

UConn Club Sports

Fall 2025 Treasurer Training



UCONN/REC

Team's Coordinator

Aaron

- Dressage
- Equestrian
- Field Hockey
- Figure Skating
- Gymnastics
- Ice Hockey-Men's
- Ice Hockey-Women's
- Lacrosse-Men's
- Lacrosse-Women's
- Polo
- Racquetball
- Run
- Skydiving
- Soccer-Men's
- Soccer-Women's
- Ultimate-Men's
- Ultimate-Women's
- Woodsmen

Zach

- Archery
- Basketball-Women's
- Baseball
- Crew
- Cycling
- Kickline
- Rugby-Men's
- Rugby-Women's
- Sailing
- Ski
- Softball
- Swim
- Tap
- Tennis
- Volleyball-Men's
- Volleyball-Women's
- Water Polo

Funding Sources

- UConn Recreation Allocation
- Undergraduate Student Government (USG)
- UConn Foundation Account
- Student Organization Banking Services (SABS)

Dues Requirement

- Teams must collect a minimum dues amount from each active team member (including those “not fit for play”) for the academic year based on their tier.
 - Teams may charge more than the minimum dues amount based on the needs of the team.
 - Dues amount must be listed on Fusion Club (to inform prospective athletes).
- The team may collect the dues by semester or for the academic year.
- Player dues must be marked for each active team member in Fusion Club by the deadline listed on the Important Dates Calendar.
- The Competitive Sports Office reserves the right to request the teams SABS account statement to verify all dues have been collected and deposited.

UConn Recreation Allocation

- Club Sports Teams are allocated an academic year budget that is based on a Tier System.
- Teams may request funding for the following categories:
 - League dues
 - Competition entry/registration fees
 - Safety and security costs
 - Facility rental
 - (if on-campus accommodations are not available)
 - Small operational equipment and supplies
- The dates of facility rentals and competitions, paid with this allocation, must take place in the academic year.

Undergraduate Student Government

- Club Sports Teams are eligible to apply for funding through the [Undergraduate Student Government](#).
- Teams may be funded up to **\$15,000** per academic year for eligible requests.
- Coaching payment comes from this account.
- Please visit the USG website for items covered under this Allocation.

UConn Foundation Account

- UConn Recreation maintains a Club Sports Fund Account with the Foundation to support the activities of Club Sports teams.
- Any Club Sports Team recognized with UConn Recreation may use the Club Sports Fund (CSF) Foundation Account to receive tax deductible donations.
- All donated funds are directly expensed from the CSF Foundation Account.

Student Organization Banking Services (SABS)

- [Business Services](#) provides financial tools and banking services to registered student organizations, including Club Sports Teams.
- Teams will be able to collect and deposit money (i.e. team dues) by cash and check.
- Money can also be disbursed via check or prepaid debit card.
- Money can be used at the team's discretion.
- Teams must submit a banking contract each year or when there is a change in officers.

Team Resources Page

- <https://recreation.uconn.edu/club-sports/resources/>

Business Forms

Purchase Request



Reimbursement Request



Club Sports Foundation Request for Disbursement



Purchase Requests

- PURCHASE REQUEST DEADLINE:
 - Must be submitted at least six weeks prior to the date that payment needs to be completed.
 - If request is submitted under six-week requirement, justification will need to be provided.
- The team's Treasurer or President will fill out a Purchase Request on Kuali Build.
- UConn Recreation will directly pay the supplier for the purchase.

Purchase Requests

- Required documents are needed to process the request:
 - Fusion Club Roster (Screenshot is acceptable)
 - Invoices or Price Quotes (without sales tax)
 - Event Flyers/Agendas
 - If paying by Credit Card: How to pay with step-by-step instructions
- Submitter will be able to track the progress of their purchase request on Kuali Build.
- If changes are needed, purchase request will be sent back to submitter for corrections.
- Purchase request deadline: Last day of classes in Spring Semester

Purchase Requests Reminders

- Upload Official Team Roster from Fusion Club
 - Teams must submit their team's entire Fusion Club roster.
 - Screenshots of the team's entire roster in one PDF.
- Brief description of League Dues or Equipment/Supplies
 - Use a short description of what we are paying for.
 - Example: 2024-2025 NCSA League Dues, Practice Equipment
- File Naming Convention
 - File Naming Convention: Team Name - MMDDYY_Invoice
 - Example: Men's Lacrosse - 122424_Invoice
- Total amount requested must match the invoice/quote

Purchase Request Payment Options

1. Credit Card (Preferred Method)

- Submitter must provide step-by-step instructions how to pay via credit card.
- This includes all required login and form information.

2. PayPal or QuickBooks Invoice

- Submitter must provide link to payment.

3. Check

- Supplier must be setup in HuskyBuy, and submitter will verify the supplier is in the system on the purchase request.
- If supplier is not setup in HuskyBuy, please provide the required information to get the supplier registered so payment can be processed.
 - Alternatively, if a credit card payment is possible for this supplier, it would be the preferred method.

Purchase Request Link

- [Purchase Request Form](#)
- Link can be found on the Team Resources and Fusion Club

Club Sports Purchase Request Form				
Purchase Request # 0035	NetID * [REDACTED]	Full Name [REDACTED]	Email [REDACTED]	Phone Number * XXX-XXX-XXXX
Submission Date This will auto-fill when the form is submitted. DATA NOT AVAILABLE	Team Name * [REDACTED]	Select your team's Primary Coordinator * [REDACTED]	Upload Official Team Roster from Fusion Club * [REDACTED] Select a File	
For which of the following categories are you requesting funding? *			The Competitive Sports Office provides funding for league dues, entry fees, facility rental, and equipment and supplies. For other expenses, your team will need to find another funding source. Your team may have access to funding through:	
<input type="radio"/> Competition Entry Fees <input type="radio"/> Equipment and Supplies <input type="radio"/> Facility Rental (for facilities not provided by UConn Rec) <input type="radio"/> League Dues			<ol style="list-style-type: none">1. The Undergraduate Student Government Office. Go to their website for additional information.2. The team's Foundation Account. Email competitivesports@uconn.com for your team's balance.	

Foundation Accounts and Requests

- Donations to the Club Sports Fund must be used for the benefit of the entire team.
 - They cannot be used for the benefit of an individual or to support a charity.
- Money raised during the Ignite Fundraiser goes to this account.
- All donated funds are directly expensed from the Club Sports Fund Foundation Account.
- Donations CANNOT be directly transferred to a Club Team's Student Activity Business Services (SABS) account.

Foundation Accounts and Requests

- The team's Treasurer or President will fill out a Club Sports Foundation Request for Disbursement (RFD) on Kuali Build.
- Although UConn Recreation's Competitive Sports Office and Business Office review the Foundation RFD, the UConn Foundation has final approval for all purchases.
- Balance rolls over from year-to-year and there is no deadline for submission.
- Teams may request to reimburse their SABs account for certain types of expenses (i.e. Travel).
 - Reimbursement will not occur until the event has concluded.

Club Sports Foundation RFD

- [Club Sports Foundation Request Form](#)
- Link can be found on the Team Resources Page

Club Sports Fund Foundation Account - Disbursement Request Form

Complete this form to request a disbursement from the Club Sports Fund (CSF) Foundation Account.

There are several documents that you will need. The SAVE button allows you to save progress on your disbursement request and complete it later. Your saved disbursement request can be found on your Quali Build dashboard. Go to My Documents and look in the Drafts section.

Request for Disbursement #

0016

NetID *

[REDACTED]

Full Name

[REDACTED]

Email

[REDACTED]

Phone Number *

XXX-XXX-XXXX

Submission Date

This will auto-fill

DATA NOT AVAILABLE

Team Name *

Select your team's Primary Coordinator *



My team is in good standing with the Involvement Office and has an "Active" status on UConncontact. You can verify your status at <https://solid.uconn.edu> and click Solid Status Listing.

☐ Yes

☐ No

Account Balances

- Will be updated Monthly on your team's Fusion Club Page
 - Can be found under Finances > Transactions

The screenshot displays the Fusion Club Page interface. At the top, there are navigation tabs: 'My Club', 'Finances' (highlighted in purple), 'Travel', and 'Approvals'. Below 'Finances', a dropdown menu is open, showing 'Transactions' (highlighted with a red box) and 'Dues'. A red arrow points from the 'Transactions' link to the 'Recreation Allocation' card. The 'Recreation Allocation' card shows a 'Current balance' of '\$3,330.00', which is circled in red. The 'Dues Collection' card shows a 'Current balance' that is redacted with a black box. The 'Foundation' card shows a 'Current balance' of '\$0.00', which is also circled in red.

Account Name	Current balance
Recreation Allocation	\$3,330.00
Dues Collection	[Redacted]
Foundation	\$0.00

Reimbursements

- REIMBURSEMENTS THAT ARE NOT PREAPPROVED WILL NOT BE PROCESSED
- PURCHASES MADE PRIOR TO PREAPPROVAL WILL NOT BE PROCESSED
- Teams must submit Reimbursement Preapproval Request and receive approval via the form prior to making the purchase.
- Reimbursements must be within the following categories from your UConn Recreation Allocation:
 - League dues
 - Competition entry/registration fees
 - Facility rental fees
- Teams must submit receipts, within the same Quali Form as the preapproval, within 30 days of the purchase. If submitted after 30 days, reimbursement may be denied.
- Preapproval and submission of reimbursement documents will all be completed in Quali Build.

Reimbursements

- [Reimbursement Preapproval Form](#)
- Link can be found on the Team Resources Page

Club Sports Reimbursement Preapproval Request Form				
Reimbursement Preapproval Request # 0013	NetID * [REDACTED]	Full Name [REDACTED]	Email [REDACTED]	Phone Number * XXX-XXX-XXXX
Submission Date This will auto-fill when the form is submitted. DATA NOT AVAILABLE	Team Name * [REDACTED]	Select your team's Primary Coordinator * [REDACTED]	Upload Official Team Roster from Fusion Club * [REDACTED]	
For which of the following categories are you requesting reimbursement? *		The Competitive Sports Office provides funding for league dues, entry fees, facility rental, and equipment and supplies. For other expenses, your team will need to find another funding source. Your team may have access to funding through:		
<div><input type="radio"/> Competition Entry Fees</div> <div><input type="radio"/> Equipment and Supplies</div> <div><input type="radio"/> Facility Rental (for facilities not provided by UConn Rec)</div> <div><input type="radio"/> League Dues</div>		<div>1. The Undergraduate Student Government Office. Go to their website for additional information.</div> <div>2. The team's Foundation Account. Email competitivesports@uconn.com for your team's balance.</div>		

Safety and Security Costs

- Safety and security services costs will be the responsibility of Club Sports teams.
 - Police
 - EMT
 - Security (CSC) Personnel
- UConn Recreation will continue to coordinate, schedule, and secure the services and then invoice the cost to the team.
 - An estimate will be sent to the team using the Home Competition Request Form.
 - The team will approve the expense and specify how they would like to pay for the services.
 - Teams may pay from their Recreation Allocation, Foundation Account, or SABS.
 - Teams must pay invoice by due date or future services will not be scheduled.

BSN Sports Purchases

- If team is paying for a BSN Sports purchase via a Purchase Request or Foundation RFD, a quote from Kenzie Cannon must be obtained.
 - Kenzie's prices are lower than the website and don't include tax.
- Please indicate to Kenzie how you plan on paying.
 - Treasurer or President will submit the Kuali Form and once approved the Business Office will arrange for payment.
- Any apparel orders via a Foundation RFD must include a Club Sports Logo Approval to be processed.

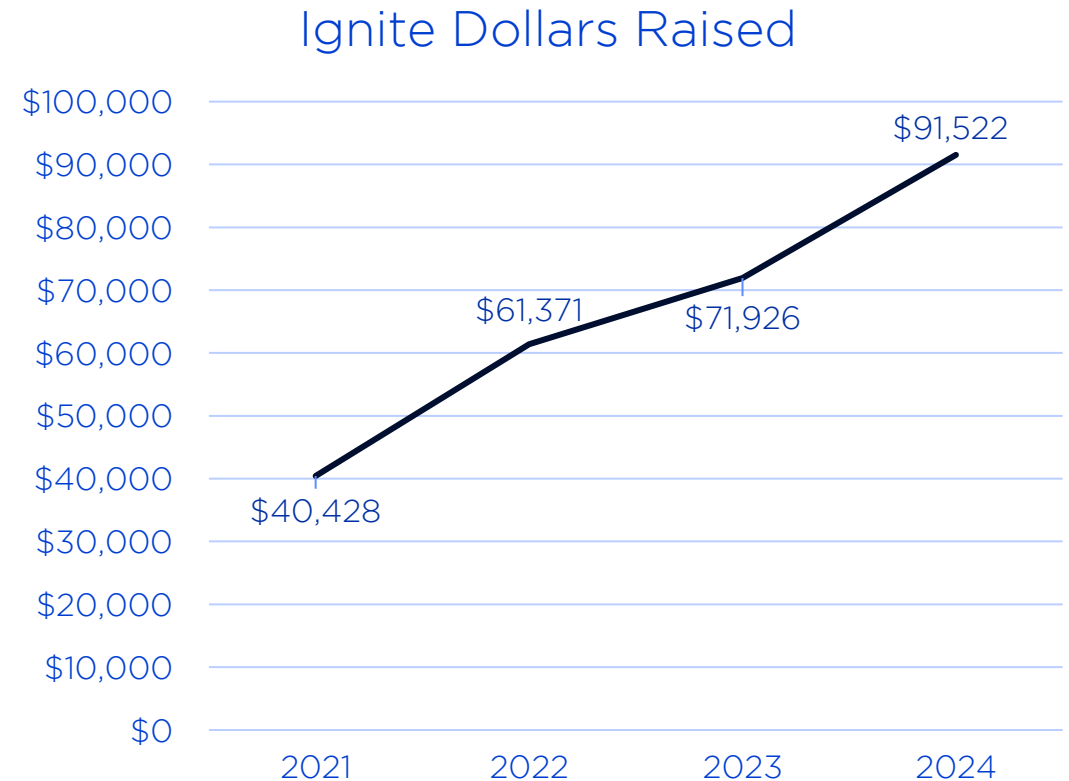
Non-BSN Purchase Requirements

- BSN Sports is the exclusive supplier of uniforms, apparel and equipment for Club Sports teams.
- If BSN Sports does not have the product or has a higher price, proof must be submitted on the Purchase Request.

<p>BSN Sports is the preferred supplier. Are your items available for purchase from BSN? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> Yes, but more expensive than another vendor.</p> <p><input type="radio"/> No</p>	<p>Upload email thread with BSN Sports stating that items aren't available. *</p> <p>BSN contact: Kenzie Cannon (kcannon@bsnsports.com)</p> <p>Select a File</p>	<p>Upload the BSN Sports Quote with the higher price. *</p> <p>BSN contact: Kenzie Cannon (kcannon@bsnsports.com)</p> <p>Select a File</p>
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Club Sports 2024 Ignite Results

- \$91,522 raised from 1,800+ donors in 48 hours
- \$99,624 awarded to teams after gift fees and bonuses
 - \$10,000 in prizes and bonuses
- Grand Prize Winner:
 - Men's Crew



Ignite Update

- Ignite will take place from October 6 – 26
- Ignite [online participant guide](#)
- [Applications](#) are due on Friday, September 12
- New Ignite Contact: Ryan Merclean
(RMerclean@foundation.uconn.edu)

Good luck this semester!



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