



College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

FACS Student Organizations Handbook



Student Success and Advising Center
112 Dawson Hall
(706)542-4847

success@uga.edu

<http://www.fcs.uga.edu/ssac/student-involvement>

Updated December 11, 2019

TABLE OF CONTENTS



College of Family and Consumer Sciences UNIVERSITY OF GEORGIA

Introduction	1
Contact Information.....	1
Important Links.....	2
FACS Student Organizations at a Glance.....	2
For a list of all FACS student organizations, click here.	2
What We Do – Student Success and Advising Center	2
What You Do – Student Officers	2
What Do You Do – Faculty or Staff Advisors	3
Timeline for Student Organizations	3
To Do & Know	3
Student Organization Registration.....	3
Student Fee Budget Allocation.....	3
Officer Contact Information.....	3
Website Information.....	4
How to update a student organization page.....	4
Graduation Cord Policy	4
Facility Guidelines.....	4
Dawson Hall and Barrow Hall Room Reservation Requests	4
Dawson Hall Tabling Reservation Requests	5
Campus Reservations.....	5
Room Usage Guidelines	6
Financial Information.....	6
Account Information	6
Funding qualifications.....	7
Reimbursements.....	7
Budget Requests	8
For Student Activity Fee Allocated College Accounts.....	8
Student Travel.....	9
Fundraising	9

Advertising..... 9
 Logos and Trademarks 10
APPENDICES..... 10

Introduction

Dear Student Organization Leaders and Faculty/Staff Advisors,

Our college is known for developing leaders through academics, but many of the skills used to chart your career path are curated by your involvement in a student organization. FACS, and specifically the Student Success and Advising Center (SSAC), are here to support you in your role as a student leader and organizational advisor. The SSAC is a resource for college related information and serve as a liaison to communicate information from the UGA Center for Student Activities and Involvement (CSAI), a unit of the Tate Student Center, within the Division of Student Affairs. The CSAI is a separate entity from FACS, but we work with them on their mission to promote and provide student involvement opportunities on campus in its pursuit to help students successfully transition into the institution, build community, and improve overall student success through curricular and co-curricular experiences. They serve as a resource for all UGA registered student organizations.

The two people you'll interact with most are Dr. Cara Simmons and Kassie Suggs in the Student Success and Advising Center (SSAC). Cara Simmons serves as the Director and Kassie Suggs serves as the Office Manager. Additionally, you may communicate with Lynn Woodall in FACS' Business and Finance Office.

Dr. Simmons provides general student organization support including co-planning the fall Leadership Retreat for FACS student leaders and their faculty/staff advisor, coordinating the student fee allocation process, and updating the student organization handbook and website.

Contact Information

Cara Simmons; email: success@uga.edu

Cara provides general student organization support including co-planning the fall Leadership Retreat for FACS student leaders and their faculty/staff advisor, coordinating the student fee allocation process, and updating the student organization handbook and website.

Kassie Suggs; email: ksuggs@uga.edu

Kassie supports student organizations with the reimbursement process. Occasionally, you may hear from the FACS Business and Finance Office. When you receive emails from us, it is generally important and often time sensitive. Please respond when we reach out. If you have any questions, contact us especially if it relates to a reimbursement.

Lynn Woodall; email: alk@uga.edu

Lynn supports the student organizations with budget tracking and reporting. Typically reports will be sent to the treasurer and/or organizations president (or both) for monthly tracking. Lynn is also the final college approval for all reimbursement request. If you have budget or reporting questions, please reach out via email.

NOTE: If you have any questions or are unsure of a process, please reach out to us. We are here to support your organizations. Additionally, this will not address every question or scenario.

Important Links

*These links may not work in Google Chrome.

FACS

[FACS Student Organization Information](#)

[Expression Engine/FACS Web Development](#)

UGA

[CSAI Student Organization Resources \(annual registration, training modules, resources\)](#)

[Campus Advertising](#)

[Campus Reservations, Events, and Technical Services](#)

[Centralized Classroom and Event Scheduling](#)

[Fundraising Approval](#)

[Event Planning Guidelines](#)

[Involvement Network](#)

[Online Funding Application Request](#)

[Tate Business Office](#)

FACS STUDENT ORGANIZATIONS AT A GLANCE

The Student Success and Advising center serves as a liaison between the College of Family and Consumer Sciences and the Center for Student Activities and Involvement. We're here to support your organization. We want you to have what you need to be a successful group. Our goal is to empower students through their organizations to make an impact on and off campus.

For a list of all FACS student organizations, click [here](#).

What We Do – Student Success and Advising Center

Provide oversight and support to student organizations

Facilitate reimbursement process for allocated student organizations

Update TV screens with organizational announcements such meetings/events

Reserve space in Dawson Hall and Barrow Hall

Reserve tables for tabling in Dawson Hall

Put up flyers

Co-plan fall leadership retreat

What You Do – Student Officers

Register your student organizations with the Center for Student Activities and Involvement (CSAI)

Be familiar with policies related to be in good standing as a student organization

Review your budget regularly

Update SSAC when new officers are elected when requested

Make reservations

Join the CSAI listserv

Update your FACS webpage with officer information, meetings dates, other events, and pictures.

What Do You Do – Faculty or Staff Advisors

Attend student organizations meetings
Check in with student officers regularly
Understand budget and reimbursement process
Make sure your student orgs update contact information, websites, complete annual register student organization
Attend events and utilize resource by the CSAI

TIMELINE FOR STUDENT ORGANIZATIONS

Summer

Table during orientation resource fairs
Reserve rooms for fall meetings/events (after July 1)

Fall

Attend FACS Back to School Student Organization Meeting (when needed)
Attend FACS Annual Leadership Retreat
Reserve rooms for spring meetings/events

Spring

Register student organization for upcoming year
Attend FACS End of Year Student Organization Meeting
Submit paperwork to be a recognized organization and/or college allocated funding
Update new officer information
Update website

TO DO & KNOW

Utilize your resources. Bookmark the FACS Student Organizations page and become familiar with the Resources and Forms tab.

Student Organization Registration

- Student organizations must register *annually* with the UGA Center for Student Activities and Involvement. Registration of student groups is necessary before University facilities and services will be available.
- NOTE: The FACS deadline is always earlier than the CSAI deadline and requires additional documentation. Please plan accordingly before the spring semester ends.
- An updated constitution is required for all FACS student organizations.
- Registration information is available under Important Links.

Student Fee Budget Allocation

- There is a process to request funds from the college for eligible student organizations. FACS

Officer Contact Information

- Update annually when requested in the spring. Available under Important Links. You must access through a UGA email address to edit.

Website Information

A student organization officer or a faculty/staff advisor updates their specific student organization website. If you would like to update your page, follow the instructions below.

HOW TO UPDATE A STUDENT ORGANIZATION PAGE

1. Go to the organization page ([example page](#)) and click on "Edit Page" at the bottom right
2. Change anything you'd like
3. Submit

If you do not have permission to edit, create a ticket here <https://www.fcs.uga.edu/otis>

For more information on website maintenance go here: <https://www.fcs.uga.edu/otis/facs-website-development>

GRADUATION CORD POLICY

Per the University of Georgia's Office of the President, along with the Commencement Steering Committee, and supported by the Dean of the College of Family and Consumer Sciences, cords, stoles, and other adornment over graduation attire is reserved for certain student populations.

Official UGA graduation cords are designated only for highest honors—such as first honors and presidential honors—as well as military affiliation, including veteran status and ROTC membership. This approach is intended to preserve the tradition at UGA of awarding official cords only to recognize select areas of distinction and accomplishment.

We encourage student groups who wish to pursue recognitions to explore pins, certificates, tassel charms, or other such items.

Questions regarding this policy should be directed to Dr. Patricia Hunt-Hurst, Associate Dean for Academic Programs.

FACILITY GUIDELINES

Dawson Hall and Barrow Hall Room Reservation Requests

- All room reservation requests are confirmed through a central UGA system. Kassie Suggs enters reservation requests for all FACS Student Organizations. Reservations can be made weekly or for the entire semester.
 - To reserve a classroom in Dawson or Barrow for an organizational meeting or event, submit your reservation requests through the reservations button found at the bottom of the FACS webpage: <http://www.fcs.uga.edu/ssac/student-organizations>. **Your reservation is not confirmed until you receive a confirmation email from success@uga.edu.**
 - **These are the first dates for student organizations to submit reservation requests for the terms listed:**

Term	Reservations entered
Fall 2019	Tuesday, July 2, 2019
Spring 2020	Tuesday, December 10, 2019
Fall 2020	Wednesday, July 1, 2020

- Requests should be made at least 5 business days ahead of the event. More notice should be given if it is an important event for your organization.
- Please allow 3 full business days for processing. Business days are M-F, 8am-5pm when classes are in session.
- **Building Information**
 - All entrance doors to Dawson and Barrow Halls automatically lock between the hours of 7pm to 7am, weekdays.
 - **Do not prop or hold doors open, as this will cause the alarm to go off and will automatically call the UGA police department. This means that the doors may not remain open longer than the natural closing of the door. This includes interior foyer doors as well.**
 - For after hours and weekend special events, contact Joe Nageotte (joenag@uga.edu) to schedule availability of the handicap access door off the parking lot and loading ramp.
 - The Departmental Offices, located on each floor in Dawson, are responsible for locking the classrooms on their respective floors at 5 PM. *It is the responsibility of the student organization to verify with the Departmental Office that the room will be unlocked for the meeting the day of.*
 - Departmental Offices:
 - 1st Floor: Human Development & Family Science Room 123
 - 2nd Floor: Financial Planning, Housing & Consumer Economics Room 205
 - 2nd Floor: Foods & Nutrition Room 280
 - 3rd Floor: Textiles, Merchandising & Interiors Room 321

Dawson Hall Tabling Reservation Requests

- Student organizations usually table to promote awareness about the organization or an upcoming meeting or event.
- To “table” in Dawson Hall, the SSAC will provide you with a table but your organization is responsible for providing all other items.
- If you are fundraising, selling tickets, or exchanging money it **MUST** be approved by the Center for Student Activities and Involvement. Tables are permitted inside Dawson Hall only in designated areas. Tables cannot leave Dawson Hall premises.
 - To reserve a table in Dawson Hall, submit your reservation requests through the reservations button found on the Resources And Forms page of the FACS Student organizations website: <http://www.fcs.uga.edu/ssac/student-organizations>. **Your reservation is not confirmed until you receive a confirmation email from success@uga.edu.**
 - Requests should be made at least 5 business days ahead of the event. More notice should be given if it is an important event for your organization.
 - Please allow 3 full business days for processing. Business days are M-F, 8am-5pm when classes are in session.

Campus Reservations

- For all other campus reservations, you must submit a reservation request through the [Campus Reservations, Events, and Technical Services](#) website.

ROOM USAGE GUIDELINES

Please help us keep our facilities clean, safe, and ready for class by following these guidelines:

- Clean up after yourselves and your guests.
- Food is not allowed in any computer labs or other labs in Dawson or Barrow.
- If your organization is having an event involving food, it is your responsibility to clean up AND take the trash to the dumpster following the event. The custodian staff will empty the trash on a daily basis. However, they might have already emptied the trash for the day prior to your event, and will not be responsible for anything left over after the event. Thanks for helping to keep Dawson Hall clean!
- Please do not remove any furnishings or equipment from the room.
- ***Following the conclusion of student organization meetings or events, move all desks, chairs, tables, and white boards back to their original position. It is crucial that all rooms are clean and orderly for class the following day.***

For All FACS Student Organizations

- **Venues and Contracts:** When securing a venue for an event where a contract is required, you must work with the University Procurement office adhering to policies, completing forms, and meeting deadlines (theirs and the College's).

FINANCIAL INFORMATION

Account Information

Student organizations are allowed to have two accounts as follows:

- Student Activity Fee Allocated College Account and Agency Account (both through UGA)
- Agency Account (UGA) and Non-University Banking Account (like SunTrust, BOA, etc.)

Student organizations may have both a student activity fee allocated college account and an agency account, but if so the organization may not have any outside checking account. Student organizations must have written approval from the dean in order to have both allocated and agency accounts.

Send allocated account questions to success@uga.edu.

Agency Accounts

An agency account is a special University account, available to officially registered student organizations which do not receive state or student activity fee funding. Income for the organization is usually generated from dues, donations, fund raising activities, and ticket sales.

- Agency accounts are fully supported by the Tate Student Center Business Office only
- Agency accounts can spend 100% on travel and food
- Agency account funding automatically carry-forward into the next FY

Student organizations which choose to maintain an agency club account with the Business Office will be required to pay applicable taxes on purchases. All ticket sales, as well as goods and services sold by the Tate Student Center on behalf of student organizations, are subject to sales tax.

Direct agency account questions to Ki Juana Clark in the Dean of Student Business Office at 706-542-8548 or clark35@uga.edu or success@uga.edu.

Non-University Bank Accounts

A non-university account is any account not associated with the University of Georgia such as Wells Fargo, Chase, Bank of America, etc. If you have a non-university banking account, financial related information in this handbook does not pertain to you. All other policies apply such as selling tickets on campus, reserving rooms, being registered, etc do. If you have an outside checking account, we cannot help you resolve any issues. Employees of the University of Georgia are strictly prohibited from acting as a signatory on the private bank account of any of the University's student organizations. The full policy is available at this link - <https://policies.uga.edu/Human-Resources/Employment/non-university-bank-accounts/>.

Student Activity Fee Allocated College Accounts

The college allocation is an amount given to a student organization. They receive a line item allocation from the Student Activity Fee award amount provided to the College of Family and Consumer Sciences. The student organization must put in a budget request for approval of the funds needed

Student organizations which receive a student activity fee allocation are exempt from the payment of Georgia Sales Use Tax and Federal Excise taxes. However, many vendors will routinely add sales tax to purchases. When paying a vendor by University payment request, the sales tax should be deducted from the amount due when preparing the check request. If a vendor adds sales tax to a petty cash purchase, the full amount, including the tax, will be reimbursed to the individual who made the purchase.

Funding qualifications

- In order to receive funding for the upcoming year, you must attend the budget allocation meeting in the spring. Information regarding the meeting date and time will be shared mid-spring semester from success@uga.edu.
- To qualify for funding, each student organization must register annually with the Center for Student Activities & Involvement (CSAI).

For All UGA Accounts

Reimbursements

To submit reimbursements for student allocated funds, please complete the following steps and submit to Kassie in 112 Dawson Hall in person or email at ksuggs@uga.edu.

1. Complete the vendor registration information at <https://suppliers.uga.edu> which includes the address where you will receive payment.
2. Complete and submit a non-employee payment form.
3. Complete and submit a justification for food purchase form if food was included in the expenses.
4. Submit original, itemized receipt(s) that shows payment with completed form(s) and a printed flyer, email, or other posting of the event that includes date, time, and name of organization.

If you have an agency account, all support will be with the Tate Business Office.

- **Note:** If you are unsure if expenses meet with the guidelines, please check with Kassie or Lynn beforehand to avoid out-of-pocket expenses. See Appendixes # 2 & 3 for forms.

Budget Requests

- All expenses must comply with USG and UGA policies and procedures as well as student activity fee guidelines

FOR STUDENT ACTIVITY FEE ALLOCATED COLLEGE ACCOUNTS

- Allocated Student Organizations can spend no more than 20% of their activity fee allocation on Food. Allocated Student Organizations should not exceed 10% of the student activity fee allocation on Travel.
- If you generate income during the year, organizations may spend 100% of the revenue taken in on food and travel.
- Funds remaining in the allocated account at the end of the fiscal year will be recalled to the Student Activity Reserve & Surplus account
- Any student fee allocated organization who generates income from fundraising, dues, tickets must deposit all receipts through the Tate Student Center Business office.
- T-Shirts are allowable for advertising events, coordination of members, but budget cannot be spent solely on T-Shirts
- Guest Speaker gifts are allowable (as long as the speaker isn't an employee or student)
- **Gifts/Awards: Generally, purchasing gifts and awards is not allowable using Student Activity Fee funds.** In the following special circumstances, these purchases are allowed:
 - **Annual Recognition:** Gifts/awards purchased for one-time annual recognition for student members are allowable. All gifts/awards purchased for this purpose must be pre-approved in UGAMart. Acceptable purchases include plaques, frames, or certificates. The individual value of the gift/award should not exceed \$30/item. Under no circumstances should gift cards or clothing/apparel items be purchased for this purpose.
 - **Gifts in Lieu of Payment:** Gifts can be purchased in lieu of honorarium or compensation for non-students who provide a service to an organization (speaking, training, etc.). All gifts purchased for this purpose must be pre-approved in UGAMart. The value of the gift should not exceed \$100. Under no circumstances should gift cards be purchased for this purpose. Guest Speaker gifts are not allowable if the speaker is a UGA employee or UGA student
- Conference registrations don't count toward 10% travel allocation rule
- These funds cannot be used for scholarships; book purchases are allowable.
- Cannot use Student Activity Fees for fundraising, but can host events outside allocation (must charge a fixed price and any funds remaining can be donated to charity, just remember to take out expenses before donation)
- A maximum daily allowance for meals during travel will be \$28 (\$6 breakfast, \$7 for lunch and \$15 for dinner)
- No Equipment purchases over \$100, payment for equipment maintenance is allowable. All equipment must be purchased via UGAMart.

Note: All reimbursements/payments must be approved, not just entered, within 45 days of original purchase.

STUDENT TRAVEL

Student Travel Forms (found at tate.uga.edu) must be filled out before you travel. Any trip that is off-campus is considered travel. You will not be reimbursed for any travel expenses without the proper paperwork being filed.

Per UGA Travel Policy, *On-line booking services, such as AirBnb, VRBO, HomeAway, and other similar type service providers is **prohibited***. If you use one of these providers, you **WILL NOT** be reimbursed.

Travelers should not book non-refundable rates or rates that require a deposit unless required by conference lodging. It is the traveler or arranger's responsibility to understand the cancellation rules of the room confirmed. No-show charges and penalties will not be reimbursed when the traveler does not cancel reservations within the allotted time. Non-refundable rates cannot be changed or cancelled; therefore, the traveler is accepting the risk of a non-reimbursable cancellation fee.

FUNDRAISING

- Requests to fundraise on campus must be submitted online to the office of the Center for Student Activities and Involvement *at least 10 business days* in advance of the event.
- All approved fundraisers will be assigned a permit, which must be picked up from the CSAI office on the day of the fundraiser.
- Additional information under Important Links.

ADVERTISING

FACS

- **TV Screens/Digital Signage:** If a student organization would like to advertise information on the monitors in Dawson and Barrow Halls, create a PowerPoint slide, save as a PowerPoint slide, with the information formatted the way you would like it to be presented. Email the PowerPoint to Kassie at ksuggs@uga.edu and include the start and end date of the PowerPoint's appearance on the TV screens in Dawson. Text should be able to be read in 10 seconds or less.
 - **Please make sure the slide isn't text heavy in a difficult to read font.** Users should be able to read and comprehend in 10 seconds or less. If you have questions about what is acceptable contact Cal Powell, FAC Director of Communications at jcpowell@uga.edu.
 - **More information is available here** - <https://www.fcs.uga.edu/otis/building-screens>
- **FACS Connection:** A weekly digest sent to all undergraduate FACS students. Items for FACS Connection should be submitted by 5:00 p.m. on Wednesdays. Instructions on formatting a FACS Connection entry can be found [here](#).
- **Promotional Materials:** (fliers, handouts, etc.). Can only go in designated spaces by 1st floor vending machine. If put up in unauthorized areas, they will be removed and discarded. The Advertising Guidelines & Restrictions policy for posting in Dawson Hall is available in Appendix # 1 of the handbook.
- **FACS Website:** Events & Calendar entries
 - If you have access to Expression Engine you can add your own. If not, contact Jimmy Hansen at jphansen@uga.edu.
- **Speak in your FACS classes:** Ask your instructor for permission ahead of time
- **Tabling:** You can promote events in Dawson Hall. Refer to the facility guidelines section on how to reserve.
- **FACS Social Media:** if you'd like something posted on FACS Social media, contact Cal Powell, FACS Director of Communications at jcpowell@uga.edu.

Campus

For other ideas, visit the Campus Advertising under Important Links on page 2. Student organization must refer to the CSAI website to be familiar with the guidelines and policies related to advertising on campus.

Logos and Trademarks

Information regarding logo use can be found [here](#). Any intended use of the University of Georgia name, logo, or other trademarked emblems on merchandise, whether it is to be sold or given away, must be approved.

ANY use of the University of Georgia name, logo, or other trademarked emblems (regardless of whether it's sold) must be approved by Cal Powell, Director Communications at jcpowell@uga.edu. The direct link to the logo approval form is here:

https://www.fcs.uga.edu/docs/Printed_Materials_Approval_Form_-_FACS_.pdf. When any of these items are used on merchandise, it also has to go through a [logo approval process](#) via UGA Marketing and Communications.

ALL t-shirt/apparel/uniforms/promotional items purchased, with or without logos, must be initiated through UGAMart. This applies to any type of university account, including agency accounts. This will ensure that all proper approvals (trademark in particular) have been taken care of **before** the order is placed.

Please note this covers all orders even if you think no trademarks are involved. You **WILL NOT** be reimbursed for t-shirt/apparel/uniforms/promotional items purchases made outside of the UGAMart system.

To coordinate this process, contact Kassie Suggs in the Student Success and Advising Center **before** you initiate the buying process with vendors

APPENDICES

Appendix 1 – Advertising Guidelines & Restrictions Policy



ADVERTISING GUIDELINES & RESTRICTIONS

DAWSON HALL (Vending Area)

Updated August 2018

All posters **MUST** be approved and put up by the Student Success and Advising Center in 112 Dawson Hall. **Any unauthorized posters will be removed.** No posters/flyers may be left around Dawson Hall.

<i>Approval Checklist</i>	
The flyer SHOULD	The flyer SHOULD NOT
<p>Only be posted by a:</p> <ul style="list-style-type: none"> • Registered UGA student organization or FACS affiliated student organization • UGA departments or units • U.S. government organizations 	<p>Be posted on any unapproved surfaces:</p> <ul style="list-style-type: none"> • Trash can • Walls • Railings • Bathroom stalls • On top of another flyer • Benches • Staircase • Windows • Doors • Newspaper boxes • Etc.
<p>Include name of organization or department.</p>	<p>Be placed on a bulletin board that is reserved for specific purposes.</p>
<p>Include name/logo of business or venue in smaller type than your campus organization name/logo and event information (<i>if cosponsored by commercial business or event at private venue</i>).</p>	<p>Advertise alcohol in any form, whether an event is held on or off campus and regardless of venue.</p>
<p>Only be posted on the bulletin boards located across from the 1st floor vending area once (<i>one flyer per organization and per event</i>).</p>	<p>No personal advertisements are permitted on the bulletin board (i.e. “for sale” ads, “ride wanted” notices, etc.) OR commercial advertising.</p>

MORE INFORMATION AND REFERENCES

Center for Student Activities and Involvement
<http://policies.uga.edu/Solicitation/>
 706-542-6396
 OR
involvement@uga.edu
 Directory of Student Organizations
<http://involvement.uga.edu>

EXPIRATION

If date is present:

If a date is present, approve poster for day after date on poster.

If no date is present:

If no date is present, approve poster for 14 days after date on poster.

Clear Form



Accounts Payable
Finance & Administration
UNIVERSITY OF GEORGIA

Print Form

Non-Employee Payment Form

Click here for guidance on paying an individual

1. Payee Name: Abby Smith

2. Payee Address: 101 Anywhere St., Athens, GA 30602

3. University assigned Vendor Number (VN): Leave Blank

4. Is Payee a US Citizen or Permanent Resident [X] Yes [] No If no, Click here for requirements

5. Is the individual going to receive a fee for services associated with this visit? [] Yes [X] No

6. Is this individual currently enrolled as a student at UGA? [X] Yes [] No Why ask this?

7. Has the individual been employed by UGA within the last 24 months? [] Yes [] No Why ask this?

8. Business Purpose: Reimbursement for Student Dietetics Association speaker gift for 9/26 meeting OR Reimbursement for HDFSA of food and supplies for End of Year Banquet on 12/2/18

Payment Categories (please select all that apply)

[] Payment for services rendered \$ (limited to \$2499.99 or less for physical services with some exceptions) Date(s) services performed Describe type of service performed

[X] Reimbursement of valid University expenses incurred Date(s) travel occurred miles at /mile (click here for current mileage rates) \$ 0.00 days of full per diem per diem rate (click for per diem rates) \$ 0.00 First day of travel per diem rate \$ Last day of travel per diem rate \$ Other expenses (receipts required) \$ 105.00

[] Fellowship \$

Grand Total \$ 105.00

Signature of Payee (not required if invoice attached) Date

Tate Student Center Business Office
JUSTIFICATION FOR FOOD PURCHASE

Name of Event: SDA Club meeting w/speaker, food Event Date: 9/26/18

Location of the Event: 110 Dawson Hall

Event Sponsor: _____ Time of Event: 6:30pm

Type of Activity: Student Event Contract Hospitality Annual Member Recognition
 Volunteer Event Safety Product Business Meeting (agency organization accounts only)
 Employee Group Meal (must have VP approval) Conference & Workshop Legion Pool

Participants: Students Volunteers Employees Non-Employees

Funding Source: Student Activity Fees Agency Funds Departmental Sales

Number of participants who attended: 40 Total Food Cost: \$ 146.35

Total Number of purchases for this event: 2 Cost Per Person: \$ 3.66

Does this conform to the allowable per diem? _____ *

(Per diem does not apply to student organization agency accounts)

Method of Payment: Check Request Petty Cash P-Card Dir Charge

Briefly state the purpose of having food at this event:

Provided food and had industry professional speak about upcoming industry changes, career opportunities, and more.

Signature of Employee Responsible for this Account: _____

Employees with responsibility for administering institutional funds and employees authorizing reimbursement of purchases for this event should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.