

STUDENT ORGANIZATION EXPENSE PLANNING FOR 2019-20

*Prices are subject to change and are only to be used as estimates

Contact Campus Activities and Engagement for further assistance: activitiesengagement@uwp.edu 262-595-2278

Catering through University Dining Services:

Ask for Catering form in Campus Activities & Engagement or email catering@uwp.edu with the details: who, what, when & where to deliver or if you are picking it up at the Brickstone.

Creative Services—log into your Student Org account:

Handbills: 100 color – \$6.75 100 black print on color paper-- \$1.25

Hanging Flyer 25 – 8.5 X 14” color – \$10.25

Hanging Flyer 50 – 8.5 X 14” B&W – \$.75

Poster 1 – 24 X 36” - \$12.00

State Contracted Lodging Rates

The maximum nightly rate for lodging in WI ranges from \$96 to \$131. The exact maximum that Seg Fees will pay cannot be known until paperwork is completed and turned into CA&E. Lodging arrangements must be made by Campus Activities & Engagement personnel on the authorized “Travelwise” website.

Mail Services

First class letter size = \$.50

Parkside Police for Dances / Parties / Other Deemed-Appropriate Events

\$49/hour for a police officer

\$15/hour for a Community Service Officer (CSO)

Reservation Charges for Standard Requests

Bridge Tables	\$0 – FREE
Bridge Windows	\$4 per window/week
Classrooms (with no set up)	\$0 - FREE
Concourse Tables (any part of campus except the Bridge)	\$15 per table
The Den (not for dance)	\$75
The Den (for a dance)	\$150
Upper Main Place	\$400
Full Ballroom	\$300
Ballroom A (no windows)	\$212.50
Ballroom B (windows)	\$162.50
Cinema	\$75

Promotional Items

See Campus Activities and Engagement to confirm appropriate purchase before an order is placed.

A good price for shirts would be keeping the cost below \$5. On top of that will be added shipping charges and a screen print set-up fee **for every color you use**. If you are purchasing with Seg Fees, you will need to order additional promo items to give away to the general campus. Here are the Segregated fee approved websites you can use for promotional items.

Company Name	Website	Agency Rep Email
4Imprint	www.4imprint.com	
Custom Ink	https://www.customink.com	
Brown and Bigelow	https://brownandbigelow.espwebsite.com	joywilson@charter.net
U of Promo	www.uofpromo.com	jim@uofpromo.com

More on reverse side

Office Supplies

Organizations using Seg Fees must purchase office supplies, party items, and other items too numerous to list, through a State Contracted Vendor (typically Shop@UW). Please bring your request to Campus Activities and Engagement prior to spending money or placing an order elsewhere. UW-P is tax exempt.

Movie Licenses

Cost: \$400-1000 (may cost more depending on movie). There is a licensing cost even if you own the DVD.

Motion Picture Viewing Licenses **MUST** be purchased along with the movie.

Most movie licenses are available through Swank or Criterion Motion Pictures. Contact ActivitiesEngagement@uwp.edu for more information.

Standard Turnaround Times for Requests & Approvals

*estimated time it takes for Campus Activities & Engagement staff to fulfill, approve, or deny requests. Please note that processing cannot take place if submitted forms are incomplete or completed incorrectly. Campus Activities & Engagement staff will do their best to reach out to students when forms are submitted incorrectly.

Creative Services promo and printing	If they design it: Plan for design to take up to two weeks Printing from Creative Services can take 1-4 business days (up to one week for large format). You must pick it up there.
Check Request (Private Account)	3-5 business days
Contract- to pay speaker, performer, etc.	3 days to process contract. AND THEN... Plan for 3 weeks to one month AFTER performer signs and returns contract. Do not promise performers they will be paid on the day of the performance.
Payment/Purchase Request: 1) Office Supplies 2) Equipment under \$500 3) Equipment over \$500 4) Promotional items (shirts, pens, etc.)	2-5 days Up to 3 weeks 3 weeks 3 weeks
Solicitation/Fundraising Request	1 week
Cash Box Request with start-up cash Cash Box only Request	3 business days Immediately
Travel Reimbursement	CA&E will submit form online after receiving receipts from traveler. Check ready 1-2 weeks AFTER recipient has approved and submitted the email that is sent to them.
Travel – Lodging Request Travel – Conference Registration	Plan for 3 weeks to one month for all travel-related needs to be fulfilled. Lodging and registration must be paid for by CA&E personnel online.
Driver Authorization	1 week
Door Access Authorization Update	3 days
Raffle Ticket Requests—Are regulated by the State of WI and have strict rules! Do not attempt on your own.	3- 5 days to process request 1 week to print tickets