**Fundraising through Football and Basketball Games:**

* Football volunteering is super important. MSA gets paid $30 per volunteer per game which is quite a bit if 10 people volunteer (which is usually what we get). At meetings when you bring it up try and get people excited to come especially freshman since they can meet other freshman there from MSA. Its also really fun you just go through peoples bags and check for food. Free lunch as well. Hype it up if you can.
* The lady in charge of working football games is Jessica Rippey (jrippey@live.unc.edu). You should definitely email her before the year starts or very early in the semester because this starts soon. You want to email her about how UNC MSA would like to volunteer for games again this year. I would also add in that email that we were only given 2 games to volunteer at which in prior years we had like 5 or 6. Let her know that we have been volunteering for football fundraising for a long time and that we should get more opportunities this year. After once the semester begins, you are supposed to go to a meeting, then sign a contract with her. We can decide as a shurah how many people we want to sign up per game because if you sign up a certain amount of people and say 3 people don't come out, we won't get paid for 6 people. So this is something that we are going to have to decide on as a shurah. Remember to bring it up at the shurah retreat!!
* Talk to the smith center about basketball fundraising! Do this as early as possible. I emailed and called 3 or 4 people and no one responded, but do it early. Ask the football people if you have to about basketball volunteering. This is something you can decide if you wanna do. Basketball volunteering isn't as fun, its like being clean up but see if its something you wanna do.

**Funds** (Dues, donations, income statement)

* ​Dues are important part of our organization, especially because we are a student run organization. When somebody pays you their dues make sure to write their name down right then and there, so you don't forget later. This is because your going to need a list of all due paying members for when voting happens and such so make sure you have an excel of all the names of people who paid. Also we kept dues at $10 which worked pretty well.
* MSA makes funds a couple of ways. We always try and make more at the end of the year than we had at the start so never let that money go down. We want to keep that money for special projects in the future. There are a few ways MSA makes money. There are two types. There is generated and Student Government funds. Generated is anything that we make ourselves through fundraising and what not. This includes dues, donations, fundraising, and generally anytime a person gives money for an MSA event. We can use this money for anything we want and MSA currently has about $27,000 (I think). Always keep money things on the down low, you don't wanna really want it out in the open and stuff like MSA makes $30 per volunteer at football fundraising should just be kept between shurah. Althought I'm not sure the exact rules on that like if a general body member asks how much money does MSA have I don't know if you have to tell them or not. May want to ask old presidents or something. But the other way MSA gets money is through Student Government. MSA submits budget request to them. They are called Fall and Spring Subsequent Appropriations and they come fast at the start of the semester. Be on the lookout for submission dates on UNC's Student Congress page under Funding. During a funding cycle, MSA will draft a document for plans for their events for the semester and requests funds for speakers and things they need. They present these things at a hearing and then Student Congress allocates those funds how they want. Ill attach both last years requests to this email. Generally they are the same but you'll need to update dates and events to the upcoming year's. We can talk more about this when the actually hearing comes but for right now just LOOK OUT FOR THE DATE THE SUBMISSION PORTAL FOR BUDGET REQUESTS OPEN. This is important because most events are covered through student government funds and if we don't get those then a lot of events won't be able to happen.
* Keep an up-to-date track of everything, it's easier if you keep a track of it yourself instead of trying to follow the general ledger because that can get confusing.
* You will need a W-9 form to give to the speakers to fill out if the have a large honorarium above a certain amount. I believe the amount is $1000. You should talk to the ladies at SAFO before filling out a check for a large amount above $1000 anyways. Something else you should know about speakers is that you are not allowed to bring the same speaker back with student government funding!
* The Gift and Pledge form allows anyone to donate to MSA through the Development office which makes the donation tax deductible. They can also go online and donate and [giving.unc.edu](http://giving.unc.edu/) (the instructions on how to donate are located on an old MSA email at the bottom.

**Sportsfest:**

* Sportsfest is really important because this is where we make most of the money! The most important part of this is to talk to Justin Ford about referees before applying for money in the fall! It should be $12 per game- show him last years schedules of the games and he can help you out. To find his information: <http://www.campusrec.unc.edu/contact-page>.
* First go talk to Justin Ford and see how much it would be, we usually have sportsfest on MLK weekend so go ahead and get an estimate about how much it would cost really early on in the year, I would say the first two weeks of school. Include that on your budget and then ask for the money. This is super important.
* I think in the old packet I got from one of the past treasurers, Taufiq, there is are donation letters for sportsfest, so we can use that as well to ask for donations. Try and get food sponsors and what not for the event to raise more money.

**Two New accounts this year:**

* This year, we have two new accounts: 1 for the Alumni Fund and another for the MSA scholarship fund. These donations are mainly going to be given by Alumni which will probably happen at the Alumni Dinner that we will have in Spring, iA. BUTTTT we have to try to reach out to them earlier and ask for money!
* I have both documents with the account numbers on them. I will give the documents along with information from the last couple of years that I have to give to you.
* New accounts mean different account numbers so whether you are depositing or getting money out you need to make sure that you put the correct account information on top. You may also have to make two more budgets, or at least one more for the Alumni Dinner. We might be able to get some funds from them.

**Applying for money:**

* The first step is to actually become a certified treasurer. You have to take an online test. The study material can be found on the student congress website and you can also google Title V for dummies and find an easier version to study, but honestly if I was you I would just look over the main Title V.
* Being treasurer also means you have to make checks and handle receipts which I will show you how to do as soon as the year begins.
* You need to periodically check the congress website which is [congress.unc.edu](http://congress.unc.edu/) because they will have announcements and updates on that.
* Go ahead and prepare the budget over the summer by overlooking the past budgets.
* Make an excel sheet for yourself so that you are able to keep track of everything, because I said before it's easier to keep track of everything when it is all together.
* When you go ask for money make sure you basically have the budget memorized because when they ask you very detailed questions sometimes you can get thrown off.
* Remember to always ask for more money and know that they will probably cut you down, but make sure you ask for all the money we need.
* Remember if we do events with Duke to ask them to pay the larger amounts because the have much more money than we do.

**Points to remember:**

* Remember that this is not your money or my money or shurah's money, but this is Allah (SWT)'s money. We have gotten most of what we have from donations and fundraisers. We have to take care of it.
* [congress.unc.edu](http://congress.unc.edu/) is a very important website. Please try to check it everyday for the first couple of weeks. It has a lot of information on the budget process on there.
* Finish the budget as soon as possible because the earlier you go ask for money the more we will get and they always have more money first semester then second semester.
* I think the easiest way to keep track of everything is to make a folder for MSA Fundraising and put everything in there. (I have the current one that Ill give to you)
* When you put in a check request it won't be ready till after 1 the next day. You can not put in a check request without an invoice so make sure you have one of those.
* When you pick up a check from the manila folder there is a sheet stapled to the back of it with the past treasurers name and email address on it, make sure you put your name and email address there also.

**Food**

It is your responsibility to work with social chair to choose/order the food we will have at weekly meetings. Remember, we do not have to have a heavy meal every week. We can alternate between snacks/light food and a more substantial dinner throughout the month. When we have larger events we may opt for a meal or finger foods. Remember:

* Try to keep food costs between $50-$90 (Don’t exceed $100 unless its a large event)
* We don’t want crazy leftovers! Use past meeting trends to order food The first few meetings of the semester usually have larger attendance.
* If you are unable to pick up the food/get it delivered, coordinate with another member to help you get it
* Try getting food donated by organizations/families! It should be your goal to get at least 5 sponsored meals during the semester. (Ask your family/friends and general MSA members)
* Sample Food options: Campus Calzones, Pizza, Subway, Cheese & Crackers, Breakfast Night, Taco Bell, Chinese, MSA Members Cook, Indian

**To Do List**

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| --- | --- |
| **Tasks** | **Date/ Deadline** |
| Create a tentative schedule early on to get an idea of when events can be held (Add to the master calendar) | Present at retreat |
| We really want to partner up with a caterer this year to get good homestyle food at a discounted rate - get in touch with local halal restaurants or catering businesses and see if you can work something out - emphasize that you are trying to build a long term relationship with them | Aug. 14  Task is shared with Social chair - **It is highly suggested that you work together** |
| Try to get a family to sponsor food at the meetings 1-2 times a semester.  Below is a sample letter:  <https://docs.google.com/document/d/1h_DcnMLj0-arXH_ttIUGrT-tKN9mvIIOCwppqkcuQeo/edit?usp=sharing> | Over the course of the semester |
| Contact Halal Haven and Carolina Dining Services so that we can get Halal Haven as an approved food truck on campus - again work on building a relationship with the owner of Halal Haven (Saima has worked on this in the past - contact her for more info) | Aug. 14  Task is shared with Social chair - **It is highly suggested that you work together** |
| Try talking to Muslim businesses/ restaurants on Franklin (Hummus and Med Deli esp.) to see if they are willing to sponsor, donate, or give us a cheaper price for food) - do not give them specific dates yet, just get them to commit, the idea is to build a relationship with the owners | Aug. 14  Task is shared with Social chair - **It is highly suggested that you work together** |
| Set up a meeting with Student Group Policy, go to SAFO and have the Office people answer any questions/ go over the policies with you if need be | As needed |
| Review Annual Report | July |
| Understand ins and outs of SAFO and Student Government Funds | present at retreat |
| Brainstorm ideas for Fundraising throughout the year (esp. Fall semester) | present at retreat |
| Get MSA on a Football volunteering list | ASAP, have info by retreat - **CC Tazeen in emails to Jessica (when was the last time you contacted her)** |
| We need to meet with you via Skype or in person so that we can finalize a budget for the Fall Semester - also please continue to monitor the student gov. website for updates on applying for funding | ASAP |