RISO FUNDING TRAINING INFO

1) Introductions

2) Requirements to get funding
   a) Must be a registered RISO
      ➢ Attend Orientation workshop
      ➢ Finished this funding training
   b) Must meet with the Business Managers or RISO contact person listed below of each CSO to touch base on requirements

3) Student Fees
   a) All funding comes from Student Fees
      ➢ CSOs will not fund anything specifically for advisors
      ➢ Must come out of your own fundraising efforts

4) Reminder that the RISO Board of Regents Chapter 7 indicates the following:
   ➢ RISOs are not directly supported financially through mandatory student fees.
   ➢ RISOs are not involved in the governance process and does not represent or serve the entire student body on their campus.

5) What CSO’s may do to Fund a RISO
   a) BOMB – PR & Advertisement
      ➢ Spencer Myers (smyers3@hawaii.edu)
   b) BOSP – PR & Advertisement
      ➢ Matthew Kalahiki, Chairperson (mmkk@hawaii.edu)
   c) SAC – cosponsor event…amount dependent upon event request
      ➢ Alyssa Hoshide, Business Manager (ahoshide@hawaii.edu)
   d) UHHSA - $1,000 limit
      ➢ Uluwehi Ornellas, RISO Senator (uluwehio@hawaii.edu)

6) All Funding must match the CSO’s Mission
   ➢ It will determine the type and amount of funding available
   ➢ Cash/Check advancements are not available to RISOs, but must be made with purchasing of items or contracts that are paid directly to designated contractors with a Business License who is registered within UH system
   ➢ Many CSO’s do not fund travel requests of students and advisors
   ➢ Exception may be for a Presenter and/or Speaker

7) CSO Funding Packet
   ➢ http://hilo.hawaii.edu/campuscenter/riso/

8) Be aware that there are times when the websites and forms are being updated due to new policies with UH System.
9) Process for Funding & Type of Funding
   a) Meet with Business Manager/Treasurer or contact person’s listed above
   b) Complete the Universal CSO Funding Packet or other material as instructed
       Get on a meeting agenda
       Come to the meeting
          Have student representation and please be prepared – Students must represent
            THEMSELVES and be able to do a presentation and answer any questions at this
            time. Highly recommend that the Advisor be present.
   c) Types of Funding and Timeline
       P.O. (Purchase Order)
          Because of the new fiscal system (Kuali) all POs are taking longer to process
            (a) 6-8 weeks for approval
          Stay with current deadlines and make sure if you have something early to bring it in
       P-Card
       Supply Run
       Online Purchases
       Phone Purchases
   d) Please always have an alternate plan due to the following:
       Funding is NOT guaranteed
       Your funding request may exceed a CSOs budget
       Fiscal deadlines might have passed
       Requests exceeding $2499 will need to enter a “bid” process
   e) Once a proposal has been submitted you must stay in contact with the CSO you are going
      through for any updates

10) Can look at the Campus Center Fiscal Website
    (http://ed602.pbworks.com/w/page/79687233/RISO)
    a) Be advised that CSO’s deadlines can be different from each other
        Plan ahead – requests can be returned for further info and clarification will extend the
         deadline time
    b) Check that you have all necessary forms

11) Resources for further clarification
    a) Leomi L. Bergknut, Student Leadership Coordinator
       bergknut@hawaii.edu, 808-932-7377, CC-309
    b) Casey Perreira-Rabago, Student Leadership Assistant
       caseypr@hawaii.edu, CC-309
    c) Matthew Kalahiki, RISO Task Force Facilitator
       mmkk@hawaii.edu, CC-214
    d) Susan Shirachi, Disability Services Director
       shirachi@owa.hawaii.edu, www.uhh.hawaii.edu/studentaffairs/uds