2022-2023
Student Organization Handbook
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August 17, 2022

Dear 2022-2023 College of Engineering Student Organization Leaders,

Welcome back to campus! We are excited to see you return and look forward to all the wonderful things you and your student organizations accomplish this year. We wanted to take a moment to thank you for taking on the leadership roles within your student organizations. Student organizations play an important role within the College of Engineering in providing students with opportunities for leadership, engagement, learning, and social connection.

We encourage you to explore new and innovative ways to recruit new members and engage current members. I am confident that our student organizations will provide the great benefits to students as in years’ past challenge you to think of new ways to collaborate with one another (joint professional meetings) and serve your college, university, and community.

Lastly, if you ever have questions, concerns, or just need assistance, please be sure to reach out to us. We are here to help!

Thank you for your service!

Sincerely,

Stephan A. Durham, Ph.D., P.E.
Assistant Dean for Student Success and Outreach

Amber Juncker
Director, Recruitment & Engagement
Overview

Student organizations here at the College of Engineering allow students to come together to explore their engineering related passion. They provide a forum for students to gain personal and professional skills in leadership and service. These experiences will translate into a more rewarding college experience and better preparedness after graduation. The College is here to support these student organizations through guidance, financial assistance, club promotion, and much more. The College of Engineering believes active engagement among students is key for enhancing a student’s college experiences. The college is proud of each club as they show the passion our students have for interacting with one another outside of the classroom. This handbook serves as a guide to inform student organizations of the rules and responsibilities of being a club within the College of Engineering. The handbook provides important information regarding registration, operations, financial responsibilities, fundraising, and reporting. If there are questions that are not answered within this handbook, please reach out to the Office of Student Success.

Important Must Do’s for the Start of the Academic Year

Register Your Organization – If someone within your organization has not re-registered your club with the Center of Student Activities and Involvement, then you must do this ASAP. This is required each year.
https://els.uga.edu/engagement/register-an-organization/

Request Funding – Organizations should access the Tate Business Office at the link below and complete the form to request funding. This must be completed in order to receive your funding. IMPORTANT – your budget funding for this year, will be the allocated amount shared with you during the Engineering Club Leadership Meeting. This will be checked as it must match the allocated amount shared by the College of Engineering.
https://studentaffairs.uga.edu/dos/business-office/saf-allocation-request/

Update Club Information – Please ensure that your club leadership information is up-to-date. A form will be shared with your club’s information. Please review and make any modifications to the form so that the College of Engineering website may be updated.
http://www.engineering.uga.edu/clubs
Goals and Expectations

The College of Engineering expects all student organizations within the college to act responsibly, ensure inclusivity, and encourage participation. All student organizations should be actively engaged with their membership as well as continuously recruiting new members who have an interest in the club’s objective. Each club should clearly state the purpose of their club’s existence and promote their mission, goals, and objectives in order to best clarify to all stakeholders what is to be achieved by the student organization.

Each year, all College of Engineering student organizations are required to submit an Annual Report of their yearly activities. The submission of an Annual Report is a requirement of all clubs and failure to do so may result in removal of the club from the College of Engineering. The report should emphasize the activities of the club throughout the year demonstrating the benefit of the club to its members and the College. It is expected that each student organization maintain an appropriate level of activity throughout the year to remain an active College of Engineering student organization.
Important Links and Resources

College of Engineering Homepage
http://www.engineering.uga.edu/

College of Engineering Clubs and Organizations
http://www.engineering.uga.edu/clubs

UGA Office of Engagement, Leadership and Service
https://els.uga.edu/

UGA Involvement Network
https://uga.campuslabs.com/engage

UGA Student Organizations
https://uga.campuslabs.com/engage/organizations

Register/Re-Register a Student Organization
https://els.uga.edu/engagement/register-an-organization/

Student Affairs Office
https://dos.uga.edu/business_content_page/business-office

Financial Information for Student Organizations

Reimbursement Information for Student Organizations
https://studentaffairs.uga.edu/dos/business-office/reimbursements/

Student Organization Forms (UGA Business Office)
https://studentaffairs.uga.edu/dos/business-office/forms/
College of Engineering Student Organizations

- American Institute of Chemical Engineers (AIChE)
- American Society Agricultural & Biological Engineers (ASABE)
- American Society of Heating, Refrigeration, & Air Conditioning Engineers (ASHRAE)
- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- Association for Computing Machinery (ACM)
- Biomedical Engineering Society (BMES)
- Equity Engineers Council (EEC)
- Global Engineering Club
- Institute of Electrical & Electronics Engineers (IEEE)
- National Society of Black Engineers (NSBE)
- North American Young Generation in Nuclear (NAGYN)
- Robotics Club
- Society of Automotive Engineers (SAE) (UGA Motorsports)
- Society of Asian Scientists and Engineers (SASE)
- Society of Environmental Engineers (SEE)
- Society of Hispanic Engineers (SHPE)
- Student Aerospace Initiative (SAI)
- Student Ambassadors
- International Society for Optics and Photonics (SPIE)
- Society of Women Engineers (SWE)
- Tau Beta PI
- Theta Tau
People to Know

Dr. Don Leo, College of Engineering Dean (donleo@uga.edu)

Dr. Fred Beyette, School Chair for School of Electrical & Computer Engineering (fred.beyette@uga.edu)

Dr. Bjorn Birgisson, School Chair for the School of Environmental, Civil, Agricultural, & Mechanical Engineering (Bjorn.Birgisson@uga.edu)

Dr. James Warnock, School Chair for the School of Chemical, Materials, & Biomedical Engineering (james.warnock@uga.edu)

Dr. Thiab Taha, Interim Director for the School of Computing (trtaha@uga.edu)
Dr. Sonia Garcia, Assistant Dean for Diversity, Equity, and Inclusion (soniagarcia@uga.edu)

Dr. Stephan Durham, Assistant Dean for Student Success & Outreach (sdurham@uga.edu)

Kelley Saussy, Senior Director of Operations and Special Projects (kelleyrw@uga.edu)

Lauren Anglin, Director of Experiential Learning & Outreach (lauren.anglin@uga.edu)

Amber Juncker, Director of Outreach & Engagement (ajuncker@uga.edu)
Tanesha Hitchcock, Office of Student Success Administrative Associate (tanesha@uga.edu)

Dr. Roger Hilten, Asst. Professor of Practice & Instructional Lab Manager (rog@uga.edu)

Jan Blaine, Senior Director of Development (jblaine@uga.edu)

TBD, Director of Corporate Relations

Sean McGarity, Alumni & Employer Relations Coordinator (smcgarity@uga.edu)

Kim Brown, Alumni Relations & Development Associate (kimberly.brown2@uga.edu)
TBD, Assistant Director, Annual Giving
TBD, Director of Communications
Debbie Lovelady, Special Events (dlove@uga.edu)
Organization Registration

All new and existing student organizations must register with UGA Office of Engagement, Leadership, and Service at [https://uga.campuslabs.com/engage/register](https://uga.campuslabs.com/engage/register) in order to become an official registered organization under the UGA Involvement network. *NOTE* Only the person who is identified as the primary contact for the club should be the one registering. There are training modules and paperwork required to be completed before the application can be approved. Failure to complete these modules and paperwork will deny the club official registration. Have the following information completed prior to beginning registration.

1. All up-to-date club information about your organization (Meeting times, financial commitments, etc.)
2. Follow the link to complete the Logo approval form for your club
3. A roster of at least six student members- Indicate officer members on this list as well (President, Treasure, ect.)
4. Club Advisor contact information (if applicable)
5. An organization Constitution titled “(Organization Name) Constitution 20XX-20XX”. See a sample at the below link for formatting purposes.
   a. [https://els.uga.edu/engagement/register-an-organization/](https://els.uga.edu/engagement/register-an-organization/)

Once you have submitted all information required for registration, the Office of Engagement, Leadership, and Service will review your submission within 5-7 business days. All communication will be issued via the Involvement network so it is encouraged that you log-in to the network to verify your registration status. Contact involvement@uga.edu regarding any issues with university registration.

All College of Engineering student organizations must be registered with the UGA Office of Engagement, Leadership, and Service in order to receive student activity fee funding during the year.
Communication Procedure

In order to streamline the process of promoting your organization and events we ask that you adhere to the following procedure.

**Flyers**
Due to recent renovations in Driftmier Engineering Center, flyers for Events & Announcements will not be posted until a permanent Student Club and Organization display area is constructed. However, we encourage you to share club flyers electronically so that we can add them to TV screens around Driftmier.

**Announcements to College of Engineering Students**
Each Monday the college will share an events and announcements email on the College of Engineering undergraduate and graduate listserv with information on student organization meetings for the week. If you have a club announcement you want shared email, Amber Juncker (ajuncker@uga.edu) the information by noon (12pm) on Friday the week BEFORE the event. Be sure to include the following:

- Date
- Time
- Location (Building + Room number)
- Event Title: Ex. General Body meeting, bake sale, etc.
- Company/Professional speaking at the meeting (and a 1-2 sentence description if you wish)
- Club contact Person if there are questions regarding your event

Example:
**National Society of Black Engineers (NSBE)**
General Body Meeting | Welcoming all students, new & returning to learn more about NSBE!
Wednesday, Sept. 3rd | 6pm | Driftmier 1350
Contact, Zaniyah Sealey, secretary.nsbeuga@gmail.com

Student Organization meetings will also be housed on the College of Engineering Calendar, [http://www.engineering.uga.edu/calendar](http://www.engineering.uga.edu/calendar).
COVID-19 Procedures + Guidelines

The College of Engineering is committed to maintaining the health and safety of each student. Due to ongoing COVID instances, this year we will be following the same protocols established by the University and the College of Engineering:

- General body meetings may be held in-person or virtually.
  - In-Person Meetings – If your club decides to hold in-person meetings, we encourage you to follow appropriate safety protocols to ensure the health and safety of your members. Club members showing COVID-19 symptoms should self-isolate and schedule an appointment with the University Health Center.
  - Virtual Meetings – Utilizing your UGA zoom account you can host a meeting with up to 300 participants. If you are holding the meeting virtually, we encourage you to implement a waiting room to avoid any unwanted attendees.

- Should club meetings involve food and beverages, methods to ensure health and safety should be investigated. If you have any questions or need advice for how to host meetings safely, please contact the Office of Student Success.

- Travel for conferences or competitions is allowed.
Meeting Room and Event Registration Procedure

The College of Engineering wishes to support you in your holding of club meetings and events. We encourage your organization to hold as many of your regular meetings and special events at one of the many classrooms and other spaces within Driftmier Engineering Center.

The college has implemented a new online room reservation procedure that will provide you with an easy means of reserving and gaining card access to your room for the club event. Complete a ROOM RESERVATION REQUEST for each meeting or event. The reservation request requires the following information:

- Name of the Event
- Description of the Event
- Expected Number of Attendees
- Date for Meeting or Event
- Time of the Meeting or Event
- Whether Food will be Present
- Requester Email Address
- Requestor First and Last Name
- Requester 810/811 Number
- Requester MyID Username

Rooms that are available and typically used for student organization meetings include:

Driftmier 1218 (max capacity 60)  Driftmier 1401 (max capacity 48)
Driftmier 1240 (max capacity 80)*  Driftmier 1405 (max capacity 41)
Driftmier 1290 (max capacity 56)  Driftmier 1409 (max capacity 24)
Driftmier 1301 (max capacity 24)  Driftmier 1450 (max capacity 48)
Driftmier 1304 (max capacity 24)  Driftmier 1453 (max capacity 125)
Driftmier 1310 (max capacity 36)  Driftmier 1456 (max capacity 24)
Driftmier 1350 (max capacity 40)

*Please note that college-related events take precedence in this room and may require your reservation to be relocated to another room should there be a conflict.

After submission, Ms. Tanesha Hitchcock will confirm your room reservation request. Should you not receive a confirmation email within 2 business days, please reach out to her directly at tanesha@uga.edu.
Important Dates to Remember

The College of Engineering has several important events and activities scheduled throughout the academic year. We ask that your student organization actively participates in each of the following university/college events. Additionally, *we recommend that you avoid holding club meetings or other events during these dates.*

**College of Engineering Involvement Fair/Welcome Night**

- Date/Location: August 29, 2022, Driftmier Engineering Center, 5:30p.m. – 7:00p.m.
- Event Description: The college will host all of its students for a welcome event and club fair. We invite (require) all College of Engineering Student Organizations to host a table at this event to share information about your club and use the event to recruit members.
  
  The college will provide you with a table and club table cloth/runner. Additionally, food will be provided at this event.

**Homecoming Week**

- Date/Location: Sunday, October 9th – Saturday October 15th, 2022
- Event Description: The College of Engineering always participates in the Spirit of Homecoming Competition. This competition requires all engineering student organization to participate in events and activities throughout the week to support the college’s efforts. More details about the competition and the various activities will be shared at a future time.

**Engineers Week**

- Date: Monday, February 20 - Friday, February 24, 2023
- Event Description: Engineers Week is a national celebration of Engineering! There are daily competitions, events, and seminars during the week. We ask all student organizations to participate in the week’s activities. An Engineers Week Banquet is held on the Thursday of that week.
Student Organization Hub

The College of Engineering established the Student Organization Hub, Rm 1152, during the Driftmier Engineering Center renovation. The Student Organization Hub was envisioned to provide club leaders a space to plan, collaborate, and work on student club-related activities. While the space is not large enough to hold club meetings, the space includes a conference table with large TV and web conferencing capabilities, two desktop computers and printer, lounge seating, and storage lockers.

**How to gain access to the Student Organization Hub?**
Students wishing to gain access to this space should complete the Building/Labs Access Request Form located on the college’s Office of Information Technology website [HERE](#). When completing the form, enter your information, select “interior classroom or other space,” then Driftmier 1152 – Student Organization Hub access to Rm 1152.

**Student Organization Storage Lockers**
Each College of Engineering Student Organization has been granted a storage locker within the Student Organization Hub. The locker should be used for storing club related items necessary for your organization, meetings, and activities.

At the beginning of the academic year, please schedule a time with Dr. Durham ([sdurham@uga.edu](mailto:sdurham@uga.edu)) to set and/or reset your club’s combination locker.
Financial Resources

Request for Funding
Student organizations should access the Tate Business Office at the link below and complete the form to request funding. IMPORTANT – your budget funding for this year, will be the allocated amount shared with you during the Engineering Club Leadership Meeting at the beginning of the Fall semester. This will be checked as it must match the allocated amount shared by the College of Engineering. [https://studentaffairs.uga.edu/dos/business-office/saf-allocation-request/](https://studentaffairs.uga.edu/dos/business-office/saf-allocation-request/)

Allocation of Student Funds
Each College of Engineering Student Organization that chooses to NOT have an off-campus bank account will be approved to receive student activity fee funds for club activities this academic year. Based on the review of previous year’s Annual Reports, clubs ranked in the top 1/3 will receive $1000, middle 1/3 will receive $500, and lower 1/3 will receive $250 for the year. Clubs not submitting an annual report will receive $0. New student organizations will receive $250 during the first year. The College of Engineering will retain the balance of funds provided for club activities within the college for use and dissemination related to collaborative and innovative activities by student clubs. They may propose ideas/activities to the Assistant Dean for Student Success and Outreach in order to be considered for these funds. These funds will have the same restrictions as the amount allocated to each club. 50% of your student fee allocations must be spent by February 1st. I will make a request for each club to provide a plan for spending the balance of funds by April 1st. Any funds not spent by April 1st (unless approval for spending afterwards is granted) will be collected and used for other student activities.

College of Engineering Reimbursement Process
The reimbursement process for the College of Engineering includes a chain of command:
Student Club Member > Club Faculty Advisor > Dr. Stephan Durham > Office of Student Success Administrative Associate (Tanesha Hitchcock) > Accounts Payable.
• Note: Anyone seeking a reimbursement must register as a supplier [HERE](#).
• Reimbursements should be submitted AS SOON AS POSSIBLE AFTER THE EXPENSE HAS OCCURRED.
• IF YOU ARE PLANNING A PURCHASE AND BEING REIMBURSED, IT IS ADVISED TO CONSULT THE OFFICE OF STUDENT SUCCESS TO ENSURE THE PURCHASE IS ACCEPTABLE.

How to Purchase Items and Be Reimbursed
This section will provide the necessary steps and reference forms for completing club purchases, reimbursements, and travel authority.
**Purchasing Materials and Supplies through UGAMart**

These steps will be used to establish a vendor within UGAMart and how purchase catalog and non-catalog items in UGAMart and assign the cart.

- First, confirm whether a company is an already established Supplier within UGAMart. You may contact Tanesha Hitchcock to confirm whether the company you wish to work is in the system. If not,
  - The company must first register as a supplier
  - Once the company completes the online form and added into the system the purchasing process can begin. It generally takes up to a week for the supplier form to be processed.
- Purchasing non-catalog items on UGAMart
  - To purchase non-catalog items the student must already have a quote/invoice for items or a pamphlet/catalog to refer to when purchasing
- Purchasing catalog items
  - Catalog items are items already populated in UGAMart (Items companies regularly have)

**Reimbursement from Student Activity Fee**

These steps will be used when assisting a student to be reimbursed for a prior expense. It will include how to become a supplier, what forms to complete, when to submit, limits on reimbursements, etc... The Office of the Dean of Student’s Business Office [Website](#) provide helpful instructions and links.

- Anyone seeking a reimbursement must registered as a supplier [HERE](#)
- Items you will need in order to get reimbursed
  - All forms
  - All receipts
  - Agenda or Flyer
- What forms to complete to get reimbursed from student activity fee
  - [CENGR Reimbursement Form](#)
  - [Non-Employee Payment Form](#)
  - [Food Justification Form](#) (If you Purchased food)
  - [Student ORG Reimbursement Form](#)
- Limits on those purchases
  - Each purchased item must cost less than $100
  - No equipment purchases over $100 total (Must be bought through UGAMart)
  - Organizations can spend no more than 20% of their Activity Fee Allocation on food.
  - Organizations can spend no more than 10% of their Activity Fee Allocation on travel.

**Reimbursement from Agency Account**

These steps will be used when assisting a student to be reimbursed for a prior expense. It will include how to become a supplier, what forms to complete, when to submit, limits on reimbursements, etc... The Office of the Dean of Student’s Business Office [Website](#) provide helpful instructions and links.

- Anyone seeking a reimbursement must registered as a supplier [HERE](#)
• Items you need in order to get reimbursed
  • CENGR Reimbursement Form
  • Non-Employee Payment Form
  ▪ Receipts
  ▪ Agenda or Flyer
• When to submit those forms
  • As soon as possible
• Limits on those purchases
  • If purchase is over $2500 you must purchase through UGAMart
  • 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.

Reimbursement from Engineering Foundation Account
These steps will be used when assisting a student to be reimbursed for a prior expense. It will include how to become a supplier, what forms to complete, when to submit, limits on reimbursements, etc...
  • Forms that you should complete
    • CENGR Reimbursement Form
    • Non-Employee Payment Form
  • What other items do I need to get reimbursed
    ▪ Receipts/ Invoice
    ▪ Agenda or flyer
• When to submit those forms
  ▪ As soon as possible
• Limits on those purchases
  ▪ Over $2500 must be bought through UGAMart

Travel Authority
when to complete (at least 2 weeks in advance), what to complete (multiple forms), etc...
  • Office of the Dean of Students Student Travel Website (Helpful Link)
  • Everyone who is going to travel needs to register as a supplier
Individual Travel Steps (Forms must be submitted at least 2 weeks before Travel)
  • Fill out the DOSBO Student Travel Form
  • Submit form and wait for approval
  • Once travel has taken place
    • Turn in receipts
    • Non-Employee Payment Form
    • Travel form
Group Travel Steps
  • Fill out the DOSBO Student Travel Form
  • Fill out the DOSBO Group Travel Attachment Form
  • Provide proof of the trip (conference flyer, etc.)
    • Submit above forms and wait for approval
Once travel has taken place
- Turn in receipts
- **Non-Employee Payment Form** (from each person getting reimbursed)
- Travel form

How to complete conference registration ahead of time.
- Out of state Must have TA approved first
- Can register for conference and submit for reimbursement immediately

How to reserve hotel
- Sometimes the group hosting the conference provides a set of hotel rooms block. Please inquire about rooms set aside at a reduced rate.
- Hotel expenses cannot be reimbursed until after the event
- Hotel suites are not allowable expenses (must be a standard room)

How to book airfare
- A student may book their own airfare and be reimbursed before event
- First class is not an allowable expense
- Airfare may be directly billed using the TA (prior approval) using one of the university approved travel agencies found [HERE](#). Global Escapes is one that many engineering clubs have used in the past.

<table>
<thead>
<tr>
<th>Club Meeting Food</th>
<th>CENGR Form</th>
<th>Non-Employee Payment Form</th>
<th>Student Org Reimbursement Form</th>
<th>DOSBO Travel Form</th>
<th>DOSBO Group Travel Attachment Form</th>
<th>Food Justification Form</th>
<th>Register as a Supplier</th>
<th>Receipts</th>
<th>Flyer, Agenda, or Announcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>I am required</td>
<td>I am required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Meeting no Food</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>I am required</td>
<td>I am required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Travel (Individual)</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>I am required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Travel (Group)</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>I am required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimbursement from Any Account</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out</td>
<td>Fill me out if you had food.</td>
<td>Fill me out</td>
<td>I am required</td>
<td>I am required</td>
<td></td>
</tr>
</tbody>
</table>
**Student Activity Fee General Guidelines**

1. Each student organization requesting funding must supply requested information in a process developed by the Dean of Students Business Office.

2. Any registered student organization may request Student Activity Fee funding. Categories of clubs and organizations have been established with different request processes and operating procedures in order to accommodate the diversity of size, complexity and purpose of the various campus organizations and programs. Each club or organization requesting funding should submit a budget proposal to the appropriate office and must comply with the request process established by the applicable recommending committee.
   
   a. Academically-related clubs and organizations should obtain Student Activity Fee Budget Requests packets from the office of the dean of their respective school or college. Graduate student organizations should apply through the school or college that directs the program of study. Organizations must follow the request dates and any specific funding guidelines established by the school/college committee.
   
   b. International clubs and organizations should contact the Department of International Student Life in Memorial Hall and follow the request process established by that department.
   
   c. Programs and activities with campus-wide program emphasis and non-academically related clubs and organizations not included above will follow procedures established by the Student Activity Fee Allocation Committee. Funding requests must be submitted through the Dean of Students Business Office located in Tate Student Center Room 320. Organizations that have not received funding in the past must apply to the Small Clubs Allocations Committee and/or the Student Affairs Diversity Fund for two consecutive years prior to submitting a request to the Student Activity Fee Allocation Committee. Financial records and/or documents must be submitted to the Dean of Students Business Office in order to verify and develop a budget. The organization must be willing to comply with all of the general guidelines described elsewhere.

3. Programs and activities funded in whole or in part by Student Activity Fees must be open to any interested student.

4. 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.

5. 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.

6. 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 (see
2a above) are permitted to have an Agency Account through the Dean of Students Business Office. See “Additional Guidelines for Organizations with Allocated & Agency Accounts” on page 3 for details.

7. 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.

8. Unexpended fund balances as of June 30 of each year will be recalled to the Student Activity Reserve & Surplus account.

9. All expenditures from Activity Fee accounts must comply with USG and UGA policies and procedures as well as the guidelines contained herein:
   a. Scholarships: No Student Activity Fee funds shall be used to fund scholarships.
   b. Charitable Events or Fundraising: Organizations cannot fundraise or host charitable events to make donations to third party organizations. No Student Activity Fees or generated income in Fund 13000 can be used for charitable contributions or donations.
   c. Capital Outlays or Equipment: Student Activity Fee funds earmarked for programs and activities shall not be used routinely for capital outlays or to purchase equipment with a value greater than $100. Payment for equipment maintenance is allowable. All equipment (regardless of cost) must be purchased via UGAMart. Major categories of equipment can be found here.
   d. Costumes: Any costuming purchased for performances or events must be reusable and stored on campus. All costuming purchased using Student Activity Fee funds must not be construed as personal in nature and/or for one-time use.
   e. 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.
   f. Gifts/Awards: Generally, purchasing gifts and awards is not allowable using Student Activity Fee funds. In the following special circumstances, these purchases are allowed:
      i. 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, 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.
   g. 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.
   h. Gift cards: No gift cards may be purchased using Student Activity Fee funding.
i. 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.

10. As outlined below, organizations are encouraged to collaborate with one another and sponsor one another’s events. However, no budgeted Activity Fee allocations may be transferred from one account to another without the approval of the Vice President for Student Affairs.
   a. Collaborations: Collaborations among student organizations on an event/program for the benefit of students should have the following characteristics:
      i. More than one organization has responsibility for planning the event/program.
      ii. All organizations involved in the collaboration must have equal billing on promotional materials for the event/program.
      iii. More than one organization commits funds for specific purposes (room rental, speaker fee, etc.)
   b. Sponsorships: Organizations can use their funds to sponsor other events/programs under the following conditions:
      i. The sponsoring organization must pay for specific benefits (Advertising) associated with being a sponsor of the receiving organization’s event/program.
      ii. The receiving organization must develop pre-determined sponsorship benefits that are consistent for all organizations or individuals seeking to sponsor the event/program.
      iii. Organizations cannot spend more than $1000 annually in sponsorships.

Additional Guidelines for Food and Student Travel

EXPENDITURES FOR FOOD
Student Activity Fee funds may be used to fund food as part of a sponsored program or event. However, food purchases must be specifically requested and budgeted for any program or activity funded in whole or in part by Student Activity Fee funds. Organizations can spend no more than 20% of their Activity Fee Allocation on food. Organizations can spend 100% of their Generated Income on food. No increase in the food 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. All food purchases must comply with the university’s food policy, including any applicable per diems.

EXPENDITURES FOR STUDENT TRAVEL
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.

**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.

**Additional Guidelines for Organizations with Allocated & Agency Accounts**

Organizations affiliated with schools and colleges are permitted to have both an allocated account and an agency account through the Dean of Students Business Office. Organizations must have written approval from the academic dean of their school or college in order to have both an allocated account and an agency account.

Deposits/Generated Income: The Dean of Students Business Office will evaluate each deposit to determine if the income belongs to the student organization (agency account) or belongs to the university (allocated account). If an organization uses its allocated funds to pay expenses for programs/activities that generate income, the resulting generated income must be deposited into the allocated account. Funds generated without the use of Activity Fee allocations, including dues that students pay, will be deposited into the agency account.

Expenses: All reimbursements and vendor payments must be done via the electronic check request system or a university purchasing card (per university policy—current policy does not allow for the use of a p-card on an agency account). Petty cash cannot be used by organizations that have both an agency and an allocated account. Organizations must maintain identical approval paths for the allocated and agency accounts in the electronic check request system.
Recall of funds: Funds remaining in the allocated account at the end of the fiscal year will be recalled to the Student Activity Reserve & Surplus account. Funds remaining in the agency account at the end of the fiscal year will remain in the agency account for future use.

**Recommended Guidelines for the Management of Student Organizations' Private Funds**

Unless otherwise approved by the Vice President for Student Affairs, all student organizations who receive a line item allocation from the Student Activity Fee are prohibited from establishing and/or maintaining an outside checking, savings, or investment account.

However, many registered student organizations at the University of Georgia receive no direct funding from the University or Student Activity Fees. These organizations raise money in a variety of ways including the collection of dues, soliciting donations, and sponsoring fundraising promotions and activities. Whereas the Tate Business Office might maintain a University agency account for some of these organizations' funds, these organizations are basically private associations registered within the University of Georgia rather than functional entities of the University. The Tate Business Office is not involved in the collection, deposit or maintenance of any funds beyond those in the University account. The Tate Business Office does encourage any student organization having funds outside the University to follow sound business practices.

**Recommended Business Practices for Student Organizations with Private Funds**

1. Student organizations should establish and maintain, at minimum, a checking account in the name of the organization. Student organizations, however, are prohibited from using the name of the University of Georgia or any reference to the University, such as UGA, as part of the organization name. Organizational funds should not be co-mingled with the private funds of any officer or member.

2. Prior to opening any bank account, banking regulations require that the organization apply for and maintain a Federal Employers Identification Number (FEIN), similar to a Social Security Number for an individual. It is not appropriate to use any individual's Social Security Number for the organization's banking purposes. No organization is authorized to use the University's FEIN.

3. Advisors employed by the University of Georgia may advise organizations concerning management of their off-campus bank accounts. However, no employee of the university has the authority to (a) open a bank account in the name of or for the benefit of any student organization, (b) be included as an allowable signatory on any off-campus bank account of any student organization, or (c) have access to funds (including, but not limited to, depositing, withdrawing, or spending funds) associated with any off-campus bank account of any student organization.

4. It is recommended that, when establishing an account, two signatures be required on checks.
5. Financial obligations should be paid promptly. Failure to do so could result in bad credit for the organization.

6. Deposits should be made promptly and appropriate security should be maintained over any cash or checks collected.

7. Receipts should be issued for any money collected by the organization.

8. It is recommended that the treasurer be required to submit monthly reports to another appropriate executive officer and to the advisor and that the organization's books be "closed out" and accounted for during the transition from one treasurer to the next.

**Student Organization Agency Accounts**

Registered student organizations are eligible to have a University agency account through the Tate Business Office. 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.

Upon making a request to establish an account the Tate Business Office will prepare the necessary paperwork and route the request through established channels to the UGA Accounting Office. Once approved and established the Tate Business Office will notify the organization advisor and/or treasurer with the new department number.

Please consider the following points where requesting an agency account:

- All income and expenditures are subject to audit by University and State auditors.
- All expenditures must follow existing University policies and procedures.
- Any planned expenditure expected to exceed $5,000 must be approved in advance by the UGA Procurement Office.
- Payment for services to the organization (performers, speakers, Disc Jockeys) must be paid directly to the individual who performs the service.
- There can be no cash withdrawals from a university account. In addition, there will not be a check book to make purchases with. All expenditures will be made by reimbursement to an individual or paid directly to a vendor.
- Expenditures are limited to the cash balance in the account.
- A university department number will be assigned to the account and must be used on all account activity.
- The organization must have an advisor and it is strongly encouraged that the advisor be employed by UGA.
- Advisors should review account activity in the UGA Financials system monthly.
• All expenditures are subject to state sales tax.
• The chief student officer must register the organization each year with the Center for Student Activities and Involvement. Failure to do so will result in the account being frozen with no access to the funds in the account.
• The University will not issue payment in advance of services. This includes deposits that might be required by the local business.
• A P-Card cannot be utilized for assisting with purchases on Agency accounts.

**Using a Student Organization Agency Account**

**Purchasing**

There are several ways to make purchases using a University agency account:

1. **Petty Cash Reimbursements** – An individual may make a purchase and submit receipts, attached to an approved Petty Cash Voucher, to Tate Business Services for reimbursement via petty cash check.

2. **Intra-University Charges** – Many University services (Tate Center Print & Copy Center, Campus Reservations, Event Management, UGA Food Services) will allow a student organization to make purchases via a direct transfer of funds from the organization agency account to the UGA service provider.

3. **Purchase Orders** – The UGA Procurement Office will take competitive bids from vendors and award a purchase order to a business that has the best price. In addition, all purchases over $5,000 must be handled via a purchase order utilizing the UGAMart Procurement System.

4. **Check Request** – Some vendors will allow an organization to charge purchases on the assumption that prompt payment will follow. The vendor must submit an original invoice for the purchase and the student organization must complete a UGA Check Request form. This form must be approved by the treasurer and advisor prior to being submitted to the Tate Business Office.

**Deposit of Funds**

All deposit of funds must be made with the Tate Business Office at the Tate Center Cashier’s Window. Deposit forms are available at the Cashier’s Window. A receipt of deposit will be furnished to the student organization indicating the date, amount, and source of funds.

**Sales Taxes**

Student organizations who have an Agency account with the Tate Business Office will be required to pay applicable sales taxes on purchases.
**Ticket Sales**
All ticket sales, as well as goods and services sold by the Tate Business Office Cashier Window on behalf of the student organization, are subject to sales tax. The Tate Business Office will deposit the net ticket sales into the agency account and prepare the monthly sales tax reports.
Fundraising

Student clubs may request permission from the University to conduct an on-campus fundraising event. These requests must be submitted at least seven days (recommended to be 10 days in advance) prior to the scheduled fundraising event. A separate request must be submitted for each unique fundraising event. Recurring events may be listed on one request and one permit per occurrence will be provided if approved. Be sure to coordinate with the appropriate office to reserve space for the location of the fundraiser. In addition, review the following link on UGA’s solicitation policy to ensure your club fundraiser complies with the guidelines.

UGA Solicitation Policy
https://policies.uga.edu/pdf/solicitation.pdf

Fundraiser Information for Student Organizations
https://dos.uga.edu/business_content_page/fundraising

Donations to your Student Club and Organization
During the fundraising event, the donor may ask certain questions about the process and where funds go. Read the following questions and answers to be better prepared to answer such questions.

Engineering Student Organization Foundation Accounts
The college has established a Foundation Account for each engineering student organization. If your organization does not have an account or you are unsure of the account information, please contact the Assistant Dean for Student Success and Outreach. While your organization may have a Foundation Account, it does not guarantee that your club has funds in the account. This account is generally used to receive funds from donors and sponsorships.

FAQ’s
● What do you need my donation for?
  ○ That is based on your needs and goals as a club.
● How do I make sure my donation goes to your club?
  ○ If routed through the UGA Foundation (recommended) we have student club accounts that ensure our organizations exclusive use.
● Is my donation tax deductible?
  ○ If routed through the UGA Foundation (recommended), YES. The UGA Foundation is a registered 501(c)3 non-profit.
● How do I get a receipt for my donation?
- All gifts through the UGA Foundation receipt an appropriate Gift Receipt at time of donation, but can be resent upon request if needed.

- Can I pledge support over multiple years?
  - YES. A simple one-page form outlining your desired goal of giving amount and timeline, plus designation can be done and friendly pledge reminders will be sent when pledge is due.

- Is my pledge legally binding?
  - NO. If the situation changes for whatever reason, please advise so we can make appropriate adjustments.

- Why pledge and not give each year?
  - Pledged support helps in our future budgeting plans and frees club up on our mission and not fundraising.

- How will I know what my money was used for each year?
  - The clubs work on business plans with Dr. Durham to show how money was spent and the goals that were achieved.

- If I have further questions, who do I need to talk to?
  - You can always contact the Development office under Key Contacts and feel free to share our information if anyone has desires to have expanded conversations or questions.

- Great, where do I make my donation?
  - Don't forget to say THANK YOU:

**Donation**
If by check, make out to UGA Foundation and I can deliver to Development office or you can mail to:

ATTN: Jan Blaine
130D Paul D. Coverdell Center
500 D.W. Brooks Drive
Athens, GA 30602

If by credit card, go to: give.uga.edu and click “Give Now” in top right corner then select College of Engineering and Engineering Enhancement Fund as designation. Once received, we will allocate funds internally into our account.
Merchandise

As the University of Georgia has implemented its new brand and logo system over the past few years, some student organizations have faced challenges in their attempts to have designs for t-shirts, caps and other merchandise approved by the university’s trademark office. The university is taking a much more serious approach to reviewing these requests as it attempts to ensure a consistent and cohesive visual image of UGA and its affiliated organizations. Some designs that may have been approved in recent years probably won’t receive approval going forward. We encourage club representatives to familiarize themselves with UGA’s trademarks and licensing policies and procedures at this link:

https://brand.uga.edu/trademarks-and-licensing/

Common Mistakes to Learn From
One of the primary mistakes many organizations make is attempting to modify the university’s or the college’s logo and/or their national organization’s logo – or attempting to create an all-new logo for their organization from scratch. According to a UGA Trademark Office employee, the university is “no longer in the business of creating or approving new logos.” The point being that the University of Georgia, the UGA College of Engineering, and your national organization all have official logos and wordmarks, so student organizations should utilize those resources and not attempt to create something new on their own. A second issue that arises quite often is the attempted use of UGA athletic logos and marks by nonathletic organizations. This includes but is not limited to the big “G”, Uga images/bulldog logos, and the Arch. The bottom line is that the University of Georgia Athletic Association maintains control over all registered athletic marks and there are limited instances in which the university and the athletic association will allow the use of athletic marks. The college encourages you to clear up any questions you may have prior to beginning work with a vendor. If you have any questions, please feel free to contact the university’s Trademark office at trademarks@uga.edu.
Website Maintenance and Social Media

Club and Organization Website Maintenance
It is the responsibility of each student club to review and ensure the information on the College of Engineering website is accurate and reflects the club’s mission, leadership information, and meeting schedule. In the event the information needs to be updated, a club representative shall submit an email to Ms. Amber Juncker, Director for Outreach and Engagement (ajuncker@uga.edu) and our Director of Communications (TBD) for the college for website update.

Social Media
The university and the College of Engineering encourage your organization to maintain an active social media presence – the key word being “active.” The College of Engineering’s student organizations have great social media accounts and we encourage you to keep up the good work!

If you have an account that hasn’t posted in six months or a year, we would ask that you delete the account. If someone searching for information on a student organization in the UGA College of Engineering stumbles across a “dead” account, they’re likely to think the organization isn’t active and has little to offer. Likewise, they would get the impression that the College of Engineering doesn’t have much to offer students.

Please familiarize yourself with the university’s social media policies and guidelines as you prepare for the new academic year. You’ll find detailed information at this link: https://brand.uga.edu/social-media/
Annual Report

All clubs will be required to submit an Annual Report to the Assistant Dean of Student Success and Outreach (sdurham@uga.edu) by May 1st in order to receive funds for the following academic year. Reports will be reviewed by a committee and scored based on Overall Club Activities, Goals and Assessment, Special Projects, and Report Presentation. Based on the review clubs will be grouped into the Top 1/3, Middle 1/3, and Lower 1/3. Decisions related to allocated funds for the given academic year will be based upon a club’s overall rating and their proposed goals/objectives for the academic year for which funds will be provided to the club.

The annual report should include, at a minimum, all of the information below:

- Club Leadership (executive positions with up to date contact information for current/next years)
- Faculty advisor and practitioner advisor (include contact information)
- Finances with a brief summary of all income, expenses, and balance
- Club Mission Statement
- Goals and Objectives (at least 3 goals for the next academic year and how the club plans to meet these goals, be as detailed as possible)
- Membership (list of all active UGA members and national members, if applicable)
- Club Meeting Summary
- Meeting Types (Guest Speakers, Field Trips, Socials, Student Presentations, etc.)
- Include Dates with Estimated Attendance (Students, Faculty, and any guest)
- Special Highlights (provide slides that include meetings, events, activities, competitions, that you wish for the reviewers to know)
- Other Notable Events
- Summary

The annual report should be created as a Microsoft PowerPoint (.ppt) file. The report should include no more than 50 total slides. A report template is shown in Appendix B. The student organization is strongly encouraged to add club branding and improve the aesthetics of the presentation.

Student organizations are encouraged to use the annual report in presenting to fellow students, engineering companies, community partners, and others as a way to bring about awareness for their organization.
Who Do I Need to Talk To?

Overall Club Management, Student Activity Funds, Club Issues:
Stephan A. Durham, Ph.D., P.E. Assistant Dean for Student Success and Outreach
Professor
Email: sdurham@uga.edu

Club Events, Notice, Website:
Amber Juncker, Director of Outreach & Engagement
College of Engineering
Email: ajuncker@uga.edu

Club Merchandise, Trademark, and Website:
TBD
Director of Communications
College of Engineering
Email:

Club Donations and Gifts
Jan Blaine
Senior Director of Development and Alumni Relations
College of Engineering
Email: jblaine@uga.edu

Club Reimbursements and Room Scheduling:
Tanesha Hitchcock, Administrative Associate II
Office of Student Success
Email: tanesha@uga.edu
Student Fabrication Center and Machine Shop
Located behind first floor of main building

1520
Design Workspace

1506
Digital Fabrication Shop

The Design Workshop, Digital Fabrication Shop, and Machine Shop are available by appointment only. Scan the QR code for more information.

1550
Machine Shop

1570
Machine Shop

1500

1505

1503

Instructional Labs

Faculty/Graduate Student Offices

Open Computer Lab

Work Rooms/Storage

Experiential Labs
Appendix A

Reimbursement Forms
CENGR Student Club Reimbursement

Person Requesting Reimbursement

Name: ________________________________________________________
Phone: __________________________________________________________________
Email:  __________________________________________________________________
Student Club Name: ________________________________________

Expense Information

Expense Date:  ______________________________________
Expense: $__________________________________
Expense Type (circle one):  Food  Travel  Other
Account (circle one):  Student Activity Account  Agency Account  Foundation Account
Student Activity Account Number/Speedtype: _______________________________________
Agency Account Number/Speedtype: ______________________
Foundation Account Number/Speedtype: ______________________
Purchased: ___________________________________________________________________
Justification:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Receipt Attached

Approval

Faculty Advisor Signature: _____________________________________________
CENGR  Approver Signature: __________________________________________
Student Organization Reimbursement Form

Check List for Reimbursements. Please complete all steps.
- Itemized receipt that shows payment has been made with vendor’s name and address on receipt.
- Receipt must be turned in within seven (7) days of purchase.
- Receipt must be an original receipt with a translation of all non-English words.
- Complete a “Food Justification Form” if food items were purchased.
- A copy of an advertisement, email listserv announcement, or social media post that advertised the program must be attached.
- The reimbursement information below is filled out. Form attached to receipts and turned in by one of the 5 designated organization members.

Section 1: Submitter’s information

Student Organization: ___________________________  Your Name: ___________________________
Your contact number: ___________________________  Today’s date: __________________________

Section 2: Event/Program Details

Event/Program title: ________________________________________________________________

Location of event/program: _________________________________________________________

Date of event/program: _______________  # of attendees: _____________________________

# of receipts turned in with this sheet: _______________  Total amount ($) of all receipts: _______________

Amount spent on food items: ___________________________  Amount Spent on non-food items: _______________

Section 3: Reimbursement Details

Who is being reimbursed?
(full name as it appears in the UGA vendor system)

Email Address: ___________________________  Phone Number: ___________________________

Mailing address used in UGA vendor system:

Street: ______________________________________________________________

City: ___________________________  Zip Code: ___________________________

Section 4: ISL Staff Use Only

Received by: ___________________________  Date received: _______________  # of receipts: _______________

Needs to be processed by: ______________________________________________________

CR #: ___________________________

Notes:
Accounts Payable
Non-Employee Payment Form

1. Payee Name: ____________________________________________________________

2. Payee Address: _________________________________________________________

3. University assigned Vendor Number (VN): ________________________________

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 ☐

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: ______________________________________________________

Payment Categories (please select all that apply)

☐ 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 rates) $ __________
   ________ 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) $ __________

☐ Fellowship $ __________

Grand Total $ __________

Signature of Payee ___________________________ Date ______________
(not required if invoice attached)

Services outlined above were purchased in accordance with provisions of the University’s Finance and Administration Policies and Procedures. Additionally, for any reimbursement of travel expenses for non-employees, I certify these expenses are paid in accordance with the University’s non-employee travel reimbursement policy.

Signature ___________________________ Date ______________
Approved for Payment
Tate Student Center Business Office

JUSTIFICATION FOR FOOD PURCHASE

Name of Event: __________________________ Event Date: ____________

Location of the Event: _______________________

Event Sponsor: _____________________________ Time of Event: ____________

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: _______ Total Food Cost: $__________

Total Number of purchases for this event: _______ Cost Per Person: $__________

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:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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.

*Allowable Per Diem Limits (cost per person): $6.00 for breakfast; $7.00 for lunch $15.00 for dinner

INSTRUCTIONS & DOCUMENTS:
Complete this form for each different event and submit along with all other required documentation to the Tate Student Center Business Office.

If you are paying by check request you must attach this form and all other supporting documents to the check request. If you have multiple methods of payment you may photo copy this form and attach to each check request or other method of payment.

The number of purchases indicated must include all purchases of food items for this event including payments by check request, petty cash and P-Card.

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.
Appendix B

Annual Report Template and Scoring Rubric
College of Engineering Student Organization
Annual Report Evaluation

On behalf of the College of Engineering committee evaluating student organizations’ Annual Reports, thank you for submitting your report of activities last year. The review committee consisted of 50% students and 50% faculty/staff. College of Engineering Clubs are required to submit Annual Reports each year to remain in good standing. In addition, the reports provide valuable information used to evaluate the status of clubs and assist with the future needs of the college’s students and organizations. Below is a summary of the major components of your report.

**Student Organization Name:**

<table>
<thead>
<tr>
<th>Report Section</th>
<th>Exemplary</th>
<th>Developing</th>
<th>Beginning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Information</td>
<td>10</td>
<td>9</td>
<td>8</td>
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<tr>
<td>Goals and Assessment</td>
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<tr>
<td>Activities/Special Projects</td>
<td>10</td>
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</tr>
<tr>
<td>Report Presentation</td>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
</tbody>
</table>

**Overall Comments:**

Based on our assessment of the information you provided in your annual report, this is where your organization places among the 20 College of Engineering student clubs.
2017-2018 Annual Report

The University of Georgia
Club Name Here

Contact Information

• Address
• Email
• Website

Club Leadership

• Chapter Officers
  – Name, Email, Phone Number

Advisor(s)

• Faculty Advisor(s)
  – Contact Information
• Practitioner Advisor(s)
  – Contact Information

Financial Summary

• Provide a summary of income, expenses, and balance.

Mission Statement
Goals and Objectives
- What are your club's goals for the next year?
  - Each club should have at least 3 goals for the next year.
- How will these be met?
- Use as many slides as necessary to discuss/illustrate.

Club Membership
- Club Membership
  - UGA members
  - National members (if applicable)

Club Meeting Summary
- Provide a summary of club meetings during the past academic year
  - Type of Meeting: Professional Meeting with Speaker, Student Presentation, Field Trip, Social, Officer's Meeting
  - Date
  - Meeting attendance (students, faculty, and guests)

Club Meetings
- Select some or all of your meetings to highlight.

Other Notable Events
- Include discussion/photos regarding volunteer events, attending conferences, special awards and recognitions, etc...

Summary