

## Terms to know

OrgSync - This is the website that connects individual students to organizations. This is where RSOs can submit their budgets.

RSO - "Registered Student Organization." Being registered means you went through a series of steps with the Office of Student Activities to achieve this status of recognition. You can submit budget requests, get free copies from SA, and request for rooms through SCPS.

Copies - The Student Association Comptroller and the Office of Student Activities maintain a copy request system where RSOs can get 600 black & white and 600 color copies through an academic year.

Special Programming - The Finance Board meets weekly to go over these types of requests, which means you're submitting for an event you want to have in the current semester. Requests are accepted weekly through orgSync until the money runs out. Spring 2016 will have \$40,000 in Special Programming Funds.

Semester Allocation – This is known as “budget season,” where all RSOs have a chance to submit a request for events they want to have or conferences they want to go to for the next semester. So you submit in October for the Spring Semester, or in March for the Fall Semester. Requests typically hover between \$1,000,000 and \$2,000,000 for events, with \$700,000 to \$900,000 in available funds for each semester.

Budget Hearings – During each semester allocation, RSOs must attend a budget hearing so they can talk with the Finance Board about what they have submitted for. This is a chance for a two-way dialogue to clear up questions and put faces and personalities to names.

Appeals – If your budget is denied through the semester allocation, Appeals is a chance to fix what you did wrong. Typically there is not an abundance of money in appeals so there is a lesser chance of being approved compared to having a clean budget in the first phase, but it is nonetheless a second chance at getting funding.

Comptroller – The SA Comptroller is essentially a customer service representative that serves all RSOs. He or she leads the Finance Board to make decisions on the budgets and decide what will be funded. It is also the job the Comptroller to host fiscal training sessions each semester, input budget decisions, and keep Orgs updated through messaging on OrgSync.

Fiscal Training – All RSOs are required to send a representative to a fiscal training session hosted by the Comptroller if it intends to request for budgets. There are usually 5-6 held at the beginning of each semester. This is where the Comptroller gets everyone on the same page and educates RSO leaders about new policies or changes. Dates and time are sent out through OrgSync ahead of time.

Operating Group – This is a type of RSO that submits for a yearly budget and cannot ask for Special Programming money. Operating groups submit in the Spring, and don't come back again until the next Spring. University Union, Citrus TV and Student Association are examples.

Office of Student Activities – All RSOs have a Student Activities Consultant who they can go to for advice and guidance through the budget and event production process. Keep in mind that this individual is distinct from an org's faculty advisor.