



***Professional Schools and Graduate School***

Rebate funding entrusts student governments from the four doctoral level professional schools and the Graduate School who have close interaction with professional school students to plan events for their students and disperse funds to their university registered student organizations. The following policies, therefore, shall apply to the student governments of the School of Law, the School of Medicine, the School of Dentistry, the School of Pharmacy and Health Professions, and the Graduate School.

**A. Eligibility for Professional School Governments Receiving Rebates**

1. The school government must be registered as a student organization in the Student Activities Office and be the student governing body for one of the four doctoral level professional schools or the Graduate School.
2. The school government must be open to all students in their respective school, either through open acceptance, open elections, or an open and fair application process.
3. Events must be organized and planned by Creighton students for members of the Creighton community, primarily students.  
The government and their activities must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.
4. The school government's president must regularly attend CSU Cabinet meetings.
5. The school government must have one Creighton Federal Credit Union account with the following requirements:
  - a. A corporate resolution updated with the current officers;
  - b. The statements sent to the Student Activities Office;
  - c. A two signature requirement on the account and the moderator as a signer;
  - d. The CSU vice president for finance as a signer on the account, and
  - e. The account must be updated annually with the current executives of the organization as signers.

**B. Guidelines for Use of CSU funds**

1. Professional and graduate school governments can only fund student organizations that are registered in the Student Activities Office and classes that are integrated in the professional school government itself.
2. Professional and graduate school governments **cannot** purchase assets with rebates. Assets are defined as items that cannot be used up in less than one fiscal year due to the nature of their make up or the purpose of the items, including both items meant to be kept by the club and giveaways. Exceptions to this rule are as follows:
  - a. College and school governments may use CSU funds to purchase uniforms or t-shirts for the executive team and/or to distribute free of charge for marketing purposes with the name and/or logo of the government or school which it represents displayed prominently. In order to be eligible to purchase clothing, the following criteria must be met:
    - a. The government's budget, at the time it is submitted to the CSU vice president for finance, must include this expense;

**Office of the Vice President for Finance**

Skutt Student Center · 2500 California Plaza · Omaha, NE 68178  
Phone: 402.280.1712 · Fax: 402.280.1711

---



- b. The total amount spent on uniforms or t-shirts for the year cannot exceed ten percent (10%) of the total annual budget for the school or college government;
- b. Governments may use CSU funds to purchase faculty and staff awards, such as trophies and frames for certificates.
- c. Professional and graduate school governments may purchase composites with CSU funds.
- 3. Additionally, CSU funds **cannot**:
  - i. Be used to purchase alcohol.
  - ii. Be used to purchase gift certificates.
  - iii. Be used to endorse a candidate, nor may items purchased with CSU funds be used to endorse a candidate.
  - iv. Be used to cover coaching fees or expenses for non-students (i.e. moderator travel expenses.)
  - v. Be donated to any organization, inside or outside the university, (i.e. university departments, student groups, charitable organizations, scholarships).
  - vi. Be used for an activity for the purpose of making a profit for the group or its members.
  - vii. Be used to purchase tickets or otherwise financially support another educational institution, unless the proposed activity contributes to the educational experience of students within the mission of the Creighton Students Union. Activities that may be an exception to this policy include, but are not limited to, guest lecturers and conferences hosted by other institutions.
- 4. Professional and Graduate school governments have the ability to fund individuals and/or groups to attend academic conferences for the purpose of presenting research. Allocation of funds is at the discretion of the individual government. Professional and graduate school governments are expected to distribute their funds with discretion among currently registered student organizations and spend rebates wisely.
- 5. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:
  - a. Probation—meaning that rebate funding can be limited, restricted, or held for a specified amount of time;
  - b. Delays in rebate allocations; and
  - c. Additional stipulations for use of CSU funds.

**C. Eligibility of Professional School and Graduate School Registered Student Organizations**

- 1. The professional or graduate student organization must be registered as a student organization in the Student Activities Office.
- 2. Activities must be organized and planned by Creighton students primarily for students.
- 3. The group and their activity must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.



4. The professional or graduate student organization must have one Creighton Federal Credit Union account that all money from the professional or graduate school government is transferred to. The account must have the following requirements:
  - i. A corporate resolution updated with the current officers;
  - ii. The statements sent to the Student Activities Office;
  - iii. A two signature requirement on the account and the moderator as a signer;
  - iv. The CSU vice president for finance as a signer on the account, and
  - v. The account must be updated annually with the current executives of the organization as signers.
5. The professional or graduate student organization must comply with all "Guidelines for Use of CSU Funds" for professional and graduate school governments.

#### D. Class Organizations and Accounts

1. Classes are considered part of their respective school government because they are not registered student organizations. Therefore, all money allocated to classes is considered to be possessed by the school government itself. It is the responsibility of the school government to monitor all classes and their use of CSU funds.
2. Classes must comply with all "Guidelines for Use of CSU Funds" for professional school governments.
3. All classes must have one Creighton Federal Credit Union account in which all allocations from the professional school are transferred to. The accounts must have the following requirements:
  - i. A corporate resolution updated with the current officers;
  - ii. The statements sent to the Student Activities Office;
  - iii. A two signature requirement on the account and the moderator as a signer
  - iv. The CSU vice president for finance as a signer on the account, and
  - v. The account must be updated annually with the current executives of the organization as signers.
4. All class accounts must be closed within one month of the class's graduation. Failure to close the account within this time will result in forfeiture of the remaining funds.

#### E. Rebate Process

1. A "rebate" is defined as a portion of the student fee that shall be returned to each respective school or college student government within the university to be used to fund registered student organizations and plan events that are open to all students.
2. The semester rebate figures shall be determined by taking the number of students in the school that pay the student fee, times the current student fee that CSU receives per student, times eighty-seven percent (87%) for each of the four doctoral level professional schools and the Graduate School.
3. During the last week in July, each professional school government and the Graduate School Government will receive twenty-five percent (25%) of their *estimated* fall semester rebate allocation. (note: Once submitted, it can take up to fifteen (15) days for funds to be available.)



- i. This figure shall be calculated based on the previous semester's allocation.
- ii. Failure to submit Bi-Annual Reports by the specified deadlines both in the fall and spring semesters will result in the forfeiture of the summer rebate advancement.
4. The remainder of the fall semester rebates will be allocated when the university has finalized fall enrollment and CSU has received its fall semester allocation. All unspent/unaccounted for funds will be deducted from the fall semester rebate advancement. If unspent/unaccounted for funds exceed the fall semester rebate advancement, the remaining unspent/unaccounted for funds will be deducted from the subsequent rebate allocations. Spring semester rebates will be allocated when the university has finalized spring enrollment and CSU has received its spring semester allocation.

**F. Budget Submissions**

1. Professional school governments and the Graduate School Government must submit budgets for the upcoming academic year at the first CSU Cabinet meeting in the fall. These budgets should include:
  - i. Anticipated expenses;
  - ii. Anticipated sources of revenue;
  - iii. Anticipated allocations to registered student organizations and class accounts; and
  - iv. Anticipated events and programs with descriptions.
2. A complete budget submission, which follows the aforementioned requirements, must be received prior to when fall and spring semester rebates are allocated.
3. Budget Submissions may be turned in with CSU's yearly audit report at the request of the University Internal Auditor.

**G. Bi-Annual Reports**

1. Professional and graduate school governments must submit Bi-Annual Reports twice a year. The reports are due on December 1<sup>st</sup> and June 1<sup>st</sup> or the next business day.
2. Failure to submit Bi-Annual Reports when they are due will result in forfeiture of the summer rebate advancement and may result in additional consequences.
3. Bi-Annual Reports must include:
  - i. Beginning and ending balances of the school government's account;
  - ii. A list of exact expenditures and the items to which the expenditures correspond on the government's budget;
  - iii. A list of any other revenue earned by the organization and how the revenue was spent;
  - iv. Original receipts and/or invoices accounting for all expenses
    - a. Proper receipts must be official, itemized receipts that detail the service or items being paid for (Credit card statements, emails, and copies of checks will not be accepted as proper receipts.)
  - v. Detailed explanations for any significant deviations from the budget that was submitted at the beginning of the year; and



- vi. Reports from all professional student organizations or graduate student organizations and class accounts that received money from the professional school government or Graduate School Government, which must include:
  - a. Beginning and ending balances of accounts;
  - b. A list of exact revenues and expenditures; and
  - c. Original itemized receipts to account for all expenditures (proper receipts are defined above.)
4. Only money that is accounted for with receipts for expenses that comply with CSU policies will be considered spent and accounted for. Any money not accounted for with proper receipts will be considered unspent/unaccounted for. (Note: Money allocated to classes and student organizations is not considered spent and accounted for unless receipts are turned in that correspond to the organizations' expenses.)
5. At the end of the fall semester, the CSU vice president for finance will review the December Bi-Annual Reports and notify the school governments of any unspent/unaccounted for funds before the next rebate allocation is made.
6. In June, the CSU vice president for finance will do an initial audit of all school governments' reports for the entire fiscal year. School governments that have submitted their Bi-Annual Reports on time will be notified of any unspent/unaccounted for funds no later than the last Friday in June.

#### **H. Addendums**

1. As many Professional/Graduate schools reserve a portion of their funds for summer programming and to begin programming in the fall, optional addendums may be submitted by the governments to account for funds from the previous fiscal year which have since been expended. Addendums are due on the 1<sup>st</sup> of September, or the next business day.
2. Following the submissions of these addendums, the final amount of unspent/unaccounted for funds from the previous fiscal year will be calculated, and will be subtracted from the rebates, as previously described.