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:

<table>
<thead>
<tr>
<th>ELIGIBLE MEALS</th>
<th>STANDARD PER DIEM RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td>$13.00</td>
</tr>
<tr>
<td>LUNCH</td>
<td>$14.00</td>
</tr>
<tr>
<td>DINNER</td>
<td>$23.00</td>
</tr>
</tbody>
</table>
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
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