# TABLE OF CONTENTS

## College of Family and Consumer Sciences

**UNIVERSITY OF GEORGIA**

| Introduction .................................................................................................................................................. | 1 |
| Contact Information...................................................................................................................................... | 1 |
| Important Links .......................................................................................................................................... | 1 |
| **FACS Student Organizations at a Glance**................................................................................................. | 2 |
| For a list of all FACS student organizations, click here ............................................................................. | 2 |
| What We Do – Student Success and Advising Center .................................................................................. | 2 |
| What You Do – Student Officers ................................................................................................................ | 2 |
| What Do You Do – Faculty or Staff Advisors .............................................................................................. | 2 |
| **Timeline for Student Organizations** ........................................................................................................ | 3 |
| **To Do & Know** ........................................................................................................................................ | 3 |
| Student Organization Registration ............................................................................................................ | 3 |
| Student Fee Budget Allocation .................................................................................................................. | 3 |
| Officer Contact Information ..................................................................................................................... | 3 |
| Website Information ..................................................................................................................................... | 3 |
| How to update a student organization page ................................................................................................ | 4 |
| **Graduation Cord Policy** ........................................................................................................................ | 4 |
| **Facility Guidelines** .................................................................................................................................. | 4 |
| Dawson Hall and Barrow Hall Room Reservation Requests ........................................................................... | 4 |
| Dawson Hall Tabling Reservation Requests ................................................................................................ | 5 |
| Campus Reservations ..................................................................................................................................... | 5 |
| **Room Usage Guidelines** .......................................................................................................................... | 5 |
| **Financial Information** ............................................................................................................................. | 6 |
| Account Information ...................................................................................................................................... | 6 |
| Funding qualifications ................................................................................................................................. | 7 |
| Additional Funding Rules ............................................................................................................................ | 7 |
| Reimbursements .......................................................................................................................................... | 7 |
| Budget Requests .......................................................................................................................................... | 8 |
| For Student Activity Fee Allocated College Accounts .................................................................................... | 8 |
| For Agency Accounts – An overview ............................................................................................................ | 9 |
| **Student TRAVEL** ...................................................................................................................................... | 10 |
| Fundraising .................................................................................................................................................. | 11 |
| Advertising .................................................................................................................................................. | 11 |
| Logos and Trademarks .................................................................................................................................. | 11 |
| **APPENDICES** ........................................................................................................................................... | 12 |
Introduction
Our college is known for developing leaders through academics, but many of the skills used to chart your career path are curated by your involvement in a student organization. FACS, and specifically the Student Success and Advising Center (SSAC), are here to support you in your role as a student leader and organizational advisor. The SSAC is a resource for college related information and serve as a liaison to communicate information from the newly formed UGA department of Engagement, Leadership, and Service (ELS), a unit of the Tate Student Center, within the Division of Student Affairs, which combines the Center for Student Activities and Involvement and the Center for Leadership and Service. The ELS is a separate entity from FACS, but we work with them on their mission as they seek to deliver programs, services, events, and significant learning experiences which strengthen students’ connection to the University, cultivate a sense of community, and empower students to be engaged and contributing leaders. They serve as a resource for all UGA registered student organizations.

The person you’ll interact with most is Kassie Suggs in the Student Success and Advising Center (SSAC). Cara Simmons serves as the Director and Kassie Suggs serves as the Office Manager. Additionally, you may communicate with Lynn Woodall in FACS’ Business and Finance Office regarding reports and budget balances.

Contact Information
Kassie Suggs; email: ksuggs@uga.edu
Kassie supports student organizations with the reimbursement process, the re-registering and allocation process, updating the student organizations handbook, and coordinating programing to promote the student organizations within the College. Monthly reports will be sent to the treasurer and/or organizations president to provide updates on expenditures and budget balances. Occasionally, you may hear from the FACS Business and Finance Office. When you receive emails from us, it is generally important and often time sensitive. Please respond when we reach out. If you have any questions, contact us especially if it relates to a reimbursement.

Lynn Woodall - SSAC Business Manager; email: alk@uga.edu
The Business Manager for SSAC supports the student organizations with managing the SAF budget, expense tracking and reporting. Please reach out to the Business Manager via email if you have any questions regarding budgeting or reporting for your organization.

Dr. Cara Simmons; email: success@uga.edu
Dr. Simmons provides student organization support by co-planning the Fall Leadership Retreat for FACS student leaders and their faculty/staff advisor, coordinates and leads the Student Leadership Advisory Council, and provides leadership and guidance to the student organization support staff.

NOTE: If you have any questions or are unsure of a process, please reach out to us. We are here to support your organizations. Additionally, this will not address every question or scenario.

Important Links
*These links may not work in Google Chrome.

FACS
FACS Student Organization Information
FACS STUDENT ORGANIZATIONS AT A GLANCE
The Student Success and Advising center serves as a liaison between the College of Family and Consumer Sciences and the department of Engagement, Leadership, and Service (ELS). We’re here to support your organization. We want you to have what you need to be a successful group. Our goal is to empower students through their organizations to make an impact on and off campus.

For a list of all FACS student organizations, click here.

What We Do – Student Success and Advising Center

Provide oversight and support to student organizations
Facilitate reimbursement process for allocated student organizations
Update TV screens with organizational announcements such meetings/events
Reserve space in Dawson Hall and Barrow Hall
Reserve tables for tabling in Dawson Hall
Put up flyers
Co-plan fall leadership retreat

What You Do – Student Officers

Register your student organizations with the department of Engagement, Leadership, and Service (ELS)
Be familiar with policies related to be in good standing as a student organization
Review your budget regularly
Update SSAC when new officers are elected when requested
Make reservations
Join the ELS listserv (ugaels@uga.edu)
Update your FACS webpage with officer information, meetings dates, other events, and pictures.

What Do You Do – Faculty or Staff Advisors

Attend student organizations meetings
Check in with student officers regularly
Understand budget and reimbursement process
Make sure your student orgs update contact information, websites, complete annual registration of your student organization
Attend events and utilize resources by the Department of Engagement, Leadership, and Service (ELS)

**TIMELINE FOR STUDENT ORGANIZATIONS**

**Summer**
Table during orientation resource fairs
Reserve rooms for fall meetings/events (after July 1)

**Fall**
Attend FACS Back to School Student Organization Meeting (when needed)
Attend FACS Annual Leadership Retreat
Reserve rooms for spring meetings/events

**Spring**
Register student organization for upcoming year
Attend FACS End of Year Student Organization Meeting
Submit paperwork to be a recognized organization and/or college allocated funding
Update new officer information
Update website

**TO DO & KNOW**
Utilize your resources. Bookmark the FACS Student Organizations page and become familiar with the Resources and Forms tab.

**Student Organization Registration**
- Student organizations must register *annually* with the UGA department of Engagement, Leadership, and Service. Registration of student groups is necessary before University facilities and services will be available.
- NOTE: The FACS deadline is always earlier than the ELS deadline and requires additional documentation. Please plan accordingly before the spring semester ends.
- An updated constitution is required for all FACS student organizations.
- Registration information is available under Important Links.

**Student Fee Budget Allocation**
- There is a process to request funds from the college for eligible student organizations listed on the FACS student organizations’ Resources and Forms webpage.

**Officer Contact Information**
- Update annually when requested in the spring. Available under Important Links section on page 2 of this document. You must access through a UGA email address to edit.

**Website Information**
A student organization officer or a faculty/staff advisor updates their specific student organization website. If you would like to update your page, follow the instructions below.
HOW TO UPDATE A STUDENT ORGANIZATION PAGE
1. Go to the organization page (example page) and click on "Edit Page" at the bottom right
2. Change anything you'd like
3. Click Save and Close

If you do not have permission to edit, create a ticket here https://www.fcs.uga.edu/otis

For more information on website maintenance go here: https://www.fcs.uga.edu/otis/web-development

GRADUATION CORD POLICY
Per the University of Georgia’s Office of the President, along with the Commencement Steering Committee, and supported by the Dean of the College of Family and Consumer Sciences, cords, stoles, and other adornment over graduation attire is reserved for certain student populations.

Official UGA graduation cords are designated only for highest honors—such as first honors and presidential honors—as well as military affiliation, including veteran status and ROTC membership. This approach is intended to preserve the tradition at UGA of awarding official cords only to recognize select areas of distinction and accomplishment.

We encourage student groups who wish to pursue recognitions to explore pins, certificates, tassel charms, or other such items.

Questions regarding this policy should be directed to Dr. Sheri Worthy, Associate Dean for Academic Programs.

FACILITY GUIDELINES
Dawson Hall, Barrow Hall, and other Campus Reservations - Please refer to the COVID-19 Guidelines

- More information can be found at https://tate.uga.edu/campus-reservations/classroom-reservations/reserve-a-classroom/

- Building Information
  - All entrance doors to Dawson and Barrow Halls automatically lock between the hours of 7pm to 7am, weekdays.
  - Do not prop or hold doors open, as this will cause the alarm to go off and will automatically call the UGA police department. This means that the doors may not remain open longer than the natural closing of the door. This includes interior foyer doors as well.
  - For after hours and weekend special events, contact Joe Nageotte (joenag@uga.edu) to schedule availability of the handicap access door off the parking lot and loading ramp.
  - The Departmental Offices, located on each floor in Dawson, are responsible for locking the classrooms on their respective floors at 5 PM. It is the responsibility of the student organization to verify with the Departmental Office that the room will be unlocked for the meeting the day of.
    - Departmental Offices:
      - 1st Floor: Human Development & Family Science Room 123
      - 2nd Floor: Financial Planning, Housing & Consumer Economics Room 205
Dawson Hall Tabling Reservation Requests

- To “table” in Dawson Hall, the SSAC will provide you with a table but your organization is responsible for providing all other items.
- If you are fundraising, selling tickets, or exchanging money it **MUST** be approved by the department of Engagement, Leadership and Service and follow all Dean of Student Business Office and UGA policies. Tables are permitted inside Dawson Hall only in designated areas. Tables cannot leave Dawson Hall premises.
  - To reserve a table in Dawson Hall, submit your reservation requests through the reservations button found on the Resources And Forms page of the FACS Student organizations website: [https://www.fcs.uga.edu/ssac/student-organizations](https://www.fcs.uga.edu/ssac/student-organizations)
  - Your reservation is not confirmed until you receive a confirmation email from success@uga.edu.
  - Requests should be made at least 5 business days ahead of the event. More notice should be given if it is an important event for your organization.
  - Please allow 3 full business days for processing. Business days are M-F, 8am-5pm when classes are in session.

Campus Reservations

- For all other campus reservations, you must submit a reservation request through the Campus Reservations website. Here are some updates regarding reservations: [https://coronavirus.uga.edu/returning-to-campus/campus-reservations-update/](https://coronavirus.uga.edu/returning-to-campus/campus-reservations-update/)

**ROOM USAGE GUIDELINES**

Please help us keep our facilities clean, safe, and ready for class by following these guidelines:

- Clean up after yourselves and your guests.
- Food is not allowed in any computer labs or other labs in Dawson or Barrow.
- If your organization is having an event involving food, it is your responsibility to clean up AND take the trash to the dumpster following the event. The custodian staff will empty the trash on a daily basis. However, they might have already emptied the trash for the day prior to your event, and will not be responsible for anything left over after the event. Thanks for helping to keep Dawson Hall clean!
- Please do not remove any furnishings or equipment from the room.
- Following the conclusion of student organization meetings or events, move all desks, chairs, tables, and white boards back to their original position. It is crucial that all rooms are clean and orderly for class the following day.

For All FACS Student Organizations

- **Venues and Contracts:** When securing a venue for an event where a contract is required, you must work with the University Procurement office adhering to policies, completing forms, and meeting deadlines (theirs and the College’s).
FINANCIAL INFORMATION

Account Information
Student organizations are allowed to have two accounts as follows:

- Student Activity Fee Allocated College Account and Agency Account (both through UGA)
- Agency Account (UGA) and Non-University Banking Account (like SunTrust, BOA, etc.)

Student organizations may have both a student activity fee allocated college account and an agency account, but if so the organization may not have any outside checking account. Student organizations must have written approval from the dean in order to have both allocated and agency accounts.

Send allocated account questions to success@uga.edu.

Agency Accounts
An agency account is a special University account, available to officially registered student organizations which do not receive state or student activity fee funding. Income for the organization is usually generated from dues, donations, fund raising activities, and ticket sales.

- Agency accounts are fully supported by the Dean of Students Business Office only
- Agency accounts can spend 100% on travel and food
- Agency account funding automatically carry-forward into the next FY

Student organizations which choose to maintain an agency club account with the DOS Business Office will be required to pay applicable taxes on purchases. All ticket sales, as well as goods and services sold by the Dean of Students Business Office on behalf of student organizations, are subject to sales tax.

Direct agency account questions to Ki Juana Clark in the Dean of Student Business Office at 706-542-8548 or clark35@uga.edu

Non-University Bank Accounts
A non-university account is any account not associated with the University of Georgia such as Wells Fargo, Chase, Bank of America, etc. If you have a non-university banking account, financial related information in this handbook does not pertain to you. All other policies apply such as selling tickets on campus, reserving rooms, being registered, etc do. If you have an outside checking account, we cannot help you resolve any issues. Employees of the University of Georgia are strictly prohibited from acting as a signatory on the private bank account of any of the University’s student organizations. The full policy is available at this link - https://policies.uga.edu/Human-Resources/Employment/non-university-bank-accounts/.

Student Activity Fee Allocated College Accounts
The college allocation is an amount given to a student organization. They receive a line item allocation from the Student Activity Fee award amount provided to the College of Family and Consumer Sciences. The student organization must put in a budget request for approval of the funds needed
Student organizations which receive a student activity fee allocation are exempt from the payment of Georgia Sales Use Tax and Federal Excise taxes. However, many vendors will routinely add sales tax to purchases. When paying a vendor by University payment request, the sales tax should be deducted from the amount due when preparing the check request. If a vendor adds sales tax to a petty cash purchase, the full amount, including the tax, will be reimbursed to the individual who made the purchase.

Funding qualifications

- In order to receive funding for the upcoming year, you must attend the budget allocation meeting in the spring. Information regarding the meeting date and time will be shared mid-spring semester from success@uga.edu.
- To qualify for funding, each student organization must register annually with the department of Engagement, Leadership, and Service (ELS).

Additional Funding rules

- Programs and activities funded in whole or in part by Student Activity Fees must be open to any interested student.
- Student Activity Fee Funds may be used to fund worthwhile programs of clubs and organizations. This does not include charitable causes. However, any registered organization may request program assistance funds for programs that are directed to the campus as a whole, open to any interested student, and are deemed to serve, benefit, or be of interest to a significant segment of the University community.
- Student organizations whose active membership includes non-university students (this is not to exclude duly elected faculty advisors) shall receive Student Activity Fee funds allocated only for student members.
- All organizations which receive Student Activity Fee funds/revenue must deposit all receipts through the Dean of Students Business Office and make all expenditures through that office. This specifically precludes organizations from maintaining private bank accounts if they receive a Student Activity Fee allocation. Organizations affiliated with schools or colleges are permitted to have an Agency Account through the Dean of Students Business Office. See the Dean of Students Business Office webpages for more information.
- Any allocated organizations which generate income from fund raising, dues, ticket and/or merchandise sales must use the Dean of Students Business Office as the sole point-of-sale and are prohibited from selling such items on their own or through other outlets.
- Unexpended fund balances as of June 30 of each year will be recalled to the Student Activity Reserve & Surplus account.

For All UGA Accounts

Reimbursements

To submit reimbursements for student allocated funds, please complete the following steps and submit to Kassie in 112 Dawson Hall in person or email at ksuggs@uga.edu.

1. Complete the vendor registration information at https://suppliers.uga.edu/ which includes the address where you will receive payment.
2. Complete and submit a non-employee payment form.
3. Complete and submit a justification for food purchase form if food was included in the expenses.
4. Submit original, itemized receipt(s) that shows payment with completed form(s) and a printed flyer, email, or other posting of the event that includes date, time, and name of organization.

If you have an agency account, all support will be with the Dean of Students Business Office in the Tate Center.

- **Note:** If you are unsure if expenses meet with the guidelines, please check with Kassie beforehand to avoid out-of-pocket expenses. See Appendixes # 2 & 3 for forms.
Budget Requests

- All expenses must comply with USG and UGA policies and procedures as well as student activity fee guidelines.

FOR STUDENT ACTIVITY FEE ALLOCATED COLLEGE ACCOUNTS

- Allocated Student Organizations can spend no more than 20% of their activity fee allocation on food. Allocated Student Organizations should not exceed 10% of the student activity fee allocation on travel.
- If you generate income during the year, organizations may spend 100% of the revenue taken in on food and travel.
- Funds remaining in the allocated account at the end of the fiscal year will be recalled to the Student Activity Reserve & Surplus account.
- Any student fee allocated organization who generates income from fundraising, dues, tickets must deposit all receipts though the Dean of Students Business office.
- **Compensation for Services Provided by Individuals:** Individuals that provide services to an organization (such as speakers, entertainers, lecturers, etc.) can be paid for their services rendered. If the organization does not want to pay the individual with money (a check), they can be paid with an item. The value of the item should be $100 or less. All items purchased for this purpose must be pre-approved via the UGAMart purchasing process.
- **Gifts/Awards:** Generally, purchasing gifts and awards is not allowable using Student Activity Fee funds. In the following special circumstances, these purchases are allowed:
  - **Annual Recognition:** Gifts/awards purchased for one-time annual recognition for student members are allowable. All gifts/awards purchased for this purpose must be pre-approved via the UGAMart process. Acceptable purchases include plaques, frames, or certificates. The individual value of the gift/award should not exceed $30/item. Under no circumstances should gift cards or clothing/apparel items be purchased for this purpose.
- **Promotional Items:** These items are associated with promoting student organizations and/or events sponsored by student organizations and must include the name and/or logo of sponsoring student organization or the event. All promotional items must be pre-approved via the UGAmart purchasing process. Acceptable purchases include pens, phone wallets, notepads, cups, etc. The value of the promotional item should not exceed $30. All printed promotional items including t-shirts, polos, other apparel must be purchased through UGAMart as well as the acceptable purchases previously listed. **Promotional items should not exceed 10% of the annual Student Activity Fee allocation.**
- **Merchandise Sales:** All items must be sold through the Dean of Students Business Office. Items must be pre-sold before they are purchased. The selling price must cover the merchandise cost and sales tax.
- These funds cannot be used for scholarships or gift cards; book purchases are allowable.
- Conference registrations don’t count toward 10% travel allocation rule
- Cannot use Student Activity Fees for fundraising, but can host events outside allocation (must charge a fixed price and any funds remaining can be donated to charity, just remember to take out expenses before donation)
- A maximum daily allowance for meals during travel will be $28 ($6 breakfast, $7 for lunch and $15 for dinner)
- No Equipment purchases over $100, payment for equipment maintenance is allowable. All equipment must be purchased via UGAMart.

Note: All reimbursements/payments must be approved, not just entered, within 45 days of original purchase.
FOR AGENCY ACCOUNTS – An overview

Please consider the following points regarding Agency Accounts:

1. All expenditures must follow existing University policies and procedures.
2. **There can be no cash withdrawals from an Agency Account.** In addition, there will not be a check book to make purchases with. Please see below for purchasing methods.
3. Expenditures are limited to the cash balance in the account.
4. A University ChartString will be assigned to the account and must be used on all account activity.
5. A monthly status report will be emailed monthly to the organization advisor or chief officer.
6. Organizations are encouraged to have an advisor that is employed by UGA. Advisors should not make purchasing/spending decisions for the organization.
7. All expenditures are subject to state sales tax and audit by University or State auditors.
8. Organizations must register each year with the Department of Engagement, Leadership and Service [here](#). Failure to do so will result in the account being frozen with no access to the funds in the account.
9. The University **will not issue payment in advance** of services. This includes deposits that might be required by the local business.
10. A P-Card **cannot** be utilized for assisting with purchases on Agency Accounts.
11. If the Agency Account is unused for 24 consecutive months, it will be closed per the terms of the agreement. Balances below $5.00 will be forfeited.
12. Agreement forms need to be resubmitted annually to update contact information and officer changes.

**Purchasing:** There are several ways to make purchases using a University Agency Account:

- **Intra-University Charges** – Many University services (Tate Print & Copy, Campus Reservations, Event Management, and UGA Food Services) will allow a student organization to make purchases via a direct transfer of funds from the organization’s agency account. The UGA service provider will ask the organization to provide their agency account’s ChartString and the account will be charged through a GL Journal.

- **Purchase Orders** – UGAmart serves as the University’s primary resource for purchasing goods and services. Many vendors have integrated stores within UGAmart including Amazon for Business, Staples, Apple, and more. All purchases for promotional items, tee-shirts, apparel, uniforms, items with logos, and/or anything over $2,500 must be purchased through UGAmart. The Procurement Office can take competitive bids from vendors and award a purchase order to the vendor with the best price. Please email [DOSBO@uga.edu](mailto:DOSBO@uga.edu) to place an order through UGAmart.

- **Payment Requests** – Payment requests can be processed by the Dean of Students Business Office to pay an invoice from a supplier. The goods or services received by the organization must be an allowable purchase and under $2,500 to be paid with a payment request. Student organizations can submit original invoices from suppliers to the Dean of Students Business Office to initiate the payment request process.

- **Individual Reimbursements** - Organization members can make a purchase with their personal money, and they can be reimbursed for the purchase. Purchases must comply with University policies to be reimbursed (e.g. no alcohol). Detailed information about reimbursements can be found [here](#).

**Deposit of Funds:** All deposit of funds must be made with Dean of Students Business Office located on the 3rd floor of Tate Student Center. More information can be found [here](#).

**Ticket & Merchandise Sales:** The Dean of Students Business Office can sell tickets, collect dues, sell merchandise, and collect donations on behalf of student organizations with Agency Accounts. The DOS Business Office will apply...
sales tax as needed and deposit net revenue into the Agency Account. More information can be found here and here.

Please visit the Dean of Students Business Office website or contact us at DOSBO@uga.edu with any questions you may have.

**STUDENT TRAVEL**

Please check with Kassie Suggs in the Student Success and Advising Center regarding any travel that your organization may be interested in at least two months in advance.

Student Activity Fee funds may be used to fund student travel to conventions, conferences and team competitive events. However, student travel funds must be specifically requested and budgeted for any program or activity funded in whole or in part by Student Activity Fee funds. Expenditures may include reasonable amounts for transportation, lodging, and meals associated with attendance as a delegate or representative.

Guidelines may be developed by the various allocation recommending committees that limit the number of individuals funded to attend a single conference or convention, the number of trips funded, and the dollar amounts reimbursed.

They may also restrict the types of travel expenses funded. However, travel reimbursements may not exceed the applicable University travel expense limitations.

Individuals seeking to use allocated or agency accounts for student travel expenditures must receive pre-approval and supply requested information in a process developed by the Dean of Students Business Office.

**Student Travel Forms** must be filled out before you travel. Any trip that is off-campus is considered travel. You will not be reimbursed for any travel expenses without the proper paperwork being filed.

Per UGA Travel Policy, **on-line booking services, such as AirBnb, VRBO, HomeAway, and other similar type service providers is prohibited**. If you use one of these providers, you WILL NOT be reimbursed.

Travelers should not book non-refundable rates or rates that require a deposit unless required by conference lodging. It is the traveler or arranger’s responsibility to understand the cancellation rules of the room confirmed. No-show charges and penalties will not be reimbursed when the traveler does not cancel reservations within the allotted time. Non-refundable rates cannot be changed or cancelled; therefore, the traveler is accepting the risk of a non-reimbursable cancelation fee.

**Reimbursement Limitations**

A maximum daily allowance for meals will be $28.00 (recommended as $6.00 for breakfast, $7.00 for lunch, and $15.00 for dinner but not held to these breakdowns). For travel to areas deemed “high cost”, as determined by state travel guidelines, this allowance may be increased. In such cases a request must be made in writing to the Dean of Students Business Office. Itemized meal receipts must be submitted for reimbursement.

Travel proposals should not exceed 10% of the Student Activity Fee allocation. Exceptions may be made when student travel is a significant element of the organization’s mission and purpose. These requests must be made at the time the budget is presented to the Student Activity Fee Allocation Committee. Registration fees are not included when calculating the 10% spending limit. Organizations can spend 100% of their Generated Income on travel.

No increase in the Activity Fee portion (not to include generated income) of the travel budget will be allowed during the fiscal year without the expressed permission of the Office of the Vice President for Student Affairs through the Dean of Students Business Office.
FUNDRAISING

- Requests to fundraise on campus must be submitted online to the department of Engagement, Leadership, and Service at least 10 business days in advance of the event.
- All approved fundraisers will be assigned a permit via an e-mail from the Involvement Network. This e-mail will serve as your permit, which must be printed and displayed at your event, and will include a permit number.
- Additional information under Important Links.

ADVERTISING

FACS

- **TV Screens/Digital Signage**: If a student organization would like to advertise information on the monitors in Dawson and Barrow Halls, create a PowerPoint slide, save as a PowerPoint slide, with the information formatted the way you would like it to be presented. Email the PowerPoint to Kassie at ksuggs@uga.edu and include the start and end date of the PowerPoint’s appearance on the TV screens in Dawson. Text should be able to be read in 10 seconds or less.
  - *Please make sure the slide isn’t text heavy in a difficult to read font.* Users should be able to read and comprehend in 10 seconds or less. If you have questions about what is acceptable, contact Cal Powell, FAC Director of Communications at jcpowell@uga.edu.
  - *More information is available here*: [https://www.fcs.uga.edu/otis/building-screens-signage](https://www.fcs.uga.edu/otis/building-screens-signage)

- **FACS Connection**: A weekly digest sent to all undergraduate FACS students. Items for FACS Connection should be submitted by 5:00 p.m. on Wednesdays. Instructions on formatting a FACS Connection entry can be found here.

- **Promotional Materials**: (fliers, handouts, etc.). Can only go in designated spaces by 1st floor vending machine. If put up in unauthorized areas, they will be removed and discarded. The Advertising Guidelines & Restrictions policy for posting in Dawson Hall is available in Appendix # 1 of the handbook.

- **FACS Website**: Events & Calendar entries
  - If you have access to Expression Engine you can add your own. If not, contact Jimmy Hansen at jphansen@uga.edu.

- **Speak in your FACS classes**: Ask your instructor for permission ahead of time

- **Tabling**: You can promote events in Dawson Hall. Refer to the facility guidelines section on how to reserve.

- **FACS Social Media**: if you’d like something posted on FACS Social media, contact Cal Powel, FACS Director of Communications at jcpowell@uga.edu.

Campus

For other ideas, visit the Campus Advertising under Important Links on page 2. Student organizations must refer to ELS website to be familiar with the guidelines and policies related to advertising on campus.

Logos and Trademarks

Information regarding logo use can be found here. Any intended use of the University of Georgia name, logo, or other trademarked emblems on merchandise, whether it is to be sold or given away, must be approved.

ANY use of the University of Georgia name, logo, or other trademarked emblems (regardless of whether it’s sold) must be approved by Cal Powell, Director Communications at jcpowell@uga.edu. The direct link to the logo approval form is here: [https://www.fcs.uga.edu/docs/Printed_Materials_Approval_Form_-_FACS_.pdf](https://www.fcs.uga.edu/docs/Printed_Materials_Approval_Form_-_FACS_.pdf). When any of these items are used on merchandise, it also has to go through a logo approval process via UGA Marketing and Communications.
ALL t-shirt/apparel/uniforms/promotional items purchased, with or without logos, must be initiated through UGAMart. This applies to any type of university account, including agency accounts. This will ensure that all proper approvals (trademark in particular) have been taken care of before the order is placed.

Please note this covers all orders even if you think no trademarks are involved. You WILL NOT be reimbursed for t-shirt/apparel/uniforms/promotional items purchases made outside of the UGAMart system. To coordinate this process, contact Kassie Suggs in the Student Success and Advising Center before you initiate the buying process with vendors.

APPENDICES

Appendix 1 – Advertising Guidelines & Restrictions Policy

College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

ADVERTISING GUIDELINES & RESTRICTIONS
DAWSON HALL (Vending Area)
Updated August 2018

All posters MUST be approved and put up by the Student Success and Advising Center in 112 Dawson Hall. Any unauthorized posters will be removed. No posters/flyers may be left around Dawson Hall.

<table>
<thead>
<tr>
<th>Approval Checklist</th>
<th>MORE INFORMATION AND REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The flyer SHOULD</strong></td>
<td>Center for Student Activities and Involvement [<a href="http://policies.uga.edu/Soli">http://policies.uga.edu/Soli</a> citation/](<a href="http://policies.uga.edu/Soli">http://policies.uga.edu/Soli</a> citation/), 706-542-6396 OR <a href="mailto:involvement@uga.edu">involvement@uga.edu</a> Directory of Student Organizations <a href="http://involvement.uga.edu">http://involvement.uga.edu</a></td>
</tr>
<tr>
<td>Only be posted by a:</td>
<td><strong>EXPIRATION</strong></td>
</tr>
<tr>
<td>- Registered UGA student organization or FACS affiliated student organization</td>
<td>If date is present:</td>
</tr>
<tr>
<td>- UGA departments or units</td>
<td>If a date is present, approve poster for day after date on poster.</td>
</tr>
<tr>
<td>- U.S. government organizations</td>
<td>If no date is present:</td>
</tr>
<tr>
<td>Be posted on any unapproved surfaces:</td>
<td>If no date is present, approve poster for 14 days after date on poster.</td>
</tr>
<tr>
<td>- Trash can</td>
<td></td>
</tr>
<tr>
<td>- Walls</td>
<td></td>
</tr>
<tr>
<td>- Railings</td>
<td></td>
</tr>
<tr>
<td>- Bathroom stalls</td>
<td></td>
</tr>
<tr>
<td>- On top of another flyer</td>
<td></td>
</tr>
<tr>
<td>Be placed on a bulletin board that is reserved for specific purposes.</td>
<td></td>
</tr>
<tr>
<td>Include name of organization or department.</td>
<td></td>
</tr>
<tr>
<td>Include name/logo of business or venue in smaller type than your campus organization name/logo and event information (if cosponsored by commercial business or event at private venue).</td>
<td></td>
</tr>
<tr>
<td>Advertise alcohol in any form, whether an event is held on or off campus and regardless of venue.</td>
<td></td>
</tr>
<tr>
<td>Only be posted on the bulletin boards located across from the 1st floor vending area once (one flyer per organization and per event).</td>
<td></td>
</tr>
<tr>
<td>No personal advertisements are permitted on the bulletin board (i.e. “for sale” ads, “ride wanted” notices, etc.) OR commercial advertising.</td>
<td></td>
</tr>
</tbody>
</table>
### Non-Employee Payment Form

**Payee Name:** Abby Smith  
**Payee Address:** 101 Anywhere St., Athens, GA 30002

**Business Purpose:** Reimbursement for Child Life Organization for speaker gift for 9/26 meeting or reimbursement for SAFCS for food and supplies for end of year banquet on 12/3/21.

<table>
<thead>
<tr>
<th>Payment Categories</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement of valid University expenses incurred</td>
<td>$50.75</td>
</tr>
</tbody>
</table>

**Date(s) travel occurred:**  
**Miles at $/mile:**  
**Days of full per diem:**  
**Per diem rate:**  
**First day of travel per diem rate:**  
**Last day of travel per diem rate:**  
**Other expenses (receipts required):** $50.75

**Signature of Payee:**  
**Date:**  

---

Fellowship or Training Grant Stipend disbursements are requested in accordance with those programs. All Fellowship/ Stipend payments are potentially taxable; ultimately the taxability depends on individual taxpayer circumstances. Other services outlined above were purchased in accordance with provisions of the University’s Finance and Administration.
Appendix 3 – Justification for Food

Office of the Dean of Students
Student Affairs
UNIVERSITY OF GEORGIA

Dean of Students Business Office
Food Purchase Justification Form

Name of Event: SAFCS banquet/meeting  Event Date: 9-22-21
Organization Name: SAFCS - Student Assoc. of Family and Consumer Sciences
Event Location: 116 Dawson Hall  Time Food Served: 7pm

Type of Activity:
- [ ] Student Event
- [ ] Contract Hospitality
- [ ] Educational Meeting
- [ ] Employee Group Meal (must have VP approval)
- [x] Business Meeting
- [ ] Volunteer Event

Participants:
- [x] Students
- [ ] Volunteers
- [ ] Employees
- [ ] Non-Employees

Funding Source:
- [x] Student Activity Fees
- [ ] Agency/Custodial Funds
- [ ] Foundation Funds

Number of Participants: 40  Total Food Cost: $50.00
Cost per Person: $1.25  Is this within per diem? Yes (see below)

UGA Meal Per Diem Limits:

<table>
<thead>
<tr>
<th>Eligible Meals</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowable Per Diem (cost per person)</td>
<td>$6.00</td>
<td>$7.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

*Per diem does not apply to student organizations with Agency/Custodial Accounts. Individuals using Student Activity Fees may be responsible to pay for meals exceeding per diem.*

Method of Payment:
- [x] Payment Request
- [ ] Petty Cash
- [ ] GL Journal
- [ ] UGAmart

Briefly State Purpose of Having Food at this Event: End of year meeting and thank you to the students to participating in the organization

Signature of Employee/Officer Responsible for Account: 

For Student Activity Fee Funds: Employees authorizing reimbursement of purchases with institutional funds should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both termination and various civil and criminal penalties.

For Agency/Custodial Funds: Student offices within the organization manage the use of these funds and are responsible for the Agency/Custodial Account. Employees only determine if the purchase is allowable in accordance with spending policies.

Additional Instructions:
- Complete this form for each event and submit along with all other required documentation to the Dean of Students Business Office or email to DOSBO@uga.edu
- If you are paying by Payment Request, you must attach this form and all other supporting documents to the Payment Request.
- If you have multiple methods of payment, attach a copy of the same form to each method of payment.
- Determine the cost per person by taking the number of participants who attended divided into the total cost of the food for this event. You may be asked to provide a list of participants for some events.
- Additional Required Documents may include a) a flyer, agenda or email for the event; b) list of participants and their relationships to UGA; if food is purchased at a restaurant or on a per person basis; c) approval from the Vice President for Student Affairs; d) copy of the performer’s contract page if food is a requirement for the performance.