What does the Community Activities Office have to offer?

1. **Husky Fund (ORANGE FORM)** – an on-campus account similar to a normal checking account to be used for organization/club transactions (i.e. deposits/making payments)

   Typical uses: Fundraising revenues and expenses, dues collections and payments, BU departmental transfers and CGA Finance Committee transfers

   Forms can be found on the CGA documents page at: https://www.commonwealthu.edu/student-government/cga/community-activities/forms-documents or in the Community Activities Office, Kehr Union Room 428
   To see if you have an existing Husky Fund account or to request one, please contact Dawn Ritter in the Community Activities Office.

   Contact: Dawn Ritter, dritter@commonwealthu.edu, 570-389-4465, Kehr Union - Room 428

2. **Community Activities Budget (PINK FORM) –** an on-campus account for any BU recognized organization/club that is open to anyone (no tryouts, cuts, pledging, etc.). A budget packet must be completed pursuant to deadlines and approved by the CGA Budget Committee each fiscal year

   Things to Note: This account is a controlled account that must adhere to specific line items* granted and must be re-applied for annually…this is not a depository account

   *Line item examples- supplies, publicity and advertising, postage, duplicating, etc.

   Forms can be found on the CGA documents page at: https://www.commonwealthu.edu/student-government/cga/community-activities/forms-documents or in the Community Activities Office, Kehr Union Room 428

   Contact: Joyce Grosz, jgrosz@commonwealthu.edu, 570-389-4463, Kehr Union – Room 428

3. **Finance Committee Request (YELLOW APPLICATION/FORM) – a request in which organization/club can submit proposals for upcoming conference expenses to possibly receive up to 1/3 funding reimbursement after the conference takes place**

   Requirement: Organization/club must have a Husky Fund account established prior to submitting a proposal to the Finance Committee

   Forms can be found on the CGA documents page at: https://www.commonwealthu.edu/student-government/cga/community-activities/forms-documents or in the Community Activities Office, Kehr Union Room 428

Contact: Joyce Grosz, jgrosz@commonwealthu.edu, 570-389-4463, Kehr Union – Room 428

4. **Vehicle Fleet (VEHICLE RESERVATION & MVR FORMS)** – a fleet of vehicles that may be reserved by organization/club members 30 days prior to date of use (based on availability and established priority list) if the club has an approved driver

   Requirement: Only authorized/approved CGA drivers **21 years of age or older** may operate CGA owned vehicles (members may complete a "CGA Vehicle MVR Request" for a fee (current fee is $20.00) and become an authorized/approved CGA driver, this process can take up to 10 days)

   Things to note: Only two vehicles may be considered firm by an organization/club at any one time. In the event that more than two are available, they may be reserved. Vehicle charges will be invoiced back to your organization/club with the next billing cycle after the reservation has been completed. More guidelines are listed on the reverse side of the "Vehicle Reservation Form".

   Vehicle charges are invoiced to club/organization's campus address on a monthly cycle. Such invoice may include the mileage chargeback of $0.40/mi, any fines, tolls and/or MVR charges.

   THE USE OR TRANSPROT OF ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES IS FORBIDDEN IN ANY CGA-OWNED VEHICLE!

   Forms can be found on the CGA documents page at: https://www.commonwealthu.edu/student-government/cga/community-activities/forms-documents or in the Community Activities Office, Kehr Union Room 428

   For general questions, contact: CGA Vehicle Desk, 570-389-5125, Kehr Union – Room 428 or email Joyce Grosz, jgrosz@commonwealthu.edu, 570-389-4463, Kehr Union – Room 428

   For questions regarding a vehicle invoice/bill, contact: Dawn Ritter, dritter@commonwealthu.edu, 570-389-4465, Kehr Union - Room 428

Please remember to date all forms, fill out all applicable sections, attach all supporting documentation and if required, provide additional copies for all forms submitted to the Community Activities Office. In doing so, this will help avoid delays in processing your requests.

ALSO- Check out our office website https://www.commonwealthu.edu/student-government/cga/community-activities for general office information and our online calendar https://www.commonwealthu.edu/student-government/cga/activities-calendar for semester end, fiscal year end cut-offs/deadlines and other CGA related meetings and events.