Beginning of the Year Student Organization Meeting
Welcome Back
Meeting Topics

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Health and Safety Recommendations for Student Organizations
Updated August 19, 2021

The following public health-informed safety tips have been created to provide guidance for student organizations as they plan and develop their activities. Updated Coronavirus information and resources are available at https://coronavirus.uga.edu/

ELS is here to support you and your student organization. If you have questions, you can contact ELS at (706) 542-6396 or ugaels@uga.edu.

Safety, decision-making, and personal responsibility
- The University strongly encourages all faculty, staff, and students to be vaccinated. However, based on USG guidance, the University cannot require students, faculty, or staff to be vaccinated in order to be on campus.
- Everyone, whether vaccinated or not, is encouraged to wear a face covering while inside campus facilities. However, face coverings and social distancing are not required.
- Students may be required by off-campus partnering organizations to wear masks and/or be vaccinated as a condition of participation in experiential learning opportunities.

Events
- Student organizations are asked to follow current CDC guidance, as well as guidance from state and local officials and health leaders.
- For off-campus events and activities, student organizations should understand the guidance and expectations of the venue hosting the event.
- When advertising programs, events, and activities, include a contingency plan that will be used in case of cancelation.

Food and fundraising
- Student organizations are encouraged to have hand sanitizer readily accessible near food distribution sources.
- If serving from common food and drink distribution sources, student organizations are strongly encouraged to provide gloves and proper serving utensils.
- If food is being catered and your student organization’s budget allows, consider having the vendor serve the food during the event.
- Student fundraising activities that involve food, unless it is pre-packaged or vendor-prepared, will not be approved.

Additional resources
- ELS has created a Zoom series with updates on campus resources applicable to student organizations and how they have been impacted due to COVID-19. Upcoming sessions of the Student Organization Zoom Series and all recordings can be found at https://els.uga.edu/student-organization-zoom-series/
- Additional organization resources can be found on the ELS website (https://els.uga.edu/).
SSAC Student Organization Website

https://www.fcs.uga.edu/ssac/student-organizations

FACS Student Organization Resources and Forms page where you can find information and links for FACS Room reservations, FACS flyer policy, Campus Reservations, and more
This is a valuable reference to help your organization. Please refer to it regularly as it is revised often as changes occur.

Financial Rules and Policies

Student Allocated Fee Funding

- 20% maximum on food and 10% maximum on travel
- Can spend 100% of generated funds on food and/or travel
- All travel which covers virtual conferences-registrations/etc., need travel approval prior to the event.
- Promotional Items– must go me and I enter the orders through UGAmart processes and has a 10% maximum
- These funds are for use to UGA students only.
- 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.
- 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.
- Compensation for Services Provided by Individuals– Individuals 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 $100 or less. All items purchased for this purpose must be pre-approved via the UGAMart purchasing process.
- Reimbursements– done after the fact and go through the electronic check system and it’s processes
- Any unused allocated funds will be given back at the end of the year
- Support– provided by Kassie Suggs ksuggs@uga.edu and others in the College, please reach out prior to spending and making financial decisions
Agency Accounts

• Can spend 100% of funds on food, travel, etc.
• Funding automatically carries over from year to year
• Support - provided by the Dean of Students Business office. Direct questions to Ki Juana Clark 706-542-8548 or clark35@uga.edu
Advisors are a pivotal part of a student organization’s success. Here are some helpful ways advisors may assist their executive board.

- Communicate
- Be aware of all events taking place
- Attend executive and general body meetings
- Offer support and guidance when needed
- Help the board keep the organization’s goals the primary focus
- Consult the SSAC with any questions you may have
Additional Resources

• Office of the Dean of Students Business Office resources: [https://dos.uga.edu/business_content_page/student-organizations](https://dos.uga.edu/business_content_page/student-organizations)

• Office of Engagement, Leadership, and Service – [ugaels@uga.edu](mailto:ugaels@uga.edu)
  You can join the list serve for valuable information about organizations, events, or promote your organization and it’s events.

• Reach out to me at [ksuggs@uga.edu](mailto:ksuggs@uga.edu) or [success@uga.edu](mailto:success@uga.edu) I am always here for any questions that you may have. You may also call me if needed at 706-542-4847.
Here are some resources to aid you in this transition:

- Sample Officer Transition Meeting Agenda
- Outgoing/ Incoming Officer Reflection Sheet
- Top 10 Things I Wish I Knew Worksheet
- Sample Officer Transition Checklists
- SOAR Analysis Worksheet
Student Leadership Advisory Council (SLAC)

Apply Now
Deadlines

These are the steps to re-registering your organization and requesting a student activity fee allocation.

- **End of April**: Register student organization with ELS
- **End of April**: Submit FACS Student Organization Recognition Request Form
- **End of April**: Submit Allocation Request Form
- **End of April**: Update new officer information
- **End of April**: Update your student organization website; refer to [student handbook](#)
- **End of April**: Submit End of the Year Student Organization Feedback
- **Late Summer**: Budget allocation notification
A grab-n-go style event
September 7, 2021
12:30-2:30

September 15, 2021
12:30-2:30

LEARN. GROW. GO. SHOWCASE
www.fcs.uga.edu