WHAT MEMBER ORGANIZATIONS NEED TO KNOW ABOUT ISU!

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PURPOSE AND OBJECTIVES OF ISU

- Voice for international students
- Promote international community
- Leadership development
- Assist international students
- Consortium of international student organizations
- Programming
ISU ACTIVE MEMBERSHIP

- Responsibilities
  + Registered student organization in good standing
  + Participate in all ISU activities and one ISU committee
  + Not miss more than two consecutive ISU General Body meetings

- Privileges
  + One vote in General Body meetings
  + Eligible for funding for programs
INACTIVE STATUS

- Not eligible for ISU privileges
- Regaining active status
  - Meet with ISU Executive Committee and be recommended for active status
  - Attend two ISU GB meetings
- Right to appeal Executive Committee decision to GB
FUNDING FOR ISU MEMBERS

- MUST BE IN ACTIVE STATUS

- Step 1: Submit proposals by proposal deadline
  - Fall quarter – submit proposals for Winter Quarter
  - Winter Quarter – submit proposals for Spring Quarter
  - Spring Quarter – submit proposals for Fall Quarter
  - Deadline is usually the fourth GB meeting of each quarter
FUNDING FOR ISU MEMBERS

- **Step 2:** Meet with ISU Executive Committee to review proposal
  - Person meeting with Executive Committee should be very familiar with proposal
- **Step 3:** Submit revised proposal if required
FUNDING FOR ISU MEMBERS

- Step 4: Present proposal to GB
  - Person presenting should be very familiar with proposal
- Step 5: Funding transferred to organization account at the start of the quarter
FUNDING FOR ISU MEMBERS

- Step 6: Audit
  - Within two weeks after the program or by the end of the quarter, whichever is EARLIER, complete audits with ISU treasurer
  - Use Audit Form (available on ISU website)
  - Have all receipts and a list of all expenses
FUNDING FOR ISU MEMBERS

- Tips and reminders...
- ANY CHANGES MUST BE APPROVED BY ISU IN ORDER TO RETAIN FUNDING; THIS INCLUDES DATE AND VENUE CHANGES!

- Ticket sales
  - Of ticket must be available for sale at ISFS
  - Two tickets provided to ISU Executive Committee
  - Tickets for organizers, volunteers and invite guests
FUNDING FOR ISU MEMBERS

Tips for successful proposals
- Have actual estimates
- Have space reserved
- Obtain catering exemption if required
- Have tentative contracts in place; pending approval of funding
- Have co-sponsorship confirmed
FUNDING FOR ISU MEMBERS

- General tips
  + Do not make any payments in cash, this includes using cash from ticket sales to pay performers or caterers
  + ALL cash from ticket sales needs to be deposited in student organization account
  + ISU Advisors can pay for major expenses with university credit cards
  + Request checks for performers in advance
FUNDING FOR ISU MEMBERS

- Emergency funding
  - May apply once a year
  - Limited to programming that was not anticipated during the regular proposal period
  - Cannot be requested after an event has been held
  - VERY limited amount of money available
  - Talk with Executive Committee or an Advisor first