

Student Activity Fees for Schools & Colleges

Processes, Tips & Reminders





Organization Registration

- All student organizations must register with Engagement, Leadership, & Service (ELS) each year to qualify for funding
- ELS Contact Information:
 - 102 Tate Student Center
 - Phone: 706-542-6396
 - Email: ugaels@uga.edu
- For new registrations or to re-register, please visit: <https://els.uga.edu/engagement/register-an-organization/>
- Organizations with Agency Accounts and Student Activity Fee Accounts must be in financial good standing before registration can be completed



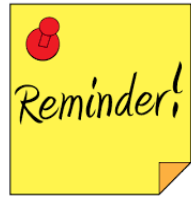
Establish A Committee

- Each School or College should have a committee of Students, Faculty, and/or Staff to review student organization requests for Student Activity Fee funding
- Each committee must be comprised of at least 50% students
- Any requested funds that are to be used for graduation expenses must be presented as part of the proposal to the committee



Student Activity Fee (SAF) Allocation Requests

- Once each school/college receives their Allocation Letter from the Dean of Students Business Office, students can begin submitting their Allocation Requests Forms
- The Allocation Request Form can be found here:
- <https://studentaffairs.uga.edu/dos/business-office/saf-allocation-request/>
- Please ensure students use current information when filling out these parts:
 - Major Officer
 - Telephone
 - UGA Email
 - Advisor Name & Advisor Email
- If a new faculty/staff member needs to receive copies of the Allocation Request Forms, please email Clark35@uga.edu



SAF Food Policies

- Food purchases should be no more than 20% of total allocated SAF funds
- If an organization generates additional income, they can spend 100% of the earned revenue on food
- Please remember that all reimbursements should be submitted no later than 2 weeks after the event
- Food purchases must be under the allowable Per Diem rates:

ELIGIBLE MEALS	STANDARD PER DIEM RATE
BREAKFAST	\$13.00
LUNCH	\$14.00
DINNER	\$23.00



SAF Student Travel

- Travel expenses should be no more than 10% of the SAF Allocation (this does not include registration fees)
- Travel must be pre-approved by the Dean of Students Business Office
 - Students should first consult with their School or College before making travel plans.
 - All Student Travel Forms must be submitted 2 WEEKS prior to travel
 - Submit forms to clark35@uga.edu via UGA Sendfiles (sendfiles.uga.edu)
 - Student organizations will be notified once travel is approved
 - Please visit our website for more student travel information:
<https://studentaffairs.uga.edu/dos/business-office/student-travel-information/>



Reimbursement Tip

- Students (both graduate and undergraduate) must pay their Student Activity Fees to be eligible for travel reimbursements from an allocated account.
- We will check 81x numbers to verify that they are fees paid students for the following items:
 - Travel expenses (including transportation, lodging, etc.)
 - Registration fees (such as conferences, workshops, etc.)
 - Activities requiring individual entry fees (such as event tickets, etc.)



Allowable Purchases

- Allowable purchases with Student Activity Fee Funds include; advertising, campus services, decorations/flowers, entertainment/speakers, small value equipment (must be stored on campus), food, promotional items, honorariums, marketing, postage/mailing, registrations, rentals, software, and more.
- Equipment should be less than \$100 and must be purchased through UGAMart
- Promotional Items (shirts, cups, pens, flyers, stickers, etc.) should be less than \$30 per unit/item and must be purchased through UGAMart. A maximum of 10% of the groups allocation can be spent on promotional items.
- Please refer to the Student Activity Fee Guidelines for additional information
https://studentaffairs.uga.edu/wp-content/uploads/2022/02/Activity_Fee_Guidelines-February_2022.pdf



Unallowable Purchases

The following items are **not** allowed to be purchased with Student Activity Fees:

- Alcoholic Beverages
 - Appliances
 - Application Fees
 - Commencement Regalia
 - Donations to charitable organizations
 - Gasoline for personal vehicles
 - Gifts for Faculty, Staff, and Student Employees
 - Groupons
 - Headphones/Earphones
 - Mileage reimbursements
 - Professional License Renewals
- Please refer to the Student Activity Fee Guidelines for additional information
https://studentaffairs.uga.edu/wp-content/uploads/2022/02/Activity_Fee_Guidelines-February_2022.pdf



Dean of Students Business Office Website

<https://dosbo.uga.edu>

- Please visit our updated website to find information about:
 - Ticketing
 - Membership Dues, Merchandise Sales, Donation Revenue
 - Making Deposits
 - Financial Information for Student Organizations (including student travel, fundraising, food policies, UGAmart, reimbursements, and more)
 - Forms
 - Student Activity Fee Guidelines



Allowable & Unallowable Expense Matrix

https://busfin.uga.edu/procurement/pdf/allowable_and_unallowable_expenditures.pdf

- Please use this matrix for additional information regarding allowable expenditures by fund type
- Student Activity Fees are Fund 13000
- Agency Accounts are Fund 60000