>75.43</td>
<td>55.39</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2 2013</td>
<td>0.00</td>
<td>0.00</td>
<td>20.04</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3 Total</td>
<td>0.00</td>
<td>75.43</td>
<td>75.43</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Click for even more info!
CHECKING YOUR BUDGET - ANNUAL BUDGET

Step 4. View your budget summary

Click for more info!

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
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</tbody>
</table>
CHECKING YOUR BUDGET - ANNUAL BUDGET

Click for more detail

### Financial Summary

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Revenue Budget</th>
<th>Actual Revenue</th>
<th>Revenue Budget Variance (Fav/Unfav)</th>
<th>Expense Budget</th>
<th>Actual Expense</th>
<th>Encumbered</th>
<th>Pre encumbered</th>
<th>Expense Budget Variance (Fav/Unfav)</th>
<th>Revenue Budget Variance (Fav/Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>3,000.00</td>
<td>150.00</td>
<td>-2,850.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-2,850.00</td>
</tr>
<tr>
<td>Compensation Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25,122.40</td>
<td>1,664.84</td>
<td>0.00</td>
<td>0.00</td>
<td>23,457.56</td>
<td>23,457.56</td>
</tr>
<tr>
<td>Operating and Capital Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>23,051.03</td>
<td>725.00</td>
<td>0.00</td>
<td>0.00</td>
<td>22,326.03</td>
<td>22,326.03</td>
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<tr>
<td>Total</td>
<td>3,000.00</td>
<td>150.00</td>
<td>-2,850.00</td>
<td>48,173.43</td>
<td>2,389.84</td>
<td>0.00</td>
<td>0.00</td>
<td>45,783.59</td>
<td>42,933.59</td>
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</tbody>
</table>
CHECKING YOUR BUDGET - ANNUAL BUDGET

This window will pop up and then you can click the hyperlinks for even more detail.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbered</th>
<th>Pre Encumbered</th>
<th>Variance (Fav/Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>151010</td>
<td>Staff Salaries &amp; Wages</td>
<td>17,586.40</td>
<td>1,654.84</td>
<td>0.00</td>
<td>0.00</td>
<td>15,921.56</td>
</tr>
<tr>
<td>55020</td>
<td>Staff Fringe Benefits Alloc</td>
<td>7,536.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,536.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>25,122.40</td>
<td>1,654.84</td>
<td>0.00</td>
<td>0.00</td>
<td>23,457.56</td>
</tr>
</tbody>
</table>

Return
SPENDING YOUR BUDGET - DISBURSEMENTS

**Disbursement Request Form (Non-Purchase Order Expenditures)**

- **Who’s filling out the form?**
- **The person who is being reimbursed**
- **The address of the person listed above (CMB is okay)**
- **How the payment is to be received**
- ***Attach a receipt**

**For use with: Reimbursements, Paying Contracts, Paying Invoices**

- **Your club's 6 digit speedchart**
- **What you’re paying for**
- **What type of Account (Outsourced Services, Meals, Lodging, etc.) will be a five-digit code**
- **How much you’re paying or did pay**
- **Who, what, when, where, why?**

- **Item No.**
- **Speed Chart**
- **Account**
- **Chart field**
- **Invoice Number**
- **Invoice Date**
- **Terms**
- **Description**
- **Amount**
- **1099 Us Tax**

All disbursement request must be accompanied by original documents to support the account(s) requested.

*Unless otherwise directed, reimbursements of $50.00 or less, payable to students, will be issued in cash through the Accounts Payable Office 2018.*

*If released through Payroll, all AP reimbursements for faculty & staff will be through Direct Deposit**.

ACH Vendor, P-Card
SPENDING YOUR BUDGET - P-CARDS

- Visa branded credit cards utilized by clubs to make direct purchases
- Anyone is welcome to use a ASUPS Officer’s P-Card
- If you want a P-Card contact the Director of Business Services asupsdbs@pugetsound.edu for more information
- If you are getting a P-Card, you will receive detailed training on how to use one from the Office of Finance on Wednesday, September 6th!
CONTRACTS

Used for paying individuals for services completed (Examples: Dance instructors, performers, instructors, trainers, etc.) Necessary to avoid putting ASUPS and Puget Sound into liability and tax issues. Must be completed prior to services being offered. If you need a contract, or are not sure if one is necessary, please contact the Director of Business Services asupsdbs@pugetsound.edu
FINANCE REQUESTS

- Finance Requests are for un-budgeted or unforeseen expenses.
- The Committee meets once a week and makes a recommendation to Senate.
- The process takes about a week from request to Senate's allocation.
- You'll be expected to attend Finance Committee (Mondays @ 9 and Senate Thursdays @ 7).
- The Finance committee is made up of Students, Executive members and Senators.
CAPITAL REQUESTS

- The Capital fund is used to purchase items that will last longer than a year
- It's funded with surplus ASUPS funds from years past
- The Finance Committee also makes recommendation for capital purchases
- The Capital fund is much larger than the finance fund
- Capital items are tracked by ASUPS

Capital Requests:

Describe the purpose of your capital request. How long do you estimate your club will be able to continue to use these items?

What capital items does your club currently have? What would you estimate they are worth? When were they purchased and how long do you estimate your club will be able to continue to use these items?

What are your plans for the transition of leadership from year to year within this organization?

Where do you plan to store these items?

What is the usable life of these items? (How long until it will have to be replaced?)

ASUPS is responsible for tracking all capital assets. Purchases made via ASUPS Capital funds must be reported to the DBS.

Have questions? Want someone to read it over? The ASUPS VP and DBS would be happy to help!

asups@pugetsound.edu or asupsdb@pugetsound.edu
FINANCE-RELATED QUESTIONS?

Doug Palmer  
253-879-3527  
asupsdbs@pugetsound.edu  
Office hours: M/T/TH/F 11:00-12:00 and by appointment  
ASUPS Office-Wheelock 210  

www.asups.pugetsound.edu/resources/documents
MORE INFORMATION:

https://asups.pugetsound.edu/asups-clubs/club-resources
UPCOMING EVENTS: SEEING THE WATER

ROBIN DIANGELO, PHD

SEEING THE WATER: WHITENESS IN DAILY LIFE
PART 1
TAHOMA ROOM
12 SEPT 5:30 PM

Puget Sound is committed to being accessible to all people. If you have questions about event accessibility, please contact 253.879.3236 or accessibility@pugetsound.edu, or visit pugetsound.edu/accessibility.
UPCOMING EVENTS:
LAS CAFETERAS

Thursday September 14
@ 7:30
Schneebeck Concert Hall
University of Puget Sound
Free with Logger ID
$10 General Admission

Puget Sound is committed to being accessible to all people. If you have questions about event accessibility, please contact 253.879.3236 or accessibility@pugetsound.edu, or visit pugetsound.edu/accessibility.
UPCOMING EVENTS: MARIACHI HUENACHI

LATINX UNIDOS IN COLLABORATION WITH THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF PUGET SOUND PRESENTS

MARIACHI HUENACHI

SEPTEMBER 15, 3 PM
SCHNEEBECK CONCERT HALL
UNIVERSITY OF PUGET SOUND
1500 WARNER ST.
TACOMA, WA 98416

Puget Sound is committed to being accessible to all people. If you have questions about event accessibility, please contact 253.879.3236 or accessibility@pugetsound.edu, or visit pugetsound.edu/accessibility.

THIS IS A FREE EVENT! OPEN TO THE TACOMA COMMUNITY! FOR MORE INFORMATION. E-MAIL: ASUPSDMO@PUGETSOUND.EDU