

Establishing a Campus Club Account

Club accounts are the responsibility of the student organization. The following is meant to give suggestions on creating a student organization, as well as opening and running a club account.

1. **Establish a Student Organization** *(As of May 2017, Dahlonega, Gainesville, and Oconee Honors Program groups are already recognized as UNG Student Organizations.)*
 - a. To establish your group as an officially recognized UNG student organization, visit the Student Involvement webpage, which includes information for Student Organizations:
<https://ung.edu/student-involvement/student-organizations.php>
 - b. All student organizations must submit materials to Student Involvement in order to be recognized by the university and have their group included in OrgSync (Now called UNG Connect). Each organization must be affiliated with a campus, so each campus Honors Program group will need to apply separately for this status.
2. **Preparing to Open a Community Bank “Campus Club” Account**
 - a. If your UNG student organization has not already done so, this year’s Treasurer will need to apply for an Employer Identification Number (EIN), at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.
 - b. Note 1: DO NOT INCLUDE “UNG” or “University of North Georgia” IN THE APPLICATION UNDER “LEGAL NAME OF ENTITY.”
 - c. Note 2: Although this Treasurer will need to put his/her name and social security number into Lines 7a and 7b of this EIN application, he/she will NOT be held accountable by the bank once he/she signs the account over to the officers elected for the following year.
3. **Establishing the Community Bank “Campus Club” Account**
 - a. Once the Treasurer receives the organization’s EIN number electronically, he/she should print the EIN letter and take it with him/her to a local bank. The Treasurer should bring along a second officer who will serve as a partner this year in handling the organization’s finances. Also, the Treasurer will need to bring a copy of the organization’s meeting minutes in which the current officers’ election was announced (in other words, the dated minutes should state that John Doe was elected Treasurer and that Jane Doe was elected President). These meeting minutes are considered an official statement of who will be in charge of the Campus Club account this year.
 - b. At the bank, the officers will request to set up an “Unincorporated Association Account” for the student organization. (This account name should appear exactly as it does in the EIN letter, e.g., “Honors Program Gainesville.”)
 - c. **Note: DO NOT INCLUDE “UNG” or “University of North Georgia” IN THE ACCOUNT NAME.**
 - d. Each of the two officers will put their names on the account, indicating that they, John Doe and Jane Smith, will manage the Honors Program community bank Campus Club account this year. John and/or Jane will receive a checkbook and/or debit card.
 - e. In May, at the end of this year, when new Honors Program officers are elected, John and Jane will go with two of the new officers to have the account names changed over.

4. **Note: THE HONORS DIRECTOR MUST NOT PUT HIS/HER NAME ON THE ACCOUNT AND MUST NOT DIRECTLY HANDLE DEPOSITS TO OR WITHDRAWALS FROM THIS ACCOUNT.** The state policies are clear on this subject. In order for the Honors Director to avoid getting into legal trouble, his/her role in helping manage state and Foundation funds must be kept separate from the transactions associated with this community bank Campus Club account.
5. For additional advice on managing a student organization external account: login to [UNG Connect](#) (<https://orgsync.com/login/university-of-north-georgia>) and search for the [Guide to Outside Bank Accounts for Clubs](#).
6. Once the account is established, the Honors Program group can begin building the account's funds with the proceeds of bake sales, raffles, etc.
7. Note: Donations or sales proceeds that are deposited into your community bank Campus Club Account are NOT tax deductible.
8. **Keep records of all transactions associated with your Honors Program Campus Club Account.** Your group is encouraged to keep a Campus Club Account Ledger for each year's activities. At the end of any fundraiser, indicate what product or service was sold, the quantity that was sold, and the amount received and deposited. Have the Treasurer sign off on the record sheet, and have a second officer sign confirming the information. This way, if there is ever a question about use of your club's funds, you will be able to prove that no "funny business" has taken place. This also ensures that no one embezzles from the club account. Two people will count the money and two people will sign off witnessing all transactions. Please keep all of the year's club account records in **one ledger** (or folder), and give your Honors Program Director a copy of that folder's contents at the end of the academic year.