

Financial Policies

Budget Allocations

Depending on the size of your community, you may receive a budget from the university. Allocations are determined based on a combination of factors, including alumni population in the local area and levels of previous activity. The actual money is handled by the Office of Advancement, but the estimated dollar amount helps communities plan their activities throughout the year. Budgets can be used for subsidizing the cost of events to make tickets more affordable, or on occasion, paying for an event outright.

Reimbursements

If you need to make a purchase on behalf of your community, please save the original, itemized receipts so that you can be reimbursed. Receipts can be mailed, scanned, or even sent as a photo through your phone. Reimbursement checks generally take up to 2 weeks to get processed and mailed.

Whenever possible, please work with your staff liaison to make purchases via a university credit card or university check. It's rare that a chapter leader must spend his or her own money.

Tax Information

The university is exempt from sales tax in some states. If you find yourself making purchases on behalf of your alumni community, please contact your staff liaison to ensure that you're not charged tax. A copy of the university's tax exempt card can be sent to you in advance of your purchasing, as well as certificates of exemption for applicable states.

Fundraising

Regional communities are an extension of the University; they're not considered to be separate 501(c) 3 organizations. Because of this, leaders shouldn't solicit funds on behalf of the university. If a volunteer would like to donate funds towards activities, the donation should be made as a gift-in-kind. In such cases, your staff liaison is available to assist with this process.

Communities shouldn't sell merchandise or hold raffles or other gaming events to raise money. Communities are to work within the budgets allocated by the Office of Advancement. If money is needed beyond that allocated amount, leaders should consult their staff liaisons.

Gifts in Kind

If a volunteer makes an in-kind donation to an event, or to a portion of that event, a gift-in-kind letter may be sent to the individual. Examples of gifts in kind include alumni paying for food or alcohol for an event or covering the cost of renting a venue. Please work with your staff liaison if a gift-in-kind situation arises.