



Seminole Club and Chapter Handbook



ALUMNI
ASSOCIATION

2020–2021 SEMINOLE CLUB® HANDBOOK

A COMPREHENSIVE GUIDE TO SEMINOLE
CLUBS® AND CHAPTERS IN YOUR
COMMUNITY



ALUMNI
ASSOCIATION

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Website: alumni.fsu.edu/seminoleclubs

Facebook: FSU Alumni Association Seminole Clubs

Twitter: @SeminoleClubs

Instagram: @seminoleclubs

LETTER FROM JULIE DECKER

As a Seminole Club leader, you hold a special place in our hearts at the FSU Alumni Association. Because of you, future alumni have a community showing them the way, current students have an example of servant leadership, and alumni always have a friend no matter where they live. Seminole Clubs are invaluable to strengthening the FSU family long after we leave Tallahassee. Each of you lead with the bigger picture in mind, the holistic approach to supporting Florida State – and your alma mater needs that approach now more than ever. From student engagement to academic scholarships to local service days, you make a difference every day in many ways. My team and I are full of gratitude for your leadership. Thank you for working with the alumni office to strengthen processes, communication, brand awareness, and fiscal practices. Call on us anytime you need; we're here to support you. Many of our best moments are found with our volunteer leaders. We treasure our time with you! Stay in touch...and as always – Go Noles!

Seminole Forever,

Julie Decker

Julie Decker
FSU Alumni Association President and CEO



PURPOSE OF SEMINOLE CLUBS®

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® aims to foster continued ties with FSU and an unconquered spirit that does not end with graduation. Seminoles Forever!

LETTER FROM KEITH COTTRELL

Our Seminole Club® & Chapter leaders ARE Florida State University. There isn't a day that goes by that we aren't inspired by the effort and accomplishments of our volunteer leaders. On top of your families, careers, hobbies and obligations you find the time and energy to pour into your local Seminole family and give back to a place that is dear to us all.

What you do matters more than you may ever know. The thankful pat on the back will not come as often as you deserve locally, but the Seminoles you selflessly serve care deeply about staying connected to Florida State. You are the bridge between campus and our alumni. They tell us often about the feeling they get by gathering with fellow Noles. You are connecting the past to the future, all while celebrating the Garnet & Gold in the present. Whether it is a game watch party, serving the community, helping make connections or making attendance possible through scholarship, the future of Florida State is brighter because of what you are doing now.

Our Clubs team stands ready to help you carry on the mission. From all of us here at the Alumni Association, thank you for not only what you do, but the incredible way you serve Florida State as ambassadors. You may be the only Florida State some people ever see. We are grateful.

In our Garnet & Gold,



Keith Cottrell '00 & '02
Director of Seminole Clubs®



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 was a 5-year plan that started July 1, 2011. The most significant change in the club structure was that local Seminole Clubs® could no longer charge local club dues, and instead are directly supported by the university. The plan called 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

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 restructured the Seminole Club® network in 2011 (Operation CLUB). Clubs receive base-funding directly from the university. While local dues are not 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. If you are interested in starting a Seminole Chapter, fill out the interest form at alumni.fsu.edu/chapter-interest.

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

The FSU Alumni Association will assist your efforts by:

- Assigning you to a staff liaison
- Sending out a Seminole Chapter Interest eBlast along with an interest survey to constituents in your area (a minimum of 10 interest responses must be returned to begin a chapter)
- 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
- Creating a logo

For more information and ideas on how to grow your Chapter to a Seminole Club®, feel free to review the "Chapter to Club Checklist" on pg. 3-5. Please note that it is not feasible for the FSU Alumni Association to provide the same level of support to chapters as we do to clubs. 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 similar manner as Seminole Clubs®, but on a smaller scale.



Additional Tips

Spread the word about your Chapter!

- Utilize social media by creating a public Facebook page, Twitter account, etc.
- Become familiar with our Leader Resources web page, at alumni.fsu.edu/club-resources
- Use community resources such as local newspapers, weeklies and community calendars

CHAPTER TO CLUB PROCESS

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. Prospective clubs (Seminole Chapters) must have functioned for at least one calendar year prior to the National Board of Directors meeting (Fall, Winter, Summer meetings).

Example: A Seminole Chapter that began operation in January of 2020 would be eligible to seek charter as an official Seminole Club® at the board's summer meeting in 2021, if all requirements have been met.

To begin the process, make sure to talk to your FSU Alumni Association staff liaison.

The following section outlines how to become an official chartered Seminole Club®.



CHAPTER TO CLUB CHECKLIST

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

- President
- Vice President/President-Elect
- Secretary
- Treasurer
- At-large Member

A detailed outline of position responsibilities and duties of officers can be found on page 20. The officer slate should run on the fiscal year (July 1–June 30). Immediately submit your officers via the “Officer Slate and Contact Form” that your Seminole Clubs staff will provide.

2. Join the FSU Alumni Association/Seminole Boosters*

All elected officers of the Seminole Chapter must be a current member of the Florida State Alumni Association to organize and direct a chapter/club. All alumni, fans, friends and supporters are welcome to join and lead a Seminole Chapter/Club, but all elected officers must be Alumni Association members.

*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 6 for further information regarding this process. Please reach out to the clubs team financial specialist with any questions.

4. Establish a club bank account

Clubs may 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. Please contact your staff liaison with any questions.

5. Share social media

Create a Seminole Club Twitter and Facebook “**public page**”, rather than a “closed group” with an appropriate Seminole Club name. All user names and passwords for all accounts must be submitted to the Seminole Clubs team. More detailed information on social media guidelines can be found on pages 26-27.

CHAPTER TO CLUB CHECKLIST

6. Host at least one academic and one athletic event

Seminole Clubs® are required to host at least one academic and one athletic event during the year. We encourage chapters to host both events throughout the year as they move toward club status. More information and ideas for these events can be found on pages 21 –23.

7. Participate in Seminole Service Day

Seminole Clubs® are required to participate in Seminole Service Days, which is typically held in March. 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/seminole-service-day.

8. Submit a Seminole Club Charter Request Form

A charter request form must be submitted prior to a national board meeting in order for the charter vote to take place. As outlined in the Chapter to Club Process on page 3, a Seminole Chapter must have been established a year prior to one of the three national board meetings. Chapters can complete the online Seminole Club® Application for Charter at alumni.fsu.edu/seminole-club-charter-request.

Contact us at 850.644.2761 or FSUalum@alumni.fsu.edu. Or, 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, 32304-7719.

9. Plan for the year ahead

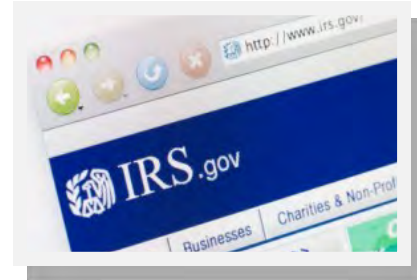
With your key leaders in place, map out club activities and events for the next several months or the year ahead. At any time you have questions or concerns, don't hesitate to contact the FSU Alumni Association.

HOW TO OBTAIN AN EIN AND BANK ACCOUNT

How to Obtain an EIN

Visit: [IRS.gov](http://irs.gov)

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? If you are looking for a bank for everyday banking needs, a checking account is recommended. You may be interested in a savings account if you want to keep your non-endowed scholarship funds separate. Should you use a credit union? See who has the features you want and who offers competitive rates.

2. Go to the bank.

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 opened, including president and treasurer.

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® CONSTITUTION

Constitution of National and International Seminole Clubs®

ARTICLE I

Section 1. Name. The name of this club is “(city) Seminole Club®” OR “Seminole Club® of (city),” operating as a chapter of the FSU Alumni Association.

Section 2. Location. The area of service for this Seminole Club® 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® is organized to promote the welfare, development and advancement of Florida State University and its educational, scientific and programmatic purposes. Seminole Clubs® are organized groups of people throughout the nation who support and are dedicated to the Florida State University academic and athletic missions. Seminole Clubs® 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® Constitution cannot be amended at the local Seminole Club® 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® 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® collect and are provided with confidential university information which is to be used exclusively for direct functions of the Seminole Club® and is to be shared only with Florida State University and its Direct Support Organizations (DSOs).

SEMINOLE CLUB® CONSTITUTION

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® CONSTITUTION

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® 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® Leadership Conference hosted annually by the FSU Alumni Association.

ARTICLE IV

Board of Directors – All Seminole Club Board of Directors must be current, dues-paying members of the Florida State University Alumni Association.

Section 1. Positions. Each Seminole Club® is required to maintain a governing board or council consisting of, at a minimum, the following officers: President, Vice President/President Elect, Treasurer, Secretary and At-Large Member. Officers shall be elected for a term of one (1) year. Immediate family members (spouses, partners, parents, children, siblings) cannot serve as officers during the same term, unless approval is granted by the Florida State University Alumni Association President due to extenuating circumstances. Current employees of the Florida State University or any of the FSU Direct Support Organizations cannot serve as officers.

Section 2. General Responsibilities and Duties of Officers.

- a. President – presides at all meetings of the club. The president 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.
- 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

SEMINOLE CLUB® CONSTITUTION

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.

- d. Treasurer – assists in the preparation of all budgets; assists in the direction of the development and maintenance of the financial accounts within QuickBooks and assists in the handling of scholarship funds.
- e. At-Large Member – takes on the responsibilities of the secretary or treasurer in the event of either of their absence, and other duties as assigned by the president.

SECTION 3. VOLUNTEER POSITION.

- a. All positions on the board of any Seminole Club®, 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® 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® Leadership Handbook. 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® 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® 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® will be contacted as quickly as possible whether or not corporate partners choose to participate in the event, but

SEMINOLE CLUB® CONSTITUTION

under no circumstances should the Seminole Club® directly solicit corporate partners and/or request monetary compensation for a sponsorship.

ARTICLE VI

DISSOLUTION

SECTION 1. DISSOLUTION PROCEDURE.

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

1. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for public purposes. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organization as said Court shall determine which are organized and operated exclusively for such purposes.
2. All monies and materials will be returned to the FSU Alumni Association.
3. The club must undergo the re-chartering process (Getting Started section of the Seminole Club® Leadership Handbook). Monies and materials can be returned to the club after this period of inactivity or dissolution at the discretion of the FSU Alumni Association.
4. If a Seminole Club® or chapter leaders have voted to dissolve or terminate their organization, a leader must notify the FSU Alumni Association within 48 hours about the organization's change in status.
5. 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.

The Florida State Alumni Association National Board of Directors has the authority to vote for the dissolution of a Seminole Club or Chapter in the event of illegal or improper activity conducted by the clubs' governing board.

SAMPLE SEMINOLE CLUB® BYLAWS

I. Meetings

- a. Meetings will be run according to Robert's Rules of Order.
- b. The Seminole Club® 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 At-Large member shall serve the board in a support role at the direction of the President, with duties to be assigned.

SAMPLE SEMINOLE CLUB® BYLAWS

- h. 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.

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 four 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

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, meetings, 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’s 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

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

Adopt club bylaws provided by FSU Alumni Association.

Adjust officer slate to fiscal year (July 1–June 30).

Email minutes of all board meetings to the FSU Alumni Association.

Promote FSU development and Direct Support Organizations (FSU Alumni Association, Seminole Boosters, FSU Foundation) at all events.

Ensure club logo is compliant with FSU Trademark Licensing. Work with the FSU Alumni Association to ensure compliance and modify existing logo as necessary.

Offer discounts to members of FSU Direct Support Organizations (members of the FSU Alumni Association and Seminole Boosters).

Share constituent data twice annually by December 31 and July 1.

Obtain a Federal Tax ID Number (EIN — Employer Identification Number). Go to IRS.gov

Establish a bank account in the club's name.

Register as a non-profit corporation with your state and file updates as required (check with your state for their requirements).

Check with your city and county for business registration requirements.

Administer your Seminole Club® scholarship through FSU

Annual Requirements

- ◇ Submit the Annual Seminole Club® Report online, including the following at the date set by Seminole Club Staff in July:
 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. Submit all social media user name, login, and passwords.
 4. Submit all bank account user name, login, and passwords.
- ◇ Participate in at least one event annually that is non-athletic in nature (e.g., host a Seminole Send-Off, staff a local college fair, invite a professor to speak) club event, etc.)
- ◇ Participate in the annual Seminole Service Day

- ◇ Participate in *at least one* event annually that is athletic in nature (e.g., host a kickoff party, game watching party, etc.)

Financial Requirements

- ◇ Reconcile QuickBooks account monthly
- ◇ Upload all financial statements monthly: checking, savings, money market, PayPal, etc.
- ◇ Submit the following financial information semi-annually online: Mid year- Through December 31st
End of Year- Through June 30th
 1. Upload all financial statements for reporting period: checking, savings, money market, PayPal, etc.
 2. Signed or emailed compliance form (Attestation Report)

ALL Seminole Club required events, reports and financial statements must be completed for the previous year in order to be eligible for stipend assistance

SEMINOLE CLUB® GOALS

Seminole Clubs® exist to provide a linkage between Florida State University and its friends and former students. Each club should strive to reach the goals set forth below:

- To support the mission of the FSU Alumni Association and Florida State University
- To inform alumni of all current events at FSU both academic and athletic
- To share pride in FSU
- To allow alumni of all ages to gather together socially
- To facilitate networking among alumni
- To welcome new alumni moving into the Seminole Club® community
- To welcome newly admitted students to the Seminole family
- To encourage financial support to FSU students on behalf of the FSU Alumni Association
- To provide leadership opportunities for alumni within the club
- To assist the FSU Alumni Association in collecting updated alumni records



Noles in New York hosted by the FSU Alumni Association and the Seminole Club of New York City

PARTNERING SUPPORT FROM FSUAA

Successful Seminole Clubs® depend on a strong, supportive relationship between volunteer leadership boards and the Seminole Clubs® staff. Each partner in this relationship has specific responsibilities for the success of the club. The FSU Alumni Association (FSUAA) will communicate with club leaders on a regular basis to provide assistance and advice in planning events and recruiting local alumni.

The following are the benefits provided to each Seminole Club®:

- Annual funding to each club based on local alumni population and completion of Seminole Club® required events and reporting documents
- Coverage under FSUAA event liability insurance
- Use of FSUAA 501(c)3 status
- Publicity through alumni publications, targeted eBlasts and social media regarding club events
- Credit to online marketplace for event merchandise

Our staff can help with:

- Directing interested members to your club
- Consulting on ways to make your club reach its full potential
- Serving as a sounding board for your event and fundraising ideas
- Assisting with the recruitment of new officers and with leadership transitions
- Attending club events as schedule allows
- Supporting the goals of your club
- Ensuring your club or chapter stays within University guidelines and policies

BOARD STRUCTURE

Seminole Club® boards must include the following positions: *president, vice president/president-elect, treasurer, secretary and at-large member*. 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. For more detailed information on board structure, visit alumni.fsu.edu/seminole-involvement.

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 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 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, maintain and reconcile financial accounts and transactions within QuickBooks and assists in the handling of scholarship funds. Provide board members with up to date financial reports at each meeting. Assist with annual financial reporting to the Alumni Association.

F. At-Large Member – takes on the responsibilities of the secretary or treasurer in the event of either of their absence, and other duties as assigned by the president. We strongly suggest this officer lead in the areas of alumni data collection and submission as well as sponsorship procurement.

ACTIVITIES AND PROGRAMMING IDEAS

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, block party, happy hour, pool party, family picnic, etc. Use the FSU Alumni Association to help promote the event by generating an eBlast which targets ALL alumni in your club’s area.

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 museum, theater or any other community-related event. Smaller clubs should consider joining with other Seminole Clubs® for outings to events within reasonable driving distance.

Cultural and Food Based Events

A great way to connect Seminoles who may not be huge sports fans, or during the offseason, is cultural arts based events. Brewery tours, wine tastings and art festivals have all proven to be well attended and liked. Additionally, food based events like Barbeques and Crawfish Boils always provide a place to connect, especially with families.

Don’t forget to fill out an FSU Alumni Association marketing request form in order to be included in eBlasts and on the FSU Alumni Association website.

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.

ACTIVITIES AND PROGRAMMING IDEAS

ACC & Rivalry Events

Co-host happy hours and networking events with local alumni clubs from other ACC schools or challenge the local Gator Club® to a fundraiser. Working with alumni clubs in your area expands the club's network and unites constituents for a common cause.

Group Trips

Many clubs have found success in planning group trips for their local alumni. Planning a group trip is a large commitment and should be planned well in advance. Alumni trips are a great way to strengthen member relationships within the club. Successful trips have included game day bus trips, Disney World visits, ski trips and boat trips to Key West.

Sport Tournaments

Hosting a sport tournament can serve as a fundraiser and opportunity to get the club's name out in the community. Examples of tournaments include bowling, golf, cornhole, and kickball.

Don't forget to fill out an FSU Alumni Association marketing request form in order to be included in eBlasts and on the FSU Alumni Association website.

Networking and Young Alumni Events

Over 40% of our 360,000 alumni graduated after the year 2000. They let us know regularly how much they value connection. Networking Nights with other schools, certain industry professionals and just local Seminoles are fantastic ways to have non-athletics based events, build relationships locally and identify potential future club leadership. These nights can often provide income for a club by partnering with an establishment for a percentage of the revenue from the event.

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

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®. This event satisfies the required annual academic event.

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 the end of May – early June. For help planning your Seminole Send-Off and determining the number of incoming freshmen from your area, contact your FSU Alumni Association club staff member. For more information, visit alumni.fsu.edu/seminole-send-off.



Seminole Service Days

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 typically held in March.



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/seminole-service-day for more information.

LEADERSHIP WEEKEND

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! 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!



CLUB LEADER THANK YOU RECEPTION

As a part of Leadership Weekend, we host a reception to acknowledge what our club and chapter volunteers do throughout the year. It is a great time to see and hear about the great accomplishments our volunteers have made and have a chance to publicly say thank you.



SEMINOLE CLUB® COMMUNICATIONS

The FSU Alumni Association encourages Seminole Clubs® and Chapters to engage with alumni through communication channels, including but not limited to Facebook, Instagram and other emerging social media sites. Here are some suggestions to better enhance your club or chapter's communication. We encourage all leaders to review our "Find a Seminole Club" page to make sure your contact and social media information is accurate.

Facebook accounts created on behalf of Florida State University are encouraged to set up a **public "page"** rather than a closed "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
- promote and share events
- 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 (i.e. DCNoles) will make it easier to share and remember your Facebook address.

Twitter enables users to send and read short 280-character messages called "tweets."

Choose an easy to find and easy to remember Twitter handle. For example, if you are the Seminole Club® of Washington D.C., it will be easier for people to search for and remember "@DCnoles."

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 "instantly" upload the images through the Instagram application.

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

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. Most Seminole Clubs® and Chapters use *MailChimp* or *Constant Contact*. It is important to collect contact information 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 your area to help promote your club's activities. The database used to send emails is university-wide, so you do not need to ask other organizations to send mass emails on your behalf.

Event details must be submitted 21 days in advance of the event to be promoted. To submit a marketing request form, visit alumni.fsu.edu/club-resources and click on the "Marketing" tab.

Websites can be a valuable resource to clubs. However, hosting and maintaining websites can be costly. Fortunately, the FSU Alumni Association provides **FREE** websites to all clubs and chapters through **Alumni Spaces**. Alumni Spaces offers user-friendly websites specifically customized to alumni clubs' and volunteers' needs. The FSUAA will include a link to your website on our "[Find a Seminole Club®](#)" page.

SOCIAL MEDIA GUIDELINES

As a person in leadership of a Seminole Club® or Chapter, it is important to always be mindful that you are a direct representative of Florida State University. Protecting the brand, being mindful of everyone and positively promoting Florida State is of utmost importance. These guidelines are to help in this mission.

Getting started:

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

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.

Management:

- Do not post any personal or political opinions from a club account. Seminole Club® and Chapter accounts are NOT the place for this. What unites us is far greater than what divides us and in this case, we are all Seminoles at the end of the day.
- 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 (including other rival schools).
- Review social accounts at least quarterly so information on the site remains current and up-to-date (e.g. club's/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.

SOCIAL MEDIA POLICIES

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.

All Seminole Club or Chapter social media platform usernames, logins and passwords must be shared with the Seminole Clubs team at the beginning of each year to ensure smooth transition during leader turnover and enable the alumni association staff to remove any inappropriate posts.

Advertising: Personal advertising via Seminole Club & Chapter social media platforms is prohibited. Florida State University is mindful of how it is viewed based upon who it partners with. Clubs and chapters are direct representatives and should not post advertisements, even if they benefit the local club and seem harmless.

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

Naming and Logo Use: For all forms of social media, the profile picture should be the club logo. Club logos are required to be within Licensing & Trademark rules set forth by the university. Anyone using unapproved marks will be asked to take them down. If you have a question about approval or would like a redesigned logo unique to your club or chapter, please reach out to the Clubs Team. We provide this service for free to our volunteers.



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 when 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). 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

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 21 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

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

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 membership forms to the FSU Alumni Association and Seminole Boosters
- Publicize success of the event through social media by sharing photos

REVENUE GENERATING IDEAS

Seminole Clubs® are not allowed to charge local dues. In addition to stipends provided to 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 42.

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 40.



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 41.



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 41.

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.

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

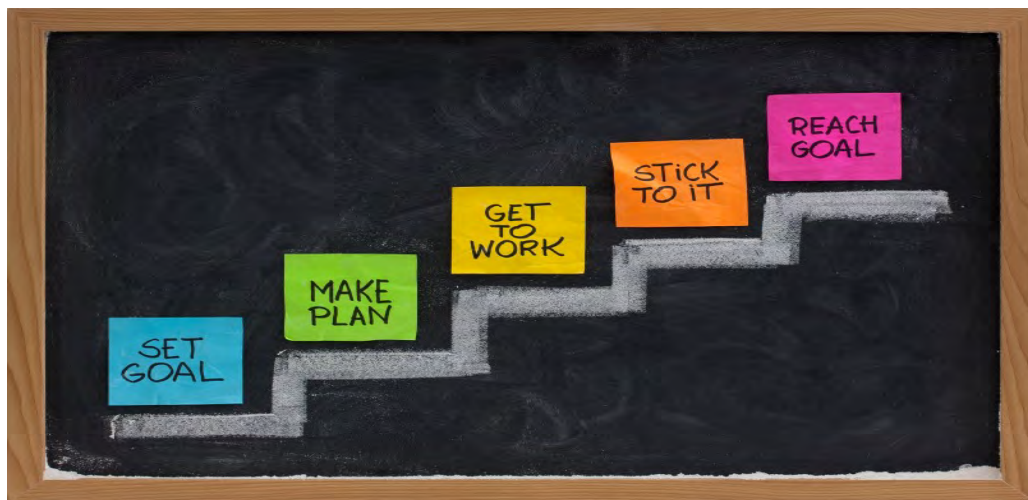
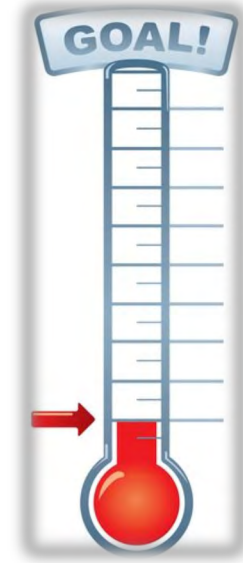
Other Revenue Generating Ideas: 5K races, fundraising dinners, share nights at local establishments, gala and awards benefits, casino nights and club discount cards.

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.
- Start planning your fundraiser as early as possible. 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.
 - To coordinate your activities with other community activities.



SUCCESSFUL VOLUNTEERS

A. Recruiting Volunteers — how to get them

- Solicit volunteers at all events and in all communications
- Use videos to 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
- Ask potential volunteers how they feel they can best help and highlight the connections they will make with fellow Seminoles.

“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*

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

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 of 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

Leadership: sense of respect

Clear Expectations: understanding of role and next steps

Recognition: being thanked for contributions

CLUB SCHOLARSHIP

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.

Non-Endowed Scholarship

- The Deadline for incoming students to commit to Florida State is May 1st.
- The Seminole Clubs team will receive the list of committed students.
 - Emails to all incoming students from your area will be sent with your scholarship offering. University data policy requires that the emails be sent from our office. Individual student data will not be shared.
 - All clubs can send their scholarship application and info in to Keith and Francesca to have posted on the scholarship page of our website.
 - Once a winner is chosen please send a cover letter indicating your club name and the intent of the accompanying check for scholarship awards.
 - Checks should be made payable to Florida State University and include
 - Student(s) name and EMPLID
 - Amount of the scholarship award and term to be awarded (Fall 2021, Spring 2022, split between, etc.)
 - Mail to Florida State Alumni Association, Attn: Francesca Pusateri
1030 W. Tennessee Street, Tallahassee, Florida 32304

Endowed Scholarship

- The Academic Works (FS4U) system will again be used university wide. Each Seminole Club board or scholarship committee will need to complete the following.
 - Decide on a deadline date for applications to be submitted into the system. The date cannot be changed once it has passed. Make this decision soon.
 - Send Francesca Pusateri the board/committee members names & email addresses to be given user access in the FS4U system.
 - All users must sign and return the Student Data Confidentiality Agreement to gain access to the system.
 - Applicants can be sorted by criteria listed and scored by the club. The club president or scholarship chair can see all the scores to determine the winner.
 - Once a winner(s) are chosen, the club needs to share the following information with Francesca Pusateri:
 - Amount of the scholarship award and term to be awarded (Fall 2020, Spring 2021, split between the two, etc.)
Once the FSU Foundation verifies eligibility, the University will contact the student via email to enter the system and accept the award.
 - Once accepted, the student(s) are required by Florida State to finish some post acceptance requirements, one of which is to write a thank you letter to the club. A copy will be sent to the club.
 - Keep in mind that the FS4U system allows applicants to apply even if they do not meet the stated eligibility requirements of the scholarship. Francesca is able to export the data of all the applicants, sort out the ineligible ones, and provide you with the names of only those who qualify. This will eliminate a timely review process for those who do not qualify. If you have a question, please email Francesca at fpusateri@fsu.edu or call her in the office at 850.645.0213.

SEMINOLE CLUB STIPEND

- Stipend allocation amounts are based upon the number of Florida State alumni living in a metropolitan statistical area (MSA) at the beginning of each fiscal year. They are fixed amounts for an entire fiscal year. No requests for a mid-year increase can be made.
- Stipends are provided via reimbursement when receipts for approved purchases are submitted. Direct deposit is available for stipend assistance. Contact the clubs team financial specialist for more information or to confirm your club is set up currently.
- In order to begin the reimbursement process, club leaders should contact the director of clubs when they foresee a purchase they would like to use their stipend allocation for to obtain approval.
 - Purchases that directly benefit or are offered to all Seminoles in a club area will be approved.
 - Requests that will be used for private, select or limited Seminoles will not be approved.
 - Requests that are intended to only benefit a select group within the club, such as the board of directors only, will not be approved
 - Stipends may be used to support club scholarship giving, provided that any award or awards are offered through an open application process. The club must contribute the desired scholarship award amount to the Alumni Association via check to be reimbursed via their stipend allotment.
 - Stipend assistance cannot be used to purchase membership in any other organization.
- Once approved purchases are made, any board member may complete the Stipend Reimbursement Request form on the Resources for Club Leaders page. Receipts can be uploaded in that form.
- Stipends reimbursement typically take 3-5 business days to be processed.

If you have further questions, please reach out to the Director of Seminole Clubs or the financial specialist.

ADVOCATE FOR FLORIDA STATE

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 university will only request support. 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.

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

Membership Level	Household
Annual	\$50
Annual-Senior (65+)	\$\$40
Annual-Recent Graduate (three years since graduation)	\$\$40
Annual- Military	\$\$40
5-year*	\$\$200
Lifetime	\$\$1200
Lifetime Installment Plan (ten monthly payments)	\$\$120
Student Alumni Association — 1-year membership	\$\$25
Student Alumni Association — 4-year membership	\$\$7575

* Eligible for a one-time \$150 credit towards Life membership, if purchased while membership is still active.

Every Annual, 5-year and Life membership purchased after July 1, 2013, includes the option to add a second member within the same household at no additional cost.

SEMINOLES FOREVER



FSU ALUMNI ASSOCIATION MEMBERSHIP

Joining the Florida State University Alumni Association makes a resounding statement of support for the University, fellow alumni, and the students who will soon join the ranks of our alumni community. Your membership connects you to Seminoles across the globe while enhancing alumni programming, helping to shape the future through student leadership development, and increasing the value of your degree. Members also enjoy exclusive perks, including:

- A copy of VIRES, our bi-annual alumni magazine
- Access to the FSU Alumni Reward Zone, where new and renewing members receive an exclusive FSU Alumni Association gift and all members have the opportunity to purchase exclusive alumni items, including the exclusive FSU Alumni Association spirit flag featuring our Osceola and Renegade graphic
- Exclusive access to the FSU Alumni Online Directory
- Discounts on FSUAA events
- Discounts on the purchase of a commemorative brick at Westcott Plaza
- Eligibility for a family to apply for Legacy scholarships
- Eligibility to serve on the Florida State University Alumni Association National Board of Directors
- A ten (10) percent discount on every in-store or online purchase at the FSU Bookstore and Seminoles Sports Shop
- A host of other travel, entertainment and technology discounts that can be viewed at alumni.fsu.edu/perks



SEMINOLES FOREVER

VOLUNTEER CODE OF ETHICS

Seminole Club® or Chapter volunteer leaders are ambassadors of the University. In order to maintain the reputation for professional excellence of the University and the FSU Alumni Association (FSUAA), volunteer leaders are expected to display good judgment, diplomacy, and courtesy when interacting with alumni, friends of the university and staff.

FSU volunteers should adhere to the highest standards of personal and professional ethics. The following standards are intended to clarify expectations for lead volunteers:

1. Strive to create a positive and enjoyable experience for local FSU alumni and friends, fellow board members and for yourself.
2. Act in the best interests of the FSUAA and in accordance with FSUAA's policies and procedures.
3. Interact with volunteers, staff and other constituents in a responsible, respectful, positive and professional manner.
4. Avoid any discriminatory or harassing behavior or language directed toward any person. If approached for advertising or in-kind partnership, contact the FSUAA Seminole Clubs team prior to responding.
5. Refrain from publicly undermining in any way specific positions, policies or decisions officially approved and communicated by the FSUAA Board of Directors, FSUAA staff or FSU.
6. Present any concerns constructively, in an appropriate forum to the Seminole Clubs staff at the Alumni Association.
7. Avoid conflicts between private business or personal interests and any club matters.
8. Volunteers should be mindful of their representation of Florida State University in all forms of communication. All communication should remain informational and encouraging; offensive jokes and negative or controversial dialogue should never be passed along.
9. Protect and maintain confidential information shared with the club leaders for official business only (i.e. constituent data). Do not post any identifying information about students, employees, or other alumni, or other sensitive information including social security numbers, FSU ID, full date of birth, financial data, etc.
10. Respect all official FSU trademarks and their intended uses, as well as those of all other universities. Do not violate copyright laws by using trademark images, logos, or video without written permission of the rights holder. All official trademarks are owned by FSU, and should only be used or modified with permission from FSUAA staff.
11. Work with the Alumni Association to strengthen alumni records, data collection and accounting practices.
12. Report unethical or inappropriate behavior to FSUAA Seminole Clubs team.

RISK MANAGEMENT

Event Insurance, Contracts and Rentals

When negotiating a contract for venue or rental, please contact the Seminole clubs staff for a copy of the current insurance policy documents and to be connected with tour representative at Holmes Murphy, our carrier.

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

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

1. **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.



2. **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.

3. **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 CRM 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.

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

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 Clubs 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

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 position, but not required.
- A subscription for QuickBooks Online is provided by the Alumni Association to track financial transactions. All clubs are required to maintain current bank balances in QBO and reconcile bank statements monthly.

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 IRS.gov. The process is free, 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 and signers for the account changed.
- Upload bank statements into QuickBooks for safe electronic filing of documents monthly.
- Bank reconciliations should be prepared by the treasurer monthly. 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 a 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. All expenses should have the approval in writing of the president or vice president of the club.*
- 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.) *Upload copies of receipts and invoices into QuickBooks for safe electronic filing of documents.*
- When receiving an unpaid invoice the treasurer should pay the bill within two weeks.

TREASURER BEST PRACTICES

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 seven (7) years*.
- All documents should be uploaded into QuickBooks for safe keeping and easy access for future reference.

RECEIVING MONEY



- PayPal accounts should be shown in QuickBooks as a separate account and linked.
 - 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 or change at events. Keep a separate petty cash account in QuickBooks to record the cash transactions for easier reconciliation. 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

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. Make note of the income line item and amount that is included on deposit slip for future reference. When possible upload copies of checks deposited into QuickBooks.
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.

QUICKBOOKS TIPS AND PROCEDURES FOR TREASURERS

1. **Payee.** Be sure to input the payee name for any club expense in the expense transaction in QuickBooks.
2. **Standard chart of accounts.** Always use the standard chart of accounts when posting income and expenses. Any account that has a preceding number is on the standard chart of accounts. When in doubt contact the accounting specialist at the Alumni Association.
3. **Don't Delete transactions.** If a transaction is posted in error, void the transaction instead of deleting.
4. **Reconcile.** Don't get behind. Reconcile all accounts on a monthly basis, and don't forget to upload copies of your statements into QuickBooks.
5. **Reporting.** Submit Income & Expense reports to the board for review along with bank reconciliation reports on a monthly basis.

REVENUE ACCOUNT DEFINITIONS

GIFT INCOME

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.

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.

INVESTMENT & INTEREST INCOME

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

EVENT INCOME—GAME WATCHING PARTIES, KICKOFF PARTY, SEMINOLE SEND OFF

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

SPONSORSHIP INCOME

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.

OTHER INCOME

Other income includes any revenue that does not fall in the above categories.

MERCHANDISE SALES

Proceeds from the sale of T-shirts, koozies, hats etc.

ATHLETIC TICKETS SALES

Proceeds from athletic tickets sold.

EXPENSE ACCOUNT DEFINITIONS

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. Taking out donors, etc.

OPERATING EXPENSES—Any expense related to operating the club. Office supplies, bank checks and general operating expenses. Standard consumable office supplies, office refreshments, This includes supplies used to operate equipment such as copy paper. Also, non-consumable offices supplies less than \$100.

POSTAGE, PRINTING & MAILING—Costs associated with the production of print materials, including design, layout, editing, print production and copy services. Charges paid to the U.S. Postal Service and to express mail services. Charges paid to mailing service vendors who provide turnkey mailing services.

PROMOTIONAL EXPENSE—any expense to promote the expansion of the club. Example: Advertising in Facebook or other publication, websites or social media, banners etc. Constant contact for email blasts. 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

RENTAL EXPENSE—equipment or facility rental fees

BANK CHARGES—bank fees, credit card fees, PayPal fees

PROFESSIONAL SERVICES—accounting services, entertainers, attorney fees etc.

REPAIRS & MAINTENANCE—computer repair etc.

OPERATING LICENSE FEES—state licensing fee, city, county.

DONATIONS— any charitable donations example: benevolent or memorial funds

OTHER EXPENSE—any expense that does not fall in any other category.

EVENTS—GAME WATCHING PARTIES, SEMINOLE SERVICE DAY, SEMINOLE SEND OFF, KICKOFF PARTY—any expense for the running of an event, speaker fees, hotel rooms for a speaker for specific event, decorations, food

ATHLETIC TICKETS— purchase of Florida State tickets.

MERCHANDISE—T-shirts, hats etc. to be sold (cost of goods sold)

LEADERSHIP WEEKEND—Travel expenses related to Leadership Weekend

FSU CONTRIBUTIONS— ALUMNI ASSOCIATION, BOOSTERS, FOUNDATION, FINANCIAL AID,

OTHER—any contributions to FSU per entity. Scholarships go under Financial Aid.