

Student Activity Fees for Schools and Colleges

Processes, Tips and Reminders

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 compromised 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

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/new-organization-registration-resources/>
- Organizations with Agency Accounts and Student Activity Fee Accounts must be in good financial standing before registration can be completed

Allocation Requests

- Once each school/college receives their Student Activity Fee (SAF) Allocation Letter from the Student Affairs Business Office, students can begin submitting their Allocation Request Forms
- The Allocation Request Form can be found here:
<https://studentaffairs.uga.edu/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 Stacy.McLaine@uga.edu

Combined Allowance

- Student Activity Fee funds may be used to fund food, student travel, and promotional purchases. However, the total spending for the three categories cannot exceed a combined value of 40% of the Student Activity Fee Allocation Budget.
- It is not a requirement to make a purchase in each category!
- Organizations can spend 100% of their Generated Income on Food, Student Travel, and Promotional Items.
- Please see the Student Activity Fee Guidelines for more information: <https://studentaffairs.uga.edu/wp-content/uploads/2023/08/Activity-Fee-Guidelines-August-2023.pdf>
- *For Example, a Registered Student Organization who receives a Student Activity Fee Allocation may spend 25% of their budget on Food, 15% of their budget on Travel, and 0% of their budget on Promotional Items = 40% Combined Allowance from the budget*

SAF Food Policies

- Food purchases should be no more than the 40% combined allowance 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 40% of the combined allowance of the SAF Allocation (this does not include registration fees)
- Travel must be pre-approved by the Student Affairs Business Office
 - Students should first consult their School or College before making travel plans
 - All Student Travel Forms must be submitted **2 WEEKS** prior to travel
 - Submit forms to Stacy.McLaine@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/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 40% of the combined allowance 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/2023/08/Activity-Fee-Guidelines-August-2023.pdf>

Allowable and Unallowable Expense Matrix

https://onesource.uga.edu/resources/allowable_expenditures_by_fund/

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

Student Affairs Business Office Website

<https://sabo.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

Contact Us:

Student Affairs Business Office

Located 126 Tate Center

Email us at SABO@uga.edu

Call us at 706-542-8514

Website: <https://sabo.uga.edu>

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Susan Nixon – Accountant

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Becca Sattler – Accountant

(Primary Contact for Agency Accounts)

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Stacy Minie– Accountant

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