



UNG | UNIVERSITY of
NORTH GEORGIA™

OFFICE OF STUDENT INVOLVEMENT

2020-2021 Student Organization Manual

Forward

Student organizations are an integral part of our community at the University of North Georgia. Registered Student Organizations (RSOs) exist to support the overall objectives of the University and operate based on voluntary participation and self-government. These organizations offer individuals an opportunity to broaden their environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curricula. The social and cultural events, lectures, debates, and many other activities organized by RSOs contribute to making UNG a dynamic and vibrant community.

The Office of Student Involvement works to be proactive in guiding organizations by providing education, training, and consultation. RSOs and the Office of Student Involvement exist as partners in the University community. Student Involvement staff strive to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision-making process. We work to help RSOs appropriately manage their risks and achieve their goals.

Additionally, student organizations add a vital component to campus life at UNG by providing an outlet for the student voice to be heard and a vehicle for students to have a substantial impact on campus. Finally, research has shown that students who are involved on campus are more likely to be successful and to gain more from their time in college (Astin, 1984).

About this Manual

This manual outlines the expectations and responsibilities of RSOs at the University of North Georgia as well as assist RSOs with their operations. It is created by the Office of Student Involvement staff and revisited every year prior to opening the re-registration process for existing RSOs. It may change from academic to academic year, and as such, this version of the manual should only be used as a reference for the academic year indicated (2020-2021). It is by no means exhaustive, but it is a great place to start if you are new to student organizations and/or leadership. In it you will find many helpful tidbits regarding the organization and operation of RSOs as well as policies that impact them. If you have questions that cannot be answered here, do not hesitate to reach out to the Office of Student Involvement staff.

Office of Student Involvement

About the Department

The Office of Student Involvement is, led by the Associate Dean of Students, under the division of Student Affairs and Enrollment Management. The office encompasses Fraternity & Sorority Life, Student Leadership, Student Organizations, Student Government Association, and Nighthawks Entertainment.

Mission Statement

The Office 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 commit to help every student find belonging and connection to the University. Our work supports the University's mission to develop students into leaders for a diverse and global society. The following statements form the philosophical foundations of the Office of Student Involvement:

- Educate and develop the whole student.
- Support the appreciation, understanding, and advocacy for equity, diversity, and inclusion.
- Provide opportunities for personal growth, mentorship, and connections for the attainment of individual goals.
- Encourage the free and open exchange of ideas in a context of mutual respect.
- Foster active citizenship through leadership skills and a commitment to service.
- Develop meaningful life skills, encourage personal achievement, and develop involved and responsible citizens

Contact Information

Contact information for the Office of Student Involvement is provided below. Additional contact information can be found on the [Office of Student Involvement website](#).

involvement@ung.edu

Cumming Campus

234 University Center
470-695-4718

Dahlonega Campus

312 Hoag Student Center
706-864-1643

Gainesville Campus

303 Student Center
678-717-3622

Oconee Campus

508 Student Resource Center
706-310-6250

Recognized Student Organizations (RSO)

Purpose

The purpose of student organizations is to provide students with opportunities to participate in activities which develop their intellectual, emotional, spiritual, physical, social, and professional abilities. UNG offers the following categories of student groups: academic, faith-based, fraternity and sorority life, honor societies, leadership, military, multicultural, performance and publication, service, special interest, sport clubs, and student governance.

Categories

Academic Groups: Organizations that promote academic growth by focusing on a specific major or academic program.

Honor Societies: Organizations whose purposes are to recognize and encourage high scholarship and/or leadership achievement in some broad or specialized field of study.

Performance Groups: Organizations that promote the enjoyment of, or performance of, the arts and music.

Military Groups: Organizations that support and advocate for UNG's Corps of Cadets program, military veterans, and active military members.

Faith-Based Groups: Organizations that provide opportunities for members to worship, pray, meditate, or learn more about the spiritual and religious concepts of a particular faith.

Leadership: Organizations that promote leadership development and training opportunities.

Multicultural Groups: Organizations that help develop an appreciation and understanding of cultural diversity, and work to promote unity and cultural awareness to the campus community.

Fraternities & Sororities: Greek-lettered organizations that provide meaningful opportunities for personal growth in the areas of leadership, philanthropic endeavors, academic achievement, and professional development.

Student Governance: Organizations that provide guidance, advocacy, and feedback to the specific area they represent.

Service Groups: Organizations that provide volunteer and community service opportunities including, but not limited to, philanthropy activities, advocacy work, and hands-on service opportunities.

Student Publications: Organizations that exist to provide information related to their purpose through means of mass communication, such as newspapers, magazines, radio, or television.

Special Interest Groups: Organizations that focus on a specific set of interests or topics and work to advance members' understanding in that specific area or engage in a particular pastime or leisure pursuit.

Sport Clubs: Organizations that offer participants a wide range of recreational, instructional, and competitive teams to bridge the gap between Intramural Sports and Intercollegiate Athletics where students with similar interests form official teams and are offered the chance to practice and compete at a specialized level

RSO Requirements

Any student organization interested in becoming an RSO must meet the following requirements in order to initially register or renew its registration as an RSO and to maintain its status as an RSO:

1. *Student Membership:* All RSOs must have at least four (4) UNG student members joined together for a common purpose (general membership may be comprised of both full-time and part-time UNG students) and the UNG email address for each student member must be provided to the Office of Student Involvement as part of the organization's RSO registration application. Exceptions can be made for organizations with inter/national entities due to the extra support they are provided;
2. *Governance Structure:* One distinct student member of the student organization, who is also a UNG student in good standing and enrolled currently, must be designated for each of the following officers – President, Treasurer, and Reservation Delegate (student organizations may call these officers by a different name within the organization, but for the purposes of the Office of Student Involvement, the President is the chief executive officer, the Treasurer is the person who handles finances, and the Reservation Delegate is the person who will be allowed make reservations on behalf of the organization in addition to the President); other officers are encouraged but not required;
3. *Student Run/Democratic:* Student self-governance is the central tenet of the RSO model, and all RSOs must function through UNG student governance and leadership;
 - a. Faculty, staff, non-student community members, and any nonstudent entities may participate in RSO activities and act in an advisory role to the RSO but cannot serve as leaders or voting members of the RSO, engage in decision making on behalf of the group, or represent the group or the University.
 - b. Non-student affiliated entities can require that the RSO maintain certain policies or protocols to continue their affiliation (e.g., dues, annual reports) as long as the policies or procedures do not interfere with student autonomy or require the RSO to violate the law or Board of Regents or UNG policy or procedure.
 - c. All RSOs must engage in democratic style governance as evidenced in their governing documents (e.g., regular elections, checks and balances for leadership). No RSO is allowed to give its student leaders complete control over organization decisions.
 - d. All RSOs must include a leadership elections process in their constitution. Elections must be held regularly and RSOs are encouraged to hold elections at least annually. This process should be specified in the organization's constitution.
4. *Advisors:* All RSOs must have at least one UNG faculty or staff member who will serve as the organization's advisor but will not make executive decisions for the organization or dictate organizational programs or services and whose UNG email address must be provided to the Office of Student Involvement as part of the student organization's RSO registration application (in addition to the UNG advisor, organizations may also have an off-campus advisor who is not affiliated with UNG, but that individual may only advise the organization and may not make executive decisions for the organization or dictate organizational programs or services). If an RSO is unable to find a faculty or staff member to act as the organization's advisor, an official from the Office of Student Involvement will assist in identifying one.

5. *Organization Constitution*: All RSOs must have a Constitution and/or Bylaws that is approved by UNG's Student Government Association. First-year RSOs will have their Constitution and/or Bylaws approved as part of the registration process; RSOs who make subsequent changes to their Constitution and/or Bylaws must submit them to the Student Government Association for approval. Approval or denial of an RSO's governing documents will not be based on the mission, goals, or beliefs of the RSO or any other content- or viewpoint-based determination but rather will only be based on the RSO including the information below in the Constitution and/or Bylaws. The only Constitution and/or Bylaws that will be recognized is the one posted on the RSO's UNG Connect group in the "Files" section. In addition to a Constitution, some RSOs may elect to include bylaws, protocol manuals, membership agreements, or other documents that govern the operations of the RSO. If an RSO's Constitution is denied for failing to include one or more of the following pieces of information, the RSO will be notified in writing of the specific reason for the denial:

- a. Name of the RSO (RSO names may include "UNG," "North Georgia," or "University of North Georgia," but only as "[Organization Name] at UNG"; Listing the name as "UNG [Organization Name]" or "[Organization Name] of UNG" is not allowed;
- b. Purpose/Mission Statement;
- c. The following UNG Affiliation Clause:
 - i. This organization is a Registered Student Organization (RSO) at University of North Georgia, but is not part of the University itself.
 - ii. In all correspondence and publications, it may refer to itself as an organization at University of North Georgia, but not as part of University of North Georgia itself.
 - iii. [Name of RSO] accepts full financial and production responsibility for all activities it sponsors.
 - iv. [Name of RSO] agrees to abide by all pertinent University of North Georgia policies and regulations, including the most current Student Organization Manual and Student Codes of Conduct. Where University of North Georgia policies and regulations and those of RSO differ, the policies and regulations of University of North Georgia will take precedence.
 - v. [Name of RSO] recognizes and understands that the University assumes no legal liability for the actions of the organization.
- d. Identification of any affiliations with local, regional, national, or international entities or organizations;
- e. Membership Eligibility and Requirements (including a membership removal process);
- f. Officers and Officer Responsibilities (including an officer removal and succession process);
- g. Elections Process and Information;
- h. Advisor Responsibilities;
- i. Process for Amendments to the Constitution; and,
- j. The link to the UNG Non-Discrimination Policy (<https://policy.ung.edu/policy/non-discrimination>) and this statement:
 - i. "University of North Georgia student organizations' 'Non-Discrimination Statement': Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of North Georgia

Non-Discrimination Policy. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

- ii. However, religious student organizations will not be denied registration solely because they limit leadership positions to students who share the same religious beliefs.
 - iii. Additionally, any group that is formally affiliated with a national entity that has Title IX exemption status based on sex may be restricted based on sex alone.
6. *Profile Picture (Optional)*: During the registration phase, groups may submit an image for their organization that will be displayed on their UNG Connect page; pictures that contain any UNG trademarks are subject to approval by University Relations; and,
 7. *Officer Training*: The President or designee must complete annual student organization training.

For Initial RSO Registrations Only: Register using the [New Student Organization Registration Form](#) on UNG Connect. Once the student organization complies with all of the requirements above and applies for registration as an RSO, the organization will be listed as a “pending RSO” and will be able to reserve meeting and event space for six (6) weeks. Once approved, the RSO will be bound by all applicable policies for all RSOs and receive full privileges.

Initial RSO registration will only be reviewed during the months of September through April. All RSOs are required to renew their registration on an annual basis; the registration renewal period generally opens in July and closes at the beginning of fall semester of each year (specific dates are determined annually by the Office of Student Involvement).

Specific Organization Requirements

The following specialty populations on campus have added requirements due to the nature of their organization.

Fraternity & Sorority Life

The fraternity and sorority community at UNG provides a diverse array of membership opportunities in various types of fraternal organizations (social, service and professional) with both single-sexed and gender-inclusive experiences, which are overseen by Fraternity and Sorority Life. We offer membership in the following types of fraternal organizations [National Association of Latin Fraternal Organizations](#) (NALFO), [National Panhellenic Conference](#) (NPC) sororities, [National Pan-Hellenic Council](#) (NPHC) fraternities and sororities, [North American Interfraternity Conference](#) (NIC) fraternities, and [Professional Fraternity Association](#) (PFA) fraternities and sororities. These organizations have additional requirements to stay in good-standing with the University.

All students, regardless of home campus, can join any fraternal organization after their first semester; however, we currently only have fraternities and sororities on the Gainesville and Dählonega campuses. To join a fraternity or sorority, students must go through a recruitment/intake process; each fraternal organization has a different process, so please refer to the [Fraternity and Sorority Life website](#) for more detailed information. If a student does not find the type of fraternal organization they desire in our community, please contact the

Director of Fraternity and Sorority Life or e-mail fsl@ung.edu for more information on how new fraternities and sororities are established.

Academic Groups & Honor Societies

Academic or honor society groups related to a specific department or college (i.e. Math Club or Business Honor Society) must be endorsed by that program. Students interested in starting an academic group 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 take part 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 more information (706) 864-1786 or find these specific groups on UNG Connect.

Sport Clubs

Sport clubs work closely with the Department of Recreation and Wellness. To create a sports club the following steps must be completed.

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, and outlet for completion, instructional needs, and feasibility at University of North Georgia. **If planning to compete in collegiate sanctioned events, the sport club must have a National Governing Body.**
2. Recruit at least four club student members and discuss officer roles required by all Sport Clubs (President, Treasurer, Risk Management Officer, and Vice President/Secretary)
3. Construct a constitution for your club and recruit a faculty or staff member to serve as the club's advisor.
4. Visit UNG Connect online and register your sport club as a [New Student Organization](#).
5. Hold an interest meeting and gather names, Student ID numbers, and contact information of interested individuals. There generally needs to be at least 12-15 individuals present at the interest meeting for the potential club to be a successful.
6. SGA will review your new student organization application and may invite you to present at a regular meeting. SGA then formally votes to recognize the new student organization at their next meeting.
7. Once the club has been approved by SGA and an interest meeting has been held, meet with the Sport Club Administrator to review Sport Club officers, procedures, and schedule practices.

Privileges

Active registered student organizations have the following privileges:

- Right to use the phrase "University of North Georgia" when referring to its chapter or organization
- Use of college facilities for meetings and functions upon reservation
- Ability to request and spend allocated Student Activities Fee monies according to SGA guidelines
- Reserve available equipment for programming (i.e. sound system, projector, etc.)
- Access to a group page and publicity in UNG Connect

- Right to publicize meetings and events on campus, in keeping with campus posting rules
- Ability to recruit members on campus
- Opportunity to record involvement through the Co-Curricular Transcript in UNG Connect
- Access to resources in the Office of Student Involvement (such as a printer, copier, art supplies, dry-erase signs, etc.)

Responsibilities

Annual Renewal Process

At the beginning of every fall semester, all student organizations must renew their registered student organization status by doing the following:

1. Renew the student organization's group page in UNG Connect and update information (e.g. new officers, change in meeting time, constitution changes, etc...)
2. Complete annual student organization training (***For this requirement to be met, the advisor and at least one student representative must complete the training.***)

Student organizations that do not renew their group and/or complete training by the annual deadline will be denied club privileges including spending allocated money and reserving space on campus.

Updating UNG Connect Groups

Every year starting on July 1st all student organization group statuses in UNG Connect are switched from "Approved" to "Requires Re-Registration" Even if an organization has recently updated its group they will still be asked to re-register at this time.

After the renewal period student organizations can still update their UNG Connect group at any time throughout the year by clicking on "Settings" in the left-hand menu. While any organization member can renew their group during the official renewal period, only officers can make changes throughout the year.

Status and Recognition

Active Status

UNG organizations maintaining an active status are fully registered with the Office of Student Involvement. This status is contingent upon fulfilling all the required online paperwork during the annual renewal period and upholding Student Involvement policies and procedures.

Inactive Status

Any organization that does not meet the annual renewal requirements will become inactive until the requirements are met. The following are circumstances, which could result in the Office of Student Involvement changing the status of a Registered Student Organization's status from active to inactive:

- Failure to successfully complete the annual renewal process by the official deadline.
- Failure to adhere to UNG policies and procedures.
- Failure to adhere to the UNG Student Code of Conduct.
- Failure to adhere to the Student Organization Manual rules and regulations.
- Loss of an advisor/inability to replace an advisor within the 30 business day period.

Loss of Recognition

The following are circumstances, which could result in the Office of Student Involvement removing a Registered Student Organization's recognition:

- Continuous inactive status
- Hazing
- Discriminatory practices
- Violations of UNG policies or procedures and/or the UNG Student Code of Conduct as determined by Office of Student Integrity
- Violation of local, state, and federal laws

Any funds existing as a balance within the organization's account balance are returned to SGA upon the loss of recognition.

Withdrawal of University Recognition

Any organization, which voluntarily chooses to not maintain active status, may withdraw their recognition from the University. This can be done through contacting the Office of Student Involvement. If an organization chooses to withdraw their organization status, their organization funds from the current school year will be returned to SGA.

Student Code of Conduct Violations

Registered student organizations are subject to the honor code and conduct standards as laid out in the [Student Code of Conduct](#). Violations of the Student Code of Conduct may result in review by the Office of Student Integrity.

Student Organization Rules & Practices

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 low, so some of the events present on the list may surprise you. Keep in mind, though, that signing the waiver is a way of limiting your own liability as a club advisor and limiting the college's liability in case of any issue arising from an event.

Students often ask why they cannot 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

- Waivers must be used at any event fitting the characteristics described below in the "Deciding to Use Waivers" section.
- 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 National Association for Campus Activities Conference" would be appropriate.
- 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.
- 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.
- 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.
- Waivers should be given to the Office of Student Involvement for storage after the event, where they will be kept for a period of four years.
- Waivers can be obtained from the Office of Student Involvement and on UNG Connect in the student organization resource box on the homepage.

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 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. 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 a lot of people (over 100), please use our Multi-Person Waiver. You may obtain these waivers from the Office of Student Involvement and on UNG Connect. 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 asks, while keeping 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:
 - a. Create a main waiver table with a big, visible sign.
 - b. Purchase wristbands or use stamps. As soon as a participant signs a waiver, put a wristband or stamp on them.
 - c. Station helpers at each sub-part of the event to make sure that no one without a wristband participates.
 - d. 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!

The Everything Form

The Office of Student Involvement uses *The Everything Form* on UNG Connect for all student organization related processes and requests. The [Dahlonge](#), [Gainesville](#), and [Oconee](#) campuses each have their own version of the form. Fill out the form for the campus where you are requesting services. (Email involvement@ung.edu for Blue Ridge or Cumming campus requests.)

The processes included in the Everything Form include:

Dahlonge, Gainesville, and Oconee Campuses

- Budget Reallocation (for allocated Student Activity Fee budgets only)
- Card Swipe Equipment Reservation
- Charity Drive/Fundraiser Request
- Mini-Grant Application
- Purchase Request
- Reimbursement Request
- Room/Table Reservations
- Student Organization Assistance/Training
- Specialty Machine Request (contact individual campuses for a list)
- Travel Paperwork

Gainesville and Oconee Only

- Catering
- On-Campus Marketing

Reserving & Utilizing Campus Space

Room reservations on each campus are on a first come, first served basis. Reservations are also subject to the [Facilities Use Policy](#).

Clubs are required to fill out their campus's Everything Form in UNG Connect to request a room reservation.

- This form must be filled out **two (2) weeks** in advance for simple Room Reservations with little to no extra furniture set-ups.
- This form must be filled out **thirty (30) days** in advance for Audio/Visual set-up and **sixty (60) days** in advance if an Audio/Visual Technician needs to be present for the whole duration of the event.

Room Reservation Process:

1. Fill out the Room Reservation Form (available on each campus Everything Form in UNG Connect).
 - a. Provide two (2) backup locations, dates, and times in the event your first choice is not available.
2. The Office of Student Involvement will review your request.
3. If approved, the Office of Student Involvement will enter your request in UNG's Event Management System.
4. If approved, an email will be sent out with the room and date/time information.

Important:

- All events should be listed in UNG Connect soon after requesting the Room Reservation.
- Events that do not have a Room Reservation requested or currently approved will be rejected until a room is requested.
- **Please note due to limited space on campus your reservation may be moved to another location or date in case of academic classes or large-scale University needs.**

Catering

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

Cumming & Dahlonega

- **For orders over \$250:**
 - Do **not** submit the Everything Form.
 - You are required to use Aramark.
 - To submit your order email aramark.catering@ung.edu
 - Menu online www.ung.catertrax.com
- **For orders under \$250:**
 - You **must** submit the Everything form if you want to use student activity funds to purchase the food before the event directly from the vendor (i.e. Papa Johns)
 - Clubs are also allowed to indicate that they wish to buy food elsewhere and get reimbursed if approved.
- **Potlucks** are only allowed with permission from the office of Student Involvement
- **Bake Sales** are only allowed with the permission from your campus food service providers.

Gainesville & Oconee

- All food on the Gainesville and Oconee campuses must be ordered from campus catering except for food orders costing less than \$50.
- Clubs **are required** to fill out the Everything Form in UNG Connect to request catering.
- **Potlucks** are only allowed with permission from the office of Student Involvement
- **Bake Sales** are only allowed with the permission from your campus food service providers.

Catering Request Process:

1. Fill out the Catering Request Form (available on the Everything Form in UNG Connect)
 - a. This form must be filled out three (3) full business days in advance for items on the three (3) day menu and ten (10) full business days in advance for all other orders.
 - b. Requests entered outside of the required days will be rejected unless approved by Student Involvement beforehand.
2. Student Involvement will check if funding is available and UNG Connect for meeting/event/room reservations before approval
 - a. All events **must be** listed in UNG Connect with flyers as well as have attendance recorded in the organization's portal.
3. Student Involvement will approve or reject the request in UNG Connect
4. If approved, food services in the Student Center will have your food ready at the requested date and time.

Movie Copy Rights

All student organizations must notify the Office of Student Involvement of any movie screenings at least two weeks before the event.

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.
- This does not apply to student organization events even when considered to be closed events.

T-Shirts and Apparel

Student organizations may not purchase t-shirts or other apparel using student activity fee money unless they receive prior approval from SGA. See the SAF rules section for further information. Funds collected from dues, fundraising, or other methods not affiliated with student activity fees may be used to purchase apparel, but outside money may not be deposited into student activity fee accounts for this or any other purpose.

All apparel must be purchased from a licensed vendor and follow all University Relations rules regardless of what type of funds are used. The Office of Student Involvement keeps an updated list of licensed vendors.

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 their 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

<https://policy.ung.edu/policy/amnesty-for-students>

Chalking on Campus

<https://policy.ung.edu/policy/chalking-on-campus>

Commencement Regalia

<https://policy.ung.edu/policy/commencement-regalia>

- Any student organization wishing to have an adornment approved should fill out the following form in UNG Connect for approval: <http://cglink.me/s17195>.

Expressive Activity

<https://policy.ung.edu/policy/expressive-activity>

Hazing Policy

<https://policy.ung.edu/policy/hazing>

Funding for Student 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 cannot 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

NOTE: For any Student Organization to utilize their SAF funds, they must have completed all requirements for yearly re-registration and complete mandatory Student Organization training. 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, usually around April 30th. 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

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.”

Graduate Student Funding

At the request of the Graduate Student Senate, the Student Government Association has delegated responsibility for allocation of 40% of Student Activity Fees, paid by graduate students, to the Graduate Student Senate. These funds are not subject to the SGA Funding Guidelines; however, they must follow State Purchasing Guidelines and University System of Georgia Policies.

The remaining 60% of Student Activity Fees paid by graduate students will be included with undergraduate fees and allocated by the Student Government Association. Fee distribution will be made in accordance with projections made by the UNG Budget Office. Actual fee collection will be reviewed following the end of drop-add each Spring Semester and any needed corrections will be made.

Allocation Process

SGA Finance Committee:

The Student Government Association Director of Finance shall appoint a Finance Committee and serve as its chair. Committee members must be approved by the Senate through a majority vote, with a minimum of one (1) per campus and a maximum two (2) per campus. The Committee will oversee the process to disburse Student Activity Fee funding in a process outlined by the Student Activity Fee Funding Guidelines.

Budget Requests:

Each spring, the Student Government Association will solicit funding requests from Registered Student Organizations and departments. Applicants will complete a Funding Request via UNG Connect and provide an itemized spreadsheet of their budget request.

Budget Presentation:

The SGA Finance Committee will review all requests and invite any groups with outstanding questions to make a Budget Presentation when necessary. Every group may not be specifically asked to present their request to the committee, which has no negative impact upon the funding decisions.

Allocation Proposal:

Following the Budget Presentations, the Finance Committee meets to develop a proposal for the allocation of funds per campus for the following year and will submit allocation proposals to the Senate. The proposals are voted on by the SGA Senate.

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. 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. See below for Travel guidelines.
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 may contribute to the cost of performance/competition uniforms for groups that are asked to perform for the student body on campus, unless those uniforms are otherwise required for purchase by the student in other populations. SGA will fund up to 20% of the total cost of each uniform with a maximum of \$25.00 per person per year.
10. SGA will not fund expenses for fundraisers.
11. Student Activity Fees may not be used to support political parties, candidates, or other partisan political activities.
12. Student Activity Fees shall finance a maximum of 25% of the cost of musical instruments, maintenance and repairs of instruments, accessories, and music for public performances. Music purchased for classroom use only is not allowed.
13. Student Activity Fees shall finance a maximum of \$500 per performance for venue rentals with a maximum of \$1000 per fiscal year.
14. Student Activity Fees shall finance a maximum of 25% of the cost of supplies for student publication production and a maximum of 50% of printing costs.

Guidelines for Student Travel Grants

1. SGA will not fund undergraduate academic travel.
2. Travel can be requested through SGA on a trip by trip basis. Student Organizations will request this no later than six (6) weeks in advance of the trip.

3. In order for the SGA to approve the travel grant, students must submit a detailed plan for the trip (costs, transportation means, lodging, agenda, etc.) with the request. In addition, organizations will schedule a presentation to share what was learned with other interested students. The SGA must approve the format of the presentation or event.
4. SGA may fund up to 50% of the cost per individual, per trip, with a maximum of \$200 per individual and \$1600 per trip. The following factors will be used in determining funding:
 - a. Reason for trip
 - b. How many students will benefit?
 - c. Cost and length of the trip
 - d. Type of transportation
 - e. Availability of funding from other sources

**Please note that retreats for student groups will not be subject to the above and will be granted funds based upon educational outcomes of the retreat.*

Basic Guidelines for Groups Receiving Funding

- Groups must track student attendance at all events funded through Student Activity Fees using UNG Connect.
- Groups receiving funding are expected to adequately advertise their funded events to the entire student body.
- 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.
- Events funded by Student Activity Fees must be open 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 through the Office of Student Involvement.
- Prohibited Expenditures:
 - Alcohol
 - Tobacco
 - Illegal items
 - Items for personal use
 - Scholarships
 - Faculty/Staff Salaries or other compensation unless specifically approved by SGA.

Mini-Grant Request Process

Mini-Grant Request: Throughout the academic year, a Registered Student Organization may apply for a mini-grant. This is a one-time grant allocated from the Student Activity Fees to an organization. The request form can be found on UNG Connect.

Presentation of Request: The organization requesting the mini-grant must attend a SGA meeting and come prepared with a presentation explaining the need for the requested money. The SGA will notify requester of the meeting date, time, and location to present this information. Presentation should include:

- Purpose of the money
- How it will benefit the entire student body
- Why the money was not included in original budget request (if applicable)

- If there are other means of obtaining money

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

Approval of mini-grant request: Following the SGA's vote regarding the mini-grant request, an approved request will then be sent to the Office of Student Involvement to be dealt with between the organization and that office. The organization must contact the office to initiate expenditures.

Feedback/recap of allocation: If a 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

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 of the desired change and provide an explanation for the changes. The request should be via the form on UNG Connect. The request will be reviewed by SGA, and the group will be asked to attend an SGA meeting to explain their proposed changes. SGA will then vote to accept, reject, or modify the proposed reallocation. This process takes a minimum of two weeks.

Accessing SAF Accounts, Purchasing, & Budget Tracking

Any RSO or department with SAF funding will have access to their account via the Office of Student Involvement. The department manages all accounts and coordinates purchasing for these groups. Any requests to spend money must be requested via the Everything Form on UNG Connect. No money should be promised or spent without prior approval.

Budget Tracking

If allocated, student organizations are expected to carefully track their student activity fee budget. At the beginning of the fiscal year (in July) all student organizations allocated a budget will be emailed an Excel spreadsheet to help track their expenses upon request.

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

Anytime you would like to see the most updated copy of your spreadsheet, please contact the Office of Student Involvement.

Purchases and Reimbursement

Clubs ***are required*** to fill out the Everything Form in UNG Connect to request a purchase.

This form must be filled out no later than **two (2) weeks in advance** for when the item/s are needed but are encouraged to be requested even further out in case of long shipping times.

Purchase Request Process:

1. Fill out the Purchasing Request Form (available on the Everything Form in UNG Connect).
 - a. Provide URL links to all item/s that will be purchased.

- b. Include flyer for event or meeting.
2. Student Involvement will review your request.
3. If approved an email will be sent to the requester.
4. Student involvement will order the items online or from the store if local.

There are times when you may need to personally purchase items for your club due to limited time or other factors. These purchases **must be approved by Student Involvement before** you pay for them. Personal purchases can be reimbursed, excluding taxes, with the original receipts and a flyer of the event.

Items that are not valid for purchase: items to be used by only one person, items for academic classes, and items that are discriminatory or harmful in nature. Check with Student Involvement before purchasing anything to make sure it can be reimbursed.

Off Campus Banking, Tax Info, and EIN#

Opening an Off Campus Bank Account

Student organizations that plan to fundraise are encouraged to open and maintain an outside bank account. These accounts should be operated and overseen by students. Student organizations with an outside bank account should have a plan for transitioning the ownership of the account to new officers at the end of each academic year.

To open a bank account for a student organization, follow these steps:

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

To receive an EIN, complete [Form SS-4](#) with the IRS online. Keep the following rules in mind when filling out the form:

- a. Entity Name: UNG or University of North Georgia may not be used in the name of your club's EIN or bank account.
 - i. Suggestion: use the name of your club plus your campus (ex: Running Club Oconee)
- b. Address: Use your campus's address to file your EIN paperwork and to open the off-campus account.

2. Choose a Bank & Open an Account

Recommendations:

- a. Advisors should not have their name on the account at all. Control of the account should be maintained by student members.
- b. 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.)*
- c. Choose a bank that has a branch located near your campus.

Banks may ask for a copy of your student organization's constitution and a list of officers to open an account. The Office of Student Involvement can help you with these items. Some banks may also pull/review credit reports for anyone listed on the account.

Questions to ask a financial institution before banking with them:

- 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? *(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?

Important:

- Student organizations are **not tax exempt** and you may not use UNG’s tax exempt status.
- Establish a system for reviewing all club purchases, expenses, deposits, and reimbursements through this account. It is highly recommended 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.
- Remember to pass bank account information along to new/incoming officers!

Fundraising & Charity Drives

Fundraisers

Fundraising is encouraged for student organizations. All fundraisers must be registered and approved in UNG Connect no fewer than 10 business days before the fundraiser is supposed to take place. When you file this form, you document your fundraiser in case of any later questions. The Office of Student Involvement recommends that student organizations document how they are taking in money and the amount of money raised.

Additionally, if your fundraiser is a raffle you must obtain authorization from your local campus’ sheriff’s office in order to do so. This must be done before your fundraiser is approved.

If fundraisers are to be held on campus, please make sure that you 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.

Finally, we do not have a limit on the number of fundraisers that an organization can do, but the Office of Student Involvement may deny requests for groups with multiple fundraisers in order to allow for other organizations to do so.

In general, the Office of Student Involvement only allows for one fundraiser at a time so as not to compete for resources.

Charity Drives

Charity drives are when student organizations or departments collect goods (food, clothing, books, etc.) to donate to entities in need. The Office of Student Involvement encourages groups to participate and host these drives. All charity drives must be registered and approved in UNG Connect no fewer than 10 business days before the drive is supposed to take place.

In general, the Office of Student Involvement only allows for one drive at a time so as not to compete for resources. If student organizations need collections bins to help them host drives, please contact the Office of Student Involvement.

Awards: (E)Gift Cards

Step Guide (1-10)

1. Only active UNG students can be eligible to receive an Award (Gift Card/E-Gift Card).
2. Request an Award (Gift Card/E-Gift Card) with Event Approval thru the UNG Student Government Association (SGA), during the “student activity fee budget allocation” spring semester process.
3. SGA will approve or deny the request along with the (13000) budget.
4. If approved, SGA Advisor will contact the Student Involvement Director (of the campus with the request) to make the purchase.
5. The Student Involvement Director or approved staff will directly or personally purchase (out of pocket) the Award (Gift Card/E-Gift Card) item(s) and be reimbursed by UNG by using an official paper check request.
6. Only a Director level approval can make one of the following award purchases:
 - a. Gift Cards (No more than \$100 per prize)
 - b. E-Gift Card (No more than \$100 per prize)
7. The student organization president (and main student contact w/ UNG Connect) will be notified (setup pickup time) of the purchases by Office of Student Involvement.
8. The Office of Student Involvement will document in an authorization & acknowledgement form that will uniquely identify each payment in order to document the appropriate use of the card for audit purposes including student’s signature of acceptance.
9. Awards must be distributed within thirty (30) days of purchase.
10. The Office of Student Involvement will turn in a signed copy of an authorization & acknowledgement form along with an event flyer and paper check request for staff reimbursement to the Office of Purchasing and/or Office of Financial Services/Comptroller.

Prizes

Prizes and giveaways must be under \$50/person if purchased using student activity fee money.

Publicizing on Campus

Sidewalk Chalk

See link to policy in above in Student Organization Rules & Practices.

Posting Rules

Campus Digital Signs

Around campus, you will see monitors that advertise student events, deadlines, policies, and more. Any student organization, 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, please visit the [Digital Signage](#) website for more information, instructions, and templates.

Dry Erase Boards

Dry Erase boards used for campus advertising can only be placed around 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.

Flyers

Flyers on campus must follow the rules below:

- Flyers can be no larger than 11x17
- Flyers may not contain reference to alcohol, tobacco/vaping, or other drugs.
- Flyers must follow all [University Polices](#).
- Flyers must be posted on bulletin boards; the Office of Student Involvement has provided bulletin boards across campus that are designated for posting. Other bulletin boards are controlled by individual departments and are subject to their approval.
- Flyers may only be posted for 10 business days. The Office of Student Involvement will remove outdated flyers.
- Only one flyer per bulletin is allowed. Duplicates will be removed.
- All flyers must include the name of the sponsoring group along with a clear, concise message promoting your event, activity, or program to include event name, date, time, location, and cost of the event (if applicable).
- All flyers must comply with the licensing policies of the University if using UNG logos.
- No flyers may be posted on any surface that is not an approved bulletin board. Anything posted in any of the areas below will be immediately removed:
 - Walls
 - Ceilings
 - Railings
 - Bathroom walls/stalls (*exceptions have been made for Career Services and Student Involvement)
 - Benches
 - Tables
 - Windows

- Doors
- Staircases
- Light posts
- Cars/windshields

Posters/Banners

Registered Student Organizations can make reservation requests for promotional spaces for posters/banners via UNG Connect. These items will be turned in to the Office of Student Involvement for approval and posting. These will be posted for maximum of 10 business days. All posters/banners must include the name of the sponsoring group along with a clear, concise message promoting your event, activity, or program. All posters/banners must comply with the licensing policies of the University if using UNG logos.

The spaces available are as follows:

- DAH- five (5) spaces at the Hoag Student Center Patio; three (3) spaces in the Hoag Student Center staircase between floors one (1) and two (2)
- GVL- two (2) spaces in the Office of Student Involvement windows
- OCN- one (1) space in the Student Resource Center Atrium; one (1) space outside the Student Center Atrium in the Quad; one (1) in the 300 Building

Yard Signs

Yard signs may be used to publicize events on campus. When utilizing yard signs as a means of advertisement the following rules apply:

- The number of signs for any event, program, or other publicity campaign is limited to:
 - Blue Ridge- two (2)
 - Cumming- two (2)
 - Dahlonega- six (6)
 - Gainesville- six (6)
 - Oconee- four (4)
 - Directional Signage- yard signs that are placed around campus in order to direct participants to certain locations are not limited in number and should be placed around campus wherever it is logical in order to direct participants to a specified location.
- Each sign must clearly state which club or office is responsible for the event, program, or service being offered.
- Signs may be posted no more than 10 business days in advance of an event, program, or deadline or 24 hours in advance for directional signage.
- Signs must be removed the following business day after event, program, or deadline being publicized.
- Signs that publicize services should be displayed for no more than 10 business days.

Tabling

Registered Student Organizations may reserve tables to promote their organization, event, or fundraiser. These tables can be reserved through the Everything Form on UNG Connect.

The spaces available are as follows:

- CMG- one (1) space in front lobby

- DAH- four (4) spaces on the 2nd floor of Hoag Student Center; six (6) space on Hoag Patio
- GVL- one (1) space in Student Center Commons; one (1) space on Student Center Patio
- OCN- one (1) space in Student Resource Center Atrium

Additional Information and Resources

UNG Connect

[UNG Connect](#) (powered by Campus Groups) is a multifaceted online campus community platform that virtually houses all UNG student organizations. The system serves as an online office where student organizations, along with UNG departments, can manage their membership, create events, store files, promote programs, send messages, track service hours, and foster virtual communities.

Every student organization has their own “group” in UNG Connect and are encouraged to use the platform for all organization business and communication.

Finding Groups

1. Log in to UNG Connect using your UNG username and password
2. In the blue bar at the top of the page click on the “groups” icon which is to the right of the “home” icon
3. Your group memberships are at the top of the list
 - a. To search all UNG student organizations, click on the blue button that says “All Groups”
 - b. To find a specific organization start typing the name of the organization in the search bar
 - c. To bookmark an organization or office click on the star icon next to its name

Co-Curricular Transcript

Every student at UNG has a co-curricular transcript in UNG Connect. The co-curricular transcript is an official university document that lists a student’s co-curricular credits. Students earn co-curricular credits by taking part in outside-of-the-classroom activities such as attending events, serving as a student organization member or officer, volunteering in the community, and much more. This transcript serves as an official record of the important achievements and milestones of a student’s college career.

UNG Liability Waivers

- [Individual Waiver](#)
- [Group Waiver](#)

[Travel Authorization Form](#)

Hazing Compliance Form - Coming Soon

UNG Visual Identity

For information regarding UNG’s approved colors, fonts, symbols and other visual identity rules refer to University Relation’s [student use quick reference guide](#).

To request an official UNG logo for your club, images for promotional purposes, or if you have questions about UNG’s brand marks please email graphics@ung.edu.

Student organizations may not use “UNG,” “University of North Georgia,” or other UNG trademarked words and/or images in any self-made logos.

Sample Advisor Contract

An advisor contract is useful for setting expectations and clarifying the role of a student organization advisor. Even if you choose not to write a formal contract, it is important to speak with your advisor about their role in the organization. It is also important to document these expectations as a reference for future leaders.

The members of [insert student organization name] request [insert advisor’s name] serve as advisor to the organization.

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

- [write out agreed upon duties, responsibilities, and expectations]
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-

Duties and responsibilities may be reconsidered at the request of the advisor, president, or a majority vote of members 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.

Advisor’s Signature _____ **Date:** _____

Catering

<https://ung.edu/auxiliary/dining/index.php>

Cumming/Dahlonega

- catering-dah@ung.edu 678-717-3626

Gainesville/Oconee

- catering-gvl@ung.edu 678-717-3626

Plant Operations

<https://ung.edu/facilities/contact-information.php>

Blue Ridge/Dahlonega

- Henry (Mike) Hyams III (Director of Facilities)
Mike.Hyamsiii@ung.edu 706-864-1451

Cumming/Gainesville/Oconee

- Chris Boring (Moving/Setup Supervisor)
Chris.Boring@ung.edu 678-717-3729
- Bill Moody (Director of Facilities & Operations)
Bill.Moody@ung.edu 678-717-3630
- Tim Aldridge (Assistant Director of Facilities & Operations) Oconee
Tim.aldridge@ung.edu 678-246-9665

Public Safety (University Police)

<https://ung.edu/police/index.php>

publicsafety@ung.edu

(706) 864-1500 - all campuses

References

Astin, A. W. (1984). Student involvement: A developmental theory for higher education. *Journal of College Student Personnel*, 25, 297-308.