Treasurer Training
TREASURERS' TRAINING

SAIL
OVERVIEW

• Importance of Training
• SAIL’s Resources Website
• Methods of Purchasing
• Procedures
  • Ticket System
  • Forms
• Travel
• Restrictions
• Inventories
• Movies
• Buses
• Security
• Alcohol and Fencing
• Collecting Funds
• Donations
• Fundraising
• Deposits
• Conduct
• Next Steps
• Questions
It’s Your Money!

All funds should be spent in a way that fulfills your mission, Mines mission, and serves the students and community at large. Resources should be used in the most appropriate manner.
DIFFERENCE BETWEEN BSO AND SAIL

- Helps organizations **GET** money
- Handles the Allocation Process
  - Presents to Undergraduate Student Government (USG) to get money for student clubs
  - Reallocates money to clubs during BSO allocations
- Manages tier structure and its requirements

- Helps organizations **SPEND** money
- Manages the requirements given by the State and Mines on how money can be spent
- Enforces conduct system on clubs and their ability to spend money
DIFFERENCE BETWEEN BSO AND ISC

- Oversees allocations and requirements for most non-international clubs
- Oversees allocations and requirements for international clubs
- Helps internationally centered organizations get money
- Manages requirements and tier system for those organizations
WHY TREASURER TRAINING?

**CLUB**
- Required to spend club money
- Fulfills the ‘in-person’ training requirement
- Financial understanding

**SAIL**
- Proper money management in accordance with school rules
- Monitor and enforce rules
- Work to maintain responsible spending

After all, it is your money, you don’t want it wasted or misused.
WHO CAN SPEND MONEY?

• All requests **MUST** be approved by the treasurer

• All 3 must complete in-person treasurer training to be able to use the OneCard

---

FOR ALL ORGS: BSO, BSM, and ISC Clubs

1 TREASURER

2 APPROVED SPENDERS
ANYONE CAN BE TRAINED!

- Make sure anyone making plans to coordinate events is treasurer trained, so they are aware of rules and timelines

- This presentation is available online. Please have your executive board and members review it before planning events or meetings
RESOURCES FOR ORGANIZATIONS

Click here to be redirected

ORGANIZATION REGISTRATION 2022-2023

Registration for the 2022-2023 Fall Summit closed 9/15/2022 at 5pm. Please contact Mia Ryman Gallegos, Coordinator for Clubs and Orgs. If you missed Fall Summit, please contact Mia Ryman Gallegos.

FALL SUMMIT FINALE SCHEDULE

Each year, organizations are expected to register their organization to ensure that the SAIL office has the most up to date information regarding the organization and to ensure that the organization participates in required training for the new year. Below are the steps organizations need to take successfully register with the SAIL office for the 2022-2023 academic year.

Please note that this registration process is just for the SAIL office. If your organization is a BSO or ISC organization, you will need to complete the BSO and ISC registration requirements by the deadlines provided.

1. Attend Fall Summit on Saturday, September 10th, 2022
   1. Schedule of events can be found here: Fall Summit Final Schedule

2. To check if your organization is signed up, check here: Fall Summit List of Signed Up Organizations

3. If your organization was not enrolled, please contact SAIL Office.

   • How to Update General Engage Information
   • How to Update your Engage Roster

   SAIL Home • Fraternity & Sorority Life • Leadership • Events • Organizations
**NEW INTERFACE FOR ALL REQUESTS**

PURCHASES, REIMBURSEMENTS, TRAVEL, GIFT CARDS

TICKET REQUEST WILL ALLOW YOU TO SUBMIT FORMS, CORRESPONDENCE AND UPLOADING ATTACHMENTS

YOU WILL GET TO SEE WHERE YOUR REQUEST IS AND HAVE MORE INFORMATION

ALL RECEIPTS WILL STILL BE REQUIRED VIA EMAIL!
SAIL

Catalog preview only visible to SAIL and TDX Admins

Services (8)

Create Purchase Request
Submit a purchase request to the SAIL office.

Gift Card Request
Request a gift card for events, contests or speakers.

Invoice Payment
Upload an invoice from a vendor.

Logo Merchandise Purchase Request
Purchase merchandise for your organization.

New Organization Request
Start a new club at Mines.

Reimbursement Request
Request a reimbursement from SAIL.

Student Club/Organization Event Submission

Travel Pre-Authorization
Form for organizations planning on traveling.

My Recent Requests

- The Credigger printing
- Stadium medical
- Denver metro protective services
- ACE Express Coaches - Nest Camp 3
- ACE Express Coaches

View All Recent Requests

Popular Services

- Hardware/Software Issue
- Mines Service Center
- Login Issue
- Login/User Account Request
- Email Request

View All Popular Services

My Recently Visited Services

- 38
Methods of Purchasing

The preferred method of purchasing is the University OneCard, for any non-logo purchases under $5,000.

Other methods of purchase include:
- PO (Purchase Order) for merchandise with the logo
- ISSV (between campus entities including clubs)
- Contracts (if required by Mines or the vendor)
- Reimbursement forms (only for exceptional circumstances)
OneCard - PURCHASE REQUEST

TREASURER-MUST SUBMIT REQUEST

SUBMIT PR HERE

SUBMIT 2-3 days in advance
HOW TO USE THE ONECARD

BEFORE YOU GET THE ONECARD

◦ Treasurer must submit purchase request
  ◦ Under extenuating circumstances approved spenders will be allowed to submit a purchase request but must attach approval from club treasurer
◦ Let us know your availability for the card
◦ Complete the form as best as possible
◦ Request the card at least 2-3 business days in advance - if you want to use the card on Wednesday at noon, request must be submitted on Monday by noon
◦ Attach the AOE form to the request

AFTER YOU RECEIVE THE ONECARD

◦ Make sure your purchase is what you requested & at the stores you requested
◦ Make sure your purchase is tax exempt
◦ Make sure your receipt is itemized
◦ Make sure your tip does not exceed 20% and that it is reflected on your receipt
◦ The card is returned on time
◦ The receipt is turned into SAIL properly:
  ◦ Receipt must be turned in physically (preferably with the OneCard) and a digital copy emailed to stactiv1874@gmail.com
  ◦ The receipt must be labeled with purchaser’s name, club name, and index number at the top
  ◦ Receipts are due when you return the OneCard
◦ If you ordered online you must forward your order info to us as you return the card and you cannot use an account that requires log in unless approved by SAIL
I am traveling and need to check out the event card. I have already talked to Begona about travel and been approved.

- No, this does not apply to me (I am not traveling)
- Yes, I am traveling and already received approval
- I need approval, because I am traveling in the future and need to book flights/hotels/etc.

I recognize that this is only a reservation form and does not guarantee I will be able to check out the OneCard. You will be notified within two business days of submission if your form has been accepted. I recognize that if my organizations account is in the red (we have missing documentation or other issues with our account/procedural errors, etc.), there will be no purchases made until the issues are resolved. I agree that I will use the OneCard responsibly keeping in mind that it is money collected from the Student Body.

I will not use this money to buy alcohol, weapons, or other non-approved paraphernalia. I accept the responsibility and liability of the OneCard while it is checked out under my name. I also agree to all of SAIL's policies, procedures, and the point system put in place to hold all organizations accountable for their actions.

SAIL/Purch: Affirm

- I agree and understand with the terms stated above.

Does your purchase require a signature or has a contract? Please upload the documentation here at least 2 weeks before the event/contract execution date.

As a reminder NO ONE, not even the SAIL staff, can sign a contract on behalf of the Colorado School of Mines. We must provide the contract to the appropriate offices at Mines in order to complete this type of transaction.

Additionally, please fill out and attach the Appropriateness of Expenditure (AOE) form that can be downloaded here.
APPROPRIATNESS OF EXPENDITURES (AOE)

- If your purchase is expected to be over or close to $50, fill out the AOE Form and upload it to your ticket request. The form is needed for EVERY method of purchase!

- If it is not completed, your ticket will be denied and sent back for correction.
OneCard Notes

- The OneCard can only be reserved for up to 3 hours
  - If you need an exception, please make sure to include it on the request and a valid reason for your
- Only purchases of less than $5,000 can be made
- Only purchases without logos or branded Mines merchandise can be made
- Contracts cannot be paid by credit card (unless advised by pro staff)
- Only treasures & approved spenders can check out the OneCard (bring your ID)
Can my advisor let me use their credit card?

Most OneCards are designated for use by the card holder only!!

• For an advisor to let you use their card, they are responsible for obtaining permission from Mines to have their card be a multi user card.

• If you mark on the Purchase Request that you will be using your advisors’ card, they have to be the ones making the purchase unless they get a multi user card.
REIMBURSEMENTS

If you used your own money to make a purchase for your organization:

- Submit reimbursement request
  - Must be approved by treasurer
- Attach an itemized receipt
- A reason why the OneCard was not used
  - Valid reasons:
    - OneCard was declined at checkout
    - Attendance was higher and we needed more plates, forks, etc.
    - The extension cord broke, and we needed one to run the event

Once your request is reviewed and approved:

- Request will be approved for payment
- Claim your reimbursement
  - Check your email for notifications on how to accept or receive your reimbursement. You may receive it via direct deposit or a check will be mailed
  - If you wish to pick up a check instead of having it mailed, let us know when submitting your original request
  - Email might come from Team Dynamix or similar
REIMBURSEMENTS – SAIL Ticket System
**ISSV**

What is an ISSV?

- If you would like to pay another school entity
- ORC will give you this form (you need to bring it in to SAIL for us to sign and process)
- Write a description of the sale or service and have the treasurer sign the form
- Write the name of your club under either selling or buying department, in accordance with your club’s role in the transaction
Contracts

• Must be submitted to the SAIL office 4 weeks before the event or first promised payment (deposit)
  ◦ All vendors are required to submit:
    ◦ W-9
    ◦ Contact information
      ◦ (name, phone number, and email)
    ◦ Proof of Insurance (according to Mines specifications)

  ◦ DO NOT SIGN CONTRACTS
  ◦ DO NOT AGREE TO ANY TERMS AND CONDITIONS OF A CONTRACT
Logo merchandise

Submit:
Request and complete all fields

Attach:
Artwork
Tax-exempt quote
Contact information

Include:
Index
Reason for purchase
Who is receiving the items

Art standards [https://www.mines.edu/communications/branding-and-graphic-standards/](https://www.mines.edu/communications/branding-and-graphic-standards/)

Find a vendor from the APPROVED vendor list!

We will upload Purchase Order to ticket so you see when it gets sent to the vendor

After you receive the items let us know they are ok to pay and upload any invoices you might have received
List of approved vendors linked
ALL travel must be approved by SAIL, even if it is funded through departments. Any overnight or out of state trips are considered travel even if nearby.

- Schedule a meeting with pro-staff at SAIL 4 weeks prior to your trip (or at least 8 weeks prior to your trip if you are requesting a cash advance or traveling internationally).
- Do not purchase travel arrangements without approval from SAIL.
- If a student needs to be excused from class, they need to fill out the form from https://www.mines.edu/student-life/forms/4 weeks in advance (attach names, CWIDs, and have their club advisor sign, and submit to Student Life)

https://orgs.mines.edu/book-trip/
Submit a travel pre-authorization request and we will reach out to you to schedule your mandatory pre-trip meeting.
TRAVEL

Requirements:

• WAIVERS
  • All students traveling
  • Drivers- sharing rides

• CLERY ACT FORM
  • One per trip

• ALLOWABLE EXPENSES
  • Registration
  • Lodging (per diem)
  • Flights
  • Meals (per diem)
  • Transportation
  • Mileage

TRIP ATTENDEES?

• 5 exec board
• Drawing for other (unless competition team event)

**TAX ON FLIGHTS AND OUT OF STATE HOTELS IS PERMISSIBLE**

https://orgs.mines.edu/book-trip/
TRAVEL

- NO ADDITIONAL INSURANCE ALLOWED TO BE PURCHASED WITH SCHOOL MONEY

- Flights
  - Make sure you do not buy trip insurance. You will not be reimbursed. The school will not cover additional flight insurance.

- Rental cars
  - Rental cars should be reserved with our contracted agencies (which includes insurance)

- TRAVEL PURCHASES OF $5,000 OR MORE WILL NEED APPROVAL FROM BEGONA

BEST PRACTICES

- Organizations should try to maximize value
- Students are encouraged to share accommodations but are not required to share accommodations - if a student does not want to share, they DO NOT need to provide you with a reason
  - Club can choose to provide individual room or to provide same level funding as they do for the rest of students
- Students should have equitable access to resources
  - Consider requesting a cash advance for out-of-pocket expenses that are covered by the club (meal, ground transportation, mileage, etc.)
- Trips are like events, they are open - organization can reserve up to 5 spots for their student leadership, all other spots must be drawn randomly
  - Exceptions are - students presenting at a conference (they get a spot), and competition teams representing Mines at a competition or tryout (they do not need to open the trip to anyone else)

https://orgs.mines.edu/book-trip/
INTERNATIONAL TRAVEL

- Schedule meeting with Begona (bruiz@mines.edu)
  - Additional approvals need to be obtained
  - International contracts needs to be brought to the meeting

https://orgs.mines.edu/book-trip/
NEVER PURCHASE GIFT CARDS!

Gift cards and tangible gifts for events open to all campus can be requested through the SAIL ticket system.

• Gift cards or gifts are typically approved for campus events or competitions for 1\textsuperscript{st}, 2\textsuperscript{nd}, and 3\textsuperscript{rd} place

• Gift to speakers

Governing bodies - Please talk to Begona if you need gift cards
Gift Card Request

Request a gift card for events, contests or speakers.

Title *

Requester *
Begona Ruiz Pineiro

Are you an approved spender through SAIL? *
Start typing.

Reason for the Request *

Index *

I want *
- Gift Cards
- A Gift for Speaker, Event, etc.
Purchasing restrictions for ISC orgs

- No alcohol/tobacco
- No T-shirts or apparel
- No food should be provided in club meetings using money received from ISC
- Salaries cannot be paid to students serving their own organization
Purchasing restrictions for BSO orgs

- No T-Shirts or apparel
- No alcohol/tobacco
- Only 50% of each travel purchase
- No more than 25% of total spending on food
- Salaries cannot be paid to students serving their own organization
Inventories

- Because all items purchased by clubs are state-owned property, they must be maintained within the club and passed down through club leadership each year.
- When clubs are done with item (e.g. the item is broken or club is inactive), it must be turned into SAIL.
- Clubs must maintain and constantly update an inventory list of major items (over $500) and all fabricated items that are or exceed $2,000.
- Inventories must be uploaded to re-registration form and pass to the incoming president after elections.
Movies

- Any movie showing by a student organization is considered a public showing.
- Movie rights must be purchased before showing.
- Contact SAIL if you wish to have a movie showing.
- Clubs are permitted to freely play the Treasurers’ Training video at events.
- Any movies rated above PG-13 or shows rated above TV-14 or non-rated must have security present throughout the event to check IDs of all the attendees.
Buses

- **Bus vendor Information:**
  - Contracts are valid through June 30, 2023
  - **Ace Express**
    - Contact Information: sales@aceexpresscoaches.com, 303-421-2780 or wopperman@aceexpresscoaches.com
  - **Arrow Stage Lines**
    - Contract Information: Sheri Kite, sheri@arrowstagelines.com, 303-373-9119, ext. 114
  - **Colorado Gray Lines**
    - Contact Information: Max Stallings, max@coloradograyline.com, 303-289-2841
  - **Hermes Worldwide**
    - Contact Information: groupevents@hermesworldwide.com, 303-577-7600, ext. 3
  - **Ramblin Express**
    - Contact Information: sales@ramblin.com, 303-572-8687, ext. 3
How to obtain bus services:
• When you need these services, you contact one or more of the vendors above to discuss your event needs (please do so with as much advanced notice as possible). You will need to get a quote from the vendor. Purchasing recommends obtaining pricing from multiple vendors, as there are price differences among them.
• If the cost is less than $5,000 for the event, submit a purchase request with sufficient explanation of the event. Make sure your event is approved before submitting the request.
• If the cost is equal or over $5,000 for the event, please contact:
  dtorrez@mines.edu if you are a student club
  bruiz@mines.edu if you are a student governing body.
• Please be sure to include the quote with your email and all pertinent information.
• If the provider send you a contract or document with terms and conditions, send it to us, regardless of cost.
Buses

Additional Information:
• When booking make sure you identify that you are with Colorado School of Mines and there is an existing contract between Mines and the vendor.
• Each group is responsible for booking their own buses as well as paying for their own invoices under $5,000. Equal or above $5,000 you need to have SAIL (DeAnna or Begona) do the booking for you with a purchase order.
• Each vendor has a variety of buses in their fleet so verify they have the one that fits your needs.
• Some of the vendors have a minimum number of hours.
• Some of the vendors also require a deposit.
• Hermes Worldwide has stricter terms on their contract, what that means for you is if passengers damage the bus, Mines will be responsible for paying the damage and then it is up to Mines to get the money from the student.
Security

If you are planning an event with alcohol, you will need security

- **Vendor**: Allied Universal
  - **Contact**: Tracy Neff, Colorado Branch Manager,
  - **Email**: Tracy.Neff@aus.com
  - **Phone**: 303-477-0910

- If your cost is over $4,999, contact dtorrezz@mines.edu

- It is your responsibility to notify the pro staff at the SAIL office if you schedule security

- If you receive an invoice, it is your responsibility to forward the invoice to dtorrezz@mines.edu for payment
Security

Mines has contracted with Allied Universal Event Services to provide event security services for campus. The contract is renewed through May 2023

Minimum Hours
Events hosted by student groups (e.g. Graduate Student Government, Undergraduate Student Government, Kino Club, Mines Little Theater, etc.) shall be subject to a three (3) hour minimum charge for the services provided. If multiple events hosted by Mines employees or student groups occur on the same day consecutively, the hours of the events shall be combined to meet the minimum hour requirements.
Security

How to use the contract:
• When you need these services, you submit a request to Allied Universal using the Event Request Form link below (please submit requests with as much advanced notice as possible).

  Colorado School of Mines - Event Staff Request
• For similar events (ex: multiple rugby game requests at the same location/same contact) person) you can provide multiple event days and times in one submission.
• You will receive an automatic email confirmation and Allied Universal will follow up within 48 hours to discuss your event needs, including gathering any attachments (maps, additional event details, etc.) you wish to provide.
• If your cost is less than $5,000 for the event, submit a purchase request with enough explanation of the event.
• If your cost is equal or over $5,000, please contact:
  dtorrez@mines.edu if you are a student club
  bruiz@mines.edu if you are a Student governing body
  • We will need to get a purchase order for you and payment will be by check against your index. Please include all pertinent info with your email.
  • If you receive an invoice afterwards, make sure to forward to the person who helped you get the Purchase order (DeAnna or Begona) and a check will be issued against your index to pay for the services
Security

How to use the contract (cont.):
• For Student Groups for alcohol events, they need to reach out directly to Staff Pro to obtain any security needs using the request form linked above.
• Important Notes:
  • If you are planning an event with alcohol, you need security for the length of the event
  • If you are showing media rated above PG-13 or TV-14, you need security for the length of the event
• If you are unsure if your event should have security, email bruiz@mines.edu (prominent speakers coming to the event, etc.)
• If you schedule security for an event, please make sure to either email us or submit a purchase request according to the above guidelines
## Security

<table>
<thead>
<tr>
<th>TYPE OF EVENT STAFF:</th>
<th>INVOICE RATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Staff/Parking/Alcohol and ID Checking Enforcement</td>
<td>$25.83 per hour</td>
</tr>
<tr>
<td>Supervisors</td>
<td>$27.50 per hour</td>
</tr>
<tr>
<td>Event Manager (only required at events with over 20 event staff)</td>
<td>$29.00 per hour</td>
</tr>
</tbody>
</table>
Alcohol and Fencing

◦ If you are planning an event with alcohol
  ◦ You will need a non BSO index that allows for the purchase of alcohol
  ◦ You will need security, bartenders, and fencing
  ◦ You will need to submit a request to serve alcohol through Student Life

◦ If you are planning on serving alcohol please talk to Marilynn Gallegos or DeAnna Torrez at least 4 weeks before your event
Collecting Funds

If you collect funding on behalf of your organization, the funding (even in cash form) still belongs to your organization and must follow the appropriate procedures.

**ALL FUNDS MUST BE DEPOSITED WITHIN 2 BUSINESS DAY INTO YOUR ACCOUNT BEFORE YOU CAN USE THEM**

All deposits are completed through the SAIL office (M-F 9:00-3:30)

Failure to follow these guidelines is considered misconduct and will be subjected to disciplinary action.

**Checks**
- Must be **signed** and made out to **Colorado School of Mines: (your organization)**
- Do not endorse the back of the check

**Credit Card**
- **TRANSACT** is the ONLY method to collect online credit card payments at Colorado School of Mines
- A TRANSACT page must be created two weeks before acquiring funds through credit cards
- Please submit a cash box rental/credit card terminal form for physical payments. This form requires SAIL approval and signatures. When approved you can turn into cashier’s office
Donations to your organization

- Any donations under $1,000 can be deposited into your school-side index
- Any donation $1,000 and more MUST go through the Foundation
  - (Located in the Starzer Welcome Center)

If you have questions, or concerns, please talk to SAIL.
Donations from your organization

- Donations are only allowed in the form of services or tangible goods as long as the following criteria is met:
  1. Donations of your time are allowed
  2. Donations of items are allowed as long as they are made to fully accredited charities and:
     a. The total cost of the items is equal or less to the total amount of time volunteered for the event, calculated a number of hours volunteered times number people volunteering times minimum wage in Colorado
     b. All items donated must abide by our regular purchasing rules - no alcohol, tobacco, firearms, political or religious items, etc.
     c. The donation has been cleared by the SAIL office prior to the event

- Please, remember that you are representing Mines and must abide by all rules, regulations and align with Mines’ values and mission. Make sure to clear your event through the SAIL office before proceeding with any type of donation.
Fundraisers

Fundraising
- If you are selling a tangible goods to raise funds, you will have to pay tax and the price must meet or exceed the cost you incurred to procure those tangible items.
- If you provide false advertising on where your funding is going, you will accumulate points and might incur in misconduct.

Sales Tax
You MUST add that you are collecting Sales Tax of 7.5% on any advertisements (and specify whether it is included in the price or needs to be added).
- Ex.) 7.5% Sales tax is included
  - This includes your Daily Blast Entry

NO RAFFLES WITHOUT A GAMBLING LICENSE
Deposits

Instructions on how to fill out a deposit form
Come to SAIL office within 2 business days of collecting money
Fill out the deposit form
You will recount the funds you have collected while filling out this form
Hand your materials to the SAIL front desk worker and they will count the funds separately
You will both then agree on an amount and denominations collected and sign
You will receive a copy of the deposit slip for your reference

NEVER LEAVE MONEY AT THE FRONT DESK WITHOUT FILLING OUT A DEPOSIT FORM AND RECEIVING A SIGNED RECEIPT
REMEMBER

Trademark/Logos
- DO NOT MAKE/BUY/INTEND TO PURCHASE ANYTHING WITH MINES TRADEMARK MATERIAL WITHOUT PRIOR APPROVAL THROUGH THE SAIL OFFICE
  - Any item (sticker, pen, t-shirt, etc.) your club makes MUST have the Mines logo on it. Failure to do so will result in personal liability for the cost of the items and items will not be allowed to be used for your club.

Additional Restrictions
- No gifts or meals over $30 per person for Mines’ affiliated individuals (students, staff, faculty, etc.)
- No gifts over $50 for guest speakers
- No gift Cards (without SAIL approval regardless of source of funding)
  - Gift cards are limited to $50 each
  - Must be preapproved by SAIL
- Typically reserved for competitions of large events
- No illegal items/animals of any kind
Lots of rules and things to remember

- Review this power point and the resources on our website
- Ask questions
- Schedule an appointment to talk with SAIL

The sooner you reach out the sooner we can help you.
Who do I contact about anything covered in this training or any finance related questions?

- DeAnna Torrez
  - dtorrez@mines.edu
  - Club and Organizations
    - Finances
    - Logo’s
    - Contract’s
    - Travel (domestic)

- Begona Ruiz
  - bruz@mines.edu
  - Travel (international)
  - Governing Body
    - Finances
    - Logo’s
    - Contract’s
    - Travel
WARNING

Less than 10 points → Given a warning from SAIL

Warnings, whether verbal or written, may be given when a club or org exhibits a pattern of disregard for policies and procedures listed in this handbook, financial resources or the student code of conduct but does not yet break a policy.

- An organization may be given a verbal or written warning based on the following reasons:
  - Being given consistent reminders about policies or procedures which do no yet break policies.
  - Less than 10 financial points.
  - Consistently submitting forms incorrectly.
  - Others as determined by SAIL.

- Terms of warnings are as follows:
  - Warnings are intended to help organizations stay on track and avoid probation or suspension status.
  - No formal terms will be initiated unless an organization receives a total of 10 financial points or do not follow additional SAIL policies listed in the handbook in which they will be evaluated for probation or suspension.
  - Warnings will be tracked internally by SAIL.
PROBATION

10 points but less than 20 → Placed on Probation

Probation is defined as the loss of specific benefits for a period of at least six months.

- An organization may be put on probation for one or more of the following reasons:
  - Violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, USG Bylaws, BSO Bylaws, organization bylaws, or other governing council's Bylaws (i.e. BSO)
  - Failure to update organization information with the SAIL Office (including Bylaws)
  - Amendments to your organization’s Bylaws that conflict with state laws, Mines Code of Conduct, or other governing council’s rules and regulations
  - **Misuse of funds**
  - **Collecting 10 but less than 20 points**
  - Others determined by SAIL

- The terms of probation are as follows:
  - Probation status will be in effect for six months from the moment probation is applied. Special extension for an appropriate time may be granted by the SAIL Clubs & Orgs Coordinator
  - No use of the SAIL credit card
  - Supervised use of index with prior approval from SAIL
  - All leadership must attend re-training
  - If your organization is on probation for a second consecutive term, it will result in suspension
  - Meet with SAIL Clubs and Orgs Coordinator and Financial Coordinator
Suspension

20 points → Placed on Suspension

Suspension is defined as the loss of total benefits, for a period of at least six months.

- An organization may be put on probation for one or more of the following reasons:
  - Violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, USG Bylaws, BSO Bylaws, organization bylaws, or other governing council’s Bylaws (i.e. BSO) that extend past probation.
  - Consistent violation of SAIL Policies that could lead to institutional risk.
  - Misuse of funds after interventions have been implemented (treasure has been retrained, etc.)
  - Collecting 20 Financial points
  - Being placed on probation for a second consecutive term
  - Others determined by SAIL

- The terms of Suspension are as follows:
  - Suspension status will be in effect for 6 months from the moment the suspension is applied. Special extension for an appropriate time may be granted by the SAIL Clubs & Orgs Coordinator.
  - A freeze will be put on the organization’s index for the 6 months of probation, which means absolutely no spending will be allowed from your index.
  - No use of credit card
  - The organization will be required to change leadership (all roles)
  - If your organization is on probation or suspension during the 6 months immediately following a suspension, it will result in de-recognition
  - Others as deemed necessary by SAIL
  - Meet with SAIL Clubs and Orgs Coordinator
IMPORTANT

All warnings will reset after each semester unless otherwise discussed by SAIL Clubs and Orgs Coordinator.

- July 1st - December 31\textsuperscript{st}
- January 1st - June 30\textsuperscript{th}

10 Point Violations

- Using one-card to make personal purchases (intentional or accidental)
- You have made arrangements to pay an invoice that needed a Purchase Order (specifically with trademarked goods)

20 Point Violations

- Signed a contract for a vendor
- Purposely providing false information to the SAIL office (example: having a vendor ring up beverages and getting alcoholic drinks)
- Collecting credit card payments online using anything but TRANSACT
- Purchasing Gift Cards without talking with SAIL
- Using Venmo to collect money for fundraising or dues
- Purchase of illegal or non allowable items/services: Alcohol, drugs, fireworks, etc.