

# 2015-2016 SEMINOLE CLUB® HANDBOOK

A COMPREHENSIVE GUIDE TO SEMINOLE  
CLUBS AND CHAPTERS IN YOUR COMMUNITY



**ALUMNI**  
ASSOCIATION

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# STAFF DIRECTORY



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Website: [alumni.fsu.edu](http://alumni.fsu.edu)

Facebook: FSU Alumni Association

Twitter: @FSUAlumni

Instagram: @fsualumni

Seminole Club® Blog: [seminoleclubs.com](http://seminoleclubs.com)

Seminole Club® Facebook: Seminole Clubs

Seminole Club® Twitter: @SeminoleClubs

## LETTER FROM SCOTT ATWELL

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The mission statement of the FSU Alumni Association requires us to “advance our university’s greatness while enriching the lives of the Seminole family.” Those words are easily translated to the work that you do as leaders within our club network. FSU alumni graduate with a desire to stay connected to their alma mater and a responsibility to ensure its success. Seminole Clubs® provide the opportunity for them to achieve these goals, which makes your work vitally important.

Business guru Mark Yarnell defines a leader as “someone who demonstrates what’s possible.” Thank you for demonstrating the power of the FSU network through Seminole Club® leadership. Your university is grateful.



A handwritten signature in black ink, appearing to read "Scott Atwell".

Scott Atwell  
FSU Alumni Association President and CEO

## LETTER FROM AIMEE WIRTH

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It’s a great time to be a Seminole! We at the FSU Alumni Association want to thank you for playing such a vital role in your local club and chapter. Without your passion, dedication, vision and hard work, Seminole Clubs® and Chapters wouldn’t exist. An alumni club, in effect, becomes FSU in its community, so the interest you stimulate and the information you collect and share provides a vital and exciting link to the university so many Seminoles love — Florida State! This handbook has been prepared for your information and understanding of FSU’s policies, philosophies and practices. We hope that you find this manual helpful and beneficial in the operation of your club or chapter.

In Seminole Spirit —

A handwritten signature in black ink, appearing to read "Aimee Wirth".

Aimee Wirth  
Director of Seminole Clubs®



# 2015–2016 CLUB CALENDAR

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## August

Kickoff Parties

21 — Treasurers' Training

21 — FSU Alumni Association Kickoff Luncheon

## September–October

Game Watching Parties

## November

Game Watching Parties

13 — Homecoming Parade

14 — Homecoming Awards Breakfast and All College Alumni Tailgate

## December

5 — ACC Championship Game

6 — Bowl Game Announcement

## January

15 — Mid-year Financials Due\*

## February

3 — National Signing Day Party

## March

19 — Seminole Service Day\*

## April

TBD — Leadership Weekend

## May

Seminole Send-Off (Suggested May–August; scheduled by club)

TBD — Legacy Scholarship Deadline

## July

8– Club Reporting\*

- Club Participant List
- Contact Information & Officer Slate
- Executive Summary
- Planning Calendar

8 — End-of-Year Financials Due\*

**The FSU Alumni Association hosts Happy Hours on the Friday night before a home game.**

**\* Mandatory for clubs per Operation CLUB**

## PURPOSE OF SEMINOLE CLUBS®

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A Seminole Club® serves as a vehicle to unite the alumni and friends of FSU in an organized effort. Clubs provide an opportunity for increased participation with the university and fellowship with other local Seminoles.

Seminole Clubs® promote the university by hosting social, athletic and academic events, along with participating in community service projects. A Seminole Club® should be a strong benefactor for FSU through scholarships, recognition awards, networking events and membership drives for the FSU Alumni Association. Local clubs act as an extension of FSU by assisting the university to connect with alumni and achieve fundraising goals.

Our ultimate goal in working with clubs is to have strong, effective clubs involved in membership development, student recruitment and the establishment of scholarships. A Seminole Club® should foster continued ties with FSU and an unconquered spirit that does not end with graduation. Seminoles Forever!



**Seminole Club® leaders at the 2014 Leadership Conference**



# HISTORY OF SEMINOLE CLUBS®



Alumni records show that discussions about forming alumnae clubs for Florida State College for Women took place as early as 1917. The official motion to form these regional clubs occurred three years later in 1920. Regional clubs immediately formed all across Florida from Key West to Jacksonville and Pensacola, 18 in number, and were called Flastacowo (abbreviation for Florida State College for Women) Clubs.

When the Florida State College for Women became Florida State University in May 1947 and men were admitted, clubs changed their names to Florida State Alumni Clubs. With the coming of men's intercollegiate athletics in the late '40s and the organization of Seminole Boosters Inc. in the early '50s, Booster Clubs were organized. Some of the existing Alumni Clubs became Booster Clubs and others began to support the university's athletic programs, particularly football.

In the late '70s, Charlie Barnes, executive director of Seminole Boosters Inc., and head football coach Bobby Bowden began the Bowden Tour. Many area clubs, particularly those in Florida, responded by increasing their giving levels in support of Seminole football.

In 1992, under the leadership of Dr. Jim Pitts, then-Vice President for University Relations, it was determined that clubs would delete the name "Booster" or "Alumni" and call themselves Seminole Clubs®. As seen in this Seminole Club® Handbook, an FSU Seminole Club® represents the university in a specific geographic area and all interests of the university.

In 2011 a new club structure was unveiled: Operation CLUB. CLUB is an acronym for Committing to Lead, Uniting Behind. The Operation CLUB initiative is a 5-year plan that started July 1, 2011. The most significant change in the club structure is that local Seminole Clubs® will no longer charge local club dues, and instead will be directly supported by the university. The plan calls for a much stronger commitment from the university in leading its Seminole Clubs®, with the Seminole Clubs® uniting behind the effort for the advancement of the university.





# GETTING STARTED

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Seminole Clubs® and Chapters are organized on a county or regional basis so that alumni and friends who reside in the area may be engaged. In areas where a Seminole Club® or Chapter DOES NOT currently exist, a Seminole Chapter may be formed. A Seminole Chapter may work towards being an officially chartered Seminole Club® over time by meeting the club requirements set forth by the FSU Alumni Association (page 17). In order to form a Seminole Club®, your area must have an alumni population of at least 250. In the state of Florida there is to be no more than one Seminole Club® per county. Outside of Florida, Seminole Clubs® can represent a geographic area larger than one county; however, considerations will be given to existing clubs in a nearby area (e.g., a new club in Marietta, Georgia, would potentially conflict with the existing Atlanta Seminole Club®).



Neither Seminole Clubs® nor Chapters are permitted to charge local club dues. The university and the FSU Alumni Association have restructured the Seminole Club® network (Operation CLUB). Clubs will now receive base-funding directly from the university. While local dues are no longer permissible, Seminole Clubs® can raise revenue through other means (sponsorship, per-event charges, etc.). Prospective clubs will not receive base funding or be eligible for grant money until they are formally chartered and recognized as an official Seminole Club®.

The process of becoming an official Seminole Club® will take at least one year from initial inception. The following pages include detailed information to help your Seminole Chapter work toward being an officially chartered Seminole Club®. It is a privilege and honor to be formally recognized as a Seminole Club®. Seminole Chapters are encouraged to strive for this distinction.



## Starting a Seminole Chapter

Seminole Chapters are the gateway to the Seminole Club® network. Chapters were created to allow new groups to be established and work toward club status. Additionally, Seminole Chapters allow groups to meet where there are not enough alumni to create a Seminole Club®. Like Seminole Clubs®, Seminole Chapters are responsible for providing a connection to the university with their area constituents. This is accomplished by hosting events throughout the year that inspire alumni to participate in community service, continuing education, networking and fun. Typical events include: social functions, game watching parties, receptions for students coming to FSU (Seminole Send-Offs) and community service efforts such as our national Seminole Service Day each March.

### Seminole Chapters:

- Act as a representative of Florida State University at all times and encourage their constituents to engage with the university through the FSU Alumni Association, Seminole Boosters Inc. and the FSU Foundation
- Are not permitted to charge dues
- Bleed garnet and gold, and have fun

### The FSU Alumni Association will assist your efforts by:

- Adding your chapter's name and contact information to our website (can include links to website, Facebook, Twitter and email)
- Posting your game watching party location on our website
- Promoting your game watching location via our mass emails and social media channels
- Providing direction and support

For more information and ideas, feel free to request our "How to Start a Seminole Club" guide, bearing in mind that it is not feasible for the FSU Alumni Association to provide the same level of support to chapters as we do to clubs. This allows us to better serve as many alumni and constituents as possible. If you have any questions, please contact the FSU Alumni Association at 850.644.2761.

## What's the difference between a Club and a Chapter?

In order to form a Seminole Club®, your area must have an alumni population of at least 250. For regions with less than 250 alumni in the area, a Seminole Chapter can be formed.

Seminole Chapters function in the same manner as Seminole Clubs®, but on a smaller scale.



## Additional Tips

### Spread the word about your Chapter!

- Utilize social media by creating a Facebook page, Twitter account, etc.
- Use community resources such as local newspapers, weeklies and community calendars.

# CHARTER PROCESS

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According to the FSU Alumni Association Bylaws, for a Seminole Club® to be formally established, it must be approved by the FSU Alumni Association's National Board of Directors. This will take place at the FSU Alumni Association Board's winter meeting, typically held in late January or early February. Prospective clubs (Seminole Chapters) must have functioned for at least one year prior to February 1 of the current calendar year.

*Example:* A Seminole Chapter that began operation in January of 2014 would be eligible to seek charter as an official Seminole Club® at the board's winter meeting in 2015. A club that began operation in the summer of 2014 would not be able to seek charter as an official Seminole Club® until the board's winter meeting in 2016.

The following section outlines steps to becoming an officially chartered Seminole Club®.





# STEP-BY-STEP CHECKLIST

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## 1. Establish a board which must include the following positions:

- President
- Vice President/President-Elect
- Secretary
- Treasurer

A detailed outline of position responsibilities and duties of officers can be found on page 18. The officer slate should run on the fiscal year (July 1–June 30).

## 2. Join the FSU Alumni Association/Seminole Boosters\*

The Seminole Club® president and vice president/president-elect *must* be members of the *FSU Alumni Association* to organize and direct a Seminole Club®. All other board members *must* be members of the FSU Alumni Association and/or Seminole Boosters.

\*You do not have to be a Florida State alumnus in order to join the FSU Alumni Association or Seminole Boosters or to participate in a Seminole Club®.



## 3. Obtain a Federal Tax ID Number (EIN)

In order to establish a club bank account, you must obtain an EIN. Please see page 8 for further information regarding this process.

## 4. Establish a club bank account

Clubs should not have a bank account in an individual's name, but rather in the Seminole Club's® name. You will need your EIN in order to set up your bank account. Please see page 6 for further information regarding this process.

## 5. Host at least one academic and athletic event

Seminole Clubs® are required to host at least one academic and athletic event during the year. We encourage chapters to host both kinds of events as they move toward club status.

# STEP-BY-STEP CHECKLIST

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## **6. Participate in Seminole Service Day**

Seminole Service Day is held in March each spring. Our alumni, friends and fans volunteer hours giving back to their local communities. For a full description of Seminole Service Day, visit [alumni.fsu.edu/seminoleserviceday](http://alumni.fsu.edu/seminoleserviceday).

## **7. Submit a Charter Request Form**

A charter request form must be submitted prior to the winter (January/February) board meeting in which the charter vote is taking place. As outlined in the Charter Process on page 3, a Seminole Chapter must have been established a year prior to that board meeting.

Contact us at 850.644.2761 or [FSUalum@alumni.fsu.edu](mailto:FSUalum@alumni.fsu.edu) if you're visiting Tallahassee and would like to stop by the FSU Alumni Association. We are located at 1030 W. Tennessee St., Tallahassee, FL, 32306-4532.

## **8. Interest survey**

The FSU Alumni Association will prepare and send a mass email to area alumni to determine their interest in participating in club activities. The area alumni will be directed to contact the individual(s) seeking to start the Seminole Club® (you). From the email responses you receive, determine which individuals are interested in participating as officers or committee chairpersons and arrange an informal gathering at a convenient location to establish your board.

## **9. Plan for the year ahead**

With your key leaders in place, map out club activities and events for the next several months or the year ahead. Familiarize yourself with this document and the tips provided and educate yourself on the charter process. At any time you have questions or concerns, don't hesitate to contact the FSU Alumni Association.

## **10. Apply for official Charter as a Seminole Club®**

To apply for charter and become an official Seminole Club®, prospective clubs must exist and operate for at least one year and then complete the online Seminole Club® Application for Charter ([alumni.fsu.edu/charterrequest](http://alumni.fsu.edu/charterrequest)).

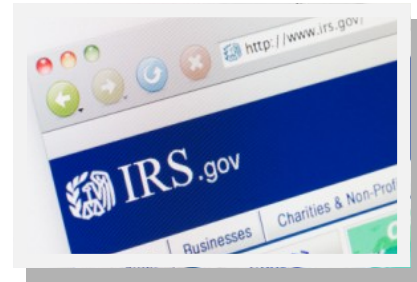
# HOW TO OBTAIN AN EIN AND BANK ACCOUNT

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## How to Obtain an EIN

Visit: <http://1.usa.gov/1HEt1Zp>

The Internet EIN application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session and an EIN is issued immediately. The online application process is available for all entities whose principal business, office, agency or legal residence (in the case of an individual) is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustor, etc. must have a valid Taxpayer Identification Number (Social Security number, Employer Identification Number or Individual Taxpayer Identification Number) in order to use the online application.



*NOTE:* Applying for an EIN is a FREE service offered by the Internal Revenue Service. Beware of websites on the Internet that charge for this free service.

## Lost or Misplaced Your EIN?

Ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800.829.4933. The hours of operation are 7 a.m.–7 p.m. local time, Monday through Friday. An assistor will ask you for identifying information and provide the number to you over the telephone, as long as you are a person who is authorized to receive it. Examples of an authorized person include, but are not limited to, a sole proprietor, a partner in a partnership, a corporate officer, a trustee of a trust or an executor of an estate.

## How to Obtain a Bank Account

### 1. Choose an institution.

What type of account do you want? A savings account? A free checking account? Should you use a credit union? See who has the features you want and who offers competitive rates.

### 2. Go to the bank.

Go to the bank branch during business hours. Be sure to bring identification and any initial deposit that's required. Typically, there are three officers on a business account. All three officers should be present when the bank account is open.

### 3. Pick the account type you want.

Any financial institution will have a variety of account types and services that you can mix and match.

### 4. Provide your information.

Bank accounts should be set up under the club's Employer Identification Number, but you will also be required to provide simple details like your name and birthday, as well as identification numbers (e.g., Social Security number) and EIN information. You should also be prepared to provide a valid government ID (e.g., driver's license).



# SEMINOLE CLUB<sup>®</sup> CONSTITUTION

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## ARTICLE I

**Section 1. Name.** The name of this club is “(city) Seminole Club<sup>®</sup>” OR “Seminole Club<sup>®</sup> of (city),” operating as an extension of the FSU Alumni Association.

**Section 2. Location.** The area of service for this Seminole Club<sup>®</sup> is the following geographic region: \_\_\_\_\_. (Inside of Florida: home county of operation – outside of Florida: agreed upon geographic region)

**Section 3. Purpose and Objectives.** The Seminole Club<sup>®</sup> is organized to promote the welfare, development and advancement of Florida State University and its educational, scientific and programmatic purposes. Seminole Clubs<sup>®</sup> are organized groups of people throughout the nation who support and are dedicated to the Florida State University athletic and academic missions. Seminole Clubs<sup>®</sup> operate as official chapters of the FSU Alumni Association for accounting and tax compliance purposes. Clubs are responsible for providing a connection with the University to their members – they accomplish this by hosting strategic programming throughout the year such as community service, continuing education, networking and social events.

**Section 4. Limitations.** No club or club member will have any right, title or interest in any of the property or assets, including any earned or investment income of the Alumni Association, and all club property and assets shall be returned to the Alumni Association upon club dissolution.

**Section 5. Constitution.** The Seminole Club<sup>®</sup> Constitution cannot be amended at the local Seminole Club<sup>®</sup> level, and can only be amended by the FSU Alumni Association National Board of Directors.

**Section 6. Fiscal Year.** The fiscal year of the Florida State University Alumni Association and all Seminole Clubs<sup>®</sup> is July 1 through June 30, inclusive, unless otherwise defined.

**Section 7. Official Logo.** The official logo shall be kept on file by the club and shall be affixed to all legal documents or transactions as required. This logo must be approved through both the Florida State University Alumni Association and the FSU Office of Trademark Licensing and Affinity Marketing and cannot be altered without expressed written consent.

**Section 8. Confidentiality.** Seminole Clubs<sup>®</sup> collect and are provided with confidential university information which is to be used exclusively for direct functions of the Seminole Club<sup>®</sup> and is to be shared only with Florida State University and its Direct Support Organizations (DSOs).

# SEMINOLE CLUB® CONSTITUTION

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## ARTICLE II

### Participation

**Section 1. Alumni and Boosters.** All FSU Alumni, Seminole Boosters' members and fans and friends of Florida State University are automatically eligible to participate in a Seminole Club®. Only current dues-paying members of the FSU Alumni Association or Seminole Boosters are considered voting members.

## ARTICLE III

### Meetings

**Section 1. General Meetings.** Meetings shall be conducted according to the latest edition of Robert's Rules of Order Revised.

- a. Annual Meetings. Each Seminole Club® shall hold a meeting of its members annually (the "Annual Meeting") as near the 30th of June as reasonably possible. This meeting shall be held at a convenient hour and place within the area of service, for the purposes of electing club officers, considering the Treasurer's report of the accounts of the club (subject to audit and adjustment) and any other reports that may be presented, and for the transaction of such other business as may properly come before the meeting. The Board shall fix a date not less than ten (10) nor more than thirty (30) days before the meeting as the record date for members entitled to vote at the Annual Meeting (voting members).
- b. Notice of Meetings. Notice of the time, place, and purpose or purposes of the Annual Meeting and any special meetings shall be given by email to each record member of the club not fewer than fourteen (14) nor more than thirty (30) days before the meeting. Such notice may also appear in the regular newsletter circulated by the club.
- c. Quorum. At any meeting of the members of the club, one-third of the club's voting members, or if one-third of the club's members be ten (10) or more, then such voting members present shall be a quorum. In the absence of a quorum, or when a quorum is present, a meeting may be adjourned from time to time by vote of a majority of the members present without notice other than by announcement at the meeting. At any adjourned meeting at which a quorum shall be present any business may be transacted which might have been transacted at the meeting as originally notified.
- d. Voting. At every meeting of the members of the club, each voting member shall be entitled to vote, in person. Upon the demand by any voting member in attendance, the vote upon

# SEMINOLE CLUB<sup>®</sup> CONSTITUTION

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any question before the meeting shall be by ballot. Unless otherwise provided in these by-laws, all elections and motions shall be decided by a majority vote of the voting members present.

**Section 2. Required Meetings.** Apart from the Annual Meeting, the club shall meet as determined by the club's governing board. Minutes from all Seminole Club<sup>®</sup> Board meetings shall be forwarded to the Alumni Association.

**Section 3. Leadership Conference.** Each club should make every effort possible to have at least two club leaders in attendance at the Seminole Club<sup>®</sup> Leadership Conference hosted annually by the FSU Alumni Association

## ARTICLE IV

**Board of Directors** – The Seminole Club President and Vice President/President-elect must be current, dues-paying members of the Florida State University Alumni Association or Seminole Boosters.

**Section 1. Positions.** Each Seminole Club<sup>®</sup> is required to maintain a governing board or council consisting of, at minimum, the following officers: President, Vice President/President Elect, Treasurer and Secretary. Officers shall be elected for a term of one (1) year.

### **Section 2. General Responsibilities and Duties of Officers.**

- a. President – presides at all meetings of the club; appoints the standing committees, appoints special committees; and exercises the powers generally associated with the president of a Seminole Club<sup>®</sup>. The president shall be the official representative of the club on all occasions except when otherwise designated.
- b. Vice President/President Elect – takes on the responsibilities of the president in the event of the president's absence. The vice president works with other officers and committee members, is an ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president.
- c. Secretary – serves as the secretary to the governing body of the club and compiles the official minutes of each meeting hosted by the club. The secretary tracks and records participation and attendance information and forwards board meeting minutes and materials to the FSU Alumni Association. The secretary also shall conduct the correspondence of the club, including overseeing the coordination of newsletters and other mailings.

# SEMINOLE CLUB<sup>®</sup> CONSTITUTION

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- d. Treasurer – assists in the preparation of all budgets; assists in the direction of the development and maintenance of the financial accounts and tax records and assists in the handling of scholarship funds.

## **SECTION 3. VOLUNTEER POSITION.**

- a. All positions on the board of any Seminole Club<sup>®</sup>, including all officers and all general board members, are volunteer positions. Officers and general board members cannot be compensated in any manner for any services provided to the club.

## **ARTICLE V**

### **FUNDING**

**SECTION 1. SOURCE OF FUNDS.** All Seminole Clubs<sup>®</sup> will maintain a non-dues structure, receiving their base from Florida State University, distributed by the FSU Alumni Association. While clubs are not permitted to collect local dues, they are encouraged to raise money in other ways, such as: charging on a per-event basis, securing sponsors (see sponsorship guidelines in SECTION 3) and other fundraisers.

**SECTION 2. FINANCIAL DOCUMENTATION.** Accurate financial records shall be kept for each club in compliance with this constitution and club requirements. The club treasurer shall prepare all requested budgets and reports for the FSU Alumni Association in accordance with the Seminole Club<sup>®</sup> Leadership Manual. All supporting documents must be received by the FSU Alumni Association by January 15 and July 8, respectively; failure to do so will jeopardize Seminole Club<sup>®</sup> status as an officially recognized chapter of the FSU Alumni Association.

**SECTION 3. SPONSORSHIPS.** FSU Alumni Association Corporate Partners as listed on the FSU Alumni Association's web page may be recognized as sponsors of club events, but the Seminole Club<sup>®</sup> should contact the FSU Alumni Association representative if they wish to partner. The FSU Alumni Association marketing staff member will act as the liaison to fulfill the partnership of the club and corporate partner. Seminole Clubs<sup>®</sup> will be contacted as quickly as possible whether or not corporate partners choose to participate in the event, but under no circumstances should the Seminole Club<sup>®</sup> directly solicit corporate partners and/or request monetary compensation for a sponsorship.

# SEMINOLE CLUB® CONSTITUTION

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## **ARTICLE VI**

### **DISSOLUTION**

#### **SECTION 1. DISSOLUTION PROCEDURE.**

If a club is dissolved or inactive for a period of time not exceeding two (2) years:

- a. all monies and materials will be returned to the FSU Alumni Association.
- b. the club is not required to undergo the re-chartering process. Monies and materials will be returned to the club upon reinstatement.
- c. the club must undergo the re-chartering process. Monies and materials can be returned to the club after this period of inactivity or dissolution at the discretion of the FSU Alumni Association.

# SAMPLE SEMINOLE CLUB<sup>®</sup> BYLAWS

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## I. Meetings

- a. Meetings will be run according to Robert's Rules of Order.
- b. The Seminole Club<sup>®</sup> shall hold at least one (1) general meeting per year in order to elect officers and directors. Only current **FSU Alumni Association** members and/or Seminole Boosters may vote on club matters. FSU Alumni Association joint memberships shall count as two (2) votes.
- c. Additional meetings may be held at the discretion of the President or by order of a majority of the Board of Directors.

## II. Officers and Directors

- a. Officers and directors shall be elected for a term of one (1) year, concurrent with the club membership and fiscal years. The President shall serve no more than two (2) consecutive terms.
- b. When a vacancy occurs among either officers or other directors of the Board, the President shall appoint a club member to fill the unexpired term of office with the consent of the majority of the Board of Directors. Should the club President not be able to serve out his or her term and less than six (6) months remain in that term, then the Board of Directors shall appoint an interim club president. If the club President is not able to serve his or her term and more than six (6) months remain in that term, there shall be a special election called by the Board of Directors to fill the vacancy.
- c. The President shall preside at all meetings and shall have general supervision of all affairs of the club. The President shall be the official representative of the club on all occasions except when otherwise designated.
- d. The Vice President shall perform the duties of the President in his or her absence.
- e. The Secretary shall keep an accurate record of all meetings as well as a list of the club's constituents with the address, telephone number and email address of each constituent. The Secretary also shall conduct the correspondence of the club, including overseeing the coordination of newsletters and other mailings.
- f. The Treasurer shall receive all monies of the club and deposit same in a bank approved by the Board of Directors. The Treasurer shall pay all club debts and submit a report at every business meeting.
- g. The immediate former President of the club will serve in an ex-officio capacity. The former President will have no voting status with the Board. All former club Presidents are welcome to serve in an ex-officio capacity, but shall have no voting status with the Board.



# SAMPLE SEMINOLE CLUB<sup>®</sup> BYLAWS

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## III. Board of Directors

- a. The Board of Directors shall consist of the above-named officers and any additional directors to be elected by the club membership during the general elections. In addition, the Board of Directors will have, as ex-officio members, any former President who serves by appointment of the Board.
- b. The government of the club and the direction of its activities shall be vested in the Board of Directors.
- c. The Board of Directors shall meet regularly during the course of the year. An agenda shall be distributed at least two (2) days prior to each meeting to allow for preparation. A sample agenda is as follows.
  - Call to order
  - Minutes of the last meeting
  - Treasurer's report
  - Officer reports
  - Committee reports
  - Unfinished business
  - New business
  - Adjournment
- d. The Board shall be called for special meetings on the order of the President, or on the order of any of the other three Board officers. Only such business of which the Board has been notified may be transacted at such a called meeting. Board members shall be notified immediately by phone or email of said meetings.
- e. A quorum is defined as five (5) voting members of the Board of Directors present.
- f. Should a quorum not be present, interim decisions must be reviewed and approved at the next Board meeting that a quorum is present.
- g. A regular meeting of the Board of Directors must be called by the President upon the written request of the members of the Board of Directors.

# SAMPLE SEMINOLE CLUB® BYLAWS

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## IV. Standing Committees and Special Committees

- a. The standing and special committees of the Board of Directors could include the following: Events, Membership Committee, Public Relations, Community Services, University Support and Nominating Committee. A minimum of one (1) Board member shall serve on each committee as Chair, or appoints a Chair, and be the liaison with the Board of Directors. All committee members shall serve at the discretion of the Board of Directors. The duties of the committees are:
- i. **Events Committee** – oversee the coordination of club events, including game watching parties, meeting, service and social events and ticket sales.
  - ii. **Membership Committee** – be the club liaison with the FSU Alumni Association and encourage membership in both the alumni association and Seminole Boosters.
  - iii. **Public Relations Committee** – to oversee updating the club’s website and coordinate publicity for all club-sponsored activities.
  - iv. **Community Service Committee** – to plan, coordinate and supervise the volunteer and community service events for the club.
  - v. **University Support Committee** – to promote, plan and coordinate local area events that involve officials for Florida State University or promotes Florida State University in the club geographic area.
  - vi. **Nominating Committee** – to compile a list of eligible candidates for Board positions, oversee the preparation of ballots to eligible member voters, count all votes taken at the general elections meeting and validate the results to the Board of Directors. The President shall appoint members of the Nominating Committee, consisting of no fewer than three (3) members and no more than five (5) members, and the Committee shall be approved by the Board of Directors, approximately three (3) months prior to the end of the Board’s current term. The committee shall be responsible for seeing that each step of the elections process is carried out in a timely manner so that the process is completed no later than one (1) month prior to the time the new Board of Directors takes office. The Chairperson will be appointed by the President.
- b. Special ad hoc committees shall be appointed at the discretion of the Board of Directors to coordinate special events and projects sponsored by the club.

# SAMPLE SEMINOLE CLUB® BYLAWS

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## **V. Removal of Directors, Officers and/or Members**

Any director, officer or member of the club, by a two-thirds majority vote of the full Board of Directors, may be removed whenever, in the judgment of the Board, the best interest of the club will be served thereby. This includes absences of any officer or director from regularly scheduled Board meetings that are deemed without merit by the majority of the other Board members.

## **VI. Membership**

There is no local Seminole Club® membership. For the purposes of Seminole Clubs®, “members” are current members of the FSU Alumni Association and/or Seminole Boosters.

## **VII. Amendments**

Bylaws may be amended at any regular meeting of the club by a simple majority vote of the constituents present and voting. The Seminole Club® Constitution cannot be amended at the local Seminole Club® level.

## **VIII. Scholarship**

Scholarships awarded by the club shall be awarded through an unbiased selection process.





## SEMINOLE CLUB® GENERAL REQUIREMENTS

The following must be completed in order for a club to receive their annual stipend:

- ❑ Develop club bylaws.
- ❑ Obtain a Federal Tax ID Number (EIN — Employer Identification Number).
- ❑ Establish a bank account in the club's name.
- ❑ Share constituent data twice annually by December 31 and July 1.
- ❑ Ensure club logo is compliant with FSU Trademark Licensing. Work through the FSU Alumni Association to ensure compliance and modify existing logo as necessary.
- ❑ Promote FSU development and Direct Support Organizations (FSU Alumni Association, Seminole Boosters, FSU Foundation) at all events.
- ❑ Offer discounts to members of FSU Direct Support Organizations (members of the FSU Alumni Association and Seminole Boosters).
- ❑ Adjust officer slate to fiscal year (July 1–June 30).
- ❑ Administer your Seminole Club® scholarship through FSU.
- ❑ Email minutes of all board meetings to the FSU Alumni Association.

### Annual Requirements

- ◇ Submit the Annual Seminole Club® Report online, including the following, no later than July 8:
  1. Seminole Club® contact info and officer slate
  2. Executive summary of the past fiscal year. This document should highlight the past year's club activities and operations, including challenges, successes, trends, highlights, etc. Please limit response to 500 words.
  3. Planning calendar of upcoming fiscal year
- ◇ Participate in at least one event annually that is academic in nature (e.g., host a Seminole Send-Off, staff a local college fair, invite a professor to speak at a club event, etc.)
- ◇ Club leaders must be members of the FSU Alumni Association and/or Seminole Boosters

- ◇ Participate in at least one event annually that is athletic in nature (e.g., host a kickoff party or game watching party, invite an assistant coach to speak at a club event, etc.)
- ◇ Participate in the annual Seminole Service Day

### Financial Requirements

- ◇ Submit the following financial information TWICE annually online no later than January 15 and July 8:
    1. Bank statements
    2. Financial statement
    3. Signed or emailed compliance form (Attestation Report)
- \*Club stipends cannot be disbursed until ALL club required events, reports and financial statements are completed.

# BOARD STRUCTURE

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Seminole Club® boards must include the following positions: *president, vice president/president-elect, treasurer and secretary*. In addition, many Seminole Club® activities will be organized and conducted by various standing committees. Establish committees as necessary to address game watching venues, club scholarships, communications, Seminole Service Day, etc.

## General Responsibilities and Duties of Officers

**A. President\*** – presides at all meetings of the club, appoints the standing committees and special committees and exercises the powers generally associated with the president of a Seminole Club®. The president shall be the official representative of the club on all occasions except when otherwise designated, and must ensure reporting documents are accurate and submitted by established deadlines.

**B. Vice President/President-Elect\*** – takes on the responsibilities of the president in the event of the president’s absence. The vice president works with other officers and committee members, is ex-officio member of all committees and carries out such duties and assignments as may be delegated by the president.

**C. Secretary\*** – serves as the secretary to the governing body of the club and compiles the official minutes of each meeting hosted by the club. The secretary tracks and records participation and attendance information and forwards board meeting minutes and materials to the FSU Alumni Association. The secretary shall also conduct the correspondence of the club, including overseeing the coordination of newsletters and other mailings.

**D. Treasurer\*** – assists in the preparation of all budgets, assists in the direction of the development and maintenance of the financial accounts and tax records and assists in the handling of scholarship funds.

\*Must be members of the FSU Alumni Association and/or Seminole Boosters.

President and treasurer MUST sign off on the financial report.





# ACTIVITIES AND PROGRAMMING IDEAS

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Seminole Clubs® can host a variety of activities and functions for Seminole fans in their area. Remember that every event your club hosts serves as outreach for the university and provides an opportunity to share important messages, strengthen ties with constituents in your area and promote memberships to the FSU Alumni Association and Seminole Boosters.

## Club Kickoff Party

Each club can begin their “season” with a kickoff luncheon, happy hour, pool party, family picnic ... the list can go on. Make this a family event, so everyone can attend. Use the FSU Alumni Association to help promote the event by generating an eBlast which targets ALL alumni in your club’s area. This is a great time to host a membership drive for the FSU Alumni Association and Boosters as people are very excited for the beginning of the football season.



## Club-Sponsored Student Scholarships

Many clubs offer scholarships to deserving high school seniors or junior college transfers in their communities who will attend FSU. The club can demonstrate its commitment to FSU and the community by offering assistance to our future leaders. This can be one of the most rewarding functions that the club can participate in. Club scholarships must be coordinated through the FSU Alumni Association in advance.



## College Fair Night

This is a great opportunity for the club to get Florida State’s name out to all interested high school students in your area. Participants in your club can also visit local high schools to speak with students who are interested in attending Florida State. Another possibility is attending a high school career day.

## Emeritus Alumni Events

Hosting an FSU Emeritus Alumni Society event, including graduates from the Florida State College for Women and the Tallahassee Branch of the University of Florida, can be a fun, rewarding and important function of a Seminole Club®. Our emeritus graduates have a lasting legacy that should be honored and remembered by each local club.

# ACTIVITIES AND PROGRAMMING IDEAS

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## **FSU Day at the \_\_\_\_\_**

Cheer on your local sports franchise with an all-FSU party before a game. Or hold an FSU Day at the opera, fair, local museums, theater or any other community-related event. Smaller clubs should consider joining with other Seminole Clubs® for outings to events within reasonable driving distance.



## **Game Watching Parties**

Game watching parties bring together FSU alumni and fans to cheer on the Seminoles all season long. These are a great way to engage old and new club members, and are most effective when held at the same location on a regular basis.

Club leaders should strive to turn game watching parties into a revenue generating source. This can be done by selling club items (shirts, koozies, etc.), having door prizes available and partnering with local businesses. If your club goes to the same location every season, work out a revenue sharing contract with management.

Football season usually generates the most interest in FSU and Seminole Clubs®, so

marketing is important! Make sure you are keeping club social media and websites up to date. Don't forget to fill out an FSU Alumni Association marketing request in order to be included in eBlasts and on the FSU Alumni Association website.

## **Guest Speakers**

Clubs regularly host university speakers at meetings for discussions about current happenings with FSU. Some guests include the current university president, athletic director, Professor Mark Zeigler, etc. (Note: There are geographical limitations, but contact the FSU Alumni Association to help facilitate guest speakers).

## **National Signing Day**

Bring together fellow Seminoles to watch Jimbo Fisher's National Signing Day! Gather club members at your current game watching location or use this opportunity to try a new location. Contact Seminole Boosters to promote your viewing party.

## **Networking and Young Alumni Events**

Networking events not only allow young professionals to network with each other on a business level, but also interact with each other on a social level. The young alumni demographic is hard to reach — focus on events, topics or interests for their age group.

# ACTIVITIES AND PROGRAMMING IDEAS

## Seminole Send-Off

Each summer, Seminole Clubs® across the nation host Seminole Send-Off receptions to welcome incoming FSU students to the Seminole Family. Seminole Send-Offs help connect new students, their families and friends to local alumni and Seminole Clubs®.

We encourage clubs to work with the FSU Alumni Association and the FSU Admissions Office to make this a successful event.

***Due to the high number of in-state students, we highly recommend that Seminole Clubs® located in Florida host a send-off party yearly.*** The best dates to hold send-offs are between May – August. For help planning your Seminole Send-Off, contact your FSU Alumni Association club staff member. For more information, visit [alumni.fsu.edu/seminolesendoff](http://alumni.fsu.edu/seminolesendoff).



## Seminole Service Day

Every spring, the FSU Alumni Association holds a national day of service for its Seminole Clubs®. Clubs are encouraged to select a community service project to participate in and support while wearing Seminole gear. Seminole Service Day is annually held on the third Saturday in March (this year's service day will be March 19). *The idea of Seminole Service Day is to give your time and talent, not your treasure.* This is NOT a fundraising event and should not require significant financial commitment of club funds. Visit [alumni.fsu.edu/seminoleserviceday](http://alumni.fsu.edu/seminoleserviceday) for more information.



## LEADERSHIP WEEKEND

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The FSU Alumni Association welcomes our Seminole Club® and Chapter officers and board members to Tallahassee for a weekend of learning, relationship building and fun! Leadership Weekend is typically held in April during the weekend of the Spring Game. Each year the program is altered to cover topics that are most important to the success of our club network.

The weekend provides a great opportunity for idea sharing, relationship building and interaction between club leaders and various university representatives. All of our Seminole Club® and Chapter board members are encouraged to attend!



## FSU CLUBBIE AWARDS

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The FSU Clubbie Awards is an exclusive event for Seminole Club® and Chapter leaders. The awards ceremony provides the FSU Alumni Association an opportunity to honor our volunteers' dedication and support of FSU, recognize our top Seminole Clubs® and Chapters, and announce the winners of the Club of the Year awards.



# SEMINOLE CLUB® COMMUNICATIONS

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The FSU Alumni Association encourages Seminole Clubs® and Chapters to engage with alumni through communication channels, including but not limited to Facebook, Twitter and other emerging social media sites. Here are some suggestions to better enhance your club or chapter's communication.

**Facebook** accounts created on behalf of Florida State University should consider setting up a "page" rather than "group." Pages allow users the option to become "fans," offer numerous features and are specifically designed for organizations.

Facebook Pages:

- protect authenticity of organization's page
- allow for a unique page name, unlike groups (there can be multiple groups with the same name)
- optimize visibility to anyone using the internet
- allow admins to keep track of analytics

Make sure to claim your vanity URL (requires 25 page "likes" on your Facebook page). A vanity URL will make it easier to share and remember your Facebook address.

**Twitter** enables users to send and read short 140-character messages called "tweets."

Choose an easy to find and remember Twitter handle (Twitter name). For example, if you are the Tampa Bay Seminole Club®, it will be easier for people to search for and remember "tampanoles."

**Instagram** is a photo and video sharing social media site. It was designed for mobile use with the intention that users would take photos on their mobile devices then upload the images "instantly" through the Instagram application.

For optimum success, use a consistent social media username that is easy for all to remember (e.g., tampanoles).

**Email** is a great and cost-effective way to keep all individuals engaged about activities and events. Keep an email directory of club participants and board members. It is important to collect contact info at every club function so that you can directly communicate with your participants on a regular basis.

**eBlasts** will be provided by the FSU Alumni Association to all FSU constituents in the area to help promote your club and its events and activities. The database used to send emails is university-wide, so clubs do not need to ask other organizations to send mass emails on their behalf.

Event details must be submitted 30 days in advance of the event to be promoted. Visit [alumni.fsu.edu/marketing\\_request\\_forms](http://alumni.fsu.edu/marketing_request_forms) to submit your requests.

**Websites** can be a valuable resource to clubs. However, hosting and maintaining websites can be costly, so we encourage clubs to optimize other social media outlets, such as Facebook, Twitter and Instagram. Most clubs will find that these free social media vehicles will meet their needs. If a club has created its own site, the FSU Alumni Association can provide a direct link to that URL on our Find a Seminole Club® page ([alumni.fsu.edu/clubs](http://alumni.fsu.edu/clubs)).

# SOCIAL MEDIA GUIDELINES

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As a Seminole Club® or Chapter leader, you have a responsibility to protect Florida State University's reputation. These guidelines have been developed in order to assist club and chapter leaders while protecting the image of the university.



## Getting started:

- Read through FSU's social media guidelines, policies and best practices. These will give you a good foundation going forward and are great to reference in the future ([unicomm.fsu.edu/brand/social/](http://unicomm.fsu.edu/brand/social/)).
- Check to make sure there is not another existing Seminole Club® or Chapter presence in the area.
- Make sure you have contacted the FSU Alumni Association before creating a new Seminole Club® or Chapter social media account (850.644.2761 or [fsualum@admin.fsu.edu](mailto:fsualum@admin.fsu.edu)).
- Be mindful that there should only be one platform per social media channel or the message and power of these media will become greatly diluted.

## Management:

- Social network sites should include timely and current information.
- Uphold a positive image of FSU and encourage engagement with the community.

- Maintain a positive, constructive communication style that does not attack individuals or groups.
- Review social accounts at least quarterly so information on the site remains current and up-to-date (e.g. club/chapter's email address or website URL).
- Seminole Club® and Chapter leaders should monitor what others post about your organization. If your club or chapter's Facebook wall is full of spam or if alumni questions go unanswered on Facebook or Twitter, this reflects badly on the club/chapter and the university.

## Dissolution:

- If Seminole Club® or Chapter leaders have voted to dissolve or terminate their organization, a leader must notify the FSU Alumni Association about the organization's change in status.
- Leaders should post on the club/chapter's website communicating the decision to its members.
- A successful dissolution should be carried out with interpersonal integrity, preserve the Seminole Club® or Chapter's legacy and contribute to a positive collective memory of the organization.
- Seminole Club® and Chapter leaders must take down the club/chapter's website and remove all social media channels associated with the club/chapter within 30 days of dissolution.

# SOCIAL MEDIA POLICIES

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**Administrative Status:** Seminole Club® and Chapter leaders change positions frequently. Club and chapter leaders should remove themselves as admins 30 days after their term expires and have new leadership added as admins on all social media channels. New leadership is encouraged to change social media passwords when their term begins. Please feel free to share account access with Seminole Club® Alumni Association staff who can help moderate activity and/or assist during a time of transition between volunteers.

**Advertising:** We discourage the use of social media as a platform for commercial advertisements or solicitations. Respect the desire of your club or chapter members to be free from intrusive notifications and solicitations that are not directly related to general FSU-related interests or your club or chapter's mission.

**Keep it clean:** Do not post offensive, vulgar, profane, or sexually explicit language or photos. Monitor what others post and remove any threats, disrespectful and/or offensive posts.

**Naming and Logo Use:** For Facebook and Twitter, use your Seminole Club® or Chapter's logo as your profile picture. If your club or chapter does not have a logo, the FSU Alumni Association can provide a generic logo in the interim. Naming conventions should be consistent with your club name, e.g.,:

- Seminole Club of (X)
- (X) Seminole Club
- Seminole Chapter of (X)
- (X) Seminole Chapter

Be consistent with your Seminole Club® or Chapter's name on all documents, emails, websites and social media accounts. Your Seminole Club® or Chapter's name should remain the same as it was registered with the FSU Alumni Association.

**Privacy:** Do not protect your Seminole Club® or Chapter's Twitter account or make a private or secret group for your club/chapter on Facebook. While it is fine to use these features for personal use, a club or chapter's social networking should be public.

**Respect Others:** Sexist, racist and other discriminatory comments or images should not be posted. Do not post any information that could be considered personal or sensitive. Respect other people's privacy and think before you post. Respect differences and refrain from posting comments related to religion, politics and the like. Users are free to discuss topics and disagree with one another, but please be respectful of others' opinions.

**Responsibility:** Always remember that your Seminole Club® or Chapter's social media accounts reflect that of Florida State University (learn more at [uphold.fsu.edu](http://uphold.fsu.edu)). Representing a Seminole Club® or Chapter on social media sites is a privilege and as a leader, you have a responsibility to protect Florida State University's reputation.





# SAMPLE EVENT TIMELINE AND TIPS

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## 3–5 months prior to event:

- Get organized
- Select volunteers/committee
- Set date
- Reserve a location
- Develop program and line up guest speakers (if applicable)
- Create marketing plan — (e.g., FSU Alumni Association eBlasts, club emails, Facebook, Twitter, local newspaper/calendar, flyers, etc.)

## 2–3 months prior to event:

- Submit final event details to the FSU Alumni Association
- Begin marketing efforts
- If possible, secure event sponsors

## 1–2 months prior to event:

- Increase marketing efforts
- Acquire FSU nametags and special handouts from the FSU Alumni Association
- Confirm all event logistics (venue, speaker, audio/visual etc.)
- Deadline to submit event details to the FSU Alumni Association (MUST be 30 days in advance of event)

## 1 week prior to event:

- Finalize all logistical details (e.g., catering count, volunteers, etc.)
- Continue marketing efforts as needed

## Day of:

- Have committee and speakers arrive early
- Have sign-in table to collect constituent data
- Give live social media updates during the event

## Sample Program:

- Welcome guests
- Promote local Seminole Club® as well as membership to the FSU Alumni Association and Seminole Boosters
- Introduce guest speaker
- Allow time for questions
- Close the event with a reminder of next event — always promote your next event or initiative

## Event Basics:

- Always promote membership
- Always collect constituents' contact information
- Always promote your next event
- Recognize your volunteers
- Emphasize club's connection and relationship with FSU
- Vary event locations and times to



## Follow up:

- Write thank-you notes to guest speakers and others as necessary
- Hold a post-event meeting soon after the event to discuss what was successful and what wasn't
- Solicit feedback from attendees
- Send any membership forms to the FSU Alumni Association and Seminole Boosters
- Publicize success of the event through social media by sharing photos for all to see

# REVENUE GENERATING IDEAS

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**Seminole Clubs® are no longer allowed to charge local dues.** While this revenue is offset with university funding for officially chartered Seminole Clubs®, it's important that clubs think creatively to generate additional revenue for club scholarships, contributions to FSU's Direct Support Organizations and future event costs. The following is a list of fundraising ideas, but be sure to review the "policies" section (page 38) to familiarize yourself with IRS and university guidelines.

**Sponsorships:** Clubs can sell sponsorships in all club newsletters, event programs and on the club's website. Sponsorship dollars can go a long way toward offsetting programming costs. Remember, you have something sponsors want: an audience. Don't underestimate a potential sponsor's willingness to support your club. See policies regarding sponsorships on page 40.



**Club Merchandise/Shirts:** Seminole Clubs® may choose to sell items to enhance the visibility of their program, or to build camaraderie among their constituents. See policies regarding items for resale on page 38.



**Admission Fees:** Each club can set a fee for special events. The fee should be adequate enough to cover major expenses for the event and in some cases may generate income for the club. See policies regarding admissions on page 39.

**Monetize Game Watching Location:** If the game watching location is a set location and brings in customers each week for the business, the club should negotiate with the business to receive a percentage of sales for each game watching party.

**Door Prizes:** Clubs can have door prize drawings at club events and meetings and give away FSU paraphernalia. Not only does this create excitement, but it will also create extra revenue for the club. See policies regarding door prize drawings on page 39.

**Rivalry Events:** Engage other Seminole Clubs® or ACC/SEC clubs in your local area in a service project or even a social/networking event.

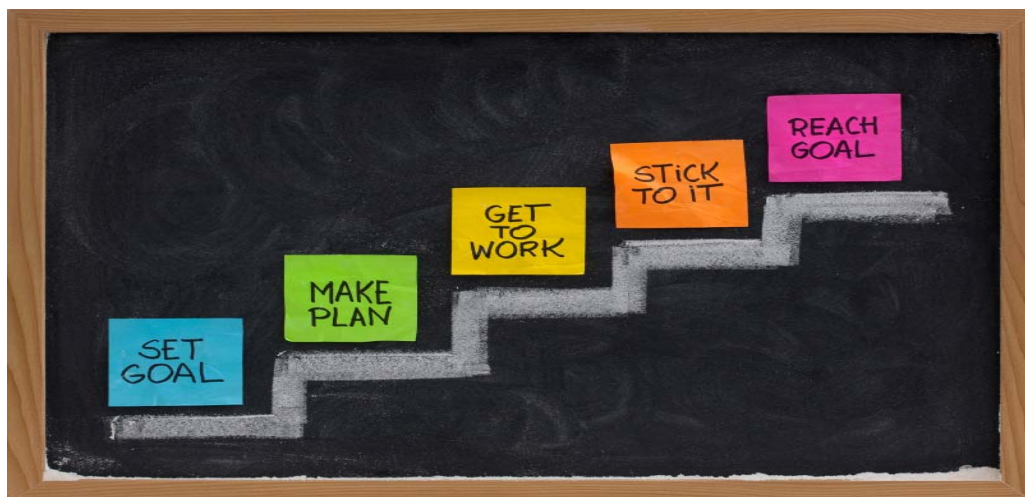
**Other Revenue Generating Ideas:** 5K races

# FUNDRAISING TIPS

## Set your goals

The first step in successful fundraising is setting your goals.

- Know how much money you need and when you need it. Make sure to add estimated costs to your fundraising goal.
- If possible, start planning your fundraiser at least one month in advance. This way you can get letters and ads written, products lined up and events scheduled.
- Set beginning and end dates for each project.
- Find out what types of fundraisers have been successful for your group or community in the past.
- If planning a large fundraiser that uses several fundraising sources, estimate the funds needed from each activity. If you can, use figures from past successful events as goal points.
- Use a goal chart (thermometers are popular) to check your progress.
- Double check your community calendar:
  - To ensure your fundraiser doesn't conflict with other community activities. (e.g., it may be difficult to find enough student volunteers for your 8th grade car wash if you schedule it during the middle school band trip!)
  - To coordinate your activities with other community activities. (e.g., garage sales on weekends, bake sales during farmers market days, etc.)



# SUCCESSFUL VOLUNTEERS

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## A. Recruiting Volunteers — how to get them

- Solicit volunteers at all events and in all communications
- Highlight current volunteers and their success and ask them to share their story with others
- Provide meaningful experiences — help potential volunteers see the personal development opportunity
- Consider a volunteer application where they can identify their talents and time commitment availability

## B. The Art of Delegation — how to engage them

- State desired results — but not specifically how to achieve them
- Write down the desired results agreed upon by the group
- Assure that team member(s) understand the assignment
- Establish a timeline (and check-in points where you can give honest feedback)
- Grant necessary authority yet be available to answer questions/clarify

“Making the lives of people around you better, leadership provides meaning in life. It creates purpose. We believe that every human being has something unique to offer, and that a larger sense of purpose comes from using that gift to help your organization, families, or communities thrive” - **Heifetz and Linsky**

## C. Appreciative Leadership — how to keep them

- Design a process to empower your volunteers
- Support emergence of creative ideas and abilities
- Lead through encouragement, validation and support people’s best talents
- Challenge, enable, coach, inquire
- Be aware of communication styles

## Determining Your Volunteer’s Motivation

**Friendship:** connection with people, sense of belonging

**Achievement:** feeling of making an impact, contributing to a goal in a meaningful way

**Learning:** gaining knowledge or new skill

**Power:** sense of authority and/or respect

**Clear Expectations:** understanding of role and next steps

**Recognition:** being thanked for contributions

# CLUB SCHOLARSHIP

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Scholarships are an excellent way to help fund a student's education. A scholarship can be based on academic qualifications, community service, financial need, extracurricular activities or a variety of other qualifications. Scholarship funds increase the standard of FSU applicants, meet various financial needs, and attract and maintain a student body rich in diversity.

Whether you have an endowed scholarship or award funds directly from your club accounts here are a couple of key pointers:

1. May 1 is the deadline for admitted students to pay their \$200 admission deposit. Please make scholarship deadlines after this date to ensure the student's attendance to FSU.
2. Do not ask for a student's Social Security number on your application, as FSU no longer uses them. Instead, ask for the student's FSUID. The FSUID is the first portion of the student's FSU email address.
3. If you need help marketing your local scholarship, contact your FSU Alumni Association club staff member. We can provide a list of current incoming students from your area so that you can mail them information about your scholarship. We will upload your scholarship application and guidelines to our scholarship webpage ([alumni.fsu.edu/ClubScholarships](http://alumni.fsu.edu/ClubScholarships)). We can also send eBlasts to the students on your behalf, as we are not allowed to share email addresses.

## **Endowed Scholarship:**

When a donor establishes an endowed scholarship fund, the gift amount is retained in perpetuity and cannot be spent; the revenue from the endowed scholarship fund provides annual awards to students on a continual basis.

The minimum size gift to establish an endowment is \$25,000, which can be paid over a period of years. A gift agreement will be created for any gift of \$25,000 or more. The gift agreement will include an outline of what the scholarship guidelines should be.

Once a club or chapter has selected a scholarship winner:

1. Send the FSU Alumni Association a cover letter with the student's full name, FSUID and any stipulations (e.g., the money is to be used only for tuition, only for students who are full time, or is to be split equally between the fall and spring semesters).
2. Have the student send a thank-you letter to your Seminole Club® or Chapter. Once received, send a copy of the thank-you letter to the FSU Alumni Association.



# CLUB SCHOLARSHIP

Mail to:

FSU Alumni Association  
Attention: Scholarships  
1030 W. Tennessee St.  
Tallahassee, FL 32304-7719



Please allow 3 weeks for processing.

## Non-Endowed Scholarship:

Non-endowed funds are a great alternative for those who might have excess funds available each year, have a lump sum to contribute or do not have the full endowment minimum. Unlike endowed funds, contributions are paid out from club accounts directly to FSU Student Financial Services.

Remember — DO NOT physically hand a check to a student. Send your funds to Student Financial Services for disbursement. There are a variety of reasons for doing this, including:

1. Sometimes your scholarship recipient doesn't actually enroll at FSU (yet keeps your scholarship check).
2. If the funds are not run through FSU, it affects the student's financial aid package. (For example, a student might be given a loan package of \$5,000 when they only needed \$4,000 based on your \$1,000 scholarship).
3. The recipient might be a student athlete, and this can affect the student athlete's eligibility and FSU's compliance with NCAA policy.
4. By running the funds through FSU, the dollars are counted in national rankings (e.g., *U.S. News and World Report*) and help FSU rank higher.

If you have a non-endowed scholarship, make the check payable to Florida State University, include the student's FSUID and full name in the memo line or cover letter, as well as any stipulations (e.g., the money is to be split equally between the fall and spring semesters).

Mail to:

Student Financial Services  
Attention: Scholarships  
1500 University Center A  
Tallahassee, FL 32306-2394



# ADVOCATE FOR FLORIDA STATE

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Advocate for Florida State was designed to assist FSU alumni, students, faculty, staff and friends in expressing their support of the university to the legislative and executive branches of state government. Registered users of the Advocate site can easily identify and then email state elected officials on behalf of the university.



In addition, registered users can be contacted by the university as a group when their expressions of support would be especially helpful or even urgent. Those who register with this site should also know that the university will always just request their support and never badger them for it. Moreover, the university will never send messages to state officials on behalf of users registered with this site.

While the Advocate website facilitates email correspondence with state officials, supporters of the university are also encouraged to call, write and meet with state legislators and the executive branch to further communicate the importance and value of the Florida State University educational, research and community-service mission. The use of multiple means of communication has proven to be especially effective in generating a heightened level of state support for Florida State University.

Signing up to become a registered user of this website only takes a minute. Please register today at [advocateforfloridastate.fsu.edu](http://advocateforfloridastate.fsu.edu).

Advocate for Florida State is a project of the FSU Office of Governmental Relations in partnership with the FSU Alumni Association and FSU Foundation.



**ADVOCATE**  
FOR  
**FLORIDA STATE**

# FSU ALUMNI ASSOCIATION MEMBERSHIP

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Membership Level	Household
Annual‡	\$50
Senior (65+)‡	\$40
Recent Graduate (three years since graduation)	\$40
5-year*‡	\$250
Lifetime‡	\$1200
Lifetime Installment Plan (ten monthly payments)‡	\$120
Student Alumni Association — 1-year membership	\$20
Student Alumni Association — 4-year membership	\$60

\* Includes a one-time \$150-credit towards a Lifetime membership purchased prior to the expiration of the 5-year membership.

‡ up to two people per membership

## SEMINOLES FOREVER



# FSU ALUMNI ASSOCIATION MEMBERSHIP

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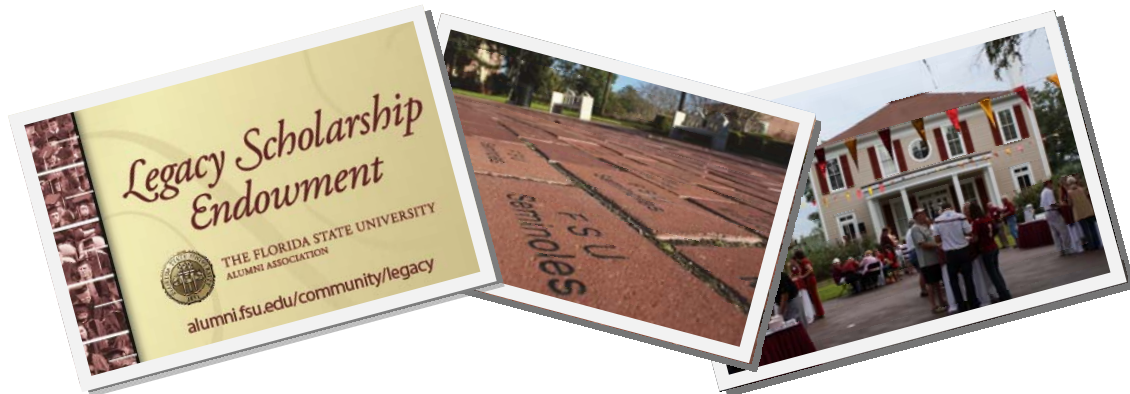
As a valued member of the FSU Alumni Association, you help strengthen the university and increase the value of your degree while providing fellow alumni with programs and service in their communities. Membership to the FSU Alumni Association provides:

- Exclusive spirit flag and **FSU Alumni Reward Zone** gift
- Family eligible to apply for **Legacy Scholarship**
- **VIREs**® magazine and annual calendar
- Family eligible to apply for **Legacy Scholarship**
- The **Circle of Gold Awards** for outstanding alumni of all ages
- A network of Seminole Clubs® and Chapters
- Eligibility to apply for our **National Board of Directors**
- Discounts to FSU alumni events



In addition, we hope you take advantage of these great benefits of membership in the FSU Alumni Association:

- Access to unpublished discounts for major entertainment attractions, rental cars, and hotels across the United States through our partnerships with **TicketsAtWork.com, Avis, Hertz, and Budget.**
- Ten (10) percent discount on every in-store or online purchase at the FSU Bookstore and Seminoles Sports Shop
- Travel opportunities with fellow Seminoles throughout the year.
- **Two (2) additional priority points** toward the purchase of season tickets to FSU athletic events.
- A discount on the purchase of a **Westcott Brick.**



## SEMINOLES FOREVER

# SEMINOLE BOOSTER MEMBERSHIP

## SEMINOLE BOOSTER MEMBERSHIP BENEFITS

A LIFE-CHANGING OPPORTUNITY FOR EVERY STUDENT-ATHLETE TO SUCCEED

The Florida State University Athletics program is completely self-sufficient and does not receive funding from the State of Florida or Florida State University. As the fundraising arm of Florida State University Athletics, Seminole Boosters, Inc. is responsible for engaging fans, alumni and loyal supporters of FSU in order to generate financial contributions for the purpose of enriching the overall educational and athletic experience for over 480 student-athletes participating in 20 sports programs by providing financial security for long-term growth and prosperity.

When you join Seminole Boosters with your annual membership contribution, your tax-deductible gift is considered unrestricted and is used to fund all men's and women's athletics including the cost of scholarships (over \$9.5 million annually), facilities, traditions and events that keep you connected. Annual membership levels range from Iron Arrow (\$60) to Legacy Chief (\$25,000 and up). In addition to helping to fund a life-changing opportunity, your membership is also rewarded with:

- ◆ Ticket and Parking Priority
- ◆ Tours of the Athletics Facilities you helped build
- ◆ Invitations to exclusive Booster Life events
- ◆ Distinct Seminole Booster License tag and car decal
- ◆ Subscription to Unconquered magazine
- ◆ See benefits chart for more

BENEFITS and Giving Levels	IRON ARROW	BRAVE	RENEGADE	WARRIOR	TOMAHAWK	SILVER CHIEF	GOLDEN CHIEF	PLATINUM GOLDEN CHIEF	LEGACY GOLDEN CHIEF
	\$60-\$134	\$135-\$299	\$300-\$599	\$600-\$1,199	\$1,200-\$2,999	\$3,000-\$5,999	\$6,000-\$11,999	\$12,000-\$24,999	\$25,000 and up
Support the Education of a FSU Student-Athlete	→	→	→	→	→	→	→	→	→
Seminole Booster Membership Card	→	→	→	→	→	→	→	→	→
Unconquered Magazine (1-year subscription)	→	→	→	→	→	→	→	→	→
Speaspoint eNewsletter	→	→	→	→	→	→	→	→	→
Membership Package (car tag & more)	→	→	→	→	→	→	→	→	→
Tax Deduction*	→	→	→	→	→	→	→	→	→
Commemorative Plaque (upon 1st year of giving)						→	→	→	→
Exclusive Gift (annually)							→	→	→
<b>FOOTBALL BENEFITS</b>									
Motohome Parking Opportunities					→	→	→	→	→
Away Game/Post-Season Ticket Priority**	→	→	→	→	→	→	→	→	→
Reserved Parking							1	2	2
Scramble Parking				1	1	1	1	2	2
Parking at Civic Center w/ shuttle pass			→						
Season Ticket - Max in Priority 1	0	0	0	2	4	6	10	16	16
Season Ticket - Max in Priority 1 + 2 combined	0	0	2	4	6	10	16	24	24
Season Ticket - Max in Priority 3	6	6	6	6	6	6	6	6	6
<b>MEN'S BASKETBALL BENEFITS</b>									
Post-Season Ticket Priority**					→	→	→	→	→
Scramble Parking						→	→	→	→
Opportunity to purchase scramble parking				→	→				
Season Ticket - Max in Priority 1			2	4	4	4	6	6	6
Season Ticket - Max in Priority 1 + 2 combined			4	6	8	10	12	12	12

\*Consult your tax professional. \*\*Based on availability. No maximum guarantee.





# RISK MANAGEMENT

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## **Event Insurance, Contracts And Rentals**

When negotiating a contract for a venue or rental, please contact Melissa Chambers at [mchambers@willis.com](mailto:mchambers@willis.com). Melissa is the liaison at Willis for all Seminole Club® insurance needs and questions. When contacting Melissa, please copy David Overstreet at [doverstreet@fsu.edu](mailto:doverstreet@fsu.edu) and your assigned Seminole Club® staff member.

## **Procedures For Events With Alcohol**

The FSU Alumni Association recognizes that alcoholic beverages may be served at alumni programs and events from time to time. The following approach is in regard to the service of alcoholic beverages at officially sanctioned FSU Alumni Association events.

- The individual or agency sponsoring the event assumes responsibility for compliance with all laws governing the dispensing and serving of alcoholic beverages.
- No alcoholic beverages may be brought into the facility by a party other than the approved vendor. Sale of alcoholic beverages must be arranged for and purchased through a licensed caterer of alcoholic beverages.
- When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests.

### **Alcoholic Beverages May Only Be Served:**

- in a manner that is consistent with all local, state and federal laws and regulations
- by a hired, qualified third-party alcohol server
- as part of an event that includes food service and non-alcoholic beverage service

### **Alcoholic Beverages May Not Be Served:**

- in a manner that promotes the service of the alcoholic beverages as "free" or "without cost"
- "self-service" style or by any other uncontrolled means
- at programs designed to attract current or prospective students who may be under 21 years old
- by any volunteer or staff person representing the FSU Alumni Association



# POLICIES FOR FUNDRAISING ACTIVITIES

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## I. APPAREL PROMOTION

Items that are sold do not have a charitable component. However, Seminole Clubs® may choose to give away or sell items to enhance the visibility of their program or to build camaraderie among their constituents. Listed below are the guidelines for various promotional activities:

1. **Giveaways:** Merchandise can be purchased and used as giveaway items, available at no charge to constituents, fans, etc.
2. **Items for resale:** For items purchased for resale with club funds, the club pays sales tax when the items are purchased. These items may not be sold for an amount more than what the item cost (total amount paid including sales tax). To calculate the cost of a resale item, take the total invoice amount including tax and divide by the number of items purchased. The selling price cannot exceed this amount.

*Example:* A constituent purchases a shirt at cost. Because there is no charitable component to this transaction, there is no acknowledgement letter.

3. **Quid pro quo:** Merchandise can be provided for a donation provided quid pro quo guidelines are followed. The non-charitable component (quid pro quo) is the benefit that a donor receives for the contribution made. IRS regulations require that the fair value of each benefit be determined prior to the solicitation and the fair value of the benefit be stated in the solicitation. It is FSU policy that the value of the benefit cannot exceed 50 percent of the remittance. Therefore, the charitable portion must be at least 50 percent of the remittance. Please allow FSU Alumni Association club staff to review all solicitations before they are sent.

*Example:* A club provides shirts that cost \$7.50 each. Based on the policy listed above, the required donation must be at least \$15.

## II. FUNDRAISING EVENTS

The following policy provides guidance to assure compliance with IRS regulations and FSU policies and covers the various activities that may occur as part of a fundraising event. Each of these activities may contain a charitable and/or non-charitable component and may be acceptable for deposit and gift acknowledgement.

# POLICIES FOR FUNDRAISING ACTIVITIES

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1. **Admission:** Admission to fundraising events often has both a charitable and a non-charitable component. The non-charitable component (quid pro quo) is the benefit that a donor receives for the contribution made. IRS regulations require that the fair value of each benefit be determined prior to the solicitation and the fair value of the benefit be stated in the solicitation. It is FSU's policy that the total value of the benefit cannot exceed 50 percent of the remittance. Therefore, the charitable portion must be at least 50 percent of the remittance.

*Example:* In the solicitation, it explicitly states that in return for a payment of \$50, the constituent will receive a meal with a fair value of \$20. The charitable component of the payment is \$30 and the non-charitable component is \$20. This meets policy because the \$20 benefit value is less than the \$25 (50 percent) limitation for this remittance.

2. **Auctions:** A club may accept gifts or items to be used in charity auctions. Items to be auctioned valued at \$2,500 or greater will follow the FSU's Gift-in-Kind acceptance policies. If the gift is accepted, the donor will be provided with individual gift credit and formal acknowledgment for the donated item. For items less than \$2,500, the host of the auction should provide the donor with a thank you letter acknowledging receipt. No individual gift credit or formal acknowledgement will be provided for items less than \$2,500.

Individuals who purchase items at an auction will not receive gift credit or acknowledgement unless they purchase an item valued at \$2,500 or greater. All auction proceeds, with the exception of proceeds from individuals who purchased items valued at \$2,500 or greater, will be recorded in Raisers Edge in a single transaction. Donors who purchased an item valued at \$2,500 or greater and paid more than the value of the item will receive gift credit and acknowledgement for the amount in excess of the value of the gift.

3. **Door prize drawings:** Door prizes can be used as a fundraising activity. However, no contribution or payment can be required and all publications related to the event must state that fact. A suggested contribution may be requested, but if someone wants to receive a door prize ticket for free, it must be provided to them. If the prize that is being given away has a value of \$600 or more, then the club is required to send the winner a 1099 MISC form and report it to the IRS as taxable income. The winner's name, address and Social Security number must be provided to the club as well as the documented fair value of the prize.



# POLICIES FOR FUNDRAISING ACTIVITIES

4. **Sponsorships:** Sponsors are often solicited for fundraising events. Per the IRS, for the entire sponsorship to be treated as a gift, the sponsorship must be a qualified sponsorship. A qualified sponsorship is when a person or organization engaged in a business or trade makes a payment for which there is no expectation of any substantial benefit other than the use or acknowledgement of the entity's name or logo in connection with the fundraising activities. As defined by the IRS, substantial benefit occurs when the fair value of the benefit (quid pro quo) exceeds two (2) percent of the sponsorship payment. If the quid pro quo exceeds two (2) percent, then the sponsorship is treated as a payment with charitable and non-charitable components.

Recognition on promotional materials is limited to any or all of these:

- Sponsor's location, telephone number, web address
- Value-neutral description of sponsor's product or service
- Sponsor's brand/trade name or product/service listing

In accordance with IRS regulations, "use or acknowledgement of an entity's name" does not include advertising, which is defined as competitive pricing or product information. Other arrangements also not considered charitable gifts are exclusive vendor relationships (soft drink pouring rights, athletic uniforms to the exclusion of competitors) or opportunities to sell products or services on site.

*Example A:* A company sends \$5,000 to sponsor a golf tournament. In return, the company receives the following benefits: (a) name visibility on promotional materials and (b) two admissions to a golf tournament valued at \$50 per person. Since the total fair market value of the benefit is \$100, which is two (2) percent or less of the sponsorship payment, it is a qualified sponsorship and the entire sponsorship is treated as a gift.

*Example B:* SPONSORSHIP = OKAY



ADVERTISEMENT = NOT OKAY



# POLICIES FOR FUNDRAISING ACTIVITIES

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## Key Points to Remember

- Clubs need to post signage detailing the value of the benefit the donor is receiving, and/or include this information in any promotional efforts (e.g., emails) related to the solicitation.
- All solicitations for promotional efforts as well as fundraising events must be reviewed by FSU Alumni Association club staff before the promotion or event occurs.
- Acknowledgement letters are not required and will not be provided by FSU for charitable contributions less than \$250.



# TREASURER BEST PRACTICES

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## GENERAL

- All clubs should address the risk of misappropriation of funds and establish controls to ensure the receipt and expenditure of club funds are properly recorded.
- CPAs and accountants are good candidates for the club treasurer officer position, but not required.
- If club funds are available, accounting software such as QuickBooks can be used to process checks, prepare bank reconciliations and produce financial reports. Excel spreadsheets can also be used to track financial transactions if the club does not use an accounting software program.

## BANK ACCOUNTS AND FINANCIAL TRANSACTIONS

- *Bank accounts should be set up under the club's Employer Identification Number (EIN), not under a club officer's Social Security number.* Clubs can apply for an EIN at <http://1.usa.gov/1HEt1Zp>. The process is simple, quick and can be done entirely online.
- Dual signatures should be required on all checks. If dual signatures are not required on all checks, a dollar limit should be set by the board that would require dual signatures.
- Remember that when officers change in a club, the financial institution must be advised.
- Bank reconciliations should be prepared by the treasurer. The board should review and sign off on the bank reconciliations at all regular club board meetings.



## PAYING BILLS

- Bills for a club can be presented to the treasurer as an invoice or cash register receipt that has already been paid or as an unpaid invoice where the treasurer pays the company directly. *The treasurer should never pay an expense unless there is a receipt or invoice.*
- Receipts or invoices should include date, name of individual or company being paid, dollar amount, check number and an indication of the expense (e.g., equipment rental, postage, catering expenses for a specific event, etc.)
- When receiving an unpaid invoice the treasurer should pay the bill within two weeks. All expenses should be paid by check to ensure there is a record of the payment.



# TREASURER BEST PRACTICES

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## FILE STORAGE

- The treasurer should keep separate file folders for bank statements, canceled checks, invoices and receipts, deposit slips, cash receipts and financial reports. A separate set of files should be kept for each year. Club records must be kept for *no less than four years*.
- The records should be kept in a safe place and computer files should be backed up.



## RECEIVING MONEY

- All clubs should receive payment via PayPal, cash or check. PayPal sends electronic receipts for all payments. In the instance where the club collects cash or check, a receipt should be issued for the amount received.
- A receipt should indicate: cash or check payment, the date, who the money is from, what the money is for and the dollar amount. The sum of the cash and checks should be equal to the bank deposit. Cash and checks that are received should be deposited the next business day.
- Write receipts in a club receipt book. The original receipt is handed to the person who pays you and the carbon copy is the club's copy that is to be kept in the book.
- When checks are received make sure they are made out properly to the club. *Checks should not be made out to an individual*. In the event this happens, make sure the individual signs the check, then write on the back of the check "For Deposit Only to the Credit of (Name of Club)."

## PETTY CASH

- Clubs may need to use cash for small payments, where it is impractical or unreasonable to use a check. A petty cash book is needed to record the cash received, the cash paid out and the balance in hand. This balance figure should be checked against the actual cash in the cash box. If there is any discrepancy, it must be resolved *immediately*.



# TREASURER BEST PRACTICES

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## FIVE TIPS TO HANDLING CASH

1. **Set Up One Cash Point.** At events, take cash at one place only.
2. **Create a Paper Trail.** Always use paper receipts for cash and check transactions. This information is essential in creating a budget, and it is smart policy to keep records to control your finances.
3. **It Takes Two.** Always have two people present whenever cash is around. Likewise, always have at least two people on hand when cash receipts are counted. After the cash is counted, have the counters each initial a form certifying how much money is being turned over to the treasurer. Documents confirming deposits should be presented at the next board meeting.
4. **Make Deposits Immediately.** Never let cash — or any receipts — sit for a few days. Receipts should be deposited as soon as they are counted, certified and turned over to the treasurer. If your event is at night, lock the money in a safe place and deposit it in the morning.
5. **Keep It Simple.** Never take IOUs. Always take money for events, merchandise, etc. up front. Do not deposit club money into your personal account and then write a check to the group for the same amount. Never float a loan to the group and then take the money out of cash receipts as repayment.



# REVENUE ACCOUNT DEFINITIONS

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## **CONTRIBUTIONS**

A donation is a gift to the Seminole Club® that is voluntary and made without receiving, or expecting to receive, anything of equal value in return. If a donation entitles the donor to a benefit in return, only that portion of the gift that exceeds the value of the benefit is recorded as gift income.

*Example:* Cash, income from silent auctions, net proceeds from door prize drawings, and monies received from a business as a result of a percentage of sales promotion.

## **ANNUAL MEMBERSHIP**

Memberships paid prior to participation in Seminole Club Program. Since clubs receive stipends from the FSU Alumni Association, this would be applicable in the prior year only.

## **EVENT REVENUE**

Proceeds from the sale of tickets or entrance fees to Seminole Club® events in excess of any quid pro quo benefit received.

## **SPONSORSHIPS**

Payments by a person or organization in support of an event. The fair value of any benefit received in return, other than the display of the entity's name or logo, must be deducted and recorded as other income.

## **TRANSFERS FROM FSU**

Transfers of cash from FSU related entities in support of club operations. Some examples of these types of transfers would include:

- From the FSU Alumni Association – Money received in support of club operations or incentives related to specific activities.
- From Seminole Boosters – Club's portion of proceeds received from tour events.

## **INTEREST INCOME**

Any interest earned on checking or savings accounts held by the club.

# EXPENSE ACCOUNT DEFINITIONS

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## **OTHER INCOME**

Other income includes any revenue that does not fall in the above categories. The quid pro quo portion of an event fee, sales of merchandise, gift or sponsorship is also recorded as other income. You will need to document and explain any money listed in other income.

## **TRAVEL**

### **1. Business Travel**

All costs associated with travel for club business including reimbursements for documented lodging or transportation.

### **2. Travel to Conferences and Seminars**

All transportation, meals and lodging costs when the purpose of the travel is to attend either a meeting of a recognized organization or an educational seminar.

*Example:* Leadership Conference

### **3. Conference and Seminar Registration**

Conference and seminar fees.

## **RECEPTIONS AND MEETINGS**

### **1. Entertainment**

All costs (including rental of sound equipment, tables, chairs, decorations, etc. but excluding fees paid for entertainers which are professional services) associated with entertainment, dining out and other social functions for specific persons or groups of persons, when the intent is to engender goodwill for the Club or University as a whole. Fundraisers, golf tournaments, taking out donors, etc. Board meeting costs are also included here.

*Example:* Tailgate tent rental, tickets to entertainment events, table cloths, food/ catering, room rental

### **2. Honorarium and Speaker Fees**

Amounts paid to guests in return for speaking.

# EXPENSE ACCOUNT DEFINITIONS

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## **POSTAGE AND PRINTING**

### **1. Printing**

Costs associated with the production of print materials, including design, layout, editing, print production and copy services.

*Example:* Flyers, posters

### **2. Postage and Mailing**

Charges paid to the U.S. Postal Service and to express mail services.

### **3. Mailing Service Expense**

Charges paid to mailing service vendors who provide turnkey mailing services.

## **PROMOTIONAL**

### **1. Promotional Expense**

Items purchased for general distribution that promote a program or service of the club; gifts of flowers, fruit baskets, etc.

*Example:* T-shirts to give away for promotional purposes

### **2. Membership Fees and Dues**

Dues paid to recognized clubs, associations and organizations.

### **3. Artwork, Photography Supplies and Services**

Payments for artistic services and art objects, when the function of the artwork is for display purposes which includes framing and mounting. Costs for film, photo processing and professional photography services.

### **4. Advertising**

Media advertising, ads in print publications, television or radio.

# EXPENSE ACCOUNT DEFINITIONS

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## EQUIPMENT AND SUPPLIES

### 1. **Operating Supplies**

Standard consumable office supplies, office refreshments, supplies used to support a specific function or program. This includes supplies used to operate equipment such as copy paper. Also, non-consumable offices supplies less than \$100.

### 2. **Equipment and Related Supplies**

Furniture and equipment that has a unit cost of more than \$100 but less than \$1,000, including procurement and installation costs; does not include computer supplies.

### 3. **Computer Supplies**

All supplies associated with the operation of a computer with a unit cost of less than \$100.

*Example:* Accounting software, hard drives, USB connections

### 4. **Books, Journals and Subscriptions**

Books, published audio and video media; data published on computer media; subscriptions to professional journals, periodicals and broadcast programming; subscriptions to online internet services; topical print materials published by outside services; hardware and software user manuals.

## PROFESSIONAL SERVICES

### 1. **Accounting and Audit Services**

Professional fees paid for accounting and auditing services as well as tax services.

### 2. **Legal Services**

Payments to attorneys for advice, review of contracts and documents, etc.

### 3. **Other Professional Services**

Charges for professional services not provided elsewhere.

*Example:* Web hosting, constant contact, web design



# EXPENSE ACCOUNT DEFINITIONS

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## **RENTALS**

### **1. Equipment Rental**

Rentals of office furnishings and equipment for program use. Machinery and equipment rental used to dispense refreshments when it is billed separately from the refreshment stock.

### **2. Other Rental Expense**

Rental of other items.

## **INSURANCE**

### **1. Liability and Casualty Insurance**

Costs paid to a carrier for all forms of liability and property casualty insurance coverage; directors and officers liability insurance coverage.

## **LICENSE FEES**

### **1. Interest Expense**

Financing costs associated with mortgaged and other credit purchases. This includes late fees on invoices.

### **2. Operating License Fees**

Fees paid to maintain licensing agreements with computer applications. Fees paid to government and regulatory agencies for operational licensing; notary public registration and renewal.

### **3. Software License Fees**

Fees paid to maintain licensing agreements with computer applications and software over \$100.

# EXPENSE ACCOUNT DEFINITIONS

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## **GENERAL EXPENSES**

### **1. Bank Charges**

Charges by local bank for providing banking services, including checking account fees, safe deposit box rental, credit card merchant charges (including PayPal fees) and wire transfer fees.

### **2. Transfers to FSU**

Transfers from Seminole Clubs® to an entity within FSU (Alumni Association, Foundation, Seminole Boosters, Financial Aid, etc.)

### **3. Donations**

Gifts made to charitable organizations.

### **4. Grants, Scholarships and Fellowships**

Scholarships paid to students chosen by the club; recognition awards to non-students.

### **5. Repairs and Maintenance**

Supplies and payments for the repair and maintenance of real property, equipment, furnishings, and other tangible property. Regular pest control and janitorial services.

## **OTHER EXPENSES**

Consult with club staff at the FSU Alumni Association before using this classification.

# FINANCIAL STATEMENT INSTRUCTIONS

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## Instructions and Helpful Hints

- Enter the name of the Club in Cell A1 on the "Balance Sheet" tab. The name will automatically update the other tabs in the workbook.
- The spreadsheets are protected to prevent writing over formulas. Therefore you can only enter data in the green shaded cells.
- If a cell has a red triangle in the upper right corner, roll your cursor over that cell to read the comment. The comment will have information about the data that needs to be entered.
- All of the calculations are done by formula within the spreadsheet.
- Be sure to round all numbers to the nearest whole number.
- Error messages will appear if the balance sheet does NOT balance. Inserted

## Balance Sheet

- Please be sure that your bank statement balance agrees to your ending cash balance.
- If you have no other assets or liabilities than cash, the ending net assets amount should be equal to the ending balance in your checking/savings account(s).
- If you have accounts receivable or payable, provide a detail listing on the Receivable Detail or Payable Detail tabs.
- Be sure to provide detailed explanations on balances in other assets and other liabilities.

## Income Statement

- Separate revenues appropriately in the events and all other columns. No revenues related to special events should be included in the "all other" column.
- If you issued scholarships during the year, provide a detail listing on the Scholarships Detail tab.
- Be sure to provide detailed explanations on balances in other income and other expense.
- If you are reporting revenues in Transfers from FSU or expenditures in Transfers to FSU, provide a detail listing on the Transfers Detail tab.
- Please provide a detail listing of each revenue and expense transaction totaling \$5,000 or more on the Rev\_Exp>5K tab.

## Schedule G

- Complete the Schedule G report detailing individual fundraising events in excess of \$5,000 each. If there were no individual fundraising events greater than \$5,000 each, mark the X indicating such.

## Financial Checklist

- Be sure to answer all questions and provide any comments that you feel are necessary.

## Attestation Report

- The president of the club should complete the Attestation Report indicating their review of the financials and to confirm that they are compliant with the requirements outlined in the Seminole Club® guidelines for annual reporting.

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT FSU ALUMNI ASSOCIATION CLUB STAFF.*

# BALANCE SHEET

## Seminole Club of Nolesville The Florida State University Alumni Association

### Balance Sheet

	<u>As of 6/30/15</u>	<u>As of 6/30/14</u>
<b>ASSETS:</b>		
Cash	\$ 17,742.00	\$ 12,577.00
Petty cash	-	-
Accounts receivable <sup>(1)</sup>	-	-
Prepaid expenses	-	-
Other assets <sup>(2)</sup>	-	-
<b>TOTAL ASSETS</b>	<b><u>\$ 17,742.00</u></b>	<b><u>\$ 12,577.00</u></b>
<b>LIABILITIES &amp; NET POSITION:</b>		
<b><u>Liabilities</u></b>		
Accounts payable <sup>(1)</sup>	\$ 250.00	\$ -
Other liabilities <sup>(2)</sup>	-	-
<b>Total Liabilities</b>	<b><u>\$ 250.00</u></b>	<b><u>\$ -</u></b>
<b><u>Net Position</u></b>		
Net Position	\$ 17,492.00	\$ 12,577.00
<b>Total Net Position</b>	<b><u>\$ 17,492.00</u></b>	<b><u>\$ 12,577.00</u></b>
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b><u>\$ 17,742.00</u></b>	<b><u>\$ 12,577.00</u></b>

**(1) Please detail the items included on the tabs provided.**

**(2) Please describe the items included in:**

Other assets -

Other liabilities -

# ACCOUNTS RECEIVABLE

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## Seminole Club of Nolesville The Florida State University Alumni Association

### Accounts Receivable Detail

Complete if a balance in Accounts Receivable is shown on the Balance Sheet. The total of the items listed below must agree to the amount reported on the Balance Sheet.

Receivable From	Description	Amount
	<b>TOTAL</b>	<u><u>\$0.00</u></u>

Complete if a balance in Accounts Receivable is shown on the Balance Sheet.

# ACCOUNTS PAYABLE

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**Seminole Club of Nolesville**  
The Florida State University Alumni Association

**Accounts Payable Detail**

*Complete if a balance in Accounts Payable is shown on the Balance Sheet. The total of the items listed below must agree to the amount reported on the Balance Sheet.*

Payable To	Description	Amount
XYZ Rentals	Rental fee for Jimbo Fisher tour	\$ 250.00
<b>TOTAL</b>		<u>\$250.00</u>

*Complete if a balance in Accounts Payable is shown on the Balance Sheet.*



# TRANSFERS

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## Seminole Club of Nolesville

### The Florida State University Alumni Association

**Transfers from FSU Revenue Detail:**

*Complete if a balance in Transfers from FSU is shown in the revenue section of the Income Statement. The total of the items listed below must agree to the amount reported on the Income Statement.*

Money Received From	Description	Amount
Alumni Association	2015 Stipend	\$ 1,500.00
Seminole Boosters	Proceeds from Jimbo Fisher tour	\$ 5,265.00
<b>TOTAL</b>		<u><u>\$6,765.00</u></u>

**Transfers to FSU Expenditure Detail:**

*Complete if a balance in Transfers to FSU is shown in the expense section of the Income Statement. The total of the items listed below must agree to the amount reported on the Income Statement.*

Expenditure Paid To	Description	Amount
Foundation	Transferred funds to our endowed scholarship fund held by the Foundation.	\$ 2,500.00
<b>TOTAL</b>		<u><u>\$2,500.00</u></u>

# REVENUE & EXPENSES >5K

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## Seminole Club of Nolesville The Florida State University Alumni Association

### Revenue Detail

*Provide specific details for any revenue transaction totaling \$5,000 or more.*

Money Received From	Description	Amount
Seminole Boosters	Proceeds from Jimbo Fisher Tour	\$ 5,265.00
<b>TOTAL</b>		<u>\$5,265.00</u>

### Expenditure Detail

*Provide specific details for any expense transaction totaling \$5,000 or more.*

Expenditure Paid To	Description	Amount
<b>TOTAL</b>		<u>\$0.00</u>

# INCOME STATEMENT

## Seminole Club of Nolesville (The Florida State University Alumni Association)

### Income Statement

	FY2015 7/1/14-6/30/15			FY2014 7/1/13-6/30/14
	Events	All Other	Total	
<b>REVENUES:</b>				
Contributions	\$ -	\$ 750.00	\$ 750.00	\$ 1,500.00
Annual memberships	-	-	-	500.00
Event revenue	3,000.00	-	3,000.00	5,000.00
Sponsorships	-	-	-	5,000.00
Transfers from FSU <sup>(3)</sup> :				
Alumni Association	-	1,500.00	1,500.00	-
Foundation	-	-	-	-
Seminole Boosters	-	5,265.00	5,265.00	-
Other	-	-	-	-
Interest income	-	-	-	27.00
Other income <sup>(2)</sup>	-	-	-	500.00
<b>TOTAL REVENUE</b>	<b>\$ 3,000.00</b>	<b>\$ 7,515.00</b>	<b>\$ 10,515.00</b>	<b>\$ 12,527.00</b>
<b>EXPENSES:</b>				
Travel & entertainment	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 5,500.00
Postage and printing	250.00	-	250.00	500.00
Materials and supplies	50.00	-	50.00	100.00
Professional services	300.00	-	300.00	250.00
Office space and other rentals	-	-	-	100.00
Repairs & maintenance	-	-	-	-
Liability and casualty insurance	-	-	-	-
Operating license fees	-	-	-	-
Bank charges	-	-	-	-
Transfers to FSU <sup>(3)</sup> :				
Alumni Association	-	-	-	-
Foundation	-	2,500.00	2,500.00	-
Seminole Boosters	-	-	-	-
Other	-	-	-	-
Donations	-	-	-	-
Promotional	-	-	-	-
Grants, scholarships & fellowships <sup>(1)</sup>	-	1,000.00	1,000.00	-
Other expense <sup>(2)</sup>	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 2,100.00</b>	<b>\$ 3,500.00</b>	<b>\$ 5,600.00</b>	<b>\$ 6,450.00</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 900.00</b>	<b>\$ 4,015.00</b>	<b>\$ 4,915.00</b>	<b>\$ 6,077.00</b>
<b>BEGINNING NET POSITION</b>			<b>\$ 12,577.00</b>	<b>\$ 6,500.00</b>
<b>ENDING NET POSITION</b>			<b>\$ 17,492.00</b>	<b>\$ 12,577.00</b>

(1) Please complete the Scholarships Detail tab.

(2) Please describe the amounts included in:

Other income -

Other expense -

(3) Please complete the Transfers Detail tab.

# SCHOLARSHIP DETAIL

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## Seminole Club of Nolesville

The Florida State University Alumni Association

### Grants, Scholarships & Fellowships Detail

*Complete if a balance in Grants, Scholarships & Fellowships is shown on the Income Statement. The total of the items listed below must agree to the amount reported on the Income Statement.*

Name of Organization or Individual	FEIN (if Organization)	Amount
FSU Financial Aid (John Doe)	59-9999999	\$ 1,000.00
<b>TOTAL</b>		<b><u>\$1,000.00</u></b>

*Complete if a balance in Grants, Scholarships & Fellowships is shown on the Income Statement.*

# SCHEDULE G

**Seminole Club of Nolesville**  
 (The Florida State University Alumni Association)

## Schedule G, Part II Fundraising Events

Financial Reporting Period 06/30/15

If the Club did not have any individual fundraising events greater than \$5,000, mark an X in the box. The Schedule G is not required. Otherwise, complete the Schedule below.

List **individual** fundraising events with gross receipts greater than \$5,000. (Do not combine events together - ie. Tailgating).

		(a) Event #1 (event type)	(b) Event #2 (event type)	(c) Other events (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 - Gross receipts . . . . .				\$ -
	2 - Less: Charitable contributions . . . . .				\$ -
	3 - Gross income (line 1 minus line 2) . . . . .	\$ -	\$ -	\$ -	\$ -
Direct Expenses	4 - Cash prizes . . . . .				\$ -
	5 - Noncash prizes . . . . .				\$ -
	6 - Rent/facility costs . . . . .				\$ -
	7 - Food and beverages . . . . .				\$ -
	8 - Entertainment . . . . .				\$ -
	9 - Other direct expenses . . . . .				\$ -
	10 - Direct expense summary. Add lines 4 through 9 in column (d) . . . . . ▶				
11 - Net income summary. Combine line 3, column (d), and line 10 . . . . . ▶					\$ -

# FINAL CHECKLIST

**Seminole Club of Nolesville**  
(The Florida State University Alumni Association)

## Best Practices Financial Check List

CASH DISBURSEMENTS	YES	NO	N/A	COMMENTS
1. Are all disbursements, except petty cash disbursements, made by check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Check preparation:				
a. Do only persons authorized to prepare checks have access to blank checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are checks recorded in a club receipt book as prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Check signing:				
a. Are check signers authorized by the governing body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are all checks required to be countersigned (dual signatures)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. If not, have dollar amounts been established for one-signature checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are receipts for items paid for with petty cash submitted and recorded in a petty cash book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CASH RECEIPTS	YES	NO	N/A	COMMENTS
1. Does the governing board annually authorize all bank accounts and check signers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the financial institution advised of new authorized check signers each year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. For cash collected at special events:				
a. Do individuals handling collections account for all tickets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are cash receipts reconciled to tickets sold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are unsold tickets accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Cash donations:				
a. Are cash donations made at events recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are acknowledgement letters sent for contributions over \$250?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL	YES	NO	N/A	COMMENTS
1. Does the Board do periodic reviews of club financials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# ATTESTATION REPORT

## Seminole Club of Nolesville (The Florida State University Alumni Association)

### Attestation Report

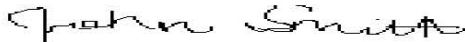
Financial Reporting Period 6/30/15

EIN# 99-9999999

Attached are the financial reports for our Seminole Club for the requested period. These reports include the following:

- Balance Sheet
- Receivable Detail (if applicable)
- Payable Detail (if applicable)
- Income Statement
- Scholarships Detail (if applicable)
- Schedule G
- Financial Checklist
- Bank Statement and accompanying reconciliation

I have personally reviewed these reports and find them to be fairly presented and compliant with the requirements outlined in the Seminole Club guidelines for annual reporting.



John Smith, President  
Seminole Club of Nolesville

7/5/2016  
Date

\*The President should type in their name and electronically send the financial documents via email to confirm that they have reviewed the documents and agree with the information submitted on behalf of their Club. They may also sign and scan the attestation report if they so choose; however, the electronic email will suffice.

In the event that the auditors need to contact someone from your Club to clarify questions they may have concerning financial information, please provide the following information:

Individual Responsible for Preparation of Financials: Robin Waters, Treasurer

Phone Number (999) 999-9999

Email Address [rwaters@yahoo.com](mailto:rwaters@yahoo.com)

Physical address where Club financials are kept: 123 Main Street, Nolesville, FL 32999

