STUDENT ORGANIZATION HANDBOOK

TERRY COLLEGE OF BUSINESS

TERRY STUDENT ORGANIZATION HANDBOOK

The Terry College of Business develops inventive and insightful leaders who want to change the world. Terry houses more than 30 student organizations that are strategically selected to accommodate the Terry and intended business student body with opportunities to explore and connect through extracurricular involvement. These organizations are student-led with oversight from a faculty advisor who is selected to guide the organizations as they seek to grow and learn in their field or area of focus.

KEY CONTACT INFORMATION

JULIA GRANT: *Student Engagement Coordinator* – julia.grant@uga.edu

The Student Engagement Coordinator (SEC) oversees Terry's undergraduate student organizations and works as the liaison between organizations, Terry College leadership, and UGA Engagement, Leadership, and Service (ELS). The SEC communicates guidelines, procedures, and opportunities by holding two meetings with organization leadership each semester and email communication as needed. The SEC supports organizations as they re-register through ELS annually and oversees the re-registration process through Terry each year. She also works with prospective organizations interested in becoming affiliated with Terry. The SEC is the key contact for each organization's leadership to answer questions, address concerns, and provide general assistance.

UNDERGRADUATE STUDENT SERVICES (USS): terrycb@uga.edu

The USS team supports the undergraduate student population within the Terry College. USS's purpose is to create an inclusive community of students, alumni, and employers. We achieve this through intentional programming involving student engagement, professional development, and networking opportunities. We connect students with employers throughout the academic year, empowering them to secure meaningful internships and full-time employment opportunities. Additionally, USS promotes student success by sharing resources and providing value-adding programming focused on health, nutrition, well-being, and public service.

The standard USS email is terrycb@uga.edu. Questions regarding This Week at Terry submissions or @Terry_Today takeovers should also be directed to this address.

TERRY FACILITIES: terryfacilities@uga.edu

The Facilities team oversees the reservation of rooms and event spaces in the Business Learning Community. Questions or concerns regarding room reservations or policies should be directed to Facilities.

SHAREN PHINNEY: *Director of Undergraduate Student Services* – sphinney@uga.edu

MAGGIE DUKES: *Undergraduate Student Services Office Manager* – maggie.dukes@uga.edu
Maggie oversees the Casey Commons screens for Terry student organization event promotion. Contact Maggie for questions regarding the screens as well as submissions.

MARY EVANS: *Administrative Specialist II* – mevans@uga.edu
Mary oversees the allocated accounts for Terry student organizations. She provides insights and approvals on spending through allocated accounts. Contact Mary with any questions you have about spending or your allocated account.

BECCA SATTLER: *Accountant at VPSA-VP for Student Affairs* – rbr09101@uga.edu
Becca oversees agency accounts for Terry student organizations. Agency account-related questions should be sent directly to Becca.

KEY CONTACT INFORMATION

ENGAGEMENT, LEADERSHIP, AND SERVICE (ELS): ugaels@uga.edu

Engagement, Leadership, and Service (ELS) is in the Tate Center and oversees all UGA student organizations. Registration through ELS is required each year and is due for submission in May. Any questions you have about annual organization re-registration should be sent to ugaels@uga.edu.

IMPORTANT LINKS:

- Learn more about Terry's student organizations
- Reserve BLC rooms and event spaces
- Connect with a member of Undergraduate Student Services (USS)
- Learn more about Engagement, Leadership, and Service
- Learn more about UGA policies and procedures for student organizations
- View the ELS Student Organization Manual
- Reserve UGA rooms and event spaces through Campus Reservations

ORGANIZATION DEPARTMENTS OF OWNERSHIP

ACCOUNTING
- Beta Alpha Psi

ECONOMICS
- Economics Society
- Women in Economics
- Sustainable Business Society

FINANCE
- Apollo Society
- Women in Finance
- Finance Society

MANAGEMENT
- Management Society
- Society for Human Resource Management (SHRM)

MANAGEMENT INFORMATION SYSTEMS
- Society of Management Information Systems
- Society of Business Intelligence
- Society for Cyber Security
- Terry FinTech Society
- UX Club of Georgia

MARKETING
- Pi Sigma Epsilon
- American Marketing Association

REAL ESTATE
- Real Estate Society

RISK MANAGEMENT AND INSURANCE
- Gamma Iota Sigma
- Insurance Society

INTERNATIONAL BUSINESS (CO-MAJOR)
- International Business Society

DIVERSITY AND INCLUSION
- Association of Latino Professionals for America (ALPFA)
- Multicultural Business Student Accountants
- Black Business Student Association
- Minorities in Technology
- National Association of Black Accountants
- UGA Mind Blowers

UNDERGRADUATE STUDENT SERVICES (USS)
- Women in Business
- Women in Technology
- Alpha Kappa Psi
- Atlas Business Society
- The Corsair Society
- Delta Sigma Pi
- Society of Entrepreneurs
- Terry Student Researchers
- Terry Student Consulting

STUDENT ORGANIZATION TIMELINE

SUMMER

- Complete re-registration through ELS by the communicated deadline. Learn more about re-registration through ELS.
- Attend the virtual USS Pre-Fall Student Org Meeting to learn more about recruitment opportunities for fall including Back to Business, Terry's largest recruitment opportunity.
- Submit Terry fall semester room reservation requests.
- Communicate any changes in student org leadership to julia.grant@uga.edu.

FALL

- Attend the Fall Student Org Meeting to learn more about registering your organization through Terry, policies and guidelines, and upcoming opportunities.
- Complete Terry re-registration through USS to be recognized as a Terry organization.
- Participate in Terry's (optional) Back to Business event.
- Communicate any changes in student org leadership to julia.grant@uga.edu.
- Plan to reserve rooms for spring semester.

SPRING

- Attend the Winter Student Org Meeting to learn about spring recruitment opportunities and updated policies and procedures.
- Communicate upcoming changes in student org leadership to julia.grant@uga.edu.
- Attend the Spring Student Org meeting in April to learn more about re-registration through ELS.
- If you have an allocated account, stay up to date on your organization's account balance, as funds do not roll over to the next academic year. For any questions regarding your allocated account, contact Mary Evans (mevans@uga.edu).
- Best practices (USS recommendations):
  - Select new leadership by April 1, or before the re-registration deadline.
  - Spend allocated funds by May 1.

TERRY STUDENT ORGANIZATION SERVICE COLLECTION (EACH SEMESTER)

- Select one member from your student organization as "service point of contact" (this does not need to be an additional leadership position — usually a VP can handle this).
- Inform Sarah Allgood (sallgood@uga.edu) by Sept. 1 of your service point of contact (student org, name of student, email address).
- Points of contact will receive instructions each September on how to submit service-hour data into UGA's GivePulse service data collection portal.
- Service hours are expected to be reported by the first day of each month for the previous month.
- If no service hours were completed in previous month, there is no need to report data.

FACILITIES GUIDELINES AND ROOM RESERVATION POLICIES

RESERVATION REQUESTS

- To request a room in the BLC, submit your request here.
- Room-related questions should be sent to terryfacilities@uga.edu.
- Requests should be made two weeks in advance from when you plan to start promoting your event.
- Be sure to use the Terry-specific link for Terry room reservations — do not use Campus Reservations for BLC room reservations.

ROOM RESERVATION POLICIES

- Propping doors in BLC classrooms, meeting rooms, conference rooms, event rooms, etc. is strictly prohibited.
- Events scheduled in the Stelling Family Study must be made through Facilities and Special Events at least 30 days prior to the event.
- Nothing is to be attached to any Terry building surfaces. Adhesives, tapes, or tacks may not be used to secure any signage or material at any time.
- Student organization events in the Stelling Study require the advisor be present for the entire event. Non-compliance will result in suspended privileges.
- TCOB does not permit student organization events to serve alcohol.
- All BLC rooms must be picked up and cleaned at the end of the meeting/event.
- Notify Facilities (terryfacilities@uga.edu) of any events serving food at the time of reservation request. Failure to include a request for food may result in an excess room cleaning fee and loss of scheduling privileges.
- All groups must adhere to room occupancy limits.
- Best practices (Recommended by USS):
  – Select one contact from your organization to deal with Facilities and Management for consistency purposes.

ROOM CHARGES

- All room reservations will require a ChartString or SpeedType for the associated organization.
- A work order will be submitted to Facilities to assess the cleanliness left at the end of each event. If the room is not left clean, an additional cleaning fee of $28/hour will be charged to the associated organization.
- Policies and charges are updated regularly and may be evaluated and altered to maintain and clean facilities.
- Failure to pay will result in suspended privileges.

NON-TERRY ROOM RESERVATIONS

- Registered student organizations can request space through Campus Reservations and should contact them directly via 706-583-8020 or reserve@uga.edu.

TABLING

Terry student organizations can promote their groups by holding tabling events throughout the semester. Tabling locations include the front porch of Amos Hall, Coca-Cola Plaza, and Foley Courtyard. Student organizations are prohibited from tabling the same day as Terry Majors Orientation. Requests for tabling should be requested via this link.

ADVISOR GUIDELINES

An organization's advisor must be a Terry College of Business faculty member and willing to be an active participant. If organizations would like a new advisor, please reach out to Julia Grant (julia.grant@uga.edu) to express your concerns.

STUDENT ORGANIZATION CONSTITUTIONS

Student organizations are required to update their constitution annually upon re-registering their organization with Engagement, Leadership, and Service (ELS). Constitutions are subject for review by college leadership to ensure organizations are upholding Terry's policies, procedures and expectations. Constitutions should be posted and visible on the organization's active website.

STUDENT ORGANIZATION WEBSITES

Terry lists the websites for all student organizations housed in the college to provide students with a full list of involvement opportunities. Student organizations are provided with a standard website by ELS upon registering; however, organizations may create their own website. If organizations create their own website, the link must be provided to Maggie Dukes (maggie.dukes@uga.edu) to ensure the current website is listed on the Terry student organization page.

USAGE OF UGA LIKENESS

Student organizations may use their name in conjunction with "at UGA," "at Georgia," or "at the University of Georgia" for purposes of logo creation, but are not permitted to use the university's academic or athletic logo systems, secondary configurations, or other parts of the visual identity system, including fonts and secondary art. The university registers but does not support or endorse the purposes of student organizations and may not accept responsibility or liability for the activities undertaken by them. Organizations cannot imply they are acting on behalf of the university. To learn more, visit the University of Georgia's Trademarks page.

USAGE OF TERRY COLLEGE OF BUSINESS LIKENESS

Terry houses more than 30 student organizations, but these organizations do not represent the college. Organizations may use their name in conjunction with "at Terry" or "at the Terry College of Business" but are prohibited from falsely speaking as if they represent the college or are acting on behalf of the college. If organizations wish to utilize Terry logos, they must get approval from the Office of Marketing and Communications.

CORPORATE ENGAGEMENT POLICY

The Terry College seeks to assist Terry student organizations that desire to receive funds from or connect/engage with external corporate sources. In doing so, organizations must complete the Terry Student Organization Corporate Engagement Form. This form can be accessed through the "submissions & feedback" link at the bottom of *This Week at Terry*. For questions regarding corporate engagement, reach out to Kim Smith (kimsmith@uga.edu) and/or Sharen Phinney (sphinney@uga.edu).

ADVERTISING AND PROMOTION OPPORTUNITIES

THIS WEEK AT TERRY

This Week at Terry is the weekly e-newsletter shared with Terry undergraduate students, intended business students, and Terry faculty and staff. The newsletter is broken down into Get Connected, Get Hired, and Get Involved. Terry student organizations can share upcoming events and meetings as a calendar row in the Get Involved section by:

- Add event to the Master Calendar and check for conflicts.
- Protocols for submissions:
  - The deadline to submit requests is Wednesday at noon for the following week's newsletter.
  - Fill out the submission form link, found at the bottom of the newsletter.
  - We will review submissions and respond.
- To be included in the newsletter, events must be open to all Terry students; members-only events will not be included.
- Events are featured as a calendar row, not a graphic. If you would like to promote your meeting or event as a graphic, follow the guidelines for the Casey Commons screen below.

ORGANIZATION OF THE WEEK

The Organization of the Week is in the Get Involved section of This Week at Terry. Organizations can sign up to be featured by registering through the Terry org promotions doc and are required to provide their organization name, description, and a picture of their logo or of members. We encourage you to share an upcoming event for the organization to be featured.

@TERRY_TODAY INSTAGRAM TAKEOVERS

Organizations can sign up to host a takeover of USS's Instagram story to share information about your organization, take us to a meeting, and allow students to learn more about being a member. Organizations are encouraged to engage students with polls, questions, and other functions. Organizations can sign up for an @Terry_Today takeover in the Terry org promotions doc. By registering for a takeover, organization presidents confirm they will be the sole individual to access and utilize the Instagram account and will not share the username and passcode with others.

CASEY COMMONS SCREEN

Terry has reserved a screen in Casey Commons for student organization promotional graphics. Guidelines:

- The deadline for requests is Wednesday by 5 p.m. to be featured the following Monday.
- Include in the request: name of organization, event name/topic, event date and time, registration link.
- Registration links will be linked to a QR code featured on the screen.
- Featured events must be open to all Terry students, not limited to specific major or org members.
- Send all meeting information to be featured to Maggie Dukes (maggie.dukes@uga.edu).

POLICIES

GRADUATION CORDS

Per the University of Georgia's Office of the President and supported by the Dean of the Terry College of Business, cords, stoles, and other adornment over graduation attire is reserved for students graduating with honors and/or honor society graduates.

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 recognition to explore pins, certificates, tassel charms, or other such items. Policy initiated: August 2019.

POLICIES *(CONTINUED)*

PROGRAMS AND ACTIVITIES SERVING MINORS

Each program/activity must meet the following minimum requirements: approval, annual registration, background investigations, training, and records retention.

Once Program Administrators develop and determine content and training appropriate to the program/activity, they must obtain signed approval from their approving official (Vice President/Dean/Director/Department Head) and upload the approval form during the registration process. Registration and approval information is available here.

Program staff who have direct contact with minors must undergo a background investigation prior to working with minors, including University employees who were hired prior to implementation of the Background Investigation Policy. Program staff must also complete required training on Mandated Reporter, Non-Discrimination and Anti-Harassment, and Code of Conduct. Training information is available here.

Program/Activity Administrators, with assistance from Department leadership, are responsible for maintaining records in accordance with Board of Regents and UGA policies. Centralized record-keeping at a Departmental level is recommended. More information is available here. Please refer to the Policy for full details. Failure to comply with the Policy requirements will result in disciplinary action as outlined in the Policy.

FINANCIAL INFORMATION

Organizations may have an allocated and an agency account, an agency and an outside account, but they cannot have an allocated and an outside account or all three for one student organization.

ALLOCATED ACCOUNT

Allocated accounts are set up for student organizations that have been established for one year or more and are monitored through the Terry College of Business. The funds in these accounts are provided by the Terry College and have specific spending guidelines (see next page). Allocated funds do not roll over to the next academic year. Funds that have not been spent by the organizations will go back to the college. For any questions regarding your allocated account, contact Mary Evans (mevans@uga.edu). To be eligible for allocated funding, organizations must be open to all Terry or Intended Business Students to join; there can be no required interviews or selective membership processes.

AGENCY ACCOUNT

Registered student organizations can open an Agency Account in the Student Affairs Business Office (unless the organization receives Student Activity Fee funding through All-Campus Allocations). An Agency Account is an on-campus account where all spending decisions are made by the student organization and the University simply helps facilitate the transactions, serves as a custodian of the funds, and ensures USG policies are followed. Income deposited into Agency Accounts is usually generated from membership dues, donations, fundraising activities, or ticket sales. Organizations with Agency Accounts can make deposits in the Business Office in Tate Student Center. These funds can be spent through intra-university charges (such as CRETS or Print & Copy Services), through UGAmart (vendors include Amazon, Staples, and more), with payment requests for vendor invoices, and through reimbursements for individuals.

- More information on Agency Accounts
- For questions about your agency account, contact Becca Sattler: rbr09101@uga.edu.

OUTSIDE ACCOUNT

Outside accounts are not recommended. These accounts are privately operated accounts created and maintained by the student organizations. Examples include accounts held at Bank of America, Wells Fargo, Capital One, etc. There are no guidelines on spending or limitations on how the funds can be used. Any transactions or deposits made with an outside account cannot be signed off on by a University of Georgia employee. These accounts have no association with the University of Georgia or the Terry College of Business. **If you are an organization that has an outside account, you are prohibited from receiving allocations from the College and cannot have an allocated account held in Terry.**

ALLOCATED FUND GUIDELINES FOR STUDENT SPENDING

NEW POLICY – There is now a combined allowance of 40% of the allocation among the three categories of Food, Travel, and Promotional Items!

FOOD

Food is part of the 40% limit of your organization's budget.

Documentation requirements:

- Register as a vendor. Vendor number required for the student to be reimbursed.
- The website to sign up is Suppliers.uga.edu

The following documents need to be turned in to Mary Evans. You can ask for reimbursement for more than one receipt at a time, as long as you have all the documentation for each event.

- Non-Employee Payment Form
- Flyer, email, agenda, or other documentation substantiating the event was an official event
- Student Affairs Business Office Food Justification Form
- Itemized receipt

Reimbursement will be made via the OneSource system by Mary Evans.

TRAVEL

Travel is part of the 40% spending limit of your organization's budget. Any trip off campus is considered travel. You will not be reimbursed for travel expenses without the proper paperwork being filed.

Documentation requirements:

- Register as a vendor. Vendor number is required for the student to be reimbursed.
- The website to sign up is suppliers.uga.edu.
- Receipts
- GROUP Travel (this includes renting vans from UGA)

  Group Travel Procedures

  Anyone being reimbursed must register as a vendor, complete the SABO Student Travel Form, and, in addition, complete the Group Travel Attachment for the entire group and indicate "Group Travel," rather than an individual Traveler's Name. Itemized costs and maximum amount allowed should be listed per individual unless an entry fee or registration fee for the entire group is the only expense to be reimbursed.
- Student Activity Forms

Travel forms should be turned in to Mary Evans at least two weeks prior to trip. Associate Dean approval is required

PROMOTIONAL ITEMS (PRIOR APPROVAL)

Promotional items are part of the 40% limit of your organization's budget. (Banners are considered equipment and up to $100 can be used from this allocated budget.).

All T-shirt/apparel/promotional item orders must be processed through UGAMart by Mary Evans. This will ensure all proper approvals (trademark in particular) have been taken care of **before** the order is placed. **This covers all orders even if you think no trademarks are involved.**

Steps:

1. Make sure you are working with a UGA-licensed vendor. Click here to view a list of licensed vendors.
2. Provide the final art exactly as it will appear on the branded merchandise. When working with a vendor, provide the final art proof from the vendor.
3. Complete the trademark use approval form.
4. Send an email to trademarks@uga.edu.
5. Receive a quote from the vendor.

ALLOCATED FUND GUIDELINES FOR STUDENT SPENDING *(CONTINUED)*

PROMOTIONAL ITEMS *(CONTINUED)*

Reach out to Terry's Office of Marketing and Communications for the approval process of using the University of Georgia logo, Terry College of Business, and department or program logos in the product design.

All quotes (including shipping) should be turned in to Mary Evans (mevans@uga.edu or 427 Correll) for processing.

TABLING ITEMS

These items are associated with promoting student organizations and/or events sponsored by student organizations and must include the name and/or logo of sponsoring student organization or the event. All promotional items must be pre-approved via the UGAmart process. Acceptable purchases include pens, phone wallets, notepads, cups, etc. The value of the promotional item should not exceed $30. Any food items purchased for tabling will go against the organization's food budget.

OTHER

100% (if no food or travel or promotional items), or the amount remaining if spending in other categories

ACTIVITIES

Activities and events require a list of all students planning to attend. The list should include names and 81X numbers to confirm students paid their Student Activity Fees. Event Participation/Registration Form should be turned in two weeks prior to the event. Activities can include well-being events (yoga, spin classes, etc.) or team-building events (bowling, outdoor recreation, etc.). Prior approval is required.

Reimbursement will be made through OneSource.

Documentation requirements:

- Flyer, email, agenda, or other documentation substantiating the event was an official event.
- List and 81X numbers of all students attending the event.
- Non-Employee Payment Form

Registration

- Registrations are not considered part of the travel budget, however just as with travel, prior approval is required. Student Activity forms
- No reimbursement for registration in advance. Registrations can be paid by reimbursement or by submitting documentation to pay the vendor directly.

Registration forms should be turned in to Mary Evans at least two weeks prior to event.

OPERATING SUPPLIES AND EXPENSES

- Office supplies
- Printing and copying Direct Charge – Tate Copy and Print Center **(give SPEEDTYPE #)**
- Facility rental Direct Charge at Tate or Payment to Vendor if off campus (prior approval)
- **No reimbursement for photos or photo shoots.**
- **No reimbursement for gift items to be raffled or given away to members, including gift cards.**
- **No reimbursement for graduation cords – Terry College policy not to wear.**

Paid Speakers (requires prior approval from Associate Dean):

- Non-Employee Payment Form will be necessary
- Gifts for speakers require **prior approval.** Speakers' gifts cannot be given to students or UGA employees.

The value of the gift should not exceed $100. Under no circumstances should gift cards be purchased for this purpose.

ALLOCATED FUND GUIDELINES FOR STUDENT SPENDING *(CONTINUED)*

WEBSITE EXPENSES

Reimbursement will be made for organization website expenses. Non-Employee Payment Form and receipts must be provided.

RENTAL EQUIPMENT

Renting or signing contracts for rental of equipment or items that you take responsibility for requires direct payment to the vendor through UGAmart **(prior approval)**.

FORMS

Student Activity Forms can be found at the Student Affairs Business Office website.

THINGS TO REMEMBER

- All spending from allocated funds must be approved by your organization's advisor.
- Request for reimbursement or payment to a vendor will be processed by Mary Evans.
- Becoming a Vendor - Sign up at Suppliers.uga.edu — register as an individual
- Forms should be taken or scanned to
  Room 427 Correll Hall
  Mary Evans (mevans@uga.edu)
  706-542-8068

Each organization's spending must also comply with Student Activity Fee Guidelines.

MERCHANDISE GUIDELINES

The most efficient process for Terry student organizations is outlined step-by-step on the UGA Student Affairs logo usage page. Terry student organizations should follow the same process.

APPROVAL PROCESS

1. If working with a merchandise vendor, ensure they are a licensed vendor of the University of Georgia. Click here to view a list of licensed vendors.
2. Provide the final art exactly as it will appear on the branded merchandise. When working with a vendor, provide the final art proof from the vendor.
3. Complete the trademark use approval form.
4. Send an email to trademarks@uga.edu. Be sure to attach the final art and the trademark use approval form.
5. Please build at least two weeks for art and logo use approval into your production timelines to allow time for requested tweaks and edits. Everyone aims to be respectful of your timeline and do our best to be as efficient in the approval process as possible, but we cannot approve non-compliant logo and trademark use, regardless of the urgency of your timeline.

The approval process applies when student organizations are requesting to use the University of Georgia logo (including the Terry College of Business, department and program logos) in the product design. View or download Terry College of Business logos and guidelines.

All merchandise must be ordered through Mary Evans (mevans@uga.edu).

CONTACT US

Undergraduate Student Services
Terry College of Business
University of Georgia
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475 South Hull Street
Athens, Georgia 30602
706-542-4590

terry.uga.edu

UNIVERSITY OF
GEORGIA
Terry College of Business