MINI-COURSE INSTRUCTOR or INDEPENDENT PROJECT SPONSOR: As it is very important that we follow both NCSSM and State guidelines in handling and accounting for all funding for Mini-Term activities, please review the following information carefully. Your Department Program Assistant is the first point of contact for all funding issues—be sure to take advantage of her/his knowledge and expertise!

Funds from Students/Parents:

All funds received from students for Mini-Term activities must be appropriately receipted and deposited in the school’s Student and Constituent Support Services Corporation (SCSSI). An individual SCSSI account will be established for each Mini-Term activity for which funds have been deposited. The money can be accessed by completing one (or more) of the following forms.

See your Department Program Assistant (or the Academic Programs Office) for assistance—DO NOT HOLD STUDENT CHECKS OR CASH!

For Mini-Term Courses or Projects NOT associated with overnight travel:

NCSSM SCSSI Check Request – sample attached (copies available from your Department Program Assistant/Facilitator or on e-Central under SCSSI)
- The Mini-Term Instructor or Sponsor (SCSSI Program Manager) must complete the Check Request form with the assistance of the Department Program Assistant/Facilitator and appropriate signatures obtained as listed on the Check Request form. SCSSI Check Requests forms must be accompanied by a signed invoice, original itemized receipts, or signed Request for Advance form. A list of the students enrolled in the Mini-Term course or project must also be attached to the Check Request form.

NCSSM SCSSI Request for Advance – sample attached (copies available from your Department Program Assistant/Facilitator or on e-Central under SCSSI)
- If money is needed in advance – prior to providing supporting invoice or receipts—this form must be completed and attached to the SCSSI Check Request form. Appropriate original receipts, along with any unused funds must be submitted to your Department Program Assistant/Facilitator within five days of completing the Mini-Term activity.

For all Mini-Term Courses or Projects associated with OVERNIGHT TRAVEL:

NCSSM SCSSI Travel Authorization/Reimbursement of Expenses—sample attached (copies available from your Department Program Assistant/Facilitator or on e-Central under SCSSU)
- Must be completed by the Mini-Term Instructor or Sponsor (SCSSI Program Manager) with the assistance of the Department Program Assistant/Facilitator and appropriate signatures obtained as listed on the Travel Authorization/Reimbursement of Expenses form. This form provides for advances and payments of travel related expenses as well as reimbursement of travel expenses—with supporting invoices or original receipts. Advances must be cleared by submitting appropriate receipts, along with any unused funds to your Department Program Assistant/Facilitator within five days of completing the Mini-Term activity.
PLAN AHEAD as checks from SCSSI are issued on Thursday of each week. All necessary forms with signatures and attachments must be submitted by 5:00 PM on Monday of the week in which a check is needed. See your Department Program Assistant or Belinda Cagle in Watts 205 for further details or email cagle@ncssm.edu

Required Textbooks:

Although there no longer Departmental Mini-Term funds for materials and equipment, required textbooks can potentially be purchased through the regular process. The stipulation is that all purchases either be utilized repeatedly during succeeding Mini-Terms, or that they be readily incorporated into the regular school curriculum. For further information on the availability of textbook funding see your Department Dean. Staff members not part of an Academic Department should contact Tom Clayton in the Academic Programs Office.

Student Funds:

Due to the final remaining funding from the Wachovia grant, the Academic Programs Office can provide up to $10 PER STUDENT from the NCSSM Foundation. Please keep in mind that these funds are limited and should only be requested if there is a justifiable need for materials to support student participation in Mini-Term courses or independent projects.

To access these funds, Mini-Term Instructors or Sponsors must complete and submit one or both of the following forms for their students:

NCSSM Foundation Check Request – sample attached (copies available from your Department Program Assistant or on e-Central under Institutional Advancement)
- To be completed by the Mini-Term Instructor or Sponsor (with the assistance of the Department Program Assistant) and returned to the Academic Programs Office (Watts 101) for approval. Must be accompanied by a supporting invoice, actual receipts, or a signed Foundation Request for Advance form, as well as a complete list of the students for whom the funds are requested (i.e. Mini-Term Course/Project Roster). For example, a request for $80 requires the names of eight registered students.

NCSSM Foundation Request for Advance – sample attached (copies available from your Department Program Assistant or e-Central under Institutional Advancement)
- If student money is necessary in advance—prior to the providing supporting invoice or receipts—this form must be attached to the above Foundation Check Request. Appropriate receipts, along with any unused funds, must be submitted to the Academic Programs Office (Watts 101) within five days of completing the Mini-Term activity for which the advance was authorized.

Once again, PLAN AHEAD as checks from the Foundation are also cut weekly. All the necessary forms must be submitted by 12:00 noon on Monday for the completed checks to be available in the Academic Programs Office on either Wednesday or Thursday. See your Department Program Assistant or Kathy Mueller in Academic Programs (Watts 101) for further details.