

Members of the Treasury Committee (within student government):

- Treasurer: Aria Shah (ajshah1@cps.edu)
- Nayeli Samano (njsamano@cps.edu)
- Isaac Doi (ijdoi@cps.edu)
- Emma Lee (eklee@cps.edu)
- Anden Hong (ajhong2@cps.edu)
- *several other members of student government have also had specific input on treasury decisions

Members of the Financial Advisory Board (outside of student government):

- Please view the “Financial Advisory Board” section of the AAA website to view and get in touch with your Financial Advisory Board members
 - <https://sites.google.com/cps.edu/wpcp-studgov/resources/financial-advisory-board>

Club Grant Master Doc (Updated):

This year, we have created a master document that contains a lot of important information (table of contents pasted below). Please refer to this document for questions and/or concerns and, of course, reach out to our treasurer or any member of the treasury committee for help!

The full document is linked here:  **23-24 Club Grants (UPDATED)**

Contents of the Master Doc:

Getting the Grant:

- [Message to club leaders](#)
 - The email you received!
- [Essentials](#)
 - Club Grant Calendar
 - All the links (to supplemental and resources)
 - What money is **allowed** to be spent on
 - Treasurer contact information
- [Process Flow/Allowed spending](#)
 - How the process will work (including from our end)
 - What Clubs are Allowed to Spend Money on
- [Rubric/Explanations](#)
 - The rubric you will be scored on
 - Explanations of each category on the rubric
- [Sample perfect club grant request](#)
 - An example written by me of what a perfect club grant request would look like

Spending the Grant:

- [How to fill out the requisition form](#)
 - Pictures and descriptions of how to fill out the requisition form correctly
- [How to amazon cart request](#)
 - Description and checklist of how to make an amazon cart request

How Are Club Grant Decisions Made?

1. Members of the Treasury Committee review the grant application using the Club Grant Rubric (see below) and assign rubric points based on what is presented in the application

CLUB GRANT RUBRIC
YOU DO NOT NEED TO EARN ALL 18 POINTS TO RECEIVE THE WHOLE GRANT

	0	1	2	3
How long has your club lasted for (full years)?	3rd or further years	2nd year	1st year	
Proof of Continuation	Club has minimal plan to exist in future years	Club has a distinguished board , and is certain to exist for following years	Club has lasted for 5+ years and is certain to exist for following years	
How many people does your club serve? *note you will automatically be scored in the highest category if multiple apply	Club is a tight, closed community (same small group every time)	Club hosts open enrichments that become about half full	Club hosts enrichments that generally become full	Clubs purpose is to provide something for Payton (ie performances, classroom decor, magazine)
How much funding do you currently have?	Club has sufficient funds for purchases without a grant being given	Club has some funds and would undergo some losses without the grant	Club has no funds and would undergo some losses without the grant	Club has no funds and would not be able to function without the grant
How have you fundraised?	Club has not fundraised and does not intend to	Club has lasted more than 2 years and has not fundraised , but intends to fundraise	Club has lasted 2 years or less and has not fundraised but intends to fundraise	Club has fundraised /continues to plan to do
How do you intend to use the grant?  Club Grants Spe...	Club intends to use all funds for unnecessary expenditures and/or is not specific as to what the club intends to purchase	More than 1/2 of the grant will be used towards unnecessary and/or is only specific about less than 1/2 of what club intends to purchase	Over 1/2 of the grant will be used towards necessary expenditures & most links/explicit explanation are provided	Provides links/explicit and detailed explanation to all expenditures & all expenditures are necessary
How long will your items last?	Club does not intend to reuse any items - single-use items are included here	Club intends to reuse at least 1/2 the items	Club commits to using all items again unless broken/damaged	

2. Utilizing the points earned on the rubric, an amount is determined to allocate to the club based on their demonstrated financial need
3. Once the amounts are determined, all of the applications & rubric evaluations are presented to the entire Student Government and collectively voted on for approval

- a. Note: a majority vote is needed for each grant and at least $\frac{2}{3}$ of the student government body must be present at voting time**

Semester 1 Club Grant Allocation

- Amount requested through Club Grants S1: \$3,424.83
- Quarter 1 Club Grant Allocation Amount: \$2,270
- View the approved club expenditures and allocations here:
 - [Approved/Allowed Club Grant Spending](#)

Current Student Government Financial Commitments

- **Amount Currently in Bank Account:** Statement pending, upwards of \$35,000
 - 334% increase from Fall 2022
- **NEW 5, 10, 15 system:** Student government has approved a treasurer budget proposal to allocate funds to each grade to boost and prioritize grade initiatives and grade bonding
 - \$500 allocated to freshman initiatives
 - Current status: projected freshman social during school
 - \$1000 allocated to sophomore initiatives
 - Current status: projected event or student merch
 - \$1500 allocated to junior initiatives
 - Current status: projected tie-dye party
 - NOTE: seniors have senior steering committee and therefore do not gain additional funds
- **S1 Initiatives allocations**
 - \$3000 - Homecoming
 - \$150 - Candy Grams (Janice Mei)
- **S2 Initiative allocations (confirmed)**
 - \$3500 - Winter Dance (Mira Jain + Maia Daley)
 - \$800+ (funds allocated monthly) - Participatory Budgeting (Aria Shah)
 - \$100 - Egg Hunt (Judah Cooper)
- **S2 projected allocations**
 - \$500 (projected) - Mirror Mirror (Emma Lee + Prisara Chumsangsri)
 - \$100 (projected) - Signing Day (Fiona O'Toole)

Accessing Club Funds:

****Please make sure to work with your club sponsor primarily regardless of which method you choose to access funds, do not go to Ms. Nantwi directly**

Invoice Method: To access your funding (regardless if you have a club grant or not), please fill out an [online purchase order](#) form (**please make a copy**) or grab one from the main office and submit it to your club sponsor for approval. Ask your club sponsor to submit the completed form to Ms. Nantwi, aanantwi@cps.edu, along with the invoice. Using this method, you may only pay organizations/businesses that are CPS-approved [vendors](#). This [link](#) will provide further instructions regarding the online PO form. Once this form is submitted to Ms. Nantwi, she will issue a check directly to the vendor within two weeks.

How Can a Club Do Fundraising?

- Clubs should work with their sponsor to fill out and submit a fundraising proposal form to the LSC at least 2 weeks prior to an LSC meeting (the form is located in the main office/club sponsor also has access).
 - any personal fundraising (e.g. a GoFundMe for yourself) will not be approved
- Once the fundraising is complete, a fundraising accounting report form (also located in the main office/sponsor should have access) should be turned into the main office, or sent to WalterPaytonLSC@gmail.com, and copy your Student Representatives to the LSC (Aria Shah, ajshah1@cps.edu, Kelly Eng, keng@cps.edu, and Megha Khemka, mkhemka@cps.edu).
- LSC Meeting Dates
 - Tuesday, September 12, 2023 @ 6:00 pm
 - Tuesday, October 17, 2023 @ 6:00 pm
 - Tuesday, November 14, 2023 @ 6:00 pm
 - Tuesday, December 19, 2023 @ 6:00 pm
 - Tuesday, January 16, 2024 @ 6:00 pm
 - Tuesday, February 20, 2024 @ 6:00 pm
 - Tuesday, March 19, 2024 @ 6:00 pm
 - Tuesday, April 16, 2024 @ 6:00 pm
 - Tuesday, May 21, 2024 @ 6:00 pm

Tax Exemption Form (hard copies are in the main office as well):

OFFICIAL DOCUMENT	State of Illinois - Department of Revenue	OFFICIAL DOCUMENT
Illinois Sales Tax Exemption Certificate		
BOARD OF EDUCATION CITY OF CHICAGO		
CHICAGO PUBLIC SCHOOLS 42 W MADISON ST FL 2 CHICAGO IL 60602-4309		
Sales Tax Exemption Certificate		
Issue date: 02/10/2020	Sales Tax Exemption	E99977109
Expiration date: 03/01/2025	Organization type:	Governmental
This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.		
 ILLINOIS REVENUE <i>Director</i>		
OFFICIAL DOCUMENT - DO NOT DESTROY		