ACCOUNTING
Make sure you have access to the ASUCI Club Account!
- The club account can be used for paying for on-campus services.
- Be aware of ASUCI’s policies of how to make check requests and deposits.
- Keep strict bookkeeping of all financial transactions!

BUDGETING
Prepare annual budgets for any organization events!
- Make sure to review the organization funds for any social or cultural events.
- Research how much it would cost to rent venues, equipment, etc...
- Collaborate with your board members to determine what they would want to purchase for events.

FUNDRAISING
Raise money for your organization!
- Apply to funding boards from the Office of Campus Organizations & Volunteer programs!
- Apply for Org of the Month to gain more funding!
- Come up with interesting fundraising ideas!
- Be accountable of the money raised!

ORGANIZATION
Utilize outside resources!
- Microsoft Excel or Google Excel Sheets is a useful and efficient resource to keep track of all organizational transactions.
- Talk to the previous treasurer to see how they organized financial transactions.