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Introduction
Dear Student Organization Leaders and Faculty/Staff Advisors,

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, are here to support you in your role as a student leader and organizational advisor. We are a resource for college related information and serve as a liaison to communicate information from the UGA Center for Student Activities and Involvement. We hope you will use this guide as a resource to further your organization’s capacity.

The two people you’ll interact with most are Cara Simmons and 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.

Cara provides general student organization support including co-planning the fall Leadership Retreat for FACS student leaders and their faculty/staff advisor, coordinating the student fee allocation process, and updating the student organization handbook and website.

Contact Information
Cara Simmons; email: success@uga.edu

Kassie Suggs; email: ksuggs@uga.edu

Lynn Woodall; email: alk@uga.edu

NOTE: If you have ever 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
- Update FACS Officer Information
- Expression Engine/FACS Web Development

**UGA**
- Campus Advertising
- Campus Reservations, Events, and Technical Services
- Centralized Classroom and Event Scheduling
- Fundraising Approval
- Event Planning Guidelines
- Involvement Network
- Online Funding Application Request
- Student Organization Resources (annual registration, training modules, resources)
- Tate Business Office

**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 Center for Student Activities and Involvement. 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 Do We Do – Student Success and Advising Center**

Provide oversight and support to student organizations
Facilitate reimbursement process
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 Do You Do – Student Organization Officers & Advisors**

Below are a few things to keep in mind from year to year.

Register your student organizations with the Center for Student Activities and Involvement (CSAI)
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 CSAI listserv
Update your FACS webpage with officer information, meetings dates, other events, and pictures.

*Advisor Information*
- 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 register student organization

**TIMELINE FOR STUDENT ORGANIZATIONS**

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

**Summer**
- Table at the Orientation Resource Fair
- Reserve rooms for fall meetings/events (after July 1)

**Spring**
- Register student organization for upcoming year
- Attend FACS End of Year Student Organization Meeting
- Submit budget allocation request packet
- Update new officers with SSAC

**TO DO & KNOW**

**Student Organization Registration**
- Student organizations must register *annually* with the UGA Center for Student Activities and Involvement. Registration of student groups is necessary before University facilities and services will be available.
- Registration information is available under Important Links.

**Student Fee Budget Allocation**
- FACS Student Activity Fee Allocation Request Form
- UGA Online Funding Application Request. Send a copy of your submitted online. Available under Important Links.
  - Submit both to success@uga.edu when requested in the spring.

**Officer Contact Information**
- Update annually when requested in the spring. Available under Important Links. You must access through a UGA email address to edit.

**Website Information**
- It is important to keep your websites updated. Update annually when requested in the spring and as needed. Student organization websites are available [here](#).
• You can work with Jimmy Hansen (jphansen@uga.edu) in FACS’ Office of Technology and Instructional Services (OTIS) to request access to Expression Engine to update yourself or have Jimmy update.

• If you would like Jimmy to create/update, you will need to have all of the necessary information in a Word document including what you would like linked, what’s a heading or subheading, etc. Pictures are important too! Please include the following within the document:
  o 5 quality pictures with captions (pictures can be attached to the email)
  o What does your club do?
  o Why should someone join?
  o How can someone join?
    ▪ You can either attach an email address or have a “button” that will lead to the information. If you prefer this method, please provide the information in a Word document.
  o Tentative list of meeting and event dates and times for 2018-2019 (Ex. Last Tuesday of every month at 5:30pm)

FACILITY GUIDELINES

Dawson Hall and Barrow Hall Room Reservation Requests

• All room reservation requests are confirmed through a central UGA system. Kassie Suggs enters reservation requests for all FACS Student Organizations. Reservations can be made weekly or for the entire semester.
  o To reserve a classroom in Dawson or Barrow for an organizational meeting or event, submit your reservation requests through the reservations button found at the bottom of the FACS webpage: http://www.fcs.uga.edu/ssac/student-organizations. Your reservation is not confirmed until you receive a confirmation email from success@uga.edu.
  o The first day for student organizations to submit reservation requests for Fall 2018 is July 2, 2018.
  o 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.
  o Please allow 3 full business days for processing. Business days are M-F, 8am-5pm when classes are in session.

• Building Information
  o All entrance doors to Dawson and Barrow Halls automatically lock between the hours of 7pm to 7am, weekdays.
  o 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.
  o For after hours and weekend special events, contact Mark Ellenberg (marke@uga.edu) to schedule availability of the handicap access door off the parking lot and loading ramp.
  o The Departmental Offices, located on each floor in Dawson, are responsible for locking the classrooms on their respective floors at 5 PM. Rooms that are scheduled for student organization meetings have a monitor by the door with the schedule for each day. 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:
Dawson Hall Tabling Reservation Requests

- Student organizations usually table to promote awareness about the organization or an upcoming meeting or event.
- 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 Center for Student Activities and Involvement. 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 at the bottom of the FACS webpage: [http://www.fcs.uga.edu/ssac/student-organizations](http://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, Events, and Technical Services website.

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 you plan to serve food at your meeting or event, notify bolton@uga.edu and request a red trashcan for your event at least two business days prior to the meeting or event. This will help to reduce insect issues in the classrooms.
- 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.**

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 Outside Checking 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.

Agencies

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 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 Business Office will be required to pay applicable taxes on purchases. All ticket sales, as well as goods and services sold by the Tate Student Center on behalf of student organizations, are subject to sales tax.

Outside Checking Accounts

If you have an outside checking account, financial related information does not pertain to you. All other policies apply such as selling tickets on campus, reserving rooms, being registered, etc. If you have an outside checking account, we cannot help you resolve any issues.

Any questions regarding a student organization’s budget or fund allocations must be directed to success@uga.edu.

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 check 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 Center for Student Activities & Involvement (CSAI).

FOR ALL UGA Accounts

Reimbursements

- Receipts must be original, itemized, clearly legible, and should indicate that you paid.
- Please provide supporting documents of: Original Receipt of Purchase(s), Non-Employee payment form; Food Justification Form (if food was purchased); and a printed flyer, email, or other posting of the event that includes date, time, and name of organization.
• **Note:** If you are unsure if expenses meet with the guidelines, please check with Kassie or Lynn 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 Tate Student Center Business office.

• T-Shirts are allowable for advertising events, coordination of members, but budget cannot be spent solely on T-Shirts

• Guest Speaker gifts are allowable (as long as the speaker isn’t an employee or student)

• **Gifts/Awards:** Generally, purchasing gifts and awards is not allowable using Student Activity Fee funds. In the following special circumstances, these purchases are allowed:

  o **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 in UGAMart. Acceptable purchases include plaques, frames, graduation stoles/cords, etc. 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.

  o **Gifts in Lieu of Payment:** Gifts can be purchased in lieu of honorarium or compensation for non-students who provide a service to an organization (speaking, training, etc.). All gifts purchased for this purpose must be pre-approved in UGAMart. The value of the gift should not exceed $100. Under no circumstances should gift cards be purchased for this purpose. Guest Speaker gifts are not allowable if the speaker is a UGA employee or UGA student.

• Conference registrations don’t count toward 10% travel allocation rule

• These funds cannot be used for scholarships; book purchases are allowable.

• 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.
FUNDRAISING

- Requests to fundraise on campus must be submitted online to the office of the Center for Student Organizations at least 10 business days in advance of the event.
- All approved fundraisers will be assigned a permit, which must be picked up from the CSO office on the day of the fundraiser.
- 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
- **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.
- **Dawson Hall Bulletin Board Rentals for FACS Student Organizations**: See Appendix # 4.
- **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. Student organization must refer to the CSAI website to be familiar with the guidelines and policies related to advertising on campus.

Logos and Use of Logos

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

ANY use of the logo (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
When a logo is 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 purchases must now 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.

STUDENT TRAVEL
Student Travel Forms (found at tate.uga.edu) 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 cancellation fee.
# APPENDIX

Appendix 1 – Advertising Guidelines & Restrictions Policy

## ADVERTISING GUIDELINES & RESTRICTIONS

### DAWSON HALL

*Updated August 2018*

All posters MUST be approved and put up by the Student Success and Advising Center. **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</td>
</tr>
<tr>
<td>Only be posted by a</td>
<td><a href="http://policies.uga.edu/StudentActivities">http://policies.uga.edu/StudentActivities</a></td>
</tr>
<tr>
<td>• registered student</td>
<td>706-542-6396</td>
</tr>
<tr>
<td>organization</td>
<td>OR</td>
</tr>
<tr>
<td>• UGA departments or</td>
<td><a href="mailto:involvement@uga.edu">involvement@uga.edu</a></td>
</tr>
<tr>
<td>units</td>
<td>Directory of Student Organizations</td>
</tr>
<tr>
<td>• U.S. government</td>
<td><a href="http://involvement.uga.edu">http://involvement.uga.edu</a></td>
</tr>
<tr>
<td>organizations</td>
<td></td>
</tr>
<tr>
<td>Include name of organization or department.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Include name/logo of business</td>
<td>Advertise alcohol in any form, whether an event is held on or off campus and regardless of venue.</td>
</tr>
<tr>
<td>or venue in <strong>smaller</strong> type than your campus organization name/logo and event information (if <strong>co-sponsored by commercial business or event at private venue</strong>).</td>
<td></td>
</tr>
<tr>
<td>Only be posted on the bulletin boards located across from the 1st floor vending area once (<strong>one flyer per organization and per event</strong>).</td>
<td>No personal advertisements are permitted on the bulletin board (i.e. “for sale” ads, “ride wanted” notices, etc.) OR commercial advertising.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The flyer should NOT</td>
<td></td>
</tr>
<tr>
<td>Be posted on any <strong>unapproved</strong> surfaces:</td>
<td></td>
</tr>
<tr>
<td>• Trash can</td>
<td>• Benches</td>
</tr>
<tr>
<td>• Walls</td>
<td>• Staircase</td>
</tr>
<tr>
<td>• Railings</td>
<td>• Windows</td>
</tr>
<tr>
<td>• Bathroom stalls</td>
<td>• Doors</td>
</tr>
<tr>
<td>• On top of another flyer</td>
<td>• Newspaper boxes</td>
</tr>
<tr>
<td>• Etc.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2 – Non-Employee Payment Form

**Accounts Payable**
Finance & Administration
UNIVERSITY OF GEORGIA

Non-Employee Payment Form
Click here for guidance on paying an individual.

1. Payee Name: Abby Smith
2. Payee Address: 101 Anywhere St., Athens, GA 30602

---

3. University assigned Vendor Number (VN): Leave Blank
4. Is Payee a US Citizen or Permanent Resident? Yes ☑ No □ If no, Click here for requirements.
5. Is the individual going to receive a fee for services associated with this visit? Yes ☑ No □ Why ask this?
6. Is this individual currently enrolled as a student at UGA? Yes ☑ No □ Why ask this?
7. Has the individual been employed by UGA within the last 24 months? Yes ☑ No □ Why ask this?
8. Business Purpose: Reimbursement for Student Dietetics Association speaker gift for 9/26 meeting
   OR Reimbursement for HDFSA of food and supplies for End of Year Banquet on 12/2/18

---

**Payment Categories (please select all that apply)**

- [x] Reimbursement of valid University expenses incurred
  - [ ] Payment for services rendered
    - (limited to $2499.99 or less for physical services with some exceptions)
      - Date(s) services performed
      - Describe type of service performed
  - [ ] Reimbursement of valid University expenses incurred
    - Date(s) travel occurred
      - _____ miles at _____/mile (click here for current mileage rate)
      - _____ days of full per diem _____ per diem rate (click for per diem rates)
      - First day of travel per diem rate
      - Last day of travel per diem rate
      - Other expenses (receipts required)
      - $ 105.00
  - [ ] Fellowship

---

Grand Total $ 105.00

**Signature of Payee** (not required if invoice attached)

Date
Appendix 3 – Justification for Food

Tate Student Center Business Office
JUSTIFICATION FOR FOOD PURCHASE

Name of Event: SDA Club meeting w/speaker, food  Event Date: 9/26/18
Location of the Event: 110 Dawson Hall

Event Sponsor: ______________________  Time of Event: 6:30pm

Type of Activity:
[ ] Student Event  [ ] Contract Hospitality  [ ] Annual Member Recognition
[ ] Volunteer Event  [ ] Safety Product  [ ] Business Meeting (agency organization accounts only)
[ ] Employee Group Meal (must have VP approval)  [ ] Conference & Workshop  [ ] Legion Pool

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

Funding Source:
[ ] Student Activity Fees  [ ] Agency Funds  [ ] Departmental Sales

Number of participants who attended: 40  Total Food Cost: $146.35
Total Number of purchases for this event: 2  Cost Per Person: $3.66

Does this conform to the allowable per diem? *
(Per diem does not apply to student organization agency accounts)

Method of Payment:
[ ] Check Request  [ ] Petty Cash  [ ] P-Card  [ ] Dir Charge

Briefly state the purpose of having food at this event:
Provided food and had industry professional speak about upcoming industry changes, career opportunities, and more.

Signature of Employee Responsible for this Account:
Employees with responsibility for administering institutional funds and employees authorizing reimbursement of purchases for this event 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 employment termination and various civil and criminal penalties.
Appendix 4 – Bulletin Board Rental for FACS Student Organizations

Sign up: https://outlookuga-my.sharepoint.com/x/r/personal/success_uga_edu/_layouts/15/Doc.aspx?sourceDoc=%7Bf7805e92-3a26-4c3d-aee1-e6d20e22df92%7D&action=default

College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

FACS Student Organization Bulletin Board Reservation Guidelines

- Please use the Student Org Sign Up Document in the Outlook OneDrive to reserve the weeks your organization will use the bulletin board.
- The Student Organization Bulletin Board is located outside of Dawson 109.
- You must have the bulletin board completed by the end of the day on Monday of the week you reserved the board.
- You must have bulletin board cleared of all materials by the end of the day on Friday of your last week reserving the board.
- The majority of the bulletin board must be covered in materials.
- All bulletin board materials must be provided by your organization.
- The board is meant to highlight your organization, its meetings, upcoming events, members, etc.
- Below are examples of “unacceptable” bulletin boards:

![Unacceptable Bulletin Boards]

- Below are examples of “acceptable” bulletin boards:

![Acceptable Bulletin Boards]

- Brennen and SSAC staff reserve the authority to remove any bulletin board materials and withdraw student organization permission to post moving forward.
- Please reach out to Brennen Salmon (bsalmon@uga.edu) with any questions regarding the board.