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Office of Student Involvement

How to Use This Manual

This manual is a comprehensive overview of policies, procedures, and general information for clubs and organizations operating at the University of North Georgia. When a section of information is campus specific it will be inside a box using the following color system: Dahlonega = gold, Gainesville = green, Oconee = orange. If the information is not in a box then it applies to all campuses.

Example:

DAHLONEGA

GAINESVILLE

OCONEE

Student Involvement Mission Statement

The Offices of Student Involvement believes that campus student engagement is integral to one’s university experience. Student Involvement offers a variety of programs, services, facilities, and co-curricular experiences that enhance students’ academic and personal development. We strive to help every student develop their connection to the University. Our work, carried out on each campus, supports the University’s mission to develop students into leaders for a diverse and global society. The following statements describe the beliefs and goals that form the philosophical foundation of the Office of Student Involvement:

- Educate and develop the total student.
- Increase student appreciation and knowledge of different cultures, races, values, and ways of life.
- Encourage free and open exchange of ideas in a context of mutual respect.
- Encourage and promote leadership, volunteering and community service as an important component of citizenship in any community.
- Provide clean, safe, up to date, and enjoyable student spaces.
- Promote the development of healthy habits and lifetime wellness.
- Develop meaningful life skills, encourage personal achievement, and develop involved and responsible citizens
# Staff & Contact Information

## DAHLONEGA

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Responsibilities</th>
<th>Phone</th>
<th>Email</th>
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## GAINESVILLE

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Recognized Clubs & Organizations

Purpose

The purpose of student organizations is to provide students with opportunities to participate in activities, which develop their intellectual, emotional, spiritual, physical, and professional abilities. These organizations are important components to the academic life of the University. To meet all the different developmental needs of students, UNG offers a multitude of student groups covering the following areas: academic and honors, religious, political, social, Greek, and cultural. Every student is encouraged to become a member of those clubs that appeal to their interests.

Floechinger¹ found that involvement in student organizations:

- Improves students’ interpersonal skills
- Has a positive influence on skills in leadership, communication, teamwork, organizing, decision-making, and planning
- Gives students a greater satisfaction with their college experience
- Provides useful experience in obtaining a job and providing job related skills
- Develops lifelong values of volunteerism and service to others.

Involvement with student organizations creates a connection between the student and the university and encourages persistence. Adult Learners also benefit from involvement in these organizations. For this reason, we feel it is important to encourage all students to get involved. It might require some creative thinking to overcome the obstacles that prevent Adult Learners from getting involved but it is possible and it is important.

UNG and Clubs/Organizations

Student organizations at the University of North Georgia exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University community, and as such are obligated to contribute to the scholastic attainment and general development of the individual student.

Student organizations offer the individual an opportunity to broaden their environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curricula. Recognition of a group or organization grants to that group the right to use University facilities and to identify themselves with the University.

Organizations applying for recognition by the University will be evaluated in a manner in which their constitutional objectives support the overall objectives of the University of North Georgia.

Classifications

Each student organization granted recognition by the University is also categorized as sponsored, affiliated, or registered. This categorization is determined by assessing the student organization's relationship to the University, the scope and complexity of its activities, and the perceived potential risk to participants and the University. The privileges and responsibilities associated with each type of recognized student organization are outlined below.

Sponsored Organizations

Sponsored organizations are those considered critical to the mission and culture of the University. These organizations are inherently linked to the university because of their role in representing UNG or
in presenting events that are considered an integral part of the institution. Sponsored organizations routinely present events for the campus and broader community, and typically have a close relationship with a University department or office. The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association with the university.

In addition to the University resources available to all recognized student organizations, sponsored organizations may have:

- A club advisor that is a full-time faculty or professional staff member whose job description designates them as the primary advisor to the sponsored organization.
- Designated office or workspace provided by the University (very limited and varied by campus).
- Access to funding from the University in addition to student activity fees.
- Priority consideration for reserving University facilities, such as meeting rooms.
- Cursory review of contracts by the Business Office
- Members who receive academic credit for their participation.
- Members who may be considered student employees or receiving stipends for their involvement

In addition to the responsibilities of all recognized student organizations, sponsored organizations must also meet the following expectations:

- Sponsored organizations routinely present events for the campus and broader community, and are expected to work closely with the appropriate University department or office in the planning of these events.
- Each sponsored organization must designate a risk management officer to serve as a member of the organization’s executive team.
- Sponsored organizations may be required to carry liability insurance to cover membership and events as deemed appropriate by University review.
- Officers of sponsored organizations must complete student leader training on topics in the areas of pre-event planning, accountability, and organizational development. It is currently estimated that this training will take 8-12 hours over the course of a year.
- Advisors to sponsored organizations will also complete advisor training as outlined in the Advisor Agreement Letter.
- Sponsored organizations that serve as governing bodies for affiliated or registered organizations are responsible for providing appropriate levels of support and oversight for these organizations.

**Affiliated Organizations**

Affiliated organizations are those that contribute to the mission and culture of the university by routinely presenting events for their members and invited guests. These organizations are often housed within or connected to a larger sponsored organization or department. The activities and events of these organizations are considered to involve a moderate level of complexity due to their nature and/or scope.

In addition to the university resources available to all recognized student organizations, affiliated organizations may have the option to:
• Select their advisor in cooperation with the Office of Student Involvement. This person must be a full-time university employee who possesses the skills and/or training necessary to advise the organization.
• Receive increased consideration for funding and space allocation requests (limited and varies by campus).

In addition to the responsibilities of all recognized student organizations, affiliated organizations must also meet the following expectations:

• Prior to hosting events targeting the campus or broader community, it is the responsibility of affiliated organizations to develop an event plan and review it with the organization’s advisor and the Office of Student Involvement or other designated university department.
• Affiliated organizations will be assessed during the recognition process to determine whether the organization must meet additional requirements, such as developing an operations manual and/or carrying additional liability insurance.
• The organization is responsible for complying with any conditions, stipulations, or restrictions placed on its recognition.
• Officers of affiliated organizations must complete student leader training on topics in the areas of pre-event planning, accountability, and organizational development. It is currently estimated that this training will take 3-5 hours over the course of a year.
• Advisors to affiliated organizations will also complete advisor training as outlined in the Advisor Agreement Letter.
• Affiliated organizations connected to sponsored organization or department are responsible for complying with any rules, procedures, and expectations established by the sponsored organization.

Registered Organizations
Registered organizations are those that are consistent with the mission and culture of the university and primarily present events limited to their membership. These organizations are primarily interest groups capable of functioning with minimal support from or interaction with the university. The activities and events of these organizations are considered to involve a lower level of complexity due to their limited scope.

In addition to the university resources available to all recognized student organizations, registered organizations may:

• Select their own advisor, who may be a faculty member or professional staff member, full-time or part-time.

In addition to the responsibilities of all recognized student organizations, registered organizations must also meet the following expectations:

• Prior to hosting events beyond the membership of the organization, it is the responsibility of these organizations to develop an event plan and review it with the organization’s advisor and the Office of Student Involvement.
• Registered organizations will be assessed during the recognition process to determine whether the organization must meet additional requirements, such as developing an operations manual
and/or carrying additional liability insurance.

- The organization is responsible for complying with any conditions, stipulations, or restrictions placed on its recognition.
- Officers of registered organizations must complete student leader training on topics in the areas of event planning, accountability, and organizational development. It is currently estimated that this training will take 1-2 hours over the course of a year.
- Advisors to registered organizations will also complete advisor training as outlined in the Advisor Agreement Letter.

Finally, some organizations fall under the umbrella of an "Associated Group" affiliated with a governing student organization. Associated groups receive their own specific trainings throughout the year. Examples of associated groups include organizations also recognized by Interfraternity Council, Panhellenic Council, Sports Club Council, or the Corps of Cadets.

**Requirements**

To obtain and maintain status as an RSO (Registered Student Organization), a group must:

1. Submit a New Student Organization Packet to the Office of Student Involvement and register the organization on UNGConnect, updating annually each Fall semester.
2. The mission and goals of the proposed club must not duplicate an already-existing registered student organization.
3. Have at least 4 active members.
4. Have an on-campus advisor who is a full-time staff or faculty member. Exceptions may be granted by the Office of Student Involvement.
5. Open their membership to all students regardless of race, ethnicity, national origin, marital status, gender identity, sexual orientation, gender expression, class, age, ability, religious beliefs, political beliefs, or sex with the exception that social fraternities may limit their membership by sex as provided for in Title IX of the Civil Rights Act of 1964.
6. Comply with all Federal, State, and Local laws and all UNG policies pertaining to discrimination, hazing, alcohol, and other laws and policies related to clubs and organizations.
7. Conduct itself in a way that is consistent with UNG mission, policies, and regulations.
8. Have a valid constitution on file with the Office of Student Leadership and notify the office of any changes or amendments.
9. Attend required trainings held by the Office of Student Involvement on your campus

All RSO’s are encouraged to sponsor at least one activity during the Fall and Spring semester, and to participate in as many campus events as possible (for example, involvement fairs, Leadership Conferences, and so forth).

**Specific Student Groups**

Certain groups on campus have additional requirements due to the nature of their organization.
Fraternity & Sorority Life

At UNG we are very proud of our Greek Community, which fosters the development of leadership skills and enhances members' personal lives. Fraternity and Sorority life provides excellent opportunities for college students to find a home away from home, develop social and leadership skills, enhance academics, and gain experience that can take you into your future professional endeavors. Being a member of fraternity or sorority life gives a student opportunities to assume different leadership roles, develop lasting friendships and learn how to work with many diverse people toward a common goal. If you are interested in starting a fraternity or sorority, please contact the Director of Fraternity & Sorority Life.

Honor/Academic Organizations

Academic or honor society groups related to a specific department or school (i.e. Math Club or Business Honor Society) must be endorsed by that program. Students wishing to start an academic or honor society must contact the department head to charter such organization. *All honor societies should be a recognized member of the Association of College Honor Society (ACHS).

Military Organizations

There are a wide variety of co-curricular military organizations that Cadets can join. Students who participate in these organizations develop advanced military skills, such as mountaineering, precision rifle drill, light infantry tactics, marksmanship, and more. Tryouts are required for most military organizations. Please contact the Office of the Commandant of Cadets for additional information (706) 864-1786, or examine them on UNGConnect (http://ung.orgsync.com).

Sports Clubs

DAHLONEGA

1. Meet with the Sport Club Administrator to discuss student interest in the club and review requirements of the club – including facility equipment needs, operational needs, outlet for completion, instructional needs and feasibility at University of North Georgia.

2. Sport Clubs must have a National Governing Body.

  Clubs must be a member of their club’s respective affiliation, governing body, conference, or league. Clubs who are not members of their respective affiliation, governing body, conference, or league will not be eligible to participate in any type of competition. This includes any scrimmage, tournament, game, or event where the club is competing against another university or club team.

  Participants must complete any insurance, physical fitness, equipment or competency requirements as mandated by respective affiliations, governing body, conferences, or leagues.

GAINESVILLE
Clubs are to abide by safety standards, precautions and guidelines required by respective leagues, affiliations, governing bodies, conferences, etc. for practices and contests.

3. Hold an interest meeting and gather names, Student ID numbers, and contact information of interested individuals. There needs to be at least 12-15 individuals present at the interest meeting for the potential club to move forward in the recognition process.

4. Decide club officers, advisor, dues, etc. and construct a constitution for the club.

5. Risk Management Requirements

   At least 1 member of each club, (minimum of one officer) MUST be CPR/AED/First Aid certified. At least one of the certified members of a team need to be present at all practices, games and tournaments. Individuals that are certified need to have a copy of their certification card on file in the Office of Student Involvement. It is highly recommended that coaches be CPR/AED/First Aid certified. Each individual is encouraged to carry their own personal health insurance. The University of North Georgia does not provide any insurance for individuals or groups.

6. Once the club is approved by the Office of Student Involvement, the club must be approved by the Sport Club Administrator.

   Clubs will be on probation for 6 months and are not eligible for funding until the probationary period is complete. The probationary period does NOT include summer months; only months during the academic school year will count toward the 6 month probationary period.

OCONEE

Besides meeting all the requirements as stated in the "New Chartered Student Organization Application" Oconee Campus Sport Clubs must meet the following requirements:

1. Sport Clubs must have a National Governing Body.

   Clubs must be a member of their club’s respective affiliation, governing body, conference, or league. Clubs who are not members of their respective affiliation, governing body, conference, or league will not be eligible to participate in any type of competition. This includes any scrimmage, tournament, game, or event where the club is competing against another university or club team.

   Participants must complete any insurance, physical fitness, equipment or competency requirements as mandated by respective affiliations, governing body, conferences, or leagues.

   Clubs are to abide by safety standards, precautions and guidelines required by respective leagues, affiliations, governing bodies, conferences, etc. for practices and contests.

2. Risk Management Requirements

   At least 1 member of each club, (minimum of one officer) MUST be CPR/AED/First Aid certified. At least one of the certified members of a team need to be present at all practices, games and tournaments. Individuals that are certified need to have a copy of their
certification card on file in the Office of Student Involvement. It is highly recommended that coaches be CPR/AED/First Aid certified. Each individual is encouraged to carry their own personal health insurance. The University of North Georgia does not provide any insurance for individuals or groups.
Privileges of Clubs & Organizations

Registered Student Organizations have the following privileges:

- Right to use the phrase “University of North Georgia” when referring to its chapter or club
- Use of college facilities for meetings and functions upon reservation
- Ability to request and spend their Student Activities Fee budget according to SGA guidelines
- Reserve equipment for programming (i.e. sound system, projector, etc.)
- Access to free publicity in various Office of Student Involvement publications and in UNGConnect
- Right to publicize meetings and events on campus, in keeping with campus posting policies
- Ability to recruit members on campus
- Opportunity to record involvement through the Co-Curricular Transcript in UNGConnect
- Access to resources in the Office of Student Involvement
Responsibilities of Clubs & Organizations

Annual Renewal Process

Each year, every student organization must renew their organization’s active status by doing the following:

- Update and renew portal in UNGConnect annually in the Fall semester
  - Log on to UNGConnect
  - Go to the club’s portal
  - Inside the orange box at the top of the portal click on “Update Now.”
- Attend annual club/organization training on the campus your club is based

Once a club’s portal has been approved and at least one representative from the club/organization has attended training, the club is then considered a Registered Student Organization (RSO) for that year. Members of each club and organization are responsible for notifying the Office of Student Involvement of any changes in officers, advisors, or their constitution and its amendments, including any changes in the purpose of the organization. All changes in organization leadership and anything else the RSO would like to be updated online must be submitted via UNGConnect. Constitutions must be uploaded under “Files” in your organizations UNGConnect portal.

Following the annual renewal deadline, typically in early September, organizations who have not renewed their organization for the year will not be able to spend their budgets or reserve rooms until they do so.

Updating UNGConnect Portals

On August 1st of each year all UNGConnect portals are set to renew. Even if a club has recently updated their portal profile they will still be asked to renew again after August 1st. UNGConnect portals are able to be updated throughout the year. If something about your club has changed please update your portal as soon as possible. Follow these steps to update your portal after the club renewal deadline has passed:

1. Login to UNGConnect with your UNG Email & Password
2. Select "My Memberships" near the top right corner
3. Click on your organization’s portal
4. Hover the cursor over “settings” on the right side of the screen
5. Click on “Organization settings”
6. Click on the green box that says “Update and Renew Profile”

IMPORTANT NOTES:

- You must have administrative access to update profile information. Contact your umbrella administrator for admittance to update your portal. It is preferred that a student leader complete the annual renewal process.
Attending Club Events & Annual Trainings

**Fall Semester – Annual Club Trainings**
All clubs/organizations, whether they receive Student Activity Funds or not, and all offices that do receive Student Activity Funds are required to have at least one representative attend one of the annual club trainings held numerous times at the beginning of the fall semester every year. This training is a mandatory part of the annual renewal process, and clubs/organizations and offices that do not attend a training will not be able to spend their budgets or reserve rooms until they do so.

**Spring Semester – Student Activity Fee Budget Workshops**
Student Activity Fee budget workshops are held during the month of January every spring semester. These workshops go over the budget request process in detail, and notifies those requesting a budget of any changes in policy or procedure. Other trainings and workshops may be offered throughout the school year on various topics concerning clubs/organizations. Contact your campus Office of Student Involvement to find out more information.

**Student Conference on Leadership**
The annual Student Conference on Leadership is held every year during the fall semester on the Gainesville campus. The conference is open to all UNG students whether or not a student is involved in a club or has an official leadership role. Student leaders are highly encouraged to attend this conference as it will equip them with knowledge, skills, and abilities that they can utilize in their own organizations.
The Student Organization Center is an area dedicated for recognized student organizations to facilitate meetings, handle administrative tasks, plan events and foster organization development. Student organizations will have access to the following resources:

- File storage lockers
- Conference room
- Office supplies (laminating machine, white boards, paper cutter, banner supplies etc.)
- Computers
- Printer
- Workspace for creating posters and banners
- Organization mailbox
- And many more resources

The center is for student organization business and other similar organizational activities. It is not a study room for students. Students needing spaces to study as a group are encouraged to visit the Library Technology Center and reserve a group study room for these purposes.

Organizations will have access to the workspace area during the Student Center’s posted hours of operations. Hours may be subject to change by notice of the Office of Student Involvement. The student center is opened on Monday through Friday 8 a.m. – 11p.m., Saturday 10am -7pm and Sunday 3pm -11pm on.

Staff Assistance
For Staff assistance to help with organization-related requests and questions (e.g. event planning, room reservations, leadership workshops) please stop by the Office of Student Involvement room 312 or call 706-864-1643.

Food & Beverages
Food and beverages are allowed in the workspace. However, please be sure to throw all trash and keep the workspace clean.

Locker Rental Guidelines
Recognized student organizations are only allowed to rent one file storage locker per semester from the Office of Student involvement. There are 96 lockers available for rental. Lockers are available on a first-come, first-served basis. Applications must be submitted to student Involvement office. Your organization will be issued one key for your locker. Only students that are listed in your on your application will have access to the key.

Regular access to lockers will be available during the student center’s hours of operation. Storage space should be used for organization purposes ONLY. Food, drinks, and/or personal items are not allowable items for storage. Those items not stored properly or kept inside their designated space will be thrown away. Failure to comply may result in the loss of locker privileges.
Locker rentals are only valid for one semester. All materials must be removed each semester on a date designated by the Office of Student Involvement. Items remaining in the lockers will be removed and kept for one week (7 days) after the designated date. Items still remaining after this grace period will be discarded.

The Office of Student Involvement is not responsible for any lost, stolen, damaged or misplaced items. All organizations must vacate their lockers on a designated date from the Office of Student Involvement. (An email will be sent out to inform organizations of the vacate date.) Failure to comply with this date will result in the removal and disposal of locker items and the loss of locker privileges for the upcoming semester.

Understanding these lockers are University property, as a condition of the locker rental, you agree to random checks/searches by the Office of Student Involvement, or upon request of the University Police. The Office of Student Involvement reserves the right to change and update the Locker Rental Policies at any given time. It is our responsibility to share said polices and changes to the individual on the locker application. It is then the responsibility of that representative to share any changes with the remainder of their organization.

GAINESVILLE

The Office of Student Involvement offers the Club Room for the use of all Registered Student Organizations (RSO’s). Groups in the process of becoming Registered Student Organizations may also use the Club Room, but they need to let the Office of Student Involvement know that they are doing so. The Club Room and its supplies are available whenever the Office of Student Involvement is open.

The Club Room contains an array of supplies for RSO’s. These supplies were purchased with Student Activities fees for the use of all student clubs, so we have placed some reasonable limits on quantities that may be used without prior permission. If you think your event requires you to exceed these limits, just ask an Office of Student Involvement staff person.

Some supplies are free for the taking, although some limits apply. Some supplies need to be requested from a Student Involvement staff person before they can be used. Additionally, there are some cabinets in the Club Room that are not open to RSO’s, because they are used for storage for organizations housed within the office. The Club Room closet also contains some supplies that are available to RSO’s and some supplies that are reserved for the Office of Student Involvement. The Office of Student Involvement tries to mark everything as clearly as possible, but if you have questions just ask!

Club Room Supplies
The following supplies are available for general club use. Contact the Office of Student Involvement to access or reserve items. Most everything is free, but please be reasonable in your use.

- Poster printer
- Poster and constructions paper (various colors)
- Laminator
- Art supplies (located in the club room)
- Helium tank and balloons
- Carts and hand trucks
- Leadership books (located in the Office of Student Involvement)
- Popcorn machine (must clean after use)
- Event signs (dry erase arrows, A-frame boards, yard signs)
- Various other things – just ask!

**Club Room Rules**

- Clean up after yourself. Leave things at least as clean as you found them.
- Don’t store documents on the computer desktop. Take them away with you (emailing them to yourself works, or put them in your personal shared folder).
- If something is running low or you use the last of something, tell an Office of Student Involvement staff member.
- Don’t raid the supplies beyond reasonable limits. Take what you need, and ask first if you are in any doubt.
- Do not store items belonging to your club in the Club Room closet. They will be discarded after 1 warning email to your club advisor.
- Do not print homework or other personal things on the printer.
- If you need something, or don’t understand how something works, ask!

**OCONEE**

The Oconee Campus club room is located inside room 512, and is for club officer use only. If you are an officer of a club and wish to use the room for club business go to the Office of Student Involvement in room 508 to obtain access. The two computer stations in the club room are available on a first come, first served basis. There is a small amount of storage available for club use. If your club has need to use the storage please contact the Office of Student Involvement.

**Oconee Club Resources**

The following supplies are available for general club use. Contact the Office of Student Involvement to access or reserve items. Most everything is free, but please be reasonable in your use.

- Poster printer
- Poster and constructions paper (various colors)
- Laminator (located in the SRC Faculty Workroom)
- Art supplies (located in the club room)
- Leadership books (located in the Office of Student Involvement)
- Popcorn machine (must purchase own popcorn supplies and clean after use)
- Event signs (dry erase arrows, A-frame boards, yard signs)
- Various other things – just ask!
Practices & Policies

Liability

Club and organization advisors often want to know how to protect themselves, their students, and the College from risk while working with student groups.

Waivers

At times, it is appropriate to use the UNG waivers as a way of limiting your liability. The information in this section will help you make this decision.

University of North Georgia Waiver Guidelines for Extracurricular Activities

Liability waivers are essential for college-sponsored events that may place the safety of students at risk. The threshold for “at risk” is fairly low, so some of the events present on the list may surprise you. Keep in mind, though, that signing the waivers is a way of limiting your own liability as a club advisor, and also limiting the college’s liability in case of any issue arising from an event.

Students often ask why they can’t just sign “one giant waiver for everything” at the beginning of their UNG career, and be done with it. The answer is that this is not a legally sound procedure. A reasonable person cannot possibly think through all the risks they might encounter during their college career, so logically they cannot waive the University’s liability regarding those risks. Instead, students need to think through any risk of any one given activity at the time they are preparing to engage in the activity, and make an educated choice to waive the University’s liability for that one given activity.

Rules Governing the Use of Waivers

1. Waivers must be used at any event fitting the characteristics described below in the “Deciding to Use Waivers” section.
2. Each waiver must state exactly which event it covers. For example, “trip” would not be an appropriate descriptor for an event, but “Nighthawks Entertainment trip to 2013 National Association for Campus Activities Conference” would be appropriate.
3. It is the responsibility of the faculty or staff advisor overseeing the event to ensure that every participant signs a waiver, and that all parts of the waiver are correctly filled in.
4. Students under the age of 18 may not sign waivers without also having their parent or legal guardian sign as well. Advisors are responsible for restricting the activities of those under 18.
5. If an event or activity includes multiple sub-parts, it is the responsibility of the advisor to make sure that no student takes part in any sub-part of the activity without first signing the waiver. For hints about how to handle this, please see “Hints for Waiver Policy Administration,” below.
6. Waivers should be given to the Office of Student Involvement for storage after the event, where they will be maintained for a period of four years.
7. Waivers may be obtained from the Office of Student Involvement and in your club’s UNGConnect portal under “Files.”

Deciding to Use Waivers

The following is a list of event characteristics that should trigger the signing of waivers. It is only a set of suggested guidelines. As a rule of thumb, whenever in doubt, err on the side of signing waivers. If you have questions or would like advice in making the decision about whether or not to use waivers, please feel free to contact the Office of Student Involvement on your campus. Each office has a staff member...
who can answer your questions. Cumming Campus questions should be referred to the Gainesville Campus. Blue Ridge questions should be referred to the Dahlonega campus.

Events that require waivers generally fall into these categories:

1. Travel
   a. Any event requiring travel, in a school or personal vehicle
   b. Examples: conferences, work trips

2. Physical Activity
   a. Any event requiring physical activity beyond the normal walking-around-campus
   b. Examples: any outdoor adventure, any participation in competitive games, inflatable games such as those at Spring Fling, low and high ropes courses, eating contests

3. Use of Unfamiliar Tools
   a. Any event or activity in which sharp objects or power tools or other risky items may be used
   b. Examples: Habitat for Humanity builds, campfires, art projects requiring anything more than scissors, constructing props for events, anything requiring a power tool or hand tool that could smash or pinch fingers

4. Encountering Chemicals
   a. Any event or activity in which chemicals other than soap and water may be used
   b. Examples: photographic darkroom work, cleaning projects

Tips for Administering the Waiver Policy
The following is a list of helpful tips for making this policy manageable.

1. If an event will attract numerous people (over 100), please use our Multi-Person Waiver. You may obtain these waivers from the Office of Student Involvement. They allow multiple students to sign the same waiver. In this case, the Office of Student Involvement will make copies of the waivers for advisor records if the club advisor requests, while retaining the originals for our records. Please contact the Office of Student Involvement if you plan to do this.

2. If an event has multiple sub-parts, it can be difficult to monitor (for example Spring Fling, in which various inflatable games and other activities may take place throughout the Student Center). Here is one effective way to handle this:
   o Create a main waiver table with a big, visible sign.
   o Purchase wristbands or for participants. As soon as a participant signs a waiver, put a wristband on them.
   o Station helpers at each sub-part of the event to make sure that no one without a wristband participates.
   o Make the waiver and wristband station a key part of something particularly attractive to students, such as obtaining free food or being entered in a prize drawing

Please note that faculty and staff should never sign waivers. This voids your workers comp coverage!
Reserving & Utilizing Campus Space

Room reservations on each campus is on a first come, first serve basis. Reservations are also subject to the Facilities Use policy. If you would like to see the full policy please see policy.ung.edu.

DAHLONEGA

To reserve a room on campus for an event or meeting contact Wanda Woodall, Staff Associate for the Office of Student Involvement. (706-864-1643, Wanda.Woodall@ung.edu).

A room reservation form will need to be filled out, preferably in person, in the Office of Student Involvement. A Student Involvement staff member will then go over space availability, and any relevant policies or procedures with you at that time.

GAINESVILLE

To reserve a room on campus for an event or meeting fill out the Everything Form on UNG Connect.

OCONEE

Due to the limited space on campus the following guidelines apply to room reservations on the Oconee Campus

- Blackout dates are provided to clubs at the beginning of each school year. We ask that no other events be planned on these dates due to the limitations of our catering services and resources.
- A single club/organization may not reserve room 522 on Wednesday from 12pm-1pm more than once per month.
- When planning your club/organization’s events please try not to book on top of another event that is happening on campus at the same time. Sometimes this is not possible, but do your best to respect other club events on campus.

Food & Catering

Clubs and Organizations are required to use their campus catering service when ordering food for an on campus event unless otherwise specified below.

DAHLONEGA

Any student organization that wishes to get food for events can do so wherever they wish if the total purchase for that food is less than $250. For any purchase greater than $250, organizations need to contact Aramark at dining-dah@ung.edu or visit www.ung.campusdish.com.

All events should be listed in UNGConnect as well as have attendance recorded in the organization’s portal.
Clubs are required to fill out the Everything Form in UNGConnect to request catering. This form must be filled out three (3) business days in advance for items on the catering guide and 10 business days in advance for all other orders.

Catering Request Process:
1. Fill out the Catering Form (Available on the Everything Form in UNGConnect)
2. Student Involvement will check Funding is available & UNGConnect for Meeting/Event for approval
3. Student Involvement will approve request in UNGConnect
4. The Dining Hall will have your food ready at requested date and time

All events should be listed in UNGConnect as well as have attendance recorded in the organization’s portal.

Clubs are required to fill out the Everything Form in UNGConnect to request catering. This form must be filled out three (3) business days in advance for items on the catering guide and 10 business days in advance for all other orders.

Catering Request Process:
1. Fill out the Catering Form (Available on the Everything Form in UNGConnect)
2. Student Involvement will check Funding is available & UNGConnect for Meeting/Event for approval
3. Student Involvement will approve request in UNGConnect
4. Dining Hall will have your food ready at requested date and time

All events should be listed in UNGConnect as well as have attendance recorded in the organization’s portal.
Updated Catering Policy for Student Organizations on the Dahlonega and Cumming Campuses

Effective: January 1, 2015

Campus Dining (ARAMARK) and Auxiliary Services have agreed to an exception to the UNG-Dahlonega Catering Policy for Student Organizations. Effective January 1, 2016, student organizations are allowed to purchase **UP TO $250** in food and/or beverages for a meeting or event without being required to use UNG Catering. Any purchases of food and/or beverages above $250 must be made from Campus Catering unless a specific exception is made by the Foodservice Director.

Groups must provide copies of all receipts to the Office of Student Involvement within three days of the event. Events are also subject to random inspections by ARAMARK and Auxiliary Services to assure that the policy is being followed. Groups who violate the policy will be subject to loss of the catering exception as well as disciplinary action. Abuse of the policy may also result in the exception being discontinued for all student organizations.

Permission must be received, at the time of the reservation, to serve food or beverages in specific venues on campus. Groups are also responsible for cleaning the area and removing all left-over food and trash from the building. The sponsoring group will be subject to fines for any special cleaning or damages resulting from food or beverages being served.

UNG Catering (ARAMARK) continues to have exclusive catering rights on the Cumming and Dahlonega Campuses (including Pine Valley). Groups may not contract with an outside catering company to serve food or refreshments on campus property. Groups may, however, purchase food from a licensed, off-campus vendor and bring the food onto campus for their event.

Student groups may continue to purchase raw food and cook it for campus events and fundraisers, without being subject to the $250 limit. Groups are, however, subject to County and State Health Codes. Food must be cooked and served by group members.

We are grateful to ARAMARK and Auxiliary Services for providing this catering exception in response to long-term concerns from student organizations. Questions about the catering policy and exception should be directed to the Office of Student Involvement or to Campus Dining (ARAMARK).
Alcohol, Tobacco & Other Drugs Policy

A. The possession or consumption of alcoholic beverages on campus, or at open events sponsored by the University is prohibited.

B. Each student is liable for his/her actions at all times regardless of his/her mental state, even if altered by alcoholic beverages.

C. Events With Alcohol:

- Student organizations sponsoring functions off campus where alcoholic beverages will be permitted must register said event with the Office of Student Involvement at least one week in advance. The individual(s) responsible for the event and the advisor will sign a statement indicating an understanding of State Laws regarding service of alcoholic beverages, legal liabilities for irresponsible service, and care of an intoxicated person.

- The event must be held at an establishment licensed to serve alcohol, or the group must contract with a licensed, third-party vendor to serve alcohol. B.Y.O.B. events are prohibited.

- All Fraternities and Sororities - and other student groups that hold events where alcohol is consumed – are required to maintain a minimum $1,000,000 liability insurance policy.

- Any event - where alcohol is consumed - will be considered a chapter/organization activity if:
  - The event is planned or discussed at a chapter/organization meeting, or...
  - Any chapter/organization funds are used to sponsor the event, or...
  - The event is advertised by the chapter/organization, or...
  - The general consensus of students is that the chapter/organization is sponsoring the event, or...
  - More than 50% of the chapter/organization attends the event.
  - It is possible that an event may, by this definition, be a considered to be a chapter or organization event for more than one group. In this case, each group shall be responsible for assuring that University Alcohol Policies - and any National Risk Management Guidelines - are enforced or that all chapter/organization members immediately leave the event.

- The sponsoring organization and its officers may be held legally accountable for incidents arising from misuse of alcoholic beverages, including consumption by persons under twenty-one years of age or serving alcoholic beverages to intoxicated individuals.

- The following guidelines must be followed when an organization permits alcoholic beverages. Events utilizing alcoholic beverages must be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and University policies.
  1. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization i.e. “passing the hat”.
  2. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
  3. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
  4. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
5. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
6. All recruitment activities associated with any organization will be DRY.
7. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the organization.
8. The organization must emphasize that participants should not drink and drive.
9. Non-alcoholic beverages must be made available. Food must always be served when alcohol is present. These must be high protein items (cheese and crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served, they should be unsalted.
10. Intoxicated individuals must not be served. Non-drinking individuals must be in attendance to monitor the consumption of alcoholic beverages.
11. Alternatives to drinking must be offered. Diversions must be available (dancing, games, etc.).
12. The organization should stop serving/use of alcoholic beverages at least one hour before the function ends.
13. No contest involving alcohol will be allowed (funneling, chugging, quarters, etc.). No member shall permit, tolerate, encourage or participate in "drinking games."
14. Open parties, meaning those with unrestricted access, where alcoholic beverages are being consumed, are prohibited.
15. A driver’s license or other official identification must be checked to verify that participants are of legal age to consume alcohol.
16. Security guard(s) must be hired and in attendance for events involving more than 100 persons.
17. Student organizations should develop and support programs that seek to educate members on alcohol awareness.
18. Posters and/or publicity announcing parties will not include references to alcohol.
19. Guest Lists:
   a. Alphabetical guest lists with specific names of all members and guests who have been invited should be generated for each function.
   b. A copy of the guest list must be turned in to the Office of Student Involvement at least 24 hours before the function.
   c. A copy of the final guest list of those in attendance must be turned in to the Office of Student Involvement within 48 hours of the completion of the function.
   d. Attendance is to be limited to three guests per member – unless national guidelines further limit the number of guests allowed. Requests for larger attendance at events must be approved by the Vice President for Student Affairs.
20. Party Monitors:
   a. Party Monitors are charged with verification that all attendees are on the guest list and with maintaining university and chapter/club risk management policies.
   b. One monitor for every twenty-five (25) attendees is required. Monitors must remain sober and shall assure that any underage drinkers and obviously intoxicated attendees are removed from the function.
   c. Chapter/Club presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
d. Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.

**Amnesty Policy**

**Introduction**
Students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from the consumption of alcohol or other drugs. Students are also encouraged to seek medical attention if they have any reason to believe that medical intervention may be necessary. The Amnesty Policy applies to a student who seeks medical attention for him/herself or a friend in a possible case of alcohol poisoning or drug overdose.

The Amnesty Policy also applies to a student who believes that he or she may have been sexually assaulted while using alcohol or drugs. Victims of sexual harassment, sexual assault, and sexual exploitation are strongly encouraged to report such incidents to University officials. Victims may review a comprehensive list of confidential and mandatory reporters at http://ung.edu/human-resources/title-ix-coordinator.php.

A student may request amnesty from disciplinary action under the UNG Student Code of Conduct related to alcohol or drug use in two circumstances:

1. If you seek medical attention for yourself or a friend by calling 911 or University Police (706-864-1500), in a possible case of alcohol poisoning or drug overdose; or
2. If you want to report an incident of sexual assault, sexual harassment, or sexual misconduct to University officials and the incident occurred while you were using alcohol or drugs.

Amnesty is not available for other behavior covered by the Student Code of Conduct including, but not limited to, assault, theft, driving while impaired, or property damage that may occur as a result of alcohol or drug consumption. A student may only be granted amnesty one time while a UNG student for the consumption of alcohol or drugs. You may seek medical attention for others as often as is necessary and still be eligible to receive amnesty.

**Procedure for Obtaining Amnesty**
Amnesty may only be granted if you adhere to the following procedure:

- **Schedule an appointment** with your campus’s Dean of Students or the Commandant of Cadets within 5 days of the incident.
- **Attend your appointment** with the Dean/Commandant. At this appointment, the Dean of Students or Commandant will determine the appropriateness of the amnesty request and decide if further education or counseling is warranted. If amnesty is approved, the incident will not go on your student conduct record with the University.
- **Follow all instructions** about educational opportunities and/or counseling. If you fail to do so, your amnesty will be revoked and charges under the Student Code of Conduct for the incident may be initiated against you.
If a student is transported to an emergency medical treatment center for intoxication, the student’s parent or guardian may be notified via telephone by the Dean of Students or Commandant of Cadets, if necessary, to protect the health and safety of the student or other individuals.

When a person seeks federal security clearance, the Dean of Students or Commandant of Cadets would have to reveal knowledge of drug or alcohol issues when mandated by a federal background check. Additionally, there may be consequences for a student’s military career, both while in college as a cadet and as a member of any branch or service of the U.S. Armed Forces.

**Hazing Policy**

The University is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff, and visitors. In addition, the University is committed to cultivating a community that fosters respect for the dignity and rights of all its members. As such, the University does not tolerate hazing. Hazing means any behavior, action, or situation that (i) endangers the mental or physical health of a student, (ii) assists, directs, or in any way causes others to participate in degrading behavior or behavior that causes humiliation, embarrassment, ridicule, or discomfort of a student as a condition for continued membership in a group or organization, or as part of any activity of a Recognized Student Organization.

It is not a defense to a charge of Hazing that an individual consented, or that the conduct or activity was not actually a condition of becoming a member of the group. Additionally, groups may not defend themselves by arguing that the activity was unofficial.

Actions and situations that may constitute Hazing include, but are not limited to, the following:

- Forced consumption of food, alcohol, or drugs
- Paddling in any form
- Creation of unnecessary fatigue
- Personal servitude
- Physical and/or psychological shocks
- Misuse of authority by virtue of one’s class rank or leadership position
- Taking a student to an outlying area and dropping him or her off
- Forced wearing of apparel which is conspicuous and not normally in good taste
- Degrading or humiliating games and activities
- Sleep or food deprivation
- Unreasonable exposure to the weather
- Kidnapping or abandonment
- Line-ups and berating
- Undue interference with academic pursuits
- Expectation of participation in activities that are illegal, lewd or in violation of University policy such as indecent exposure, trespassing, or theft

The Hazing Policy is not intended to prohibit customary public athletic events, contests or competitions that are sponsored by the University or the organized and supervised practices associated with such events. It is also not intended to prohibit any activity or conduct by Recognized Student Organizations or Groups with an educational purpose that is consistent with the mission of a specified educational
curriculum, an extra-curricular program, or a military training program, as defined and approved by the University.

If Recognized Student Organizations wish to sponsor events such as quests, treasure hunts, scavenger hunts, and road trips, these events must be approved, in advance, through the Dean of Students or Commandant of Cadets as appropriate.

Military training programs typically include performance oriented training exercises with pre-identified tasks, conditions and standards. Individual corrective actions must comply with standard operating procedures maintained by the Commandant of Cadets.

It is expected that members of the University community participate in any investigations of hazing that may occur. Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a Hazing report is prohibited, as is making an intentionally false accusation of Hazing is prohibited. For the complete policy, please see policy.ung.edu.

**Movie Copy Rights**

**What the Law Says**
The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

**Unauthorized Public Exhibition of Movies**
The concept of “public performance” is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must
then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

**The “Education Exemption”**
Under the “Education Exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An “integral part of a class session” and is of "material assistance to the teaching content."
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit education institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

**Expressive Activity**

Expressive Activity means communicative conduct or activity, other than commercial speech/activity protected by the First Amendment of the Bill of Rights of the United States Constitution, such as public speeches, demonstrations, marches, protests and picketing, and the distribution of literature. Commercial speech is governed under the University’s Solicitation Policy.

The University supports and encourages Expressive Activity; however it maintains its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. This is done through the rules that govern various types of spaces on each campus. This section of the handbook describes rules for members of the University Community only. Visitors wishing to hold expressive activities on campus should refer to policy.ung.edu for further information.

There are several types of space at the University: Designated Public Forums, Limited Public Forums, and Non-Public Forums. Additionally, there is space around each campus, such as public streets and sidewalks, which are referred to as Traditional Public Forums.

Each of these types of space has its own rules. **Designated Public Forums** are open areas that the University has designated for Expressive Activities:

1. **Cumming Campus** – the grass area in front of the building closest to the lower parking lots
2. **Dahlonega Campus** – the grass area on the east side of the Memorial Hall pool.
3. **Gainesville Campus** – the grass area stretching from the Student Center to the Strickland Building.
4. **Oconee Campus** – the grass area between the quad walkway and the Library wing of the Student Resource Center.

Each of these Expressive Activities Areas is available for this purpose between 8 a.m. and 6 p.m., Monday through Friday. Although it is not necessary to request a reservation for use of the Free Expression Area for the purposes of expression, the University encourages all parties to contact the appropriate Dean of Students for scheduling to minimize conflicts and best accommodate all interested users. Also, because these areas are also open to outside groups for expressive activity, members of the University may expect to see a wide variety of opinions being voiced in the area. Groups of ten (10) or more wishing to gather in the Free Expression Areas are required to provide notice to the Campus Public Safety Department at 706-864-1500.

**Limited Public Forums** means areas with limited open access for Expressive Activity and may be limited to particular groups or particular topics. Examples include sidewalks, streets, paved areas, terraces, patios, lawns, and parks on campus. Members of the University Community may use Limited Public Forums for Expressive Activities, but these spaces must be reserved through the University’s official space reservation system before use. Reservation requests will be processed on a first-come, first-served basis, but in the event that multiple requests conflict, the use of the space will be reserved in a manner consistent with the reservation priorities detailed in the University Facilities Use Policy.

**Non-Public Forums** includes all other areas of the University not described above: classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings or other areas on campus that can be reserved through the online event management system (EMS), medical treatment facilities, libraries, the Pine Valley Recreation Area, the William Livsey Drill Field, Colonel Ben Purcell Formation Plaza, Retreat Triangle, and Memorial Wall and other memorial areas. These forums will be restricted to use for their intended purpose and are not available for public Expressive Activity.

These rules describe how the University will handle planned events. The University Community may also engage in spontaneous Expressive Activity without a reservation in traditional public forums, designated public forums, and limited public forums only if the spontaneous Expressive Activity:

- Is prompted by news or affairs coming into public knowledge so recently that the requirement to reserve a space for an expressive event represents a burden and an obstacle to free expression of ideas;
- Involves a crowd of 25 or less;
- Is not promoted in advance;
- Does not substantially interfere with a previous reservation for that space.
- Complies with the time, place and manner restrictions described below.

All Expressive Activities are subject to Time, Place, and Manner Restrictions. Expressive Activities must not:

1. Attract a crowd larger than the requested location or locations of spontaneous Expressive Activity can safely contain;
2. Significantly disrupt University activities inside or outside of buildings (including classes);
3. Significantly disrupt previously scheduled campus events;
4. Obstruct entrances or exits to buildings;
5. Obstruct vehicular or pedestrian traffic;
6. Represent a threat to public safety, according to the discretion of the Campus Public Safety Department
7. Include camping or the use of temporary shelters (tents) as such activities are prohibited on University property;
8. Affix items to any permanent structure (fences, trees, etc.); or
9. Light any material on fire provided that hand held candles may be utilized with special permission Office of Student Involvement; other open flame devices and bonfires are strictly prohibited.
10. Additional time, place and manner restrictions for chalking, signs and political activities are set forth in separate University policies (see www.policy.ung.edu)

The following categories of activities or speech are not protected by law and are not permitted on campus: speech that incites imminent lawless action that is integral to the commission of a crime, speech that triggers an automatic violent response (“fighting words”), true threats, obscenity, child pornography, certain types of defamatory speech, and certain types of commercial speech.
Funding For Clubs & Organizations

Student Activity Fees (SAF)

Definition
Student Activities Fees (SAF) are collected for the express purpose of providing students with a variety of educational, cultural, recreational, and social activities. Any activity that does not directly address one of these four areas cannot be funded by SAF money. Any activity that is organized in such a way that it discriminates against ANY STUDENT will not qualify for SAF Funding.

Use of Student Activities Fees
Student Activities Fees may be used for the following expenses:

- Supplies for the operation of a student club or organization
- Supplies for a student sponsored event or contest (includes contract fees and per diems for speakers/performers and other non-personnel services)
- Prizes for a student competition
- Travel of students to conferences and meetings to cover registration, hotel, and actual to and from travel. No other expenses will be approved without authorization from the Office of Student Involvement.
- Travel of an advisor with a student organization
- Student workers as deemed necessary

Student Activities Fees may not be used for the following:

- Illegal and/or unethical practices and programs
- Programs or organizations that in any way discriminate
- Events not offered for students and not student oriented
- Expenses of academic classes, labs, or College departments
- Expenses for the next fiscal year
- Organizations or clubs that have not completed all paperwork for recognition
- Organizations or clubs that have not attended a mandatory beginning-of-year funding workshop

NOTE: Requests to spend funds (i.e. check requests, purchase order requisitions, and requests for reimbursements) allotted for the current fiscal year may begin on July 1 of that year. The last day that requests may be submitted to the Office of Student Involvement will depend on the deadlines set every year by the Business Affairs Office. Generally this is April 30. Requests made after that day must be approved by the Office of Student Involvement on a case-by-case basis.

How Student Activities Fee Budgets are Awarded
Student Activities Fee (SAF) budgets are awarded by the Student Government Association on each respective campus. SGA then sends the proposed budgets to the Student Life Committee which is comprised faculty, staff, and students from that campus, with 50% of its members being students. The committee will meet throughout the year, as necessary, to address any questions which arise regarding activity fees. Detailed information on the allocation process will be provided in the spring semester prior to the request deadline.
SGA Funding Guidelines & Allocation Process

University of North Georgia
Allocation of Student Activity Fees

ARTICLE IV, Section C, Number 1b, of the University of North Georgia Student Government Association Constitution outlines the authority and responsibilities of the SGA in the allocation Student Activity Fees. Designated authority includes the following:

“The Student Government Association on each campus shall be the body through which Student Activity Funds shall be allocated and distributed, with the approval of the Student Life Committee and the University President”

Allocation Process

**SGA Budget-Finance Committee:**
The committee shall consist of the SGA officers, plus a minimum of four additions SGA members. Any interested SGA member shall be allowed to participate on the committee. The SGA Treasurer serves as Chair of the Committee.

**Budget Requests:**

**DAHLONEGA**
Each spring, the Student Government Association will solicit funding requests from Recognized Student Organizations and departments. Applicants will complete a Funding Request form and provide an itemized spreadsheet of their budget request.

**GAINESVILLE**

**OCONEE**
Each spring, the Student Government Association will solicit funding requests from Recognized Student Organizations and departments. Applicants will 1) complete a Funding Request form and 2) provide an itemized spreadsheet of their budget request. These forms are submitted online via UNGConnect.

**Budget Hearing:**

**DAHLONEGA**
The SGA Budget Committee conducts Budget Hearings where all groups requesting funding are invited to present their request and answer questions from the committee.

**GAINESVILLE**

**OCONEE**
The SGA Budget Committee conducts Budget Hearings where all groups requesting funding are invited to present their request and answer questions from the committee. Every group may not present their request at a hearing. Groups required to present are groups that do not a current year budget, groups requesting more funds than allocated in the previous year, and any group that the committee has questions for.
**Allocation Proposal:**
Following the Budget Hearings, the Budget Committee meets to develop a proposal for the allocation of funds for the following year. The proposal is reviewed by the Executive Committee, who may elect to modify the proposal before submission to the SGA. The Exec.’s Proposed Allocation is presented to the entire SGA at a regular meeting and is discussed at that meeting them postponed till the following meeting for a vote. Amendments may be proposed by SGA members, but must indicate which budget is to be reduced to add to another budget. The final proposal is voted on as a whole.

**Approval of Funding Proposal:**
The SGA’s proposed allocation is forwarded to the Student Life Committee for review. The recommendations of the Student Life Committee are forwarded to the University President, along with SGA’s proposal for final approval.

Mandatory student fees shall be used exclusively to support the institution’s mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 1999-2000, p. 364).

**SGA Funding Philosophy and Guidelines**
1. SGA will allocate Student Activity Fees to those organizations that best represent the most students’ interests, while providing a wide variety of social, recreational, cultural, and educational programs.
2. Student Activity Fees should be used for programs and activities that benefit the maximum number of students, rather than academic departments and programs.
3. Student Activity Fees should support groups and events that are open to all students.
4. Student Activity Fees should benefit current students rather than being used to recruit future students or to provide publicity for departments or the university.
5. Student Activity Fees should be used to support events held on campus and for students rather than for events held away from the campus or for non-students.
6. **DAHLONEGA**
   Student Activity Fees should only support travel that directly benefits the entire student body. Travel that only benefits the individual, or an academic program, should be funded by the student or program.
7. **GAINESVILLE**
8. **OCONEE**
   Student Activity Fees can support organization travel to conference, tournaments, retreats, and trips inside the scope of an organization’s mission. Travel that only benefits the individual, or an academic program, should be funded by the student or program.

7. Any student employees funded by Student Activity Fees must be specifically approved by SGA.
8. SGA will only fund the purchase of t-shirts in the case of:
   a. Promoting a student activity that benefits the entire student body.
   b. Student representing bodies where the representatives are elected through SGA sanctioned campus-wide elections.
9. SGA will not fund the purchase of Army ROTC uniform items that cadets are already required to purchase.

10. SGA may contribute to the cost of performance/competition uniforms for groups that are asked to perform for the student body on campus. SGA will fund up to 20% of the total cost of each uniform with a maximum of $25.00 per person per year.

11. SGA will not fund expenses for fundraisers.

12. Student Activity Fees may not be used to support political parties, candidates, or other partisan political activities.

13. SGA will not fund expenses for fundraisers.

Guidelines for Student Travel/ Travel Grants

1. SGA will not fund academic travel.

2. Travel grants will not be allocated to individuals or groups for off-campus performances or competitions, except Recreational Sports and Sports Clubs.

3. Requesting student must justify how the travel will benefit other UNG students.

4. Travel can only account for 25% of a club’s total allocated budget.

5. SGA may allocate up to 75% of the total cost, with a maximum of $100.00 per individual, per year. The following factors will be used in determining funding:
   - Reason for trip
   - How many students will benefit?
   - Cost and length of the trip
   - Type of transportation
   - Availability of funding from other sources
For groups requesting a mini grant for travel, SGA may allocate up to 75% of the total cost. The following factors will be used in determining funding:

- Reason for trip
- How many students will benefit?
- Cost and length of the trip
- Type of transportation
- Availability of funding from other sources

**Basic Guidelines for Groups Receiving Funding**

- You may not overspend your budget.
- Unspent money goes back to the Student Activities Reserve at the end of the fiscal year.
- You must spend the money as you outlined in your proposal form.
- You must follow all relevant university policies and procedures.
- **Prohibited Expenditures:**
  - Alcohol
  - Tobacco
  - Illegal items
  - Support of political candidates
  - Items for personal use.
  - Scholarships
  - Faculty/Staff Salaries or other compensation unless initiated by SGA.
  - Student Employee Salaries – unless specifically approved by SGA
  - Student Travel must be specifically approved by SGA
  - Funds may not be used in fundraising
- Events funded by Student Activity Fees must be open, with free admission, to all UNG students.
- Any funds generated by charging admission to non-students for attendance at an event funded through Student Activity Fees must be reported and deposited into the appropriate University account.

**Mini-Grant Request Process**

**Mini-Grant Request:** Throughout the academic year, a Recognized Student Organization may apply for a mini-grant, a one-time grant allocated from the Student Activity Fee to an organization. Request form can be found in the Student Involvement Office (Dahlonega) or UNGConnect (Gainesville & Oconee).

**Presentation of request:** The organization requesting the mini-grant must attend a regular SGA meeting and come prepared with a presentation justifying the need for the requested mini-grant.

**Voting process:** The SGA members will then discuss and vote on the requested mini-grant amount. The process must take two meetings, as the motion must be tabled for a week before vote.

**Approval of mini-grant request:** Following the SGA’s vote regarding the mini-grant request, an approved request will then be sent to the Student Life office to be dealt with between the organization and that office.

**Feedback/recap of allocation:** If mini-grant request is allocated for an event, the organization has two weeks to return to a regular SGA meeting and present the outcome of event (i.e. how many students attended, how the event enhanced UNG life, or how students benefited from event).
Budget Reallocation Request Process

Expenditure of Funds: Student Activity Fee funds must be expended in accordance with the group’s Budget Request.

Request to Reallocate Funds: Groups that decide that they want to change the way that allocated funds are used must submit a proposed new budget and provide justification for the changes. The request should be in writing and emailed to the SGA Advisor (Dahlonega) or UNGConnect (Gainesville & Oconee). The request will be reviewed by the Executive Council and the group will be asked to attend a SGA meeting to explain their proposed changes. SGA will then vote to accept, reject, or modify the proposed reallocation.

Off Campus Banking, Tax Info, and EIN#

OPENING AN OFF CAMPUS ACCOUNT
A guide for UNG Clubs

1. Get a Tax ID Number (EIN) from the IRS

To receive an EIN, clubs will need to complete Form SS-4 with the IRS online or by phone. Keep the following rules in mind when filling out the form:

i. Entity Name: UNG or University of North Georgia cannot be used in the name of your club’s EIN or bank account
   a. Suggestion: use the name of your club plus your campus location (ex: Running Club Oconee)
ii. Address: Use your campus’s address to file your EIN paperwork and to open the off campus account. Put C/O Office of Student Involvement, or your club advisor’s name.

2. Choose a Bank & Open an Account

It is recommended that you do the following:

i. Advisors should not have their name on the account at all. Control of the account should be maintained by student members.
ii. Bank with an institution that allows for dual signature checks to maintain the integrity of the account. *(Having dual signatures checks requires that two people sign checks in order for them to be used. We suggest giving this authority to the Treasurer and President of your club.)*
iii. Choose an institution that has a branch located in close proximity to your UNG campus.

All banks require your club to have an Employee Identification Number (EIN) before you can open your account. Many banks will ask for a copy of your club constitution and a listing of club officers before you can open an account. The Office of Student Involvement can help you with these items. Some banks will pull/review credit reports for anyone listed on the account. Additional questions you may wish to ask a financial institution before banking with them are:

- What are the monthly fees for operating your account?
- Is there a minimum balance needed to operate the account?
- How many officers may have access to the account?
What is the process for transitioning new officers into the account?
Will the bank allow you to have a debit card? *(Warning! It is recommended that clubs do not use debit cards. Checks will help with record keeping and accountability.)*
Will the bank allow you to have paper checks? If so, can the club use a dual signature process?
Do the checks have carbon copies to allow for better record-keeping?

3. Start Banking!

**Frequently Asked Questions**

**Is my club tax exempt?**

- No, your club is not automatically tax exempt, and you may not use UNG’s tax exempt status.

**How can we make sure that club money is handled properly?**

- We advise clubs to establish a system for reviewing all club purchases, expenses, deposits, and reimbursements through this account. We also highly recommend that decisions be made by more than one club officer to protect those individuals from questions of impropriety. Clubs should establish how often bank statements and receipts are reviewed as well as which individuals are reviewing. There are ways to use your UNGConnect portal to manage account accountability. Contact Student Involvement for details.

*Remember to pass bank account information along to new/incoming club officers before you graduate!*

**Fundraising/Charity Drives**

When raising funds for projects or for charitable donations, clubs have a special obligation to track the money given to them in good faith for that project or donation. For legal reasons, we need to track how this money is deposited and to where it is paid out. Luckily, this is a simple process if clubs follow these guidelines.

If fundraisers are to be held on campus, please make sure that you first reserve a location for your fundraiser. Whether this is a table in the Student Center, an outdoor location or a meeting room, your space should be booked using the reservation policies found in this manual. Book all space through the online reservation system. If you need help with this, please call the Office of Student Involvement on your campus and we will assist you through this process!

If your event is going to be held off-campus, you are responsible for making the necessary arrangements with your host site.

No fewer than 5 business days before the fundraiser, clubs must file a Fundraiser/Charity Drive Request Form [see UNGConnect]. When you file this form, you document your fundraiser in case of any later questions. In addition, filing it in person with the office gives you a chance to pick up a receipt book so
that you can document any money you receive, and a cash box or envelope to make collecting funds even easier.

At the fundraiser, please issue receipts for any payments you receive over $5.00. For example, if you are selling flowers for fifty cents each, you don’t need to write a receipt for each individual flower that you sell. However, if you sell a bouquet of flowers for $6.00, that amount of money is large enough to need to be receipted. This is for your group’s protection, so that you can document where funds came from when it comes time to donate them.

**Accessing SAF Accounts, Purchasing, & Budget Tracking**

There are several ways that clubs may expend their student fee budgets. Each of these comes with a particular set of requirements and each format may be used to pay for different items. You will need to work with your campus Office of Student Involvement to complete purchases.

**Budget Tracking**

All clubs and organizations must carefully track the spending of their Student Activities Fees allocation. Each fall club and organization advisors receive, via e-mail, an Excel spreadsheet set up to track Student Activities Budget debits and credits during the academic year.

The Office of Student Involvement also tracks purchasing and compares our tracking to the University Account Payable reports each month. In cases of discrepancies, we work with the Comptroller Office to make corrections.

Approximately every four to six weeks, the Office of Student Involvement sends our copy of the Excel spreadsheet out (via-mail) to each advisor or other club/organization designee. Clubs and Organizations are asked to verify information on the reports and notify us of any changes or discrepancies.

Anytime you would like to see the most current copy of your spreadsheet, please contact an Office of Student Involvement staff member and we will send you one. It normally takes us about 5 working days to enter purchasing onto your spreadsheet.

**Reimbursement for Personal Purchases**

You may personally purchase items for your club and will be reimbursed (excluding tax) with prior approval from the Office of Student Involvement.
Travel

Financial Aspects of Travel
The ins and outs of traveling with students are explored extensively in the Travel section of this binder. Please note the following policies regarding the use of Student Activities Fees for travel, and read the more extensive Travel section for further explanation.

All organizations utilizing Student Activities Fee money for travel must comply with the following:

- **Eligible Expenditures** - Student Activities Fee money is limited to paying for hotel, actual travel to and from the meeting or conference, and registration fees. No other costs will be covered without special permission from the Office of Student Involvement.

- **Who May Travel** - Costs cover only the organization advisor and students enrolled in the current semester, or if the student has earned the right to attend a trip through club participation, then they must have been enrolled in the previous semester or enrolled in the upcoming semester.

- **Travel Authorization Packet** – At least two weeks for in state travel and one month for out of state prior to traveling, please submit to the Office of Student Involvement a completed Travel Authorization Packet. Details on what to include in this packet can be found in the Travel section of this manual.

- **Reconciliation** - No travel expenses will be reimbursed to an individual prior to the trip. All reimbursements must have original receipts or proof of expenditures.

- **Drivers of Vehicles** - Drivers of UNG vehicles must be employees and on the payroll when driving. Van training must be completed.

- **Students traveling with an Advisor** - When students are traveling on behalf of a UNG club or organization it is advised that they should have an advisor with them. This is not a requirement for student organizations to have travel approved.

Traveling with Student Groups
This document is primarily intended for club advisors’ use in planning travel with their clubs. However, it is our opinion in the Office of Student Involvement that students can only benefit from understanding the context in which advisors work, so we encourage you to share this with your students.

Information provided here illuminates how best to comply with Student Fee-Funded Travel policy and with other University policies. Student travel is governed by numerous policies, including financial policies from the Office of Business & Finance as well as other Office of Student Involvement policies such as the Waiver Policy. Please note that all Office of Student Involvement policies are approved by the Vice President for Student Affairs. If you have any questions about the derivation or approval of a policy, please consult the Office of Student Involvement.
Deciding to Travel
Where can we go, according to policy?
The Student Fee-Funded Travel Policy approved by Executive Council in December 2008 governs where student clubs may and may not travel. If travel needs can be fulfilled in-state, out-of-state travel will not be allowed.

This is best explained by an example. This means that if a student group wants to do a ropes course, for example, there is no need to travel to Chicago to do that. However, if a student group is interested in learning about American history, politics, or culture and chooses Chicago as a destination that is certainly justifiable. This policy is not designed to inhibit travel that is in line with a group’s mission and values, but rather to ensure that student fees are spent responsibly and to curtail travel that has no relationship to a group’s mission and that has no discernable learning or developmental outcomes for group members.

Who can go?
First, you must have had travel funds allotted to your group by SGA during the fee allocation process. Student activities fees may cover only the organization advisor and students enrolled in the current semester, or if the student has earned the right to attend a trip through club participation, then they must have been enrolled in the previous semester or enrolled in the upcoming semester. All students traveling must be in good academic and judicial standing.

When students are traveling on behalf of a UNG club or organization it is recommended they have an advisor with them to both reduce liability and increase the educational value of the trip.

Who and What Does the Club Pay For?
Student Activities Fees may be used for the following expenses:

- Travel of students to conferences and meetings to cover only registration, hotel, and actual to and from travel. No other expenses will be approved without authorization from the Office of Student Involvement.
- Travel of an advisor with a student organization

For larger trips (i.e. many student group members attending) or more complex trips (i.e. to a larger city, multiple-day trips), the club and club advisor may choose to ask another staff or faculty member to go along. Many club advisors leading multiple-day trips to larger cities have felt more comfortable including a second faculty/staff “chaperone” of the opposite gender, for example. Aside from gender, it can make the trip easier on the advisor if a second advisor attends, in terms of taking smaller groups of students to various interesting sites at the same time, arranging schedules, etc. For more physically challenging trips, such as outdoor adventure trips, having more than one faculty/staff member along can help the group stay safe.

However, students should make up the majority of the trips. Student activities fees should not be used to pay for faculty/staff whose presence is not necessary to make the trip safer or easier to facilitate. Clubs may choose to open up their trips to faculty and staff, but faculty and staff who are not actively involved in chaperoning the trip should cover their own costs. They can either do so in advance, by depositing money into the club’s student activities fee account, or by simply purchasing their travel, food, museum admission tickets, etc. separately.
In addition, student activities fees should never be used to pay for travelers who are not UNG students, faculty, or staff. The most common example of this is for advisors’ partners, spouses, or children. If such people are traveling with the group, they should pay their own way. Club advisors should always carefully consider the impact that having their spouse/partner/family on the trip will have on their students, and may wish to engage their students in a conversation about whether this is OK with the club.

Travel Authorization Packet
Any group traveling on fee-sponsored trips must submit a travel authorization packet for the trip. Submission of this packet must be done as instructed on the Everything Form on UNGConnect. The packet must contain a travel authorization for each student and advisor, a signed waiver for each student, and trip description/learning outcomes/itinerary/budget. This packet must be received in the Office of Student Involvement at least two (2) weeks prior to the trip start date, or before any expenditure for the trip can be made (ie. advanced hotel, airplane tickets, etc.). The Office of Student Involvement will then approve the trip and move the required funds to be allowed for travel; you will be notified when your trip is approved.

Please note that clubs will not be allowed to expend any money for travel purposes until the Office of Student Involvement has received and processed and approved the Travel Authorization Packet. Based on the submitted budget for your trip, the Office of Student Involvement will complete the necessary paperwork to allow the budgeted amount to be spent on travel.

Travel Authorizations & Waivers
Turning in completed Travel Authorization and Waiver forms to the Office of Student Involvement is the responsibility of the student members. These forms must be turned in to the Office of Student Involvement no later than 2 weeks before the trip (this rule may be found in the Student Fee-Funded Travel Policy approved by Executive Council in December 2008), or prior to any expenditure for the trip. Travel Authorization forms can be obtained from UNGConnect. An example of a completed Travel Authorization form can be found on UNGConnect as well. This form states that it is for employees, however it is also for students. When filling out the form for a student, just substitute the word ‘Student’ for ‘employee’ to determine the relevant fields.

It is recommended that Club Advisors pre-complete as much of the Travel Authorization as possible (i.e. destination, times and dates) and then print and copy the Travel Authorization for the students going on the trip. You can also work with a staff member of the Office of Student Involvement to get these pre-filled travel authorizations from our office.

Trip Description/Learning Outcomes/Itinerary /Budget
The trip description must contain information about how the travel relates to the club’s purpose, the learning outcomes you seek to demonstrate, a detailed outline of what you will be doing on the trip, names of participating students, and advisor(s). Any overnight trip must have an advisor in attendance. An itinerary for the trip is also required. In addition to this itinerary a projection of expenses likely to be incurred, such as lodging, transportation, etc. is also required. The purpose of the travel should be educational, not social, which will be reflected by your itinerary.
Planning Your Trip

Purchasing air/train/bus tickets
If your trip involves air travel or ground travel on a train or bus, you will need to plan in advance for these purchases. Planning in advance will of course help your group obtain the best price possible. Airline tickets can be purchased with a P-Card in advance and organizations should consult with the Office of Student Involvement to decide how best to purchase the tickets. The Office of Student Involvement may also recommend consultation with the Office of Business & Finance.

The University does have travel agencies they work with. This is another option to purchase many aspects of a trip.

Clubs traveling may fly on any airline. There is no current official state contract airline. Club Advisors are encouraged to utilize the many websites available for comparing ticket prices before purchasing (Expedia, Orbitz, Travelocity, etc). The Office of Business & Finance also offers the following recommendation from the U.S. General Services Administration:

Carpooling
For local trips, under 100 miles round trip for one day travel, or under 175 miles round trip for two day travel, student clubs may choose to utilize carpools, combining student group members into as few cars or other personal vehicles as possible. Drivers of such carpools may be reimbursed for mileage at the current state rate. Drivers must fill out the Travel Expense Form after they return in order to obtain their mileage reimbursement. Student clubs may not reimburse drivers for gas purchased; instead, the mileage reimbursement covers gas and other costs of traveling.

Please note that whether they are driving or simply riding along, every student going on the trip must fill out a Travel Authorization form and a Waiver form. Faculty and staff members going on the trip should fill out a Travel Authorization form only.

Faculty and staff advisors or other faculty and staff traveling with the group should never drive students in their personal vehicles. The liability associated with doing so is simply too risky.

UNG Vehicle and Rental Vehicle Usage
Registered Student Organizations may request the rental of a UNG fleet vehicle through the Auxiliary Services department (Card Service Office). You may request a vehicle using the Vehicle Request Form http://ung.edu/auxiliary/vehicle-request-form.php. You student organization will be billed for the use of the vehicle.

For trips for which the UNG vehicles are not available or do not meet your needs, but for which you would still like to rent a vehicle, your club may choose to rent a minivan. No larger vans are permitted, so if your trip is larger than 7 people including the driver, you may need to rent two vans and find a second faculty/staff driver. In order to rent a vehicle from Enterprise, please contact a staff member of the Office of Student Involvement to arrange this for you.

You will need to complete the Travel Authorization Packet, as described above, before you will be able to use a UNG vehicle, or rent a vehicle. Turn this paperwork in to the Office of Student Involvement. These papers are all to be turned in no later than 2 weeks before trips; in the case of trips requiring
UNG vehicles or rental vehicles this deadline is even more essential. If possible, please try to turn in your paperwork even earlier.

**Itinerary Planning**
Your trip must be educational and meet the needs and mission of your club. This should drive your itinerary planning, so that your trip includes events and activities that fulfill the goals of your trip. If your club is going to a conference, you may simply attach the conference schedule and a brief explanation of when you are leaving for the conference and when you are returning.

Trips should be fun for students as well. It is fine to include some free time for self-directed sightseeing and enjoying your destination. However, as discussed in the behavioral section of this manual, the group should agree ahead of time on minimum group sizes for such activities, and on when and where groups going off on their own should check in.

**Budgeting**
The budget for your trip should be turned in to the Office of Student Involvement as part of your complete Travel Authorization Packet.

Please note that clubs will not be allowed to expend any money for travel purposes until the Office of Student Involvement has received, processed, and approved the Travel Authorization Packet. Based on the submitted budget for your trip, the Office of Student Involvement will complete the necessary paperwork to allow the budgeted amount to be spent on travel.

**Registration**
If your group is traveling to attend a conference or other gathering, registration costs should be included in your budget. Registration costs for both advisors and students may be put on P-Cards, or paid with a check from UNG. Advisors and students may also pay for their own registrations and be reimbursed after the trip.

**Getting There**
The policies and procedures for various methods of transport are included elsewhere in this document. For budgeting purposes, though, “getting there” should include the cost of UNG or rental vehicle usage OR plane or train tickets OR of reimbursing carpool drivers.

**Getting Around**
Multi-day trips require that transportation costs in your destination city be considered. It is important to consider whether or not you wish to drive in the city. Some cities may be easier to navigate via public transportation. The cost of public transportation to and from events included in the trip itinerary may be reimbursed from student activities fee budgets. In other cities, you may wish to rent a car or van upon arrival, or simply drive there in a UNG or rental vehicle and also drive yourself around in that vehicle while in the city.

Please note that personal travel while on a student-fee-funded trip cannot be reimbursed. For example, if students are at a conference and decide to leave a conference in Washington, DC and go to a shopping mall, their Metro tickets to and from the shopping mall may not be reimbursed. (Additionally, there are behavioral issues involved in this example, which are covered later in this document!)
Lodging
Again, efforts must be made to hold down costs by having same gendered students room together. Lodging can be a large part of the budget of student club travel. However, the price of a hotel is not everything. Issues to be considered when deciding where to stay might include the safety of the area in which the hotel is located, ease of traveling there from the airport or train station if applicable, parking fees if applicable, and proximity to mass transit.

For example, one club that traveled to DC in past years stayed at a hotel in the suburbs which initially appeared to be a great deal. However, students thought the suburb was less safe than would be ideal, it was a longer walk to the Metro station than anticipated, and it was not convenient to access from the train station to which the student group arrived. All in all, it was hardly the deal it appeared to be, and choosing a more “expensive” hotel on the Metro Line and in a safer neighborhood would have been much better.

Student Behavior on Trips
All UNG Policies must be adhered to, and any violation will be handled by the UNG conduct system. Student behavior on club trips can be a difficult area to navigate. Therefore, the Office of Student Involvement offers some advice here that we hope will be helpful to you.

Setting Reasonable Standards
It is important to set behavioral standards for the trip before the trip actually takes place. Many times, advisors and student club members turn out to have totally different ideas about what constitutes reasonable behavior for student travel, and it is important to iron out these differences and reach compromises before the trip happens.

In addition, the Office of Student Involvement believes that “students support what they help to create.” Therefore, we recommend that the first step in setting rules for the trip be to allow students to generate what they think the rules should be, and work from there. The Club Advisor is certainly within his or her rights to set some rules, but the more that students can be involved in these discussions, the more likely it is that the rules will be adhered to.

Behavioral issues may range from simple to complex. This list is certainly not exhaustive, but it does cover the minimum of what we recommend the conversation involve:

- Departure time (from UNG)
- Morning meeting times and evening curfews
- Attendance expectations for conferences (i.e. session attendance versus sightseeing)
- Minimum group sizes for when the group splits up
- Breaking-up and meeting-up locations and times for when the group splits up (for example, “On Friday lunch will be on your own and you will also have 2 hours to sightsee on your own. At noon we’ll split into groups for lunch and sightseeing, and at 3 pm everyone will meet back in front of the Natural History Museum.”)
- The itinerary, and what parts of it are mandatory or optional
- Roommate expectations. Remember, for some students, this will be their first time sharing a room and a bathroom with peers – or at least a somewhat unusual occurrence in their lives. We have seen the following issues arise and encourage you to encourage your students to talk
through these issues. They may seem mundane now, but on trips they can – and have – assumed much greater importance.

- Waking each other up to meet the morning deadline – is this an expectation?
- What time the room will quiet down
- Guests in the room (i.e. other students on the trip – at what time will guests of the opposite gender and/or staying in other rooms leave the room in the evening)
- Encourage students to think in advance about who showers when – getting a room of 4 students out the door in the morning can be difficult, so if students agree beforehand on who showers when, you have a better chance of starting your mornings on time!
- Alcohol usage, which is completely prohibited on trips funded by Student Activities Fees (in accordance with Articles 20-3-90 through 20-3-96 of the Official Code of Georgia, Annotated)
- How the group will behave while traveling (noise levels, conduct)

In addition, the following aspects of student conduct while on trips should be emphasized by the group advisor:

- The fact that the group is representing UNG and their behavior should reflect that
- The fact that UNG policies apply while student groups are traveling
- Consequences for violating any rules, particularly emphasizing that any violation of UNG policies can result in the student being referred to the conduct process back at UNG

Behavioral Contracts

Behavioral contracts can be a helpful way for students and advisors to be accountable for the rules set in advance of the trip. A sample of a behavioral contract can be found in the Appendix. You may adapt this for your own use if there are pieces of it you find helpful.

Conduct Process

The complete Student Code of Conduct can be obtained from the Student Handbook. This document summarizes some points that are relevant to student travel and should not be seen as the official Code of Conduct.

The Code of Conduct covers student behavior while on official school business away from the campus as well as student behavior on the campus. Therefore, students traveling on behalf of clubs or on club-sponsored trips must abide by the Code of Conduct. Students who violate the agreed-upon rules of the trip may also be referred to the Conduct Process, even though those rules of course will not be specified in the Code of Conduct. Individuals or entire organizations can be held liable for conduct violations.

Post-Trip Expense Forms

Following a trip, anyone who attended should submit the Travel Expense Form to be reimbursed for any monies spent on the trip. These must be submitted within 30 days of the trip. For assistance in completing these forms please contact a staff member in the Office of Student Involvement for an appointment.
Publicizing on Campus

Posting Policies

**DAHLONEGA**

Recognized student organizations and departments may post signs and banners on the Dahlonega campus under the following guidelines. Questions should be directed to the Office of Student Involvement (Room 312 in Hoag Student Center).

1. Signs may not be placed on glass.
2. Signs may not be attached to ceiling tiles or support track.
3. Signs and banners may not cover doors or windows, and may not block halls or lobbies.
4. Signs may be hung only with masking tape. Other tapes (scotch, plastic, double-sided, and duct) are prohibited due to damage to walls and surfaces. (Masking tape is available for checkout in the Student Involvement Office in 312 Hoag Student Center)
5. Signs must be of unquestionable good taste. If in doubt, please have approved at the Student Involvement Office in 312 Hoag Student Center.
6. Signs may not advertise or promote alcohol, tobacco, or illegal drugs.
7. Commercial advertising is not permitted, unless specifically approved in advance.
8. Signs may not be hung for more than two weeks unless they promote a specific upcoming campus event.
9. Signs should be carefully removed immediately following the event.

**NOTES:**

- Individual buildings may have specific posting guidelines. Ask before posting
- Each campus of UNG has specific policies for posters and fliers. This policy only covers the Dahlonega Campus.

**GAINESVILLE**

**Office of Student Involvement Bulletin Board Rules and Regulations**

All fliers hung on Student Involvement bulletin boards and displayed on tables in the Student Center must be approved and stamped by the Office of Student Involvement. This policy describes which fliers can be approved.

*In general, these boards are dedicated to publicity for events, services, and programs that enhance the student experience at UNG.*

The Office will approve fliers that belong to these categories:

- Publicity for events, services and meetings sponsored UNG organizations or offices.
- Fliers describing textbooks for sale by students and for students
- Fliers from local businesses or organizations who are offering special discounts or programs for UNG students.
The Office will not approve fliers that belong to these categories:

- Fliers from local businesses or organizations that are unconnected to the campus community. This includes student- or faculty/staff-owned businesses that are not offering special discounts or programs for UNG students.
- Fliers describing events that offer alcohol or tobacco, or that take place at venues that sell these products
- Fliers advocating or advertising illegal or unethical conduct
- Fliers containing spelling or typographical errors

**Being a “Good Neighbor” on the Bulletin Boards**

Many groups need to use the bulletin boards. Here are a few hints for being a good neighbor!

- Only post your approved fliers on the Student Involvement Bulletin Boards. These all have blue signs on them. All posters, fliers, etc., that are not stamped or that are hung on the wrong bulletin boards will be removed and discarded.
- Remove your postings after your event is over. This frees up space for other groups.
- If you are hanging large posters, don’t try to put one on every bulletin board – remember, space is limited, so please limit your posters to one per building.

**Bulletin Board Locations**

**Lloyd Strickland Academic Building**
- 1 beside the ACTT Center
- 2. 1 behind the ACTT Center

**Dunlap/Mathis**
- 1. 1 beside room 139

**Library**
- 1. 1 in front entryway

**J. Foster Watkins Academic Building**
- 1. 1 by the far-left, quad side front doors
- 2. 1 beside the far-right, quad side front doors

**Science Building**
- **1st Floor**
  - 1. 1 across from room 162
  - 2. 1 across from room 156
  - 3. 1 beside room 104
  - 4. 1 beside room 106

- **2nd Floor**
  - 1. 1 across from room 205 and 1 beside it
  - 2. 1 beside room 227
  - 3. 1 beside room 264

**Student Center**
- 1. 1 beside Office of Office of Minority Student Affairs
- 2. 1 between Office of Student Involvement and Game Room
- 3. 1 across from information desk
- 4. 1 by Meeting Room 1
- 5. 1 in Game Room
Campus Digital Signs
Around campus, you will see monitors that advertise student events, deadlines, policies, and more. Any student club, university-recognized organization, or university department may request to have their information published to the digital signage system. This system is maintained by UNG’s Office of University Relations. To have a slide displayed, you may create your own slide in Power Point and email it, copying your advisor, to digitalsignage@ung.edu. For major events, you may instead choose to have University Relations design a slide for you.

To have University Relations design a slide for your club, the club’s advisor must submit a Graphics Request online. To do so, go to the MyUNG Faculty/Staff Page, click on the “Forms and Requests” button at the right of your screen, and scroll to the bottom to “University Relations Project Request.” This will take you to the request form. The request form must be submitted no later than four (4) weeks ahead of when you would like your graphic to be ready.

Table-toppers
Table-toppers are the multi-sided Plexiglas sign holders on the Student Commons tables. Each table-topper can hold up to 6 signs at a time. After your flier has been approved by Student Involvement, it may be placed in these table-toppers as well as on bulletin boards.

Each flier for the table-toppers must be 8.5 by 11 inches, the size of a regular piece of paper. Have your flier stamped in the Office of Student Involvement and then copy it; alternatively, you can have each separate copy stamped. For the table-toppers, make 25 copies.

After they are made and stamped, drop the copies off at the Information Desk in the Student Center Commons. Our student staff will put them in the table-toppers for you. Please note that if there a lot of fliers from a lot of different groups, the staff will distribute them among the table-toppers to give the most groups a chance for exposure – so you may not see your flier in every single table-topper, or your flier may be held for a few days until an event whose flier is out concludes and the flier can be replaced with yours.

Student Center Electronic Sign
The Office of Student Involvement maintains a small electronic sign near the quad. To have your event posted on this sign (and seen by everyone who approaches the building from the Quad, the Lloyd Strickland Building, and the J. Foster Watkins Building), please send details of what you would like posted to involvement-gvl@ung.edu. Please send this at least a week in advance to ensure that our office has time to update the sign.

Yard Signs
In order to utilize yard signs to publicize events in an orderly fashion, the following policy has been designed to govern placement, number, timing, and removal of such signs. This policy is divided into two sections, one for signs that publicize events, programs, services, and deadlines and one for directional signs.

Signs that Publicize Events, Programs, Services, and Deadlines
- The number of signs for any event, program, or other publicity campaign is limited to six (6).
• Each sign must clearly state which club or office is responsible for the event, program, or service being offered.
• Signs may only be posted in designated areas. On the Gainesville Campus, designated signage areas include
  o Grassy area directly in front of Student Center Patio
  o Sidewalk leading from Student Center to Watkins Building
  o In front of the Library
  o Pathway leading from Strickland Building past the Student Center to the Science Building
  o By Nesbitt Academic Building -- beside the sidewalks leading from each level of the parking deck to the large staircase
• Signs may be posted no more than two (2) weeks in advance of an event, program, or deadline.
• Signs must be removed within 24 hours of the event, program, or deadline being publicized.
• Signs that publicize services should be displayed for no more than two (2) weeks.
• Any group (student organization, office, etc.) that violates these policies will be subject to penalties:
  o First violation: A written warning from the Office of Student Involvement.
  o Second violation: The group will not be allowed to use yard signs for the remainder of the semester in which the violation occurred.

**Directional Signage**

• Groups may request a reasonable number of signs that direct event participants to a particular location.
• These signs may be placed around campus wherever it is logical, in order to better direct participants.
• Directional signage should be placed out no more than 24 hours before an event.
• Directional signage must be removed within 24 hours of the conclusion of the event.
• Any group (student organization, office, etc.) that violates these policies will be subject to penalties:
  o First violation: A written warning from the Office of Student Involvement.
  o Second violation: The group will not be allowed to use yard signs for the remainder of the semester in which the violation occurred.

There are several ways to advertise events on campus. The rules for utilizing these tools are listed below. Any questions about our campus posting policy can be directed to the Office of Student Involvement.

Student clubs and organizations receiving a student activity fee budget may have advertising materials printed by the Office of Student Involvement. Offices not under that umbrella may advertise on campus, but must print their own materials. Exceptions are made on a case by case basis for the printing of posters and yard signs. Contact the Office of Student Involvement for further details.

Any group (student organization, office, etc.) that violates these policies will be subject to penalties:

• First violation: A written warning from the Office of Student Involvement.
• Second violation: The group will not be allowed to utilize the advertisement tool it violated for the remainder of the semester in which the violation occurred.

**Displaying Flyers on Campus Bulletin Boards**

Bulletin boards are provided in all buildings for announcements, posters and other notices of general and special interest. Notices are ONLY to be placed inside the designated bulletin boards; **no notices are to be placed on doors, walls or glass.** All items must be approved by the Office Student Involvement (Room 508, SRC Building) prior to posting, and will be posted by a Student Involvement staff member. Posted materials will be approved for a maximum of two-weeks, or until the advertised event has passed, and will be removed at that time. Flyers will not be posted for an event that is less than one week away. All unauthorized postings will be removed. There are **11 bulletin boards** designated for flyers on campus. Flyers can be in either horizontal (landscape) or vertical (portrait) orientation, and must be submitted as a .jpg or .pdf file.

The Office will only approve flyers that belong to these categories:

- Publicity for events, services and meetings sponsored by UNG organizations or offices.
- Flyers advertising real estate for sale or rent by owners who are actively seeking college-student tenants (In “For Sale/For Rent” boards only.)
- Flyers describing textbooks for sale by and/or to students (In the two “For Sale/For Rent” boards only.)
- Volunteer opportunities for students (In the two “Community Involvement” boards only.)

The Office will not approve flyers that belong to these categories:

- Flyers from local businesses or organizations that are unconnected to the campus community. This includes student- or faculty/staff-owned businesses that are not offering special discounts or programs for UNG students.
- Flyers from businesses that duplicate UNG services.
- Flyers describing events that offer alcohol or tobacco, or that take place at venues that sell these products, or flyers that depict the use of alcohol, tobacco, or drug use.
- Flyers advocating or advertising illegal or unethical conduct
- Flyers containing spelling or typographical errors

**Posters**

Individual spaces located within the bulletin boards have been approved for the display of posters. Posters will be approved and posted using the same guidelines as for bulletin boards, listed above. Posters are posted on a first come first serve basis, and according to the discretion of the Office of Student Involvement staff. All posters must be made with a vertical (portrait) orientation and submitted as a .jpg or .pdf file. There are **18 spaces** designated for posters on campus.

Additional poster spaces have been reserved for the special use of Career Services, Multicultural Student Affairs, and Intramural Sports. It is left up to the staff in charge of these departments to decide how they wish to utilize their poster spaces, but they are still subject to the same rules governing the other poster spaces.
Displaying Flyers in the Table Toppers
The Office of Student Involvement offers “table topper” space to student groups and student-focused programs on tables throughout campus. Flyers will be approved and posted using the same guidelines as for bulletin boards, listed above.

All flyers on the tables must be placed in the Plexiglas flier display units. Flyers that are loose on the tables will be removed and recycled. To display your flyers on the table toppers, please follow these procedures:

- Make your flyer 8.5 by 11 with a vertical (portrait) orientation. This is the only size that will fit in the flier display units.
- Have your flyer approved and posted by the Office of Student Involvement. We have room for 6 fliers in each unit (21 units total).
- The student assistants in the Office of Student Involvement will post your fliers.

Campus Digital Signs
Around campus, you will see monitors that advertise student events, deadlines, policies, and more. Any student club, university-recognized organization, or university department may request to have their information published to the digital signage system. On the Oconee Campus this system is maintained by the Office of Student Involvement. All digital signs must be in horizontal (landscape) orientation. You may create your own slide in Power Point, or for major events, you may instead choose to have University Relations design a slide for you (see below). To have a slide displayed, convert the slide to a .jpg or .pdf file and email it to involvement-ocn@ung.edu.

To have University Relations design a slide for your club, the club’s advisor must submit a Graphics Request online. To do so, go to the MyUNG Faculty/Staff Page, click on the “Forms and Requests” button at the right of your screen, and scroll to the bottom to “University Relations” and click on “Creative Assistance Request Form.” This will take you to the request form. The request form must be submitted no later than four (4) weeks ahead of when you would like your graphic to be ready.

Dry Erase Boards
Dry Erase boards used for campus advertising can only be placed out on campus the day of the events and must be erased and removed immediately after the event is finished. If you would like to request the use of a dry erase board for your event, please contact the Office of Student Involvement. The dry erase boards are not allowed to be placed anywhere on campus that will hinder the flow of foot traffic. Contact the Office of Student Involvement for suggested placement of the signs. If placed outside make sure the boards are weighted so they do not fall over.

Yard Signs
In order to utilize yard signs to publicize events in an orderly fashion, the following policy has been designed to govern placement, number, timing, and removal of such signs. This policy is divided into two sections, one for signs that publicize events, programs, services, and deadlines and one for directional signs.

Signs that Publicize Events, Programs, Services, and Deadlines

- The number of signs for any event, program, or other publicity campaign is limited to four (4).
• Each sign must clearly state which club or office is responsible for the event, program, or service being offered.
• Signs may only be posted in designated areas. On the Oconee Campus, designated signage areas include:
  o Front entrance at the Faculty/Staff parking lot
  o The Quad between 300 Building and 500 building
  o Outside the 300 Building next to Parking Lot A
  o In front of the 700 building
• Signs may be posted no more than two (2) weeks in advance of an event, program, or deadline.
• Signs must be removed within 24 hours of the event, program, or deadline being publicized.
• Signs that publicize services should be displayed for no more than two (2) weeks.

**Directional Signage**

• Groups may request a reasonable number of signs that direct event participants to a particular location.
• These signs may be placed around campus wherever it is logical, in order to better direct participants.
• Directional signage should be placed out no more than 24 hours before an event.
• Directional signage must be removed within 24 hours of the conclusion of the event.

**Sidewalk Chalk**

Clubs may advertise their meetings and/or events using sidewalk chalk and adhering to the following:

• Must only be in designated areas, which include:
  o On the sidewalk connecting the 300 and 500, must be 50 feet from building entrances (so as not to track chalk into the building)
  o Outside the 700 building, 30 feet from building (so as not to track chalk into the building)
• May not contain any vulgar words or artwork
• Must be able to be washed away with rain or a quick rinse with a water hose
• Must be on flat no vertical surfaces
• May only be on asphalt or concrete surfaces (no brick)
• Chalk cannot be combined with any other materials
Roles and Responsibilities

All student organizations must have a faculty or staff advisor. Advisors are expected to be actively involved in the affairs of their organizations. Beyond this technical definition, there is so much more.

Advising is a developmental process in which an advisor shares ideas and insights, provides a different perspective, counsels students, and facilitates learning to assist students in their academic, personal, and professional development. An advisor facilitates the maintenance of strong organization by providing continuity and keeping new members and officers informed of the history of the organization. The advisor does not control the organization or make all the decisions for the students but provides a balanced perspective so students can make the most informed decisions possible.

What does it mean that advising is a developmental process? A developmental advising approach:

- Is concerned about human potential and growth
- Requires establishing caring relationships with students
- Encourages students to take responsibility for their actions
- Provides opportunities for students to explore their ideas
- Encourages values of volunteerism, civic engagement, and social responsibility
- Builds connections between academic and student affairs to assist students in achieving goals
- Engages the advisor and the student with both making equal contributions to the relationship.

The above description of the developmental advising approach was adapted from *Academic Advising for Student Success and Retention* (Hovland, Anderson & Associates, 1997)

Advisor Roles

There are many different approaches to advising and you will develop a style that is most comfortable for you and the students you work with. In most cases, it is best to be involved with the students and talk to them through the process they are going through when they are trying to turn their ideas into action. Students will challenge you to assume and work with different roles depending on the situation. Following are some of the roles you may assume as an advisor.

Mentor

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. Because of the nature of student organizations, your mentoring role may meet different needs. For our purposes, we are discussing mentors in terms of professional and personal development. These different areas of mentoring are not exclusive of one another and just because you are not in the same field as a student, it does not mean that he/she may not come to you for personal guidance. Also, when developing a student professionally, it is almost impossible not to help the student develop personally.

If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new
professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students’ verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

**Team Builder**
When new officers are elected or new members join the organization, you may need to take the initiative in turning the students form individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

Team formation does not occur by accident but rather through an intentional design and process. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full scale retreat encompassing team building and goal setting could be planned) to engage students in this process.

As the advisor, you may consider working with the student officers to develop a plan and the have them implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team. If you resources on team building activities, the Coordinator of Student Leadership can conduct a workshop with your organization and resources are available through the Office of Student Leadership and Stewart Library.

**Conflict Mediator**
Inevitably, students are going to join the organization with different agendas, goals and ideas about how things should function and the direction they should be taking. This is a natural part of running an organization and conflict that is ignored and not handled, the potential for the organization to become inactive is increased.

When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization, ask them how they think they can work together, and to point out the organization’s mission and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are, no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.
Reflective Agent
One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree.

Remember any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don’t like to ask for help. Remember to have students reflect on their successes and failures.

Educator
As you work with student organizations, students will undoubtedly look to you for guidance and assistance. In your work with them, you will find ample opportunities to help them learn. There may be formal educational moments such as workshops on how to run meetings or event planning or a seminar on topics related to the club’s purpose. There may be informal moments when a student doesn’t follow through on a commitment or when a project doesn’t occur as anticipated.

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing but sometimes this can be the most important action of all. Allow the students to make their decisions even if it is not in full agreement with your ideas.

Sometimes students will succeed and other times they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator
As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and by connecting their experiences here at the University to the experiences they will have in the community.

Policy Interpreter
Student organizations operate under UNG policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about UNG policies the better you can give to the students on their actions. You can find the club policies in this handbook, in the Student Handbook, or online at policy.ung.edu.

Benefits of Advising
There are many benefits associated with becoming an advisor to a student organization. Here are some:

- The satisfaction of seeing and helping students learn and development new skill.
• Watching a disparate group come together to share common interest and work toward common goals and an understanding of difference.
• Developing a personal relationship with students.
• Furthering personal goals or interest of choosing to work with an organization that reflects one’s interest.
• Sharing one’s knowledge with others.

**Advising Do’s and Don’ts**

**Do’s**

• Assist officers with procedural matters. Be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them.
• Empower students to take action and to take satisfaction in seeing the student organization succeed.
• Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. Student Organizations) for assistance.
• At the beginning, develop clear expectations about the role of the advisor and your relationship to the organization.
• Develop a strong working relationship with all the officers.
• Discuss concerns with officers in private and praise them in public.
• Meet with the officers and help them set goals. Encourage the Executive Board to disseminate reports (such as financial reports) to the general membership on a regular basis.
• Orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.
• Carefully review monthly financial reports from the organization treasurer or business manager. Assist in budget development and execution.
• Provide support. Give the group autonomy but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.

**Don’ts**

• Know it all.
• Be the leader or “run” the meeting.
• Say I told you so.
• Impose your own bias.
• Manipulate the group or force your opinions.
• Close communications.
• Take everything so seriously.
• Miss group meetings or functions.
• Be afraid to let the group try new ideas.
• Become such an advocate that you lose an objective viewpoint.
• Assume that the group handles everything okay and doesn’t need you.
• Assume that the organization’s attitudes, needs and personalities will remain the same year to year.

Some information adapted from Schreiber, V. and Pfleghaar, E. “Supervising vs. Advising”, UMR-ACUHO, 1999
General Practices for Clubs & Organizations

Running a Meeting

In order to conduct better meetings, leaders should be aware of the elements which make meetings efficient and productive and of their roles in ensuring that their meetings contain those elements.

Factors in Effective Meetings

- Good advance preparation by the leader
- Setting the proper atmosphere
  - Room Set-Up
  - Ice Breakers and Team Builders
- Enthusiasm from the leader
- Control of the meeting by the leader
- Sense of accomplishment by everyone in attendance

The Agenda

- Serves as the blueprint for the meeting
- Prepared with care, in advance, and referred to in order to discourage extraneous discussion during the meeting
- Purposes of an agenda
  - Keep the meeting organized
  - Establish goals for the meeting
  - Let the group know what to expect
  - Allow “thinkers” to be better prepared to participate
  - Enable the leader to keep the discussion on topic
- Types
  - Standing: is essentially the same at each meeting
  - Flexible: changes according to the group’s needs
  - Timed: can be used to control meetings with numerous agenda items or members who tend to get distracted, spend overlong on discussion items
- Agenda items should be listed from most important to least important

Productive Meetings

- Each person leaves the meeting with a clear idea of tasks, due dates, and what was accomplished
- The entire agenda was gotten through
- Members had fun, even though the goal of the meeting is NOT just to have fun
- Members feel a sense of ownership about the group and the task at hand

Non-Productive Meetings

- It is the leader’s responsibility to examine the causes and cures of non-productive meetings
- Causes
  - Lack of an agenda, or a poor agenda
  - No, or poor, advance planning
  - Not following the agenda
Starting the meeting late – remember that you are punishing the people who were on time if you start late
Too much socializing (beyond a designated 5 minutes for ice-breakers or team builders)
Spending time on discussion items which do not affect the entire group
Failure to communicate information understandably
Failure to summarize conclusions and tasks at end of meeting

• Possible Solutions
  Carefully prepare and follow your agenda
  Get down to the business at hand
  Schedule a social outing if too much socializing is a problem
  Meet with new members, or long-absent members, separately after the meeting to update them on what is going on – don’t spend your entire meeting updating people on things that everyone else already knows
  Give instructions or answer questions that only matter to a few people AFTER the meeting
  Present information clearly and make sure that everyone understands it

Leaders should remember that their level of preparation, attitude, willingness to hear others’ viewpoints, and personal desire to see the group succeed in meeting its goals will determine the effectiveness of the group’s meetings as well as the satisfaction of members.

Recruiting Members

The tips below are mainly for having a table (at Nighthawks Fest for example), but many of these can be used any time.

Do . . . .

• Have a handout, brochure, or other “take-away” that explains what your club stands for
• Bring a display board -- cardboard ones are available cheaply in the “school supply” section at drug and discount stores. Decorate it with pictures of your club’s activities!
• Tell people when and where your next meeting will be held!
• Wear a club T-shirt or UNG shirt if you like
• Hand out candy (chocolate tends to melt at the August club fair, though)
• Be friendly and talk to new students about your club -- the number one reason people say they don’t join or volunteer for things is that no one ever asked!
• Bring a laptop and extension cord to the club fair if you want to show off your club’s website or UNGConnect Portal!
• Plan events for the first few weeks of school -- and invite potential members!
• Have a sign-up sheet and collect emails of interested students
• Have two-way conversations with people who stop by. Ask your visitors about their ideas and interest and tell them how your club might fit with those!
• Tell people who stop by why your club is important to you
• Follow-up is crucial. Use your email list and invite people to your next meeting or event!

Don’t . . .

• Accost people who clearly don’t feel like talking
• Play loud music or internet clips at your recruiting table
• Talk to people about other clubs and why yours is preferable -- just give them good info and let them make up their own minds

• Give unrealistic expectations for new club members -- if your club demands a lot of time investment, don’t tell visitors that there’s not much work involved in your club (it’s often tempting to recruit people by making them feel it’s easy to be a member of your club, but if that doesn’t match with what you really expect of new members, you’ll wind up with unsatisfied club members!)

• Overlook anyone. Try to recruit even those who merely glance through your banners or flyers. If they took the time to read your organization’s name, then, at least take time to ask for their contact number.
Appendix: Resources for Clubs & Organizations

UNGConnect 101

UNGConnect provides student leaders with a platform to govern and manage their organizations. Through UNGConnect, Students will be able to:

- Store and share important documents
- Instantly communicate with members
- Plan and publicize events
- Directly track service hours and meeting attendance
- Manage and collect dues
- Archive records for future leaders

In addition, UNGConnect allows each student to manage all of their organization memberships from a centralized location and generate verified records of their involvement for their co-curricular transcripts.

UNGConnect Guidelines

1. Student organizations are required to renew their organization profile every year during the first few weeks of school. A notice will be sent from the Office of Student Leadership, which will prompt organization admins to update their club profile. Organizations that fail to renew are not considered active organizations and are not granted the rights of recognized student organizations.

2. An updated constitution should always be kept on file in the organization’s UNGConnect portal.

3. Organization administrators should keep their profile updated to allow current and prospective members to search information about their group.

4. Change in club officers and advisor should be updated in UNGConnect within one week.

5. Student organizations are encouraged to promote their events on the UNGConnect calendar.

What is UNGConnect?
UNGConnect is an online community, communication tool and management system for involvement on campus, specifically through student organizations. UNGConnect:

From a student’s perspective

- Provides an online directory of student organizations
- Connects students to various clubs and departments on campus
- Keeps students in the loop of what’s happening on campus
- Allow students to track their involvement through the Co-curricular Transcript and build an e-portfolio.

From a portal admin’s perspective

- Allows admins to manage their organization through the different features
- Promote events
- Communicate with members within their portal
- Archive the organization’s information – files, forms, documents, surveys etc.
What can you do on UNGConnect?

- You can communicate with your members by sending mass messages, texts, discussion forms and newsletters
- You can create events and attach an RSVP/pre-registration form, use the card swipe to track attendance at your events, create to-do lists & promote your events through the banners
- You can upload and store club files, photos, social media links, and videos
- Track your involvement through the co-curricular and create an e-portfolio
- There is an App for UNGConnect. You can access your organization’s info from your phone

Tips & Best Practices

- Always keep your profile updated
- Add a profile picture to your portal
- Accept your join requests
- Only portal admins can make changes to their profile
- Add your social media links to your profile
- Add a your club events to your UNGConnect calendar
- Engage your portal members (add videos, articles etc.)

How to update your profile:
Note: ONLY profile administrators can update their portal. To receive administrative access, contact the Office of Student Involvement.

1. Go to ung.edu; click on MyUNG; then go to UNGConnect
2. Login with your UNG email and password
3. Click “Browse Organizations” then search for your organization’s portal
4. Administrators will see this message prompting them to update their profile
5. Click “Update Now” to make changes to profile

Profile administrators can also update their page by clicking on the “Settings” tab
Then click on the “Update Profile” tab to make changes to your portal.
Co-Curricular Credit & Transcript

A quick look at Club Membership/Leadership Credits

What is a Co-curricular Transcript?

How is it tracked?

Why is it Important?

How do I attain access to my involvement records?

Who do I contact in case I have any questions?

These instructions are about how to get your end-of-the-semester co-curricular credit for being an active member or leader of a club.

New this year:

• It’s on UNGConnect!
• Entries are student-driven and faculty-approved (or leader-approved)
• No more turning in lists to Student Involvement

ALL USERS: UNGConnect

The first task is always to log in. Do this before doing anything else or following any instructions below:

• Go to OrgSync.com
• Choose the UNG Community
• Log in using your UNG credentials

STUDENTS: Requesting Co-Curricular Credit for Club Memberships

Leaders and Advisors need to tell club members what to do. Instructions are simple, but each club member must take responsibility for entering their own data.

• Click on My Tools, near the top/center
• On the drop-down menu, choose Involvement
• Click the green button at the top right: Add Involvement Entry
• A box will pop up. Choose “Organization Membership.”
• Select your organization from the drop-down menu
• Fill in all the blanks for start date, end date, any position you held, and the reference information.
  o Entries are by semester, so always enter your start and end date as the semester for which you are requesting credit. In other words, just ask for your FALL 2016 credit right now.
  o Unless you are an admin, you must choose a reference to approve your request. The reference must be an Admin for your club’s portal on UNGConnect
  o If you are an admin, your request will be automatically approved.
• If you like, you can enter in any learning outcomes you feel you achieved or offer any remarks you wish to offer in the “reflections” section.
• Check the “Show on Co-Curricular Record” box.
• Click “Submit” at the bottom
**ADMS**: Approving Co-Curricular Credit for Club Memberships

Admins must approve co-curricular credit for it to appear on students’ co-curricular transcripts. Please do not neglect this duty!

- Click on My Tools, near the top/center
- On the drop-down menu, choose Requests
- Refer to your records of organization involvement to make sure the requestor is eligible for co-curricular credit
- Approve the request using the buttons provided

**Questions?** Contact Your Office of Student Involvement.
# Room Reservation Form & Fundraiser Request Form – DAH

## Room Reservation Form

**Date:__________**

**PLEASE NOTE THAT THIS FORM RESERVES SPACE, IT DOES NOT APPROVE THE EVENT**

**Sponsoring Organization:**

**Event Name:**

**Person responsible for event:**

**Event Type:**

- [ ] Club/ Org Meeting or Event
- [ ] Greek Activity
- [ ] Fundraiser

**E-mail address:**

**Phone #:**

<table>
<thead>
<tr>
<th>Building/Area/Room Requested</th>
<th>DATE(S) if a Series Reservation, see that section of form to list dates</th>
<th>PUBLICIZED EVENT TIME</th>
<th>TIME ROOM RESERVED (includes set up and clean up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>List room preferences in order below</td>
<td>Month</td>
<td>Day(s)</td>
<td>Year</td>
</tr>
<tr>
<td>First Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description of event as it should appear on the University Event Calendar:**

## Series Reservation

- [ ] Mon.
- [ ] Tue.
- [ ] Wed.
- [ ] Thu.
- [ ] Fri.
- [ ] Sat.
- [ ] Sun.
- [ ] Weekly
- [ ] Monthly
- [ ] Other

**First Date:**

**End Date:**

### Catering

- [ ] ____ YES  ____ NO

Student Groups may spend UP TO $250 to purchase refreshments for meetings or events without requiring use of Campus Catering. HOWEVER, groups must provide copies of receipts to the Office of Student Involvement within three days of the event.

## Attendance

**Total Number of Expected Guests:**

**Please identify those who are invited to attend or speak at the event:**

- Yes / No Faculty/Staff
- Yes / No Students
- Yes / No Outside Guests
- Yes / No Open to Public
- Yes / No Advertise on Public Events Calendar

## Equipment Requests

- [ ] Tables
- [ ] Chairs
- [ ] Sound System
- [ ] Power Point
- [ ] Trash Cans

## Specific Needs & Additional Requests

**RESERVATION CONTRACT**

I have read the policies on the back side of this form.

I understand them and accept responsibility for my organization to adhere to the regulations.

**Person Responsible for event:**

**Date:**

**Faculty Advisor:**

**Date:**

**Greek Life / Rec. Sports / Student Involvement:**

**Date:**
UNG - Dahlonega FUNDRAISER REQUEST

This form must be completed and on file in the Office of Student Activities (Student Center Room 312) before a fundraiser can be conducted. Events must be approved before any advertisement begins.

Note: State Law requires that all raffles must be approved by the County Sheriff. Raffle application forms are available in the Student Involvement Office. A copy of the approved raffle application must be attached to this form before the event can be approved.

Today's Date: __________________ Sponsoring Organization(s): __________________________

Event Contact Person: __________________ Cell Phone: __________________ E-Mail: __________________

Type of Function/Activity: __________________

Location of Event/Activity: __________________

Date of Event/Activity: ________________ Time of Event/Activity: ________________

If Applicable - Facility Reserved (Signature or attach a copy of confirmation): APPROVED

Proceeds going to organization: _____% Proceeds going to Charity: _____% Name of Charity(s): __________________

Location(s) of Money Collection/Ticket Sales

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DATES</th>
<th>TIMES</th>
<th>APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Hall Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FRATERNITIES & SORORITIES (The Greek Life Office Must Approve Event): APPROVED

FUNDRAISING EVENT APPROVED: __________________ DATE: __________________

FUNDRAISING REPORT ON BACK - COMPLETE & RETURN AFTER YOUR EVENT
FUNDRAISER / COLLECTION REPORT

Sponsoring Organization(s):___________________________________________________________

Type of Function/Activity:____________________________________________________________

Date of Event/Activity:_______________________________________________________________

TOTAL AMOUNT COLLECTED: $___________
MINUS EXPENSES: $___________
TOTAL INCOME: $___________
KEPT FOR CLUB: $___________
DONATED: $___________
CHARITY: ____________________________________________________________

COLLECTIONS (FOOD / CLOTHING / ETC.): Outline what was donated

APPROX. NUMBER OF ITEMS: _____________ ITEM(S) __________________________________________
OR
APPROX. NUMBER OF POUNDS: _____________ ITEM(S) __________________________________________

Sponsoring Organization(s):___________________________________________________________

Print Name:_________________________________________________________________________

SIGNATURE:____________________________________ DATE: ____________________________

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT
New Chartered Student Organization Application
University of North Georgia

Thank you for taking an interest to start a new student organization at University of North Georgia. In this packet, you will find all the information necessary to guide you in chartering a new organization. There are two phases in the recognition process. The first phase requires a complete submission of checklist below and the second phase is the approval process. In order to move to the approval phase, you MUST submit the following information below. The turn around time once all paperwork is submitted is two-three weeks. If you have any questions, please contact:

<table>
<thead>
<tr>
<th>Dahlonega &amp; Blue Ridge Campus</th>
<th>Gainesville &amp; Cumming Campus</th>
<th>Oconee Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wesley Thomas</td>
<td>Brenda Adams</td>
<td>Lindsay Bailey</td>
</tr>
<tr>
<td>Email: <a href="mailto:Wesley.thomas@ung.edu">Wesley.thomas@ung.edu</a></td>
<td>Email: <a href="mailto:Brenda.adams@ung.edu">Brenda.adams@ung.edu</a></td>
<td>Email: <a href="mailto:Lindsay.Bailey@ung.edu">Lindsay.Bailey@ung.edu</a></td>
</tr>
<tr>
<td>Phone: 706-804-1643</td>
<td>Phone: 678-717-3847</td>
<td>Phone: 706-301-6293</td>
</tr>
</tbody>
</table>

Name of Student Organization (Please Print):

Acting Chairman (Please Print):

Phone No. __________________________ Email __________________________

Organization Classification

- Academic
- Faith Based
- Greek
- Honor Societies
- Military
- Multicultural
- Performance/Publications
- Service
- Special Interest
- Sport Clubs
- Student Governance

Advisor: ___________________________ Phone: ___________________________

Advisor Email: ___________________________ Date: ___________________________

Advisor Signature: ___________________________

Campus: (Please Check One) _______ Dahlonega _______ Gainesville _______ Oconee

New Student Organization Packet Checklist

☐ Mission Statement (A brief explanation of purpose)
☐ Membership List (must have at least 4 members)
☐ Constitution (Electronic Copy – to appropriate campus)
☐ Register New Student Organization on OrgSync

First Time User
1. Go to OrgSync.com
2. Select "Sign-up"
3. Find your Campus Community — University of North Georgia
4. Login with UNG Email & Password
5. Complete Account Information
6. Select "Browse Organization"
7. Select "Register New Organization"

A new organization's name must designate its home campus in parentheses at the end of the name. Example: Math Club (DAH). Campus abbreviations: CMG, DAH, GVL, OCN

Office Use Only
Date Received: ____________
Initials: ____________
CHARTERING A STUDENT ORGANIZATION

The following should serve as a guide for chartering a student organization for both Student Government and Student Life Committee approval.

BASIC PAPERWORK REQUIREMENTS
1. Mission Statement - Should clearly outline what the student organization is being established for and explain the purpose of the organization. The organization may be allowed to operate for a maximum of six weeks after the Mission Statement has been submitted, in a semi-official capacity. This means that they may be granted meeting space on the campus and campus mailing privileges. During this six-week period, activities are limited to recruitment and organizing; fund raising activities are prohibited.

2. Constitution - The constitution should clearly state the organization's objectives, membership requirements, officers' roles, and plans for reasonable functioning. The constitution should be typed and submitted in paper and electronically.

3. Membership List - Membership is limited to currently enrolled students. Each organization will need at least 4 students to start off.

4. OrgSync Registration - Register your Organization through OrgSync

APPROVAL STEPS
1. The materials listed above are reviewed by the appropriate committee of S.G.A. and recommendations are made to this body.

2. The S.G.A. then reviews the findings of the appropriate committee and takes the suitable action.

3. The appropriate committee will review the materials and testimony of the organization and either transmits their positive recommendation to Office of Student Involvement or returns the request for charter to the S.G.A.

4. The Office of Student Involvement will notify the advisor and chairperson to the organization of decisions made by the S.G.A.

APPROVAL CONSIDERATIONS
1. Only those organizations whose functions and constitution are not contrary to the goals and objectives of the University of North Georgia will be considered for chartering.

CHARTER TERMINATION
1. Violations to the Student Code of Conduct.

2. If abuses of college regulations are reported and verified or the organization becomes inactive, the appropriate committee of SGA will recommend to the President that the organization's charter be revoked.

ADDITIONAL REQUIREMENTS
1. Each campus organization is required to maintain an advisor who is a full-time faculty or staff member.

2. Each organization will be required to complete a “Renewal of Recognition” report each year. This report will ask for an active membership and officer update. Failure to return this information by the deadline may result in termination of the organization. Renewal of recognition forms will be on OrgSync annually.

3. All student organizations are subject to the Student Organization Policies and Procedures as they appear in the Student Handbook.
Sample Behavioral Contract

Below is a simple, but effective, behavioral contract developed to be an example of what you can include in a behavioral contract. Please feel free to create your own contract that will fit the needs of your trip and your students.

Trip Name, Club Name
I will:

• Follow all University policies as outlined in the Student Handbook
• Not partake in any alcoholic or illegal substances, regardless of my age
• Abide by the curfew, by being back to the hotel by 11:00pm
• Abide by the buddy-system, by always taking another person with me where ever I go
• Always let my trip advisor know where I am going and when I will be back
• Always be on time to group meet-up times
• Respect my fellow students, trip advisor, and surrounding community by keeping my language, dress, and behavior appropriate for public places

I have read and understand the points discussed above and commit to follow these rules during the duration of our trip. I understand that if my behavior is found contrary to any of these points I may face conduct proceedings upon return to campus.

Student Signature: _______________________________    Date:______________
Sample Travel Itinerary

This packet was submitted to the Office of Student Involvement by the International Student Association for their Spring 2009 trip to Chicago. Their advisor, graciously agreed to share this with everyone as an example of how to put together this information.

**Letter Describing Trip**

To whom it may concern,

Since the beginning of the International Student Association, one of its missions has been to educate students, faculty, staff and the community about cultural diversity. In our meetings, we have been able to implement a variety of ways to accomplish this mission regarding cultural diversity. This year the International Student Association desires to take ten committed members to the city of Chicago.

Why Chicago? You may ask. Within its buildings, historic communities and areas, and monumental sites such as museums and universities, Chicago is a city that contains an extensive variety of cultures from Latino, African American, European, and Asian, to the American culture itself. Upon arrival we will be taking a tour to two outstanding universities Loyola University Chicago and the University of Illinois. These universities have been selected by our students due to their interest in transferring and attending one of these prestigious institutions. We believe in the importance of our students goals being met and we have no doubt that Chicago will bring great motivation to many of them.

Also, we will take a guided tour of one of America’s oldest and most historic cities. Chicago is where we will learn more about and experience the “melting pot” of cultures and explore its history. We heard that it was a big city like New York, but with a southern feel like the south. As International Students, we would like to observe and experience this history.

The departure date is scheduled May 21, 2009 and return May 26, 2009. All students participating in this trip are in good academic standing and judicial standing.

We thank you for your time and we look forward to seeing Chicago.

Sincerely,

International Student Association Officers
Trip /Itinerary

International Student Association
Itinerary
Chicago, IL
May 21-26, 2009

Thursday, May 21
5:00 am meet at Gainesville State College
5:30 am Van leave for Chicago, Illinois
8:00 pm arrive at Embassy Suites Chicago-Downtown Hotel

Friday, May 22
9am Loyola University Chicago Admissions
10am Loyola University Chicago Tour

Saturday, May 23
Sears Tower Skydeck
Maxwell Street Market 7am-3pm FREE
South Loop -Desplaines St. & Roosevelt Rd. -Chicago, IL 60607
9pm Navy Pier and Fireworks

Sunday, May 24
Magnificent Mile tour
Lake Michigan experience
8:30p Navy Pier and Fireworks

Monday, May 25
Last Day to Enjoy Chicago
Memorial Day Festivities

Tuesday, May 26
9am Meet in Hotel Lobby for checkout
10am Leave Chicago, Illinois
11pm Arrive at Gainesville State College

Hotel Lobby
Breakfast each morning at 8am unless otherwise noted
Trip Budget

International Student Association

Budget for Chicago

May 21-May 27, 2009

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>$3617.79</td>
<td>3 rooms for 5 nights</td>
</tr>
<tr>
<td>Van</td>
<td>$500</td>
<td>van rental plus insurance</td>
</tr>
<tr>
<td>Gasoline</td>
<td>$500</td>
<td>1510 miles @ $2/gallon at 19miles/gallon</td>
</tr>
<tr>
<td>Parking</td>
<td>$150</td>
<td>5 days @ $30 per day</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4767.79</strong></td>
<td></td>
</tr>
</tbody>
</table>

International Student Association currently has approximately $3800 in their Student Activities account. Each student will contribute $150 for a total of $1500 to cover remaining/additional costs.
Constitution Template

All student organizations at the University of North Georgia are required to have a constitution. Your constitution must be included in your New Student Organization Packet, and be uploaded yearly to renew your UNG Connect portal. The following template is provided as a guide in creating a new constitution. If you have any questions, please contact your campus’s Office of Student Involvement. The following items are required to be in your constitution:

1. **Membership Requirements**
2. **Role of the Faculty or Staff Advisor**
3. **Supremacy Clause**: You must state that you will abide by all University, State, and Federal laws and policies
4. **Non-Discrimination Clause**: You must state that you will not discriminate against anyone
5. **Officer Information**: Be sure to include detailed information for how you plan to elect and remove officers
6. **Finances**: If you are planning to open an off-campus bank account, you must have dual signatures on the club checks that identify which two officers are co-signers of checks.

---

**Article I: Name**
Section 1: The name of this organization shall be _____________.

**Article II: Purpose**
Section 1: The purpose of the ____________ organization is to _____________.

- The most important part of any constitution is its purpose statement. Why does the organization exist? The strong organizations have well defined purposes which are consistent with the broad overall purpose of the University.
- Include some broad objectives. Objectives are essential in moving toward the accomplishment of an organization’s goal. They are the “how-to's” of the organization.

**Article III: Membership**
Section 1: Membership is open to all University of North Georgia students
- **Membership Requirements**: These are the specific requirements that are necessary for one to be eligible to join the organization. Types of eligibility: regular, alumni, honorary.
- **Membership Responsibilities**: This article describes the responsibilities that each person in the organization must fulfill as a member.

**Article IV: Membership Fees (if applicable)**
Section 1: An annual membership fee of $_________ is due ____________ (day/month/year) to the Treasurer.
Section 2: Members who are current on their dues payment shall be classified as “active” members.

**Article V: Officers**
Section 1: The Executive Board shall be the President, Vice President, Secretary, and Treasurer.
Section 2: The term of office for the Exec Board shall be _________ (time period).
Section 3: Executive Board members must be in good academic and disciplinary standing with the university.
Section 4: The Advisor shall be a non-voting member.
Section 5: Only UNG students are allowed to hold an officer position.

**Article VI: Duty of Officers**

*In this section include, how many officers there are, their titles and duties? Do the officers constitute an executive committee? Are there standing committees other than the executive committee, i.e. Event Planning, Fundraising, etc.?*

Section 1: Only students in good academic and disciplinary standing may serve as officers.
Section 2: The duties of the President shall be:
   A.  
   B.  
   C.  
Section 3: The duties of the ____________ (additional officer) shall be:
   A.  
   B.  
   C.  
Section 4: The duties of the ____________ (additional officer) shall be:
   A.  
   B.  
   C.  

**Article VII: Officer Election and Removal**

*In this section, consider how are officers to be elected? By what type of ballot? By what majority? Who is eligible for office? How may officers be removed?*

Section 1: All club officers shall be elected ____________ and will serve a term of (month/year) to (month/year).
Section 2: Officer elections will consist of the following process:
   A. Nomination process
   B. Elections
   C. Run-off elections, if necessary
Section 3: In the event an officer is judged to be deficient in his/her duties (as determined by a unanimous agreement of the remaining executive officers and advisor), he/she may be removed by a two-thirds vote of the active organization membership. The advisor shall oversee the process of removal from office.

**Article VIII: Elections & Voting**

*Every organization has to have a standardized procedure for voting and elections in order to insure continuity from year to year. Include eligibility, nomination and election process, and process for removing officers from duty.*

**Article IX: Committees**

*Most organizations work through a committee system. In this article the standing and ad hoc committees should be described and their functioning outlines. If you don't know which committees you will have, then via an article, grant the authority to develop them.*
Article X: Role of Advisor

• The role of the faculty/staff advisor plays in an organization is extremely important. That role needs to be well defined in every organization’s constitution.

Article XI: Meeting Procedure

• How will you run your meetings? Will you use Robert’s Rules of Order? In this section establish a framework for how you will conduct business during your formal and informal meetings. Having an organized meeting procedure will help your meetings run more smoothly and efficiently. 
• Section 1: All meetings will be held at the following times:
• Section 2: To be eligible to vote, all members must:

Article XII: Finances

• In this section, go in detail about how you plan to manage your funds.
• If you are planning to open an off-campus bank account, it must be stated that two officers will be co-signers of checks.

Article XIII: Supremacy Clause

• By having a supremacy clause, your student organization agrees to follow all University, State, and Federal laws and policies.
• Your supremacy clause could go something like, “The __________ club agrees to follow all University of North Georgia, State, and Federal laws and policies.

Article XIV: Non-Discrimination Clause

• The proposed organization must comply with University policies, including University policies on non-discrimination. Consistent with this requirement, the proposed organization must afford opportunities to members on the basis of personal merit and not on the basis of race, color, religion, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, or gender identity and expression. (Greek social fraternities and sororities are exempt from discrimination prohibitions on the basis of sex by federal law.) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization’s goals and agree with its beliefs, so long as the organization does not discriminate on the identities below.
• In your constitution, your club must state that no student will be excluded from membership or participation on the basis of his or her race, color, religious status or historic religious affiliation, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, gender identity and expression, or unless exempt under Title IX, gender.

Article XV: Amendments & Ratifications

• How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are amendments to be voted upon? Who is eligible to vote? 
• Section 1: This constitution will be reviewed annually.
• Section 2: The following process must occur for any amendments to this constitution.
NOTICE TO ALL PERSONS PARTICIPATING IN ATHLETIC, RECREATIONAL, AND ADVENTURE PROGRAMS, WORKSHOPS AND OTHER ACTIVITIES INVOLVING RISK OF BODILY OR PERSONAL INJURY AND/OR PROPERTY DAMAGE

ASSUMPTION OF RISK AND INSURANCE CERTIFICATION
(READ CAREFULLY BEFORE SIGNING)

ACTIVITY _______________ DATE OF EVENT _______________

Many programs, activities and workshops involve substantial risks of injury, property damage and other risks associated with participation in such activities. Dangers related to such activities include, but are not limited to hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack and heat exhaustion.

Each participant in the activity named above should realize that there are risks, hazards and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparations, and training.

The undersigned acknowledges that the University of North Georgia does not warrant or guarantee in any respect the competency of mental or physical condition of any trip leader, vehicle driver or individual participant in any athletic, recreational, or other activity. All participants in voluntary recreational/physical activities and field trips will be required to sign this Release, Waiver of Liability and Covenant Not To Sue form.

I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in this voluntary recreational/physical activity or field trip. In this regard, I certify that I am covered by a 24-hour health and accident insurance policy.

INITIAL _______________ DATE _______________

RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE
(READ CAREFULLY BEFORE SIGNING)

The undersigned hereby acknowledges that participation in recreational/athletic activities, field trips, and community and service learning activities involves an inherent risk of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of the University of North Georgia allowing the undersigned to participate in these types of voluntary recreational/athletic programs and field trips and, in connection therewith, making available to the undersigned for his/her use while participating in such programs or activities, certain equipment, facilities, grounds or personnel of the institution, the undersigned participant does hereby waive liability, release and forever discharge the Institution and the Board of Regents of the University System of Georgia, its members individually, its officers, agents and employees of and from any and all claims, demands, rights and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such recreational programs, athletic activities and field trips.

I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents and employees for any claim for damages arising or growing out of my voluntary participation in recreational/athletic activities or field trips.

I understand that the acceptance of this release, waiver of liability and covenant not to sue the Institution or the Board of Regents of the University System of Georgia or any agent or employee thereof, shall not constitute a waiver, in whole or part, of sovereign or official immunity by said Board, its members, officers, agents and employees.

Further, I understand that this release, waiver of liability, and covenant not to sue shall be effective during the entire period of my enrollment or employment at the institution.

I can receive a copy of this Notice and Document, which I have read and understood, at my request. I accept and assume all risks, hazards and dangers involved in this activity, including the training, preparation for and travel to and from the site of the activity. I certify that I am ________ years of age and suffering no legal disabilities.

This _______ day of _______ Year _______ Student ID Number: __________

Print Name ___________________________

Signature ___________________________
RELEASE OF LIABILITY, WAIVER OF LEGAL RIGHTS AND ASSUMPTION OF RISK
EVENT NAME:

In consideration of being allowed to participate in this event, I hereby understand and agree to this release of liability, waiver of legal rights, and assumption of risk and to the terms hereof as follows:

1. I acknowledge that this event is a recreational activity and that such an activity is subject to mishap and even injury to participants, including the potential for permanent paralysis and death. I understand and acknowledge that activities at this event have inherent dangers that no amount of care, caution, instruction or expertise can eliminate and I EXPRESSLY AND VOLUNTARILY ASSUME ALL RISK OF DEATH OR PERSONAL INJURY SUSTAINED WHILE PARTICIPATING IN THIS EVENT WHETHER OR NOT CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.

2. I take full responsibility for, RELEASE AND HOLD HARMLESS the State of Georgia, the University of North Georgia, and the Board of Regents of the University System of Georgia, their officers, elected officials, agents and employees from any and all liability, claims, demands or causes of action that I may hereafter have for injuries or damages arising out of my participation in this event, included, but not limited to, losses CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.

3. I further agree that I WILL NOT SUE OR MAKE CLAIM against the Released parties for damages or other losses sustained as a result of any injury, or death, sustained from my participation in this event. I also agree to INDEMNIFY AND HOLD THE RELEASED PARTIES HARMLESS from all claims, judgments and costs including attorney’s fees, incurred in connection with any action brought as a result of participation in this event by any of the undersigned.

4. I hereby expressly recognize that this Release of Liability, Waiver of Legal Rights, and Assumption of Risk is a contract pursuant to which I have released any and all claims against the Released Parties resulting from any injury, or death, sustained from participation in this event including any claims for negligence of the Released Parties.

5. I further represent that I am at least 18 years of age (or that I am a full-time University of North Georgia student). I hereby waive and release any and all legal rights that may accrue to me as the result of any injury I may suffer while engaging this event.

I HAVE READ THIS RELEASE OF LIABILITY, WAIVER OF LEGAL RIGHTS AND ASSUMPTION OF RISK AND FULLY UNDERSTAND ITS CONTENTS. I SIGN IT OF MY OWN FREE WILL THIS ___ day of __________, 20___.

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The University of North Georgia is designated as The Military College of Georgia and as a State Leadership Institution.
Travel Authorization Form Sample

UNIVERSITY of NORTH GEORGIA

PROFESSIONAL TRAVEL AUTHORIZATION REQUEST FORM

Type of Travel: In-State  Mode of Travel: Personal Vehicle

Traveler's Name: UNG NightHawk  Employee ID #: 500123456

Department: Flying Club  Home Campus: Cumming

Travel From Date: 08/26/2013  Travel To Date: 08/30/2013  Destination: Savannah, GA

Purpose of Trip: Migration trip

ITEMIZED ESTIMATE OF COSTS  Meals: 100  Lodging: 200  Transportation: 150

Registration Fees: 0  Other: 0  TOTAL: 450

If other please explain:

Means of handling classes and other business while absent:

N/A

Charge to Account # (REQUIRED): 922117

Employee Signature: UNG NightHawk  Date: 8/13/13

Supervisor Signature:  Date: 8/14/13

Budgetary Signature:

INTERNATIONAL TRAVEL ONLY

Vice President Signature:

President Signature:

Instructions:
1) This form required for only Out-of-State and International travel
2) Prepare form and forward to your Supervisor PRIOR to trip
3) For International travel, the Vice President and President must approve PRIOR to trip
4) Turn in form to Business Affairs (Gainesville) or Comptroller's Office (Dahlonega)
THE OFFICE OF FRATERNITY & SORORITY LIFE
NON-HAZING COMPLIANCE FORM

Chapter: _____________________________________________

Date: ___________________

North Georgia Hazing Policy for Student Organizations (Student Handbook)
No student organization, chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Georgia State Law considers hazing a Misdemeanor of a High and Aggravated Nature, which can result in a sentence of up to 12 months in jail and a fine as high as $5,000.

To report hazing, contact UNG Dean of Students Office at 706-864-1900, Office of Fraternity & Sorority Life at 706-864-1643 or the national Anti-Hazing Hotline at 1-888-NOT-HAZE.

By signing below, I agree that I have read and understand the North Georgia hazing policies and will abide by them.

Name (Printed) ___________________________ Name (Signed) ___________________________ Email ___________________________

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Student Organization Event Planning Guide

Event Contact Information

Event Coordinator(s): ________________________________

Phone #: __________________________ Email: ________________________________

General Event Info

Event Name: ________________________________

Date: __________________________ Time: ________________________________

Location ________________________________ Rain Location: ________________________________

Expected Attendance: _______ Admission Fee: _______ Budget: _______

Things to consider

☐ Have you reserved your event’s location? If you’re hosting an event on campus, you will need to fill out a room reservation form with all the appropriate signatures before approval and any publicity about your event is distributed. The Office of Student Involvement will need a minimum of 72 hours for your request to be processed. Stop by the Office of Student Involvement in Hoag 312 to fill out and submit a form.

☐ All student organizations wishing to host a fundraising event on and off campus must register the event through the Office of Student Involvement. The fundraising event must be approved before any advertisement begins.

☐ To retrieve funds that were allocated to your organization by SGA to purchase supplies for your event, contact Wes Thomas at 706-864-1643 or email Wesley.thomas@ung.edu

☐ If you will need you tables, chairs and trashcans for your event, submit your request one week prior to your event to the Office Student Involvement.

☐ Is catering required? If so, refer to the UNG Catering policies in regard to student organizations. For arrangements contact catering at 706-864-1765.

☐ Submit any a/v equipment, projector, speakers and sound system one week prior to your event to the Office of Student Involvement.

☐ Will you need a parking permit for your guest(s)? Contact Parking Services at 706-867-1500 to see about obtaining temporary parking permits for your guest(s).
Student Organization Event Planning Guide

☐ Do you plan on decorating the event venue? Refer to the guidelines for utilizing campus space.

☐ All fraternities and sororities will need to have their events registered and approved by the Office of Greek Life.

☐ Use the Publicizing Event Guide to learn of ways to advertise your events through OrgSync, Flush Flash, the Notice Board, digital monitors and the Student Handbook.

☐ For assistance with digital signage, media relations, coverage of events and assistance with designing your flyers, contact the Office of University Relations at 706-864-1950 or go to ung.edu/university-relations/ for more info.

☐ Post-event – Finalize all outstanding invoices and evaluate the success of your event for future planning.
Events that are open to the whole campus require considerable planning and good communications among all those involved in that planning – as well as with several offices around campus. The following checklist is provided to help program planners make sure that all angles and logistics are covered to ensure a smooth and successful program. It is suggested that planning begin at least eight weeks before the event.

**EIGHT WEEKS PRIOR TO THE EVENT**

- Help the students turn those ideas into a plan. Develop a planning committee and identify a coordinator who will serve as the point of contact and leader for the planning committee.
- Have the students complete a written summary detailing the description of the event, date, time, location, and other relevant information (you could use either of the two proposal forms given in this section to help your students do this).
- Help your students begin to develop a budget for the event. What portion of their budget will the organization you advise devote to this project? How much will things cost – food, decorations, prizes, and more?
- The advisor and the planning committee can meet and come to an agreement on basic expenditures and discuss the things that need to be done between now and the day of the event.

**SIX WEEKS PRIOR TO THE EVENT**

- Consider the various tasks needed to make the program a success: security, room reservations, food, decorations, technical needs, so that you can remind students if they forget!
- Help the leader of the planning committee define the responsibilities for all members of the planning committee. One member should not have to do all the work. To simplify planning, however, you could have one person coordinate all the funding forms. For example, if Member A wants to buy decorations at Wal-Mart and Member B needs to buy food at Wal-Mart, they could go together to make their purchases and have only one cash advance or request for reimbursement. The treasurer of the organization you advise could take care of making sure both Member A and Member B are aware of this.
- Make sure your students have reserved the room(s) you will need for the program. See the section on reservations in this manual for more information to share with your students. If it’s an outside event, ask them to consider a rain site.
- Finalize the date, time, and location for the event.
- Coordinate security provisions with Public Safety. It’s usually easier if the advisor does this.
- Consider if you would like to have other faculty or staff members present at the event, and invite them.
- Discuss with the students their plan for technical needs, etc. You will probably want to meet with Eugene Hendrix after you have filled out your Event Request System information.
- Arrange for the entertainment. Remember, students at GSC can’t commit to contracts, so if you need a DJ, you as advisor will need to make the final arrangements for this. Also remember that only the Director of Student Life or her designee can sign contracts that you have arranged. Contact the Office of Student Life for helpful recommendations.
about DJ’s and other entertainers, as well as contract information. Be sure you are aware of all costs before finalizing the contract. For example, if the DJ needs a hotel, that will add anywhere from $40-60 to the total cost of hiring him.

- Help the students arrange for food. Read the Food Service Manual part of this publication for further information!
- Organize a publicity campaign. Be creative! You can use the marketing information in this manual to help your students decide what they want to do to tell the campus about their event.
- Start making publicity.

**FOUR WEEKS PRIOR TO THE EVENT**

- Finalize all arrangements and implement the publicity campaign.
- Finalize all funding requests and turn the paperwork in to the Office of Student Life (see the Funding Section for all specific funding information).
- Finalize and have all contracts signed (catering, entertainment). Provide copies to anyone who needs one. Remember that the Gourmet Services catering contract must go through the Office of Student Life. Also, please remember that ALL CONTRACTS WITH OUTSIDE ENTERTAINMENT OR OTHER VENDORS CAN ONLY BE SIGNED BY THE DIRECTOR OF STUDENT LIFE OR HER DESIGNEE. Club advisors may not sign contracts with entertainment agencies.
- Finish making publicity.

**THREE WEEKS PRIOR TO THE EVENT**

- Hang up first round of posters and flyers.

**TWO WEEKS PRIOR TO THE EVENT**

- Continue to finalize all plans and implement publicity campaign.
- Hang up a second round of posters and/or flyers.
- Submit any last-minute funding forms for new expenses that have come up.
- Double-check with the event venue to make sure they have all the information they need from you. A call from the advisor is appreciated at this point!
- Develop and refine the work schedule for handling the remainder of the tasks and for the day of the event. Make sure the students remind people who have agreed to work the event! For example, if you are having a cookout, remind those people who said they’d go shopping, work the grill, and clean up.

**ONE WEEK PRIOR TO THE EVENT**

- Remind planning committee to intensify publicity efforts.
- Make sure planning committee has volunteers to pick up all supplies needed for the event.
- Have planning committee remind volunteers again.
THE BIG DAY

• Help students set up for the event and make sure all volunteers are on hand.
• Put table tents in the student center (have them approved first) to remind students to come to the event!
• Have fun – this is your chance as an advisor to hang out with your students, get to know them, and forge closer relationships!
• Be sure to pay any entertainers, etc. If you have to buy any supplies at the last minute, be sure to get receipts for reimbursement.
• Make sure students clean up the venue – this will leave those responsible for the rooms with a good impression of you and your students.

ONE WEEK AFTER THE EVENT

• Meet with the planning committee again to gather all receipts, fill in reimbursement forms, and evaluate the program.
• Have the planning committee debrief the event. Ask your students (or arrange with the chairperson in advance to ask these questions) what went well, what future students could do differently, etc. Write this information down and save it for next year.
• Provide thank-you notes to the students so they can write notes to anyone on campus that was particularly helpful.
• Send thank-you notes to your students – this is great for morale!
• Make sure all the publicity has been taken down from the campus bulletin boards, café, etc.

Adapted by Cara Ray from the Virginia Tech Residential and Dining Programs and Association for the Promotion of Campus Activities.
Visual Identity Guides

The University of North Georgia is a dynamic, regional multi-campus institution created through the consolidation of Gainesville State College and North Georgia College & State University in January 2013. The Consolidation Implementation Committee, an advisory group appointed by the chancellor of the University System of Georgia and comprised of faculty, staff, students, alumni, and community members, were tasked with the identifying institutional features that should be included in the development of the new institutional marks and the evaluation and selection of designs during the creative process.

The elements of the University of North Georgia visual identity program include: the UNG lettermark, the University of North Georgia wordmark, the university signature (a combination of the lettermark and wordmark), the steeple symbol that includes a mark evoking the region's mountains and water, academic college signatures, the athletic and spirit marks, the university color palette, typefaces, and the university seal. In contrast to traditional logos, this program provides flexibility within a uniform system of marks.

Please note that the formal Visual Identity Guide is still in development and will involve collaboration with a Communications Advisory Committee that is being formed. The guide will be completed and made available as soon as possible. In the meantime, please note that all elements of the Visual Identity Program are property of the University System of Georgia and are in the trademark registration process. As such, their use is prohibited without explicit permission from the Office of University Relations. The images below are provided for illustrative purposes only. If you have any questions about the use of UNG’s brand marks or if you need these images for your unit’s promotional purposes, please email universityrelations@ung.edu.

Visual Identity Program Elements

**Lettermark**

The lettermark is the abbreviated designation for the University of North Georgia. It should not be used alone at this point, because we need to reinforce the identity of the University of North Georgia. The lettermark is a specially designed graphic that conveys unity, tradition, dignity.

The lettermark is an intentionally customized version of a pre-existing font and users should not try to reproduce it with regular type.
Wordmark

The wordmark, too, is a specially created graphic that is designed to convey our connection as a community and emphasis of the region by keeping “North Georgia” together on one line. Additionally, the extended stroke on the Rs underscore the University of North Georgia’s supportive educational experience. The non-traditional Y curvature is reflective of an open book, trees and organic elements, and a welcoming environment.

The stylized “of” is a distinctive element that emphasizes the university’s prominence and role in the region, and evokes the university’s history and tradition.

Signatures

The signature is the combination of the lettermark and wordmark that together reinforce our new identity. Options include horizontal and vertical signatures for use in a variety of formats. As designed, the signatures save space to incorporate campus designations, office and unit names, and theme lines, such as the university’s designation as The Military College of Georgia.

Symbol

This symbol includes a stylized representation of the gold steeple atop Price Memorial Hall, the university’s oldest building, which is included on the National Historic Register and is built upon the site given to the state for a college. The feature has both institutional and regional significance in that Dahlonega is the site of the country’s first major Gold Rush in 1828 and gold from the area adorns the Georgia capitol. At its base is an arc that is evocative of the mountains and waterways found throughout the University of North Georgia’s region. This symbol will be used as a distinct element on letterhead, business cards, publications, and other select items.
Colors

Colors are an integral part of the University of North Georgia’s brand and should be used consistently in communications materials. The primary colors are blue and gold as shown below.

UNG Blue
Spot color: PMS 287
4-color process: C100 M72 Y2 K12

UNG Gold
Spot color: PMS 123
4-color process: C0 M21 Y88 K0

Typefaces

Garamond

The primary typeface for the University of North Georgia is Garamond. This typeface is a traditional serif font that is simple and easy-to-read. Garamond has a full range of styles that can be used for almost any typographical need. It is readily available on most desktop computers, but can be purchased online at a minimal cost, if needed.

Futura

The secondary typeface, Futura, is a fresh, sans-serif font that is clean and adaptable for use in many typographical needs, including headlines and lists, where special emphasis may be needed.

Futura has a full range of styles; however, Futura Book is the preferred style for most purposes. It can be purchased online at a minimal cost, if needed.
Athletics and Spirit Marks

As part of the consolidation process, students overwhelming selected the Nighthawk, a bird indigenous to the region covered by the University of North Georgia’s campuses, as the new mascot for the University of North Georgia. The Nighthawk is known for its speed, agility and endurance. The Nighthawks will be used by the university’s athletics program beginning in fall 2013.

Similar to the institutional or academic identity elements, the family of athletic and spirit marks include lettermarks, North Georgia Athletics as a wordmark, and various graphic symbols representing the mascot. The variety of these marks provides flexibility in developing athletics and spirit items. To support the development of these marks, the design process involved members of the Consolidation Implementation Committees, mascot work group members, the athletics department, and several student athletes.

The athletic program’s interlocking NG (shown below) will continue to be available as part of the family of athletic and spirit marks.

![Nighthawk Logo](image-url)
A useful instrument for sharing expectations and clearly identifying an Advisor’s role is the advisor’s contract. Even if you don’t choose to put your agreement into contract form, record your expectations for future leaders.

The members of ____________________________ (organization) request ________________________ (advisor’s name) to serve as Advisor of the organization for a period not to exceed _____________ (how long) beginning with ______________________ semester.

Duties, responsibilities, and expectations of the position are as follow:

(List responsibilities and expectations of the Advisor and organization)

•

•

•

Duties and responsibilities may be reconsidered at the request of the advisor, President, or majority vote of the membership in a regular meeting.

President’s/Chairperson’s:

Signature________________________________________Date:_____________________

I have met with the President of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities.

Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University
Contacts for Campus Resources

Catering

Cumming/Dahlonega - Aramark
  dining-dah@ung.edu  706-864-1770
catering-dah@ung.edu  706-864-1765

Gainesville/Oconee - Owen Exley
dining-gvl@ung.edu  678-717-3626
catering-gvl@ung.edu

Print Services

Located on the Dahlonega Campus
  706-864-1631

Plant Operations

Blue Ridge/Dahlonega - 706-864-1450
Cumming/Gainesville/Oconee - 678-717-3677

Public Safety

All campuses - 706-864-1500


If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Office of Student Involvement at 678-717-3622 or involvement-gvl@ung.edu.