Club Coordination Council
Allocation Training

March 2012
Paul Baranay
CCC Controller
ccc@nd.edu
Overview

• Please don’t forget to sign in!

• Introduction to CCC
• Introduction to CCC Appeals
• Allocation Timeline and Process
• Sample Budget Spreadsheet
The Basics

- Request Deadline: Thursday, April 5
- Single deliverable to fill out and turn in
- Must be sent from your advisor to your division
- New ledgers from the CCC
- Respond promptly to interview request
- CCC is here to help!
  - Email, office hours, workshop on Sunday
Introduction to CCC

• Oversees all recognized undergraduate student clubs
• Composed of club members elected by their peers
• Serves as an advocate and resource for clubs
• Provides funding to clubs
• Office on third floor of LaFortune
  – Visit any time!
Introduction to CCC

Clubs
Introduction to CCC

• Six Divisions
  – Academic
  – Athletic
  – Cultural
  – Performing Arts
  – Social Service
  – Special Interest

• Executive Council
  – President, Vice President, Controller
CCC Income Sources

• The Shirt Project

• Student Activity Fees

• Student Union Endowment

• Slightly over $300,000 overall for the spring, plus concession stands
CCC Allocations and Appeals

• Spring Allocation
  – Cash $300,000
  – Concession Stand

• Winter Reallocation
  – Cash Variable

• Appeals
  – CCC Collaboration $5,000
  – CCC Contingency $15,000
  – FMB Collaboration $15,000
The Appeal Process

• Club:
  – Needs money and fills out appropriate appeal form
  – E-mails their division and turns appeal form in to division mailbox (outside the CCC office)

• Division:
  – Sets up a meeting with club to go over appeal
  – Meets with club
  – Presents appeal to the CCC

• CCC:
  – Makes a decision
    • If it’s a FMB appeal, it will then go to FMB
  – Gives club final decision (and potentially money!)
### Contingency Appeal

**Event Budget:**

<table>
<thead>
<tr>
<th>INCOME:</th>
<th>EXPENSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOAPAL Account: $400</td>
<td>Honoraria/Entertainment: $0</td>
</tr>
<tr>
<td>Department Support: $________</td>
<td></td>
</tr>
<tr>
<td>Donations: $100</td>
<td>Travel: $700</td>
</tr>
<tr>
<td>Fundraising: $________</td>
<td>Lodging/Facility Rental: $300</td>
</tr>
<tr>
<td>Other: $________</td>
<td>Equipment: $________</td>
</tr>
<tr>
<td>Other: $________</td>
<td>Uniforms/Apparel: $________</td>
</tr>
<tr>
<td></td>
<td>Food: $300</td>
</tr>
<tr>
<td></td>
<td>Advertising (Observer): $________</td>
</tr>
<tr>
<td></td>
<td>Advertising (Other): $20</td>
</tr>
<tr>
<td></td>
<td>Copy Expenses: $________</td>
</tr>
<tr>
<td></td>
<td>Supplies: $________</td>
</tr>
<tr>
<td></td>
<td>Other: $________</td>
</tr>
<tr>
<td></td>
<td>Other: $________</td>
</tr>
</tbody>
</table>

**Total Income:** $500 

**Total Expenses:** $1320

**Total Income - Total Expenses:** $820

*Appeal Request*: $820

*If Appeal Request exceeds $1,000, please attach a full budget, explaining all income and expenses in detail.*

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This is money the club is putting towards the event from their account.

Food costs can be tricky.

Should be negative.

We love detailed budgets.
Collaboration Appeal

<table>
<thead>
<tr>
<th>Event Budget:</th>
<th>EXPENSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME:</strong></td>
<td></td>
</tr>
<tr>
<td>Club #1 Contribution:</td>
<td>Honoraria/Entertainment:</td>
</tr>
<tr>
<td>$300</td>
<td>$_____</td>
</tr>
<tr>
<td>Department Support:</td>
<td>Travel:</td>
</tr>
<tr>
<td>$_______</td>
<td>$_____</td>
</tr>
<tr>
<td>Members’ Out of Pocket:</td>
<td>Lodging/Facility Rental:</td>
</tr>
<tr>
<td>$_______</td>
<td>$_____</td>
</tr>
<tr>
<td>Donations:</td>
<td>Food:</td>
</tr>
<tr>
<td>$_______</td>
<td>$_____</td>
</tr>
<tr>
<td>Fundraising:</td>
<td>Advertising (Observer):</td>
</tr>
<tr>
<td>$_______</td>
<td>$_____</td>
</tr>
<tr>
<td>Aid from Club #2:</td>
<td>Advertising (Other):</td>
</tr>
<tr>
<td>$_______</td>
<td>$_____</td>
</tr>
<tr>
<td>Aid from Club #3:</td>
<td>Copy Expenses:</td>
</tr>
<tr>
<td>$_______</td>
<td>$_____</td>
</tr>
<tr>
<td>Other:</td>
<td>Supplies:</td>
</tr>
<tr>
<td>____________</td>
<td>$200</td>
</tr>
<tr>
<td>Other:</td>
<td>Other:</td>
</tr>
<tr>
<td>____________</td>
<td>__________</td>
</tr>
<tr>
<td>TOTAL INCOME:</td>
<td>$550</td>
</tr>
<tr>
<td>$320</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL EXPENSES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Honoraria/Entertainment: $200</td>
<td></td>
</tr>
<tr>
<td>Travel: $_____</td>
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</tr>
<tr>
<td>Lodging/Facility Rental: $350</td>
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<tr>
<td>Food: $_____</td>
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<tr>
<td>Advertising (Observer): $_____</td>
<td></td>
</tr>
<tr>
<td>Advertising (Other): $_____</td>
<td></td>
</tr>
<tr>
<td>Copy Expenses: $_____</td>
<td></td>
</tr>
<tr>
<td>Supplies: $200</td>
<td></td>
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<tr>
<td>Other: $_____</td>
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<tr>
<td>Other: $_____</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES: $550</td>
<td></td>
</tr>
</tbody>
</table>

Total Income - Total Expenses: $-230

Appeal Request: $400
Allocation Requirements

• 2012-2013 Budget Spreadsheet
  – Advisor approval via email
  – Club report is included in spreadsheet

• Club Account Ledger 2011-2012
  – Email CCC for copy (ccc@nd.edu)
  – Consult while filling out spreadsheet
  – Bring to your interview

• Interview with CCC Division
Allocation Requirements

• Even if you are not requesting money or a concession stand for the spring allocation, all clubs must submit a budget spreadsheet and club report to be eligible for appeal funds and the winter reallocation.

• Forms are available online
  – http://ccc.nd.edu
  – NEW website address
Timeline

• Right Now – Allocation Training
• Sunday, April 1 – Budget Workshop (optional)
• **Thursday, April 5** – Requests Due
• Ongoing – Interviews with CCC
• Tuesday, April 17 – CCC Banquet
• Monday, April 23 – Allocation Meeting
Division Emails

• Academic – cacadem@nd.edu
• Athletic – cathlet@nd.edu
• Cultural – cultural@nd.edu
• Performing Arts – perfarts@nd.edu
• Social Service – socserv@nd.edu
• Special Interest – specint@nd.edu
• CCC Exec – ccc@nd.edu
Closing Thoughts

• Continuity between past and future officers is very important for success

• If increasing (or decreasing) activity from previous years, make a note and justify how you will be successful

• Consider raising dues to correspond with increased activities

• Remember to account for dues properly in your spreadsheet
Closing Thoughts

• Remember that concession stands are part of your allocation
  – Do not count as fundraising
  – Do not increase the 20% fundraising requirement

• Alumni can be an excellent source of donations and general support

• Any questions? Be proactive! Email us:
  – ccc@nd.edu for general questions
  – Your division email for specific questions