

SORC Quick Pick

Deposits and Fundraisers

Fundraising Ideas

- Letter-writing campaign
- Restaurant proceeds
- Canning outside large Pittsburgh events
- Bake sales
- T-shirt sales
- Buttons, stickers, etc sales
- Fashion or talent show
- Hosting a tournament or competition
- Hosting a 5k or walk
- Hosting a ticketed dinner or program

Grants

- If you are hosting a program, you may be eligible for mini-grants:
 - **OCC Mini-Grant** through Student Affairs
 - **Late Night Mini-Grant** through Student Health
 - **SCEC Grant** through PittServes
 - **Honors College Grant**

Carry-Forwards

- **What are these?**
 - The first deposit in every re-registering club's Private Funds account will always be the carry-forward.
 - This is the remainder of **un-spent Private Funds** from the last fiscal year.
 - The amount comes from balancing your club's budget and finding the remaining total after all transactions and deposits have been processed.
 - **Note:** Unspent Allocations **do not** carry over from one fiscal year to the next.
- **Why does this exist?**
 - At the end of every fiscal year, all individual transactions are cleared from your club's accounts.
 - This allows groups to start fresh every year and makes their accounts easier to read.
- **NOTE: Carry-forwards can be negative balances.**
 - If your club overdrew your account during the past fiscal year, these debts will not be erased.
 - Your club will need to make deposits to clear the account before any financial transactions can occur- otherwise your account will be frozen.

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How-To Deposit

- **Cash or Check-** Checks made payable to “University of Pittsburgh”
- **Interdepartmental Transfer-** When receiving funds from another Pitt department (work with SORC Business Manager)
- **Online Donations-** Use Pitt’s site *GiveTo.Pitt.Edu*
- **Panther Fund Reader-** Reserved through Panther Central
- **EngagePitt-** Crowdfund through Pitt’s Office of Institutional Advancement

Private Funds vs. Allocations

- SORC distinguishes between two types of funds in your account: Private Funds and Allocations.
- Allocations are awarded by SGB and must be used for the specific purpose that the club requested.
- Private Funds are anything else that the club brings in on its own. These are typically generated from:
 - Dues
 - Fundraising proceeds
 - Donations
 - Department support
- Private Funds can be used for anything related to the mission and operation of the club.
- If any Allocated budget is overdrawn, then the deficit will be covered using the club’s Private Funds.

Notes

- Allocations will automatically be deposited into the group account once SORC is notified of the award amount.
- Groups cannot use external crowdfunding platforms or conduct any fundraiser that requires a bank account/routing number.
- Some fundraisers require a Taxpayer ID- your group will use the University’s number.

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