College of Engineering
UNIVERSITY OF GEORGIA

2026-2027
Student Organization Handbook

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Welcome

August 19, 2026

Dear 2026-2027 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 organizations will accomplish this year. We want to take a moment to thank you for taking on the leadership roles within your student organizations. Student organizations play a critical 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. We are confident that our student organizations will provide great benefits to students as in years past and 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 need assistance, please be sure to reach out to us. We are here to help!

Thank you for your service!

Best,

Amber Juncker Schoon
Director, Recruitment & Engagement
Office of Student Success

Overview

Student organizations here at the College of Engineering allow students to come together to explore their engineering and computing 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 experience. 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.

Organization Re-Registration: https://els.uga.edu/resources/#reregister

Request Funding :

Organizations should access the Student Affairs Business Office at the link below and complete the form to request funding. This must be completed 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/business-office/saf-allocation-request/

Update Club Information:

Please ensure that your club leadership information is up to date. Please review your student organization's information HERE. Make any modifications to the form and contact Ms. Amber Juncker by email so that the College of Engineering website may be updated. College of Engineering Student Organizations and their information is found here, 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 and continuously recruit new members interested in the club's objective. Each club should clearly state the purpose of their club's existence and promote their mission, goals, and objectives 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 the removal of the club from the College of Engineering. The report should emphasize the club's activities throughout the year, showing its benefit to the members and the College. It is expected that each student organization will maintain an appropriate level of activity throughout the year to remain in good standing as a College of Engineering student organization.

Event Policy

Student Events, Inclusion, and Proper Use of Funds

The College of Engineering believes that building community through events is an important facet of student organizations, and we greatly encourage events that foster and further a sense of community between students, faculty, and staff. As a reminder, the University of Georgia's Student Code of Conduct applies to off-campus activities as well. We recommend all students review this Code of Conduct.

At the College of Engineering, we are committed to embedding the principles of inclusive excellence into our values, priorities, and everyday activities. We are developing a College of Engineering where everyone -- faculty, staff, and students -- can feel welcome and supported and build a community in which they can succeed.

Therefore, the College of Engineering expects inclusive excellence to be at the forefront of all student organization activities, recruitment, and events. As such, no student organization may hold an official event in a space that may exclude other members based on age, gender, sex, sexual orientation, ability, religion, nationality, socio-economic status, familial status, race, ethnicity, or any other protected classes. All official student organization events must be held in accessible spaces all participants and members are able to access and attend. The College of Engineering asks that anyone planning any type of official event consider the comfort and accessibility of all participants and members.

Furthermore, the College of Engineering does not permit student organizations to purchase alcohol using College funds, regardless of funding type.

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/resources/#reregister

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

Financial Information for Student Organizations
https://studentaffairs.uga.edu/student-affairs-business-office/

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

Student Organization Forms (UGA Student Affairs Business Office)
https://studentaffairs.uga.edu/business-office/forms/

Student Activity Fee Guidelines
https://studentaffairs.uga.edu/wp-content/uploads/2023/06/Activity-Fee-Guidelines-June-2023.pdf

College of Engineering Building and Room Access (via Information Technology)
https://oitwiki.engr.uga.edu/building-room-access-requests/

College of Engineering Room Reservation Online Form
https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=HmwhqGNNUkOMO1D6HxR1sYSmfJDvdKNIr35kxgZSFqpUQU1NRjJYQUs0SzgzS1gyQlZJNVFDODJZNi4u

College of Engineering Student Organizations

- American Institute of Aeronautics and Astronautics (AIAA)
- American Institute of Chemical Engineers (AIChE)
- American Society Agricultural & Biological Engineers (ASABE)
- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
  - American Society of Heating, Refrigeration, & Air Conditioning Engineers (ASHRAE)
- Association for Computing Machinery (ACM)
- Association for Computing Machinery-Women Girls.Code() (ACM-W Girls.Code())
- Biomedical Engineering Society (BMES)
- Equity Engineers Council (EEC)
- Engineers Without Borders (EWB)
- Institute of Electrical & Electronics Engineers (IEEE)
- National Society of Black Engineers (NSBE)
- 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 Ambassadors
- Society of Women Engineers (SWE)
- Tau Beta Pi
- Theta Tau

People to Know

Amber Juncker

Director of Engagement and Recruitment

Lauren Anglin

Director of Experiential Programs & Student Success Assessment

Maggie Dukes

Student Success Coordinator

Tanesha Hitchcock

Office of Student Success Administrative Associate

Dr. Stephan Durham

Assistant Dean for Student Success & Outreach

Dr. Alex Orso

College of Engineering Dean

Dr. Sonia Garcia

Assistant Dean for Advancement & Community Development

Kelley Saussy

Senior Director of Operations and Special Projects

Lillian Ballance

Communications and Marketing Manager

Emily Hoffman-Smalling

Special Events Manager

Bryan Dukes

Facilities Manager

Stacy Stanford

Senior Director of Development

Jordan DeRosa

Director of Corporate Engagement

Michaela Collins

Assistant Director of Development

Sean McGarity

Assistant Direcor of Alumni and Employer Relations

Kim Brown

Assistant Director of Donor Relations and Stewardship

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 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
    a. https://brand.uga.edu/wp-content/uploads/uga-logo-approval-form.pdf
3. A roster of at least six student members- Indicate officer members on this list as well (President, Treasure, etc.)
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://tinyurl.com/ugasampleconstitution

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 to receive student activity fee funding during the year.

Interested in starting a new student organization in the College of Engineering?

The College of Engineering works strategically to ensure student organization sustainability, positive impact on the college, and alignment with the college's mission and vision. Currently over 20 student clubs and organizations are supported by our college. Complete the following proposal form if you are interested in starting a new organization. Note that completion of the proposal doesn't guarantee the instatement of the organization at the college level.

College of Engineering New Student Organization Request Form

Communication Procedure

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

Flyers

Physical flyers are not to be posted in our Driftmier Engineering Center, outside of the whiteboard at the North Entrance. We strongly encourage organizations to rely on electronic flyers.

Want to display your event on screens in Driftmier? See the following

The dimensions for the digital display are 3840 x 2160 pixels. Send as a png to lillianhb@uga.edu

If you use Canva presentation it is automatically these dimensions.

Announcements to College of Engineering Students

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

Event Title: General Body meeting, bake sale, etc.
Date + Time | Location (Building + Room number)
Activity description (no more than 2 sentences)
Club contact

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.

If you are hosting notable alums or companies for a meeting, please let a member of the development office know, Michaela Collins (Michaela.Collins1@uga.edu)

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 & Time for Meeting or Event
- Whether Food will be Present
- Requester Email Address, First and Last Name, 81 Number & MyID Username

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

Driftmier 1218 (max cap. 60)
Driftmier 1240 (max cap. 80)*
Driftmier 1290 (max cap 56)
Driftmier 1301 (max cap 24)
Driftmier 1304 (max cap 24)
Driftmier 1310 (max cap 36)
Driftmier 1350 (max cap 40)

Driftmier 1401 (max capacity 48)
Driftmier 1405 (max capacity 41)
Driftmier 1409 (max capacity 24)
Driftmier 1450 (max capacity 48)
Driftmier 1453 (max capacity 125)
Driftmier 1456 (max capacity 24)

*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. Utilize 25Live to preview room availability, https://25live.collegenet.com/pro/uga.

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.

Have a request for a weekend or special event? Complete the following Driftmier Event Request Form. Requesting weekend events at Driftmier will be approved on a case-by-case basis and will require agreements between the organizations and the college. Weekend events require the attendance of your faculty advisor.

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 24, 2026, Driftmier Engineering Center, 5:30pm-7pm

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 tablecloth/runner.

Homecoming Week

Date/Location: Monday, September 28^{h} – Saturday, October 3rd, 2026

Event Description: The College of Engineering always participates in the Spirit of Homecoming Competition. This competition requires all engineering student organizations 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: Sunday, February 21-25, 2027

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/Room 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 store club-related items necessary for your organization, meetings, and activities. The Office of Student Success will confirm availability and access to storage lockers during individual scheduled meetings with club leaders. Each organization is responsible for keeping the lockers neat & cleaning them out at the end of each semester (Fall & Spring)

Financial Resources

Request for Funding

Student organizations should access the Student Affairs 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/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 rankings will determine allocations between $1,750-$250. Clubs not submitting an annual report will receive $0. New and approved 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 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 > Amber Juncker Schoon > Office of Student Success Administrative Associate (Tanesha Hitchcock) > Accounts Payable.

- Note: Anyone seeking reimbursement must be registered as a supplier HERE.
- Reimbursements should be submitted AS SOON AS POSSIBLE AFTER THE EXPENSE HAS OCCURRED AND NOT LONGER THAN A MONTH FROM THE EXPENSE.
- 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.

Purchasing and Reimbursement Guidelines

Vendor Approval Process

Before initiating any purchase, verify that the vendor is an approved UGA supplier. To do so, email Tanesha@uga.edu with the **vendor's name** and **website**.
If the vendor is not yet approved, they must register as a supplier at suppliers.uga.edu.

All purchases must follow University Policy – Food Reimbursements must follow per diem limits

UGAMart Purchases

- All purchases made using UGA funds must go through UGAMart.
- Amazon purchases must also be processed exclusively through UGAMart.
- All items must be shipped to the University of Georgia.
- To initiate a UGAMart order, schedule a time with Tanesha.

For questions regarding purchases, contact Tanesha@uga.edu and include **Amber Juncker** in the CC field.

Note: Purchases and reimbursements may be split between two accounts. Please list all accounting details and specific deduction amounts on the CENGR form speedtype line.

Purchasing from UGA-Approved Vendors

Punchout Vendors

UGA punchout vendors include, but are not limited to:

- Fastenal
- Grainger
- MSC Industrial Supply Co.
- Zep Acuity Specialty Products
- Napa, Advance Auto Parts
- Home Depot, Lowe's
- Lowe Electric Supply Company
- Uline, Staples
- UGA Promos, Apple, Dell, Amazon

Non-Catalog Vendors

Examples: McMaster-Carr, Digikey
Purchasing from non-catalog vendors with e-commerce websites: create a shopping cart and email it to **Tanesha** with the desired **SpeedType** for payment.
Purchasing from non-catalog vendors without e-commerce capability:

- Request a quote via email.
- Email the quote and SpeedType to Tanesha.
- A requisition will be created and converted into a Purchase Order (PO) once approved.
- Upon delivery of goods, notify Tanesha and request the final invoice, including shipping and applicable fees.
- The vendor will not receive payment until both the items and final invoice have been received.

Reimbursement Guidelines

Reimbursements should be submitted **as soon as possible by** combining all documents and emailing them to Tanesha (tanesha@uga.edu). All individuals seeking reimbursement **must be registered as a UGA Supplier** HERE.

Student Activity Fee Reimbursements

Required documents:

- All relevant forms
- Itemized receipts
- Event agenda or flyer

Forms to complete:

- CENGR Reimbursement Form
- Non-Employee Payment Form
- Student Organization Reimbursement Form
- Food Justification Form (if applicable)

Restrictions:

- Individual items must cost **less than $100**
- No equipment purchases exceeding **$100 total**
- Organizations may not exceed **40% of their allocation** on food, travel, and promotional items (logoed merchandise). *Note: Registration fees do not count toward this 40% cap.*

Agency Account Reimbursements

Required documents:

- All relevant forms
- Itemized receipts
- Event agenda or flyer

Forms to complete:

- CENGR Reimbursement Form
- Non-Employee Payment Form
- Student Organization Reimbursement Form
- Food Justification Form (if applicable)

Restriction:

- Any purchase over **$2,500** must be processed through UGAMart.
- This account is required to pay taxes on all items

Foundation Account Reimbursements

Required documents:

- All relevant forms
- Itemized receipts
- Event agenda or flyer

Forms to complete:

- CENGR Reimbursement Form
- Non-Employee Payment Form
- Business Entertainment Form (if food was purchased)

Restriction:

- Any purchase over **$2,500** must be processed through UGAMart.

Travel Information

All travel must be **pre-approved** at least **two weeks in advance of departure**.
Required Travel Forms: Click here for a chart of all the forms required per account

- **Foundation Accounts:** CENGR Student Travel Authorization Form
- **Agency/SAF Accounts:** SABO Student Travel Form and SABO Group Travel Attachment
  - For large groups, please use this spreadsheet to document your additional attendees.

TIP: Prefill the form with the following:

- Departure/return location and dates
- Destination(s)
- Purpose and justification for travel
- Department contact information
- Estimated expenses (meals, lodging, transportation, etc.)

This simplifies completion for individual travelers who only need to input personal information and sign.

Submit travel forms HERE.

Travel Arrangements

When attending conferences or events:

- No individual reimbursement can exceed **$2,500**.
- UGA's travel agency, **Global Escapes**, may arrange flights and hotels for a $75 service fee per reservation.
  - Charges are invoiced directly to the College—no out-of-pocket expense required if using this service.

Timeline and Pre-Planning

- **Establish Conference Logistics:**
  Determine key details, including:
  - Conference dates
  - Number of attendees
  - Mode of transportation (car or flight)
  - Hotel accommodations required
  - Estimated costs
- **Submit Travel Documentation HERE:**
  All travel-related documents must be submitted for approval at least two weeks prior to the event. Upon completion of travel, reimbursement requests should be submitted promptly through the official reimbursement portal.
- **Important Note on Expenditures Over $2,500**:
  Any single purchase or reimbursement exceeding $2,500 requires a Purchase Order (PO) to be submitted and approved **before** the expenditure or travel occurs.

Logistical Details

Please consider and prepare responses to the following:

1. **Destination:**
   Where is the conference being held?
2. **Conference Dates:**
   What are the official start and end dates?
3. **Attendee Count:**
   How many individuals will attend?
4. **Financial Responsibilities:**
   a. What expenses will be covered by the club?
   b. Which costs are attendees expected to pay out-of-pocket and not be reimbursed for?
5. **Funding Source:**
   a. What account will be used to cover conference expenses?
   b. Will attendees be reimbursed, or are charges being paid directly?
6. **Conference Registration Payment:**
   a. Will the registration fee be paid directly from the club account?
   b. If one individual pays for multiple registrations, note that:
      i. Reimbursement cannot be processed until **after** the event.
      ii. The total reimbursement must be **less than $2,500**.
7. **Budget Considerations:**
   What is the maximum amount the club can allocate for the conference?
8. **Transportation Arrangements:**
   Will attendees travel by flight or car?
9. **Hotel and Flight Payments:**
   a. Are these being paid directly from the club account or are individuals getting reimbursed?
      i. If individuals are being reimbursed, ensure that the student is a registered UGA Supplier.
      ii. Alternatively, arrangements can be made through **Global Escapes** (UGA's official travel agency).
10. **Reimbursements:**
    a. Will any individuals be reimbursed for expenses?
    b. Ensure each receipt submitted for reimbursement is **under $2,500**.
    c. If not, contact the appropriate office **prior** to travel to complete additional required steps.
    d. Has each person seeking reimbursement registered as a supplier?
11. **Submission of Travel Documentation:**
    a. Have all required travel documents been submitted?
    b. If not, please submit through the portal.

Travel Reimbursements

Travel reimbursements **must be submitted after travel has occurred** and follow the same documentation requirements as other reimbursements. You can submit your travel reimbursement HERE

If you have any questions or need assistance, please contact **Tanesha@uga.edu** and CC **Amber Juncker Schoon** as appropriate.

Student Activity Fee General Guidelines

The University of Georgia

1. Each student organization requesting funding must supply requested information in a process developed by the Student Affairs 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. <u>Academically related clubs and organizations</u> 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. <u>Programs and activities with campus-wide program emphasis and non-academically</u> <u>related clubs and organizations</u> not included above will follow procedures established by the Student Activity Fee Allocation Committee. Funding requests must be submitted through the Student Affairs Business Office located in Tate Student Center Suite 126. Organizations that have not received funding in the past must apply to the One-Time Allocation Fund 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 Student Affairs 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 Student Affairs Business 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 Student Affairs Business Office. See "Additional Guidelines for Organizations with Allocated &Agency Accounts" on page 4 for details.
7. Any allocated organizations which generate income from fund raising, dues, ticket and/or merchandise sales must use the ticket & merchandise process found at tickets.uga.edu 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:
    g. 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.
    h. Promotional Items/Marketing Tools: These items are associated with promoting student organizations (signs, displays, tablecloths with logos, etc.) 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
    i. Gift cards: No gift cards may be purchased using Student Activity Fee funding.
    j. Merchandise Sales: All items must be sold through the ticket & merchandise process found at tickets.uga.edu. 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, Student Travel, and Promotional Items

Student Activity Fee funds may be used to fund food, student travel, and promotional purchases for registered student organizations as part of a sponsored program or event. However, the total spending for the three categories cannot exceed a combined value of 40% of the total Student Activity Fee Allocation Budget. It is not a requirement to make a purchase in each category. Organizations can spend 100% of their Generated Income on Food, Student Travel, and Promotional Items. For example, a registered student organization who receives a Student Activity Fee Allocation may spend 35% of their budget on Food, 5% of their budget on Promotional, and 0% of their budget on Travel = 40% Combined Allowance from the budget.

EXPENDITURES FOR FOOD

All food purchases must comply with the university's food policy, including any applicable per diems. Food purchases should not exceed the 40% combined allowance of the annual SAF Allocation for Food, Travel, and Promotional Items.

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. Travel should not exceed the 40% combined allowance of the annual SAF Allocation for Food, Travel, and Promotional Items.

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 accounts for student travel expenditures must receive pre-approval and supply requested information in a process developed by Student Affairs Business Office.

A maximum daily allowance for meals will be $50.00 (recommended as $13.00 for breakfast, $14.00 for lunch, and $23.00 for dinner). For out-of-state travel, the GSA rates for per diem will apply. Itemized meal receipts must be submitted for reimbursement.
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 40% s combined pending limit for Food, Travel, and Promotional Items.** 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 Student Affairs Business Office.

EXPENDITURES FOR PROMOTIONAL ITEMS/MARKETING TOOLS

These items are associated with promoting student organizations (signs, displays, tablecloths with logos, etc.) and/or events sponsored by student organizations and must include the name and/or logo of the 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, and other apparel must be purchased through UGAmart as well as the acceptable purchases previously listed. Promotional items should not exceed the 40% combined allowance of the annual SAF Allocation for Food, Travel, and Promotional Items.

Additional Guidelines for Organizations with Allocated and Agency Accounts

Organizations affiliated with schools and colleges are permitted to have both an allocated account and an agency account through the Student Affairs Business Office.

Deposits/Generated Income: The Student Affairs 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: Organizations may spend their funds by having an organization member get reimbursed, placing an order through UGAmart, getting a vendor invoice paid with a Payment Request, through intra-University charges, 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.

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.

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 Student Affairs Business Office located in the Tate Student Center, Suite 126. 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 Student Affairs 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 Student Affairs Business Office on behalf of the student organization, are subject to sales tax. The Student Affairs 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://policy.uga.edu/policies/#/programs/rywsrn7pT

Fundraiser Information for Student Organizations
https://studentaffairs.uga.edu/business-office/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: Michaela Collins
125 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 the top right corner then select College of Engineering and Engineering Enhancement Fund as a designation. If your club is expecting a donation, send an email to Michaela Collins & Amber Juncker Schoon with subject line (CLUB NAME DONATION SPONSOR NAME). Ex. SASE Donation Price Industries) This will ensure funds are allocated properly.

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/

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.

All merchandise requiring trademark approval requires the completion of the trademark approval form (https://brand.uga.edu/wp-content/uploads/uga-logo-approval-form.pdf) and submitted to for review and approval at trademarks@uga.edu. Merchandise should not be purchased/ordered without prior trademark approval.

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 our Communications and Marketing Manager, Lillian Ballance (lillianhb@uga.edu) 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 been posted in six months or a year, we 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/

If your organization is active on social media (Instagram, Facebook, LinkedIn) and post your organization's activities such as club meetings, volunteers, recognitions, etc. please tag UGA Engineering (@ugaengineering) for it to be possibly reposted.

Annual Report

All clubs are required to submit an Annual Report to the Office of Student Success by May 12, 2026 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, 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 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 fellow students, engineering companies, community partners, and others to bring about awareness for their organization.

Who Do I Need to Talk To?

Overall Club Management, Student Activity Funds, Club Issues:

Amber Juncker Schoon, Director of Recruitment & Engagement College of Engineering
Email: ajuncker@uga.edu

Club Events, Notice:

Amber Juncker, Director of Recruitment & Engagement College of Engineering
Email: ajuncker@uga.edu

Club Merchandise and Trademark, Website, Social Media:

Lillian Ballance, Communications & Marketing Manager Email: lillianhb@uga.edu

- Brand guidelines: https://brand.uga.edu/
- Logos: https://www.dropbox.com/sh/00nwz9t2mogfgw2/AACRRKNJzCfjgq3ePfdsPQ-pa?dl=0

Club Donations, Gifts, & Coporate/Alumni Visits

Michaela Collins, Assistant Director of Development College of Engineering
Email: Michaela.Collins1@uga.edu

Club Reimbursements and Room Scheduling:

Tanesha Hitchcock, Administrative Associate II Office of Student Success
Email: tanesha@uga.edu

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: ____

UNIVERSITY OF GEORGIA
Student Affairs
Business Office

Student Organization Reimbursement Form

Don't Forget! You will also need:

- The itemized receipts with vendor's name and address that shows payment has been made
- A completed "Food Justification Form" if food or consumable items were purchased
- A completed "Non-Employee Payment Form" for the person being reimbursed
- A copy of an advertisement, email listserv announcement, or social media post that advertised the program/event
- The person receiving the reimbursement must be registered as a supplier at https://suppliers.uga.edu

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Submitter's Information:

Student Organization: ______________________ **Org's Department ID:** ______________
(also known as Account Number, starts with 57)

Your Name: ______________________ **Your Phone #:** ______________

Event/Program Details:

Event/Program Title: ______________________

Location of Event/Program: ______________________

Date of Event/Program: ______________ **# of Attendees:** ______________

# of Receipts Submitted with this Form: ______________ **Total Amount ($) of All Receipts:** ______________

Amount ($) Spent on Food/Consumable Items: ______________ **Amount ($) Spent on Non-Food Items:** ______________

Reimbursement Details:

Who is being reimbursed? ______________________
(full name as it appears in UGA's Supplier System)

Email Address: ______________________ **Phone Number:** ______________

Mailing Address from UGA's Supplier Registration:

Street: ______________________

City: ______________ **Zip Code:** ______________

The reimbursement check will be mailed to this address.

Clear Form

The University of Georgia

Print Form

Accounts Payable

Non-Employee Payment Form

Click here for guidance on paying an individual

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

Student Affairs Business Office

Food Purchase Justification Form

Name of Event: ______________________ **Event Date:** __________

Organization Name: ______________________

Event Location: ______________________ **Time Food Served:** __________

Type of Activity:

☐ Student Event ☐ Contract Hospitality ☐ Educational Meeting

☐ Employee Group Meal *(must have VP approval)* ☐ Business Meeting ☐ Volunteer Event

Participants: ☐ Students ☐ Volunteers ☐ Employees ☐ Non-Employees

Funding Source: ☐ Student Activity Fees ☐ Agency/Custodial Funds ☐ Foundation Funds

Number of Participants: __________ **Total Food Cost:** $__________

Cost per Person: $__________ **Is this within per diem? (Yes/No)** ______
(see UGA Meal Per Diem Limits below)

If not within per diem, please explain: ______________________

UGA Meal Per Diem Limits:

Eligible Meals	Breakfast	Lunch	Dinner
Allowable Per Diem (cost per person)	**$13.00**	**$14.00**	**$23.00**

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

Method of Payment: ☐ Payment Request ☐ Petty Cash ☐ GL Journal ☐ UGAmart

Briefly State Purpose of Having Food at this Event: ______________________

____

Signature of Employee/Officer Responsible for Account: ______________________

For Student Activity Fee Funds: Employees authorizing reimbursement of purchases with institutional funds should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.
For Agency/Custodial Funds: Student officers within the organization manage the use of these funds and are responsible for the Agency/Custodial Account. Employees only determine if the purchase is allowable in accordance with spending policies.

Additional Instructions:

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

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:

Report Section	Exemplary			Developing				Beginning		
Club Information	10	9	8	7	6	5	4	3	2	1
Comments:										
Goals and Assessment	10	9	8	7	6	5	4	3	2	1
Comments:										
Activities/Special Projects	10	9	8	7	6	5	4	3	2	1
Comments:										
Report Presentation	10	9	8	7	6	5	4	3	2	1
Comments:										
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