Sports Clubs

Any registered student organization deemed a sports club by the University shall be eligible to be funded as a sports club. Eligible sports clubs are required to turn in budgets each semester, which will be evaluated by the Executive Committee. The total amount allocated to all of the sports clubs shall not exceed 5% of the total student fees that Creighton Students Union is allocated each year.

A. Eligibility Requirements of Student Groups for CSU Sports Club Funding
   1. The sports club must be registered as a student organization in the Student Activities Office.
   2. The sports club must be open to all students of Creighton University.
   3. The sports club’s events must be open to all students of Creighton University.
   4. The sports club must have a mission or purpose that is congruent to the mission and purpose of the University and CSU.
   5. The sports club must have a sound financial history with CSU.
   6. The sports club must have ONE Creighton Federal Credit Union account with the following requirements:
      i. A corporate resolution updated with the current officers of the sports club;
      ii. The statements sent to the Student Activities Office;
      iii. A two signature requirement on the account; and
      iv. The CSU Vice President for Finance as a signer on the account.

B. Guidelines for Use of CSU Funds
   1. Creighton is one of many sources of funding for sports clubs. It is expected that student organizations gain other sources of funding including: dues, support from university departments, fundraising, etc.
   2. If a sports club is planning on requesting CSU funds, the organization cannot advertise, sell tickets, or enter into agreements with businesses (either written or verbal) for any activity that is dependent on CSU funding, until the sports club has actually secured funding from CSU unless pre-authorized by the CSU Vice President for Finance.
   3. If a sports club has received any amount of CSU funds, the “Funded by CSU” graphic must be on all publicity, signs, programs, and advertisements in a visible size and location. The “Funded by CSU” graphic can be found at www.creighton.edu/csufunding.html.
   4. No assets will be purchased with CSU funds. An asset is defined as something that cannot be used or consumed in less than one fiscal year due to the nature of its makeup or the purpose of the item.
   5. CSU funds cannot be used to purchase alcohol.
   6. CSU funds cannot be used to purchase gift certificates.
   7. CSU funds cannot be used for coaching fees.
   8. CSU funds cannot be donated to any organization, inside or outside the University.
   9. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but not be limited to:
      i. Denial of funding for current and subsequent semesters
ii. Probation, in which funding can be limited, restricted, or held for a specified amount of time

C. Funding Process

Note: Contact between CSU and sports clubs takes place through email. Thus it is essential to check email regularly when an organization has submitted a budget report for review.

1. Budget reports are due on the third Monday of each semester. Late submissions will result in denial of funding and/or other consequences as determined by the Executive Committee.
2. Completed budget reports must include a roster of the sports club’s current members, a list of all sources of revenue, an itemized list of expenses and a schedule of all events, activities and competitions.
3. Sports club budget reports are reviewed by the CSU Executive Committee.
4. The Executive Committee determines how much to allocate the sports club by:
   i. Assessing all the components of the groups budget report;
   ii. Ensuring that the events as well as the club itself meet all of the eligibility requirements, and all components of the budget conform to CSU funding policies; and
   iii. Evaluating the sports club’s financial history with CSU.
5. The decision of the Executive Committee is final and may include certain additional stipulations on what CSU funds can and cannot be spent on.
6. Once the budget reports are approved, it takes up to 15 days for funds to be available. The funds will then be transferred into each sports club’s Creighton Federal Credit Union account, assuming that the sports club is not on probation.

D. End of Semester Reports

1. All sports clubs that receive CSU funding are required to submit end of semester reports that are due on the last Monday of November in the fall semester and the last Monday of April in the spring semester.
2. Late submissions of end of semester reports will result in consequences set by the Executive Committee and may include financial probation and ineligibility for future funding.
3. End of semester reports must include:
   i. An itemized list of all revenues and expenses
   ii. 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
      b. Credit card statements, emails, and copies of checks will not be accepted as proper receipts; and
   iii. Detailed explanations for any significant deviations from the budget that was submitted at the beginning of the semester
4. Only money that is accounted for with receipts that correspond to approved expenses will be considered spent and accounted for. Any money not accounted for with receipts will be considered unspent/unaccounted for.
5. Any unspent/unaccounted for funds will be withdrawn from the sports club’s account.
6. If the unspent/unaccounted for funds are not available in the sports club’s account, the sports club will be placed on probation the following semester(s) with terms set by the Executive Committee.