
STUDENT ORGANIZATION HANDBOOK

College of Coastal Georgia

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Table of Contents

| | | |
|------|---|----|
| 1 | introduction | 2 |
| 2 | Office of Student Life Mission Statement..... | 2 |
| 3 | College of Coastal Georgia Mission Statement..... | 2 |
| 4 | Rights of Student Organizations | 2 |
| 5 | Discrimination and Harassment..... | 3 |
| 6 | Hazing..... | 4 |
| 7 | Advisors..... | 4 |
| 8 | Student Organization Categories..... | 5 |
| 9 | Student Organization GPA Requirement | 5 |
| 9.1 | Organization responsibility | 5 |
| 10 | Communication..... | 6 |
| 11 | Community Service | 6 |
| 12 | Amendment(s) to Constitutions | 7 |
| 13 | Meetings | 7 |
| 14 | Membership..... | 7 |
| 15 | Resources..... | 7 |
| 16 | Facilities and Events..... | 8 |
| | Contracts..... | 9 |
| | Copyrights for Films | 9 |
| | Planning an Event..... | 9 |
| 17 | Advertising | 9 |
| 18 | Club Sports..... | 10 |
| 19 | Student Organization Finances..... | 10 |
| 19.1 | Requesting Activity Fees (Article III of the SGA Constitution – Student Activity Fee) | 10 |
| 19.2 | Financial Lingo..... | 12 |
| 19.3 | Appeals to SAF Allocations..... | 13 |
| 19.4 | General Dos and Don'ts of Spending | 13 |
| 19.5 | Completing Financial Paperwork | 13 |
| 19.6 | Approvals for Fundraising, Donations & Solicitation | 13 |
| | General Dos and Don'ts of Fundraising | 14 |
| 20 | Student Organization Travel | 14 |
| 21 | Student Organization Conduct Process | 14 |
| 22 | Withdrawal Student Organization Recognition | 15 |

1 INTRODUCTION

Student organizations are the lifeblood of any engaged campus and at the College of Coastal Georgia student organizations play an integral role in not only engaging students but in teaching valuable lessons outside of the classroom.

There are many positive benefits associated with being a recognized group on campus, including use of the College of Coastal Georgia name, ability to reserve space, funding through the Student Activity Fee allocation process along with other services offered through the Office of Student Life.

At Coastal Georgia, being a member of student organizations is a privilege, not a right. That privilege carries with it increased responsibility. Responsibilities associated with being a recognized group include abiding by policies laid out in the Student Organization Handbook as an organization and abiding by the Student Handbook and Code of Conduct for individual members.

Please use this Organization Handbook as a reference tool for many questions that may arise as you work with your student organization such as hazing, facilities and events, organization finances and travel. In addition to this handbook, you are also encouraged to contact the Office of Student Life with any additional questions.

2 OFFICE OF STUDENT LIFE MISSION STATEMENT

The mission of the Office of Student Life is to support the mission of the College by providing engagement opportunities outside the classroom that support the student's social, recreational, intellectual and personal development.

3 COLLEGE OF COASTAL GEORGIA MISSION STATEMENT

As a state college of the University of System of Georgia, the College of Coastal Georgia will be a college of choice for residents of Georgia and beyond by providing an accessible and affordable quality education. Advocating excellence in scholarship and community engagement, the College promotes student progression and timely graduation through student-centered programs that offer a rich and diverse student experience. Students are prepared for meaningful careers, advance study, lifelong learning, and participation in a global and technological society. The institution will provide associate and baccalaureate degrees that support the intellectual, economic and cultural needs of the community and region.

4 RIGHTS OF STUDENT ORGANIZATIONS

Students and student organizations are not only members of the academic community but are also members of the larger society. Students, therefore, retain the rights, guarantees and

protections afforded to and the responsibilities held by all citizens. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the College initiates judicial proceedings in a given situation. As members of the College community, students have a responsibility to know and follow the College conduct regulations and to follow their constitutions and Student Organization Handbook. Violations of these regulations will result in action by the Dean of Students or Office of Student Life.

As would be expected, standards for CCGA students and student organizations are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student or student organization may encounter can be anticipated in a written document. Therefore, students and student organizations are expected to act in a manner that demonstrates integrity and respect for others and the campus environment. To access the CCGA Student Code of Conduct, go to: <http://www.ccgga.edu/StudentAffairs/>

or

<http://www.ccgga.edu/page.cfm?p=617>

5 DISCRIMINATION AND HARASSMENT

For a complete copy of the Non-Discrimination and Harassment Policy and directions on how to file a complaint, please go to: <http://www.ccgga.edu/page.cfm?p=682>

Excerpts from the Policy: *“The College complies with applicable State and Federal law which provides that it shall be an unlawful discriminatory practice for any employer, because of sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.*

The College further expects that all faculty, staff and students will act in a responsible and professional manner to establish a working and learning environment that is free of discrimination and harassment.

Any person found to have violated the provisions of this policy will be subjected to appropriate administrative and / or disciplinary action, up to and including termination (faculty and staff) or expulsion (students).

Further, Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of race, color, creed, ethnicity, sexual orientation, religion, gender, national original, status as a war veteran, age or disability, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.”

6 HAZING

In compliance with state and federal laws, student organizations members must sign the anti-hazing statement form annually. This ensures that all club members are aware of Coastal Georgia's stance on hazing and repercussions for violations. All organization members are required to sign the anti-hazing statement.

Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, regardless of the willingness of the participant.

Such actions and situations include, but are not limited to the following:

1. Forcing or requiring the drinking of alcohol or any other substance;
2. Forcing or requiring the eating of food or anything an individual refuses to eat;
3. Calisthenics (push-ups, sit-ups, jogging, runs etc.);
4. "Treeings" (tying someone up and throwing food or other substances on them);
5. Paddle swats;
6. Line-ups (yelling at people in any formation or harassing them);
7. Forcing or requiring the theft of any property;
8. Road trips (dropping someone off to find his own way back);
9. Scavenger hunts;
10. Permitting less than six (6) continuous, uninterrupted hours of sleep per night;
11. Conducting activities which do not allow adequate time for study (not allowing to go to class, missing group projects, etc.);
12. Nudity at any time;
13. Running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc.);
14. Requiring the violation of College, Federal, State or local law.

7 ADVISORS

For a faculty or staff member, advising a student organization is a great way to connect with students who have a similar passion or area of interest. Potential advisors should be aware of the time commitment and dedication it takes to fully support a student organization. If a staff or faculty member would like to become an advisor to a student organization, please contact the Office of Student Life. Main advisors should be full time faculty or staff. Organizations may have additional advisors who can be volunteer or part-time employees.

Advisors (at minimum) are expected to:

- serve as a sounding board for student organization ideas;
- arrange travel in conjunction with the Office of Student Life;
- intervene with conflicts as they arise;
- support the group in their endeavors;
- assist in communication between the Office of Student Life and student organization leadership;

- ensure that proper financial practices and CCGA policies are followed.

The Director of Campus Center and Student Life, along with the Vice President of Student Affairs, is available as a resource and can assist/intervene as needed.

8 STUDENT ORGANIZATION CATEGORIES

Student organizations are divided into different categories for administrative purposes only. The current categories are as follows:

- Academic
- Club Sports
- Diversity and Inclusion
- Governance
- Publications
- Religious
- Special Interest

The organizations are categorized based on their mission. A current list of student organizations can be found here: <http://www.ccgga.edu/clubs>

9 STUDENT ORGANIZATION GPA REQUIREMENT

Registered student organizations must have a minimum grade point average listed in the organization's constitution that ensures general members are meeting requirements for Satisfactory Academic Progress (SAP) and are not on academic probation and holds executive officers to a minimum 2.5 cumulative institutional GPA. (August 1, 2013)

9.1 ORGANIZATION RESPONSIBILITY

Each organization has a responsibility to follow the GPA policy and inform their organization members of the policy.

1. Constitution Requirements for the GPA Policy
 - a. Include Statement- All members, in order to remain active, must have a minimum grade point average of 2.0, must meet requirements for Satisfactory Academic Progress (SAP) and must not be on academic probation.
 - b. Include Statement-All Executive Board members/Officers, in order to remain active, must have a minimum grade point average of 2.5, must meet requirements for satisfactory academic progress (SAP) and must not be on academic probation.
 - c. Create Statement (following your constitution for amendments) regarding protocol for addressing failure to meet the GPA policy by officers and members. Student Organizations have the freedom to determine severity of repercussions

from probationary status to removal from organization. Please be specific in your protocol.

2. Maintaining Active Status

In order to maintain the organization's active status and reserve all privileges to being an active student organization, the following must be adhered to:

- a. Organization leadership must provide to the Office of Student Life at the start and end of each semester a current list of members.
 - b. Organization leadership must provide to the Office of Student Life at the start and end of each semester, or upon request, a current list of Executive Board members/Officers.
- ## 3. The Office of Student Life will:
- a. Confirm the GPAs of each Executive Board Member/Officer to ensure that each is eligible by the policy. Advisors will be notified of anyone who did not meet the requirements and should follow what is outlined in the organization's constitution.
 - b. Confirm that everyone on the organizations' rosters is meeting the requirements for Satisfactory Academic Progress (SAP).
 - c. Confirm that everyone listed as founding members (for new student organizations) are meeting the requirements for Satisfactory Academic Progress (SAP).

10 COMMUNICATION

The Office of Student Life has several items in place to ensure that student organization records are accurate, they include (annual registration, end of semester/year reports, D2L). It is important that student organization leadership keeps the Office of Student Life up to date on changes to the leadership as those occur. The Office of Student Life will use email and D2L as their primary modes of communication to student organization leadership and advisors

11 COMMUNITY SERVICE

Student organizations are required to perform one community service activity each semester. Community service is defined as, **“services volunteered by individuals or an organization to benefit a community or its institutions.”** Organizations can meet community service requirements through a variety of ways and may sponsor a community service event, co-sponsor an event with another organization or office on campus, or take part in a service event already taking place in the community. The important part is that CCGA students are making an impact locally.

It is the responsibility of the student organization to track the community service project or projects for each semester and submit the records through the “End-of-Semester Reports” requested by the Office of Student Life in November and April.

For a listing of community service opportunities, organizations can consult with the Director of the Student Activities.

12 AMENDMENT(S) TO CONSTITUTIONS

Student Organizations who wish to amend their constitution should follow the process outlined in their constitution. Examples include, but are not limited to: changes in name, changes in mission, changes in officer elections, changes in membership requirements. The process includes approval by the Student Advisory Council which convenes two to three times a semester. Contact the Office of Student Life for details.

13 MEETINGS

Student Organizations should meet according to their constitution requirements. Meetings should be open to the entire CCGA student body and should be advertised as such.

14 MEMBERSHIP

It is the responsibility of the student organization leadership to keep a running roster of membership and ensure that each member has signed the Anti-Hazing Agreement. Student organization leadership must provide a list of current members to the Office of Student Life at least twice a year.

Recruiting members can be accomplished in several ways. The Office of Student Life can assist with your recruitment efforts. Here are some suggested ways to recruit new members:

- Host an informational meeting or information table
- Use social media
- Ask instructors if you can make a class announcement
- Make announcements at other student organization meetings
- Post flyers around campus
- Participate in the Student Involvement Fairs
- Host an event

15 RESOURCES

The Office of Student Life has resources available to you.

- Office Supplies
 - Laminating
 - Button Maker
 - Paper (Colored, legal, 11X17, card stock and poster paper)
 - Markers
 - Crayons

- Tape
- Glue
- Paint supplies
- Scissors
- Pens
- Pencils
- Labels
- Poster Board
- Check Request Forms
- Purchase Requisition Forms
- Fundraising Forms
- Petty Cash Forms
- Agency Account Info
- Storage and Mailboxes: Each student organization has a mailbox and storage area available to them in the office.
- Bulletin Board posting area: There is a bulletin board with all the clubs and organizations labeled on it on the 2nd floor of the Campus Center right in front of the TV Lounge. We ask that you please take advantage of this and please do not use another organizations assigned place.
- Campus Center Conference Rooms are available on a first come/first served basis when not reserved for meetings.
- Copying and Printing Services: the student assistant will be able to log you in on the copier and we ask that you save your work on a flash drive or email the student assistant with what you need printed from the computer up front. You must record how many copies and print outs you make in the Resource Book with the Student Assistant.
- Webpage Updates: You may email jlewis@ccga.edu with any webpage updates you wish to make to your organization's webpage.
- Digital Signage: Your event or announcement may be appropriate for digital signage. Please send your file in pdf (landscape) to jlewis@ccga.edu at least 2 weeks prior to your event with the timeline in which you want the advertisement to run.

16 FACILITIES AND EVENTS

Student Organizations are encouraged to utilize all of the facilities at the campuses of the College for meetings, programs, events and numerous organization activities. All facilities requests for on campus organization activities can be scheduled through the Office of Student Life. As such, the Director of the Campus Center & Student Life is the designated point person for all student organization room reservations.

Note that meetings or events will not automatically be approved upon submission. Once an event is approved, however, it is the responsibility of the organization to publicize the event.

Keep in mind that charges may be associated with facility usage. Charges can include anything from equipment usage, event set-up, custodial and security needs.

CONTRACTS

Contract requests for any organization programming (e.g. vendor, novelty, artist or speaker) must be submitted to the Director of the Campus Center & Student Life at least 30 days prior to the event date. The Director will review the contract request and negotiate the final contract terms with the contractor. Once a final price is agreed upon, the contract will be sent to the Business Office for final approval. Any travel or lodging arrangements for contractors will be placed under the supervision of the Director and the organization advisor.

COPYRIGHTS FOR FILMS

The College of Coastal Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The College recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display. Student organizations wishing to use copyrighted material for an event must show evidence of obtaining copyright permission to the Director of the Campus Center & Student Life. Before contracting or committing to show any films, please review the USG policy here:

<http://www.usg.edu/copyright>

PLANNING AN EVENT

All student organization activities and events are initially approved by the Student Activity Fee Committee through their funding of an event or by the Director of the Campus Center & Student Life through direct facility requests submitted by the organization advisor or organization executive leaders. As your organization's event calendar begins to take shape, it is recommended that any alterations in plans (cancelled or rescheduled events) be shared with the Director. Specific details of events (outside of normal organization meetings) should be discussed with the Director as well. ***See Appendix A for Event Planning Guide.***

Please note: If you are hosting an event that includes a visit by a local, state or national government official or other person deemed VIP, please have your advisor notify the Office of Student Life, the Office of Institutional Advancement and the Office of the President.

17 ADVERTISING

Posting signs and posters on the bulletin boards and in the classrooms is the responsibility of the event sponsor. Also review the [Posting Policy](#). Copies of the official comprehensive posting policy can be obtained in the Office of Student Life.

If student activity fees are funding your event, you must state this in your advertisement:

“This event is funded through College of Coastal Georgia Student Activity Fees.”

Suggestions for advertising for an event:

- Portal Calendar (via the Director of Campus Center and Student Life)
- Posters
- Email (via the Director of Campus Center and Student Life)
- Handbills
- Chalking (advance permission required)
- Information Table
- Digital Signage or Slide in advance of Stembler Theatre Events
- Announce in classes
- Write on Dry Erase boards in front of classes
- Word of Mouth
- Table Tents (with permission of venue manager)
- Announce at other events

18 CLUB SPORTS

Club Sports should refer to the Club Sport Handbook for additional guidelines.

19 STUDENT ORGANIZATION FINANCES

Twice each academic year, recognized student organizations receive funding through the student fee allocation process. Organizations are encouraged to spend organization funds wisely and honestly on effective programs and items that will not only improve the organization, but the campus community as a whole. In this section, organizations will find great detail on a variety of financial issues such as requesting student activity fees, purchasing food, fund raising and filling out financial paperwork.

Keep in mind that many financial transactions involving college funds, whether institutional funds or student activity fees, are tax exempt and the College will not reimburse any parties for items that are taxed. Tax exempt forms available from the Office of Student Life.

19.1 REQUESTING ACTIVITY FEES (ARTICLE III OF THE SGA CONSTITUTION – STUDENT ACTIVITY FEE)

Section 1.

Allocation Timeline - Budget packets will be available to student organizations at least 30 days prior to budget hearings by the Student Activity Finance Committee. Budget orientation sessions will be hosted for student organizations after budget packets are made available to assist students in completing the packet and to answer questions on budget rules.

Budget packets for Fall semester allocation decisions will be due by the last week in March and for Spring semester allocations will be due by the second week in November.

Budget hearings for Fall semester allocation decisions will take place the second week of April and for Spring semester allocation decisions by the last week in November. Decision letters will be emailed to the student organization president and advisor listed on the budget packet no later than the final day of classes of the current semester in which the organization has applied for funding.

Final decisions on budget allocations will be made publicly available through the SGA website.

Section 2.

Allocation Process – Student organizations will be required to meet with the Student Activity Finance Committee (SAFC) to discuss this request in early April for Fall allocation decisions and again in late Fall for Spring allocations. Organizations may bring up to three student members to that meeting. Failure to attend the meeting will automatically disqualify the organization for funding.

After reviewing all written proposals and meeting with representatives of each organization requesting funding, the SAFC committee will make recommendations to the Student Fee Committee for allocations. After approval is received from the Student Fee Committee, a recommendation is made to the CCGA President for final approval.

The SAFC Committee recommendations will be based on the following criteria:

- Quality and completeness of the written proposal.
- How the fees will serve CCGA students: In general, programs which serve larger numbers of students will receive stronger consideration than those which serve smaller numbers of students. Programs or activities which serve smaller numbers of students should provide exceptional advantages to the College; it is the responsibility of the proposer to make the case for why they should receive consideration.
- For organizations who received student activity fees for the current year, how effectively they spent those fees to serve CCGA students:
 - How many students were served by programs and activities?
 - What were the benefits of the programs and activities to students?
 - How knowledgeable is the presenter about how funds were used?
 - Did the organization use the funds as they were approved by last year's SAFC?

Section 3.

Use of Funds – All organizations which receive allocations must make all expenditures through the Office of Student Life and Business Services on the required institutional forms.

Requests for checks and purchases by an organization using student activity fee funds which have been allocated to their account must be signed by a designated student member of the organization and the organization advisor. No transfers may be made from one student organization account to another without the approval of the Vice President for Student Affairs or their designee.

Unexpended fund balances at the end of each semester will be returned to the general student activity fee fund account for reallocation during the next budget cycle.

Section 4.

Allocation Rules – Student activity fee funds may be used to fund worthwhile programs of clubs and organizations. This does not include the ordinary operational expenses of partisan political activities, social fraternities and sororities, nor charitable causes or contributions for events that are purely social in nature.

However, any registered organization may request program assistance funds for programs that are directed to the campus as a whole, open to any interested student, and are deemed to serve, benefit, or be of interest to a significant segment of the College community. The following guidelines apply to all student organizations receiving a student activity fee allocation. For more details regarding budget allocation guidelines and processes, please visit the SGA webpage at <http://www.ccgga.edu/page.cfm?p=609>

Please refer to Appendix B for spending guidelines.

19.2 FINANCIAL LINGO

- **Student Activity Fee (SAF)**-Fees that are paid by students and are allotted to student organizations via the Budget Allocation Process each semester.
- **Agency Account**-An account that student organizations can set up to deposit fundraised dollars into for access for non-SAF approved expenses.
- **Budget Allocation Committee**-a committee comprised of SGA members, at least 1 faculty member and 1 staff member.
- **Budget Decision Letter**: Emailed to the President at the end of the previous semester, this letter has the detailed information regarding funds allocated to your organization. You may only use what you were approved to use.
- **Check Request**: A check request is used for reimbursement for expenses, payment to a vendor, travel advance, etc.
- **Fundraising**: Collection of dues, in kind donations of goods or money, or selling items to raise funds for the organization.
- **Per Diem Certification**: A form used to certify that per diem regulations were food is purchased.
- **Petty Cash Voucher**: If a purchase is \$100.00 or less, you may complete a petty cash voucher for advanced funding or reimbursement. Note: there is a monthly petty cash limit of \$100.00 for any organization budget.

- **Purchase Requisition:** When there is a need for supplies or services, a Purchase Requisition Form must be completed. No orders are to be placed by anyone other than the Procurement Officer.
- **Tax Exempt:** The College does not pay tax, so it is up to the purchaser to obtain a tax exempt form from the Office of Student Life.

19.3 APPEALS TO SAF ALLOCATIONS

Student organizations may appeal allocation decisions or request additional funding or changes in funding allotments by emailing SGA@ccga.edu with their request.

19.4 GENERAL DOS AND DON'TS OF SPENDING

- **DO** plan ahead. Ensure that you give plenty of time to Office of Student Life and Business Affairs to process your requests.
- **DO NOT** use your own money and seek reimbursement for items more than \$100. The college has policies and procedures in place to help you make large purchases. PLAN AHEAD
- **DO** ask lots of questions when completing paperwork.
- **DO NOT** forget to bring a Tax Exempt Certificate with you when making purchases. You will not be reimbursed for tax.
- **DO** give yourself at least 30 days for travel, large purchases and contracts. A lot of hands touch that paperwork and it needs enough time to make it to the final authority.

19.5 COMPLETING FINANCIAL PAPERWORK

Please see Appendix C for a Guide to completing Financial Paperwork

19.6 APPROVALS FOR FUNDRAISING, DONATIONS & SOLICITATION

Organizations that wish to raise money, accept in-kind or cash donations from businesses or donations from students for organizational activities must submit the **Student Organization Fundraising Request Form**. https://ccga.qualtrics.com/SE/?SID=SV_5bx8EDpTt9RxTH7 . This form should be completed at least two weeks in advance of the planned activity or donation acceptance/solicitations.

All **ON -CAMPUS** fundraising activities must be approved in advance by the Office of Student Life.

All **OFF-CAMPUS** fundraising activities must be approved by the Office of Institutional Advancement as well as the Office of Student Life. The Office of Institutional Advancement holds final approval for all off-campus fundraising. Appeals should be directed to the President of the College.

All fundraising activities must be held under the supervision of a campus organizational sponsor or appropriate faculty or staff member. Individual fundraising without organizational involvement and supervision is prohibited.

All funds raised MUST be deposited into an agency account at the college's business office within 48 hours of the event. The use of funds in the agency account will disseminated at the discretion of the organizational advisor and be in accordance with the constitution and by-laws of the organization and be in compliance with the college's guidelines for appropriate use of

funds. USG Policy here:

http://www.usg.edu/business_procedures_manual/section14/manual/14.5_agency_fund_groups/

General Dos and Don'ts of Fundraising

- DO plan your fundraiser in plenty of time to ensure proper approvals.
- DO NOT plan a fundraiser that includes “double dipping.” For example: charging students for a movie that is paid for by SAF Funds.
- DO have an immediate plan for depositing your money. Campus Police can help you with this process.
- DO NOT keep fundraised money in your or your advisor’s possession. It must be secured immediately following collection.

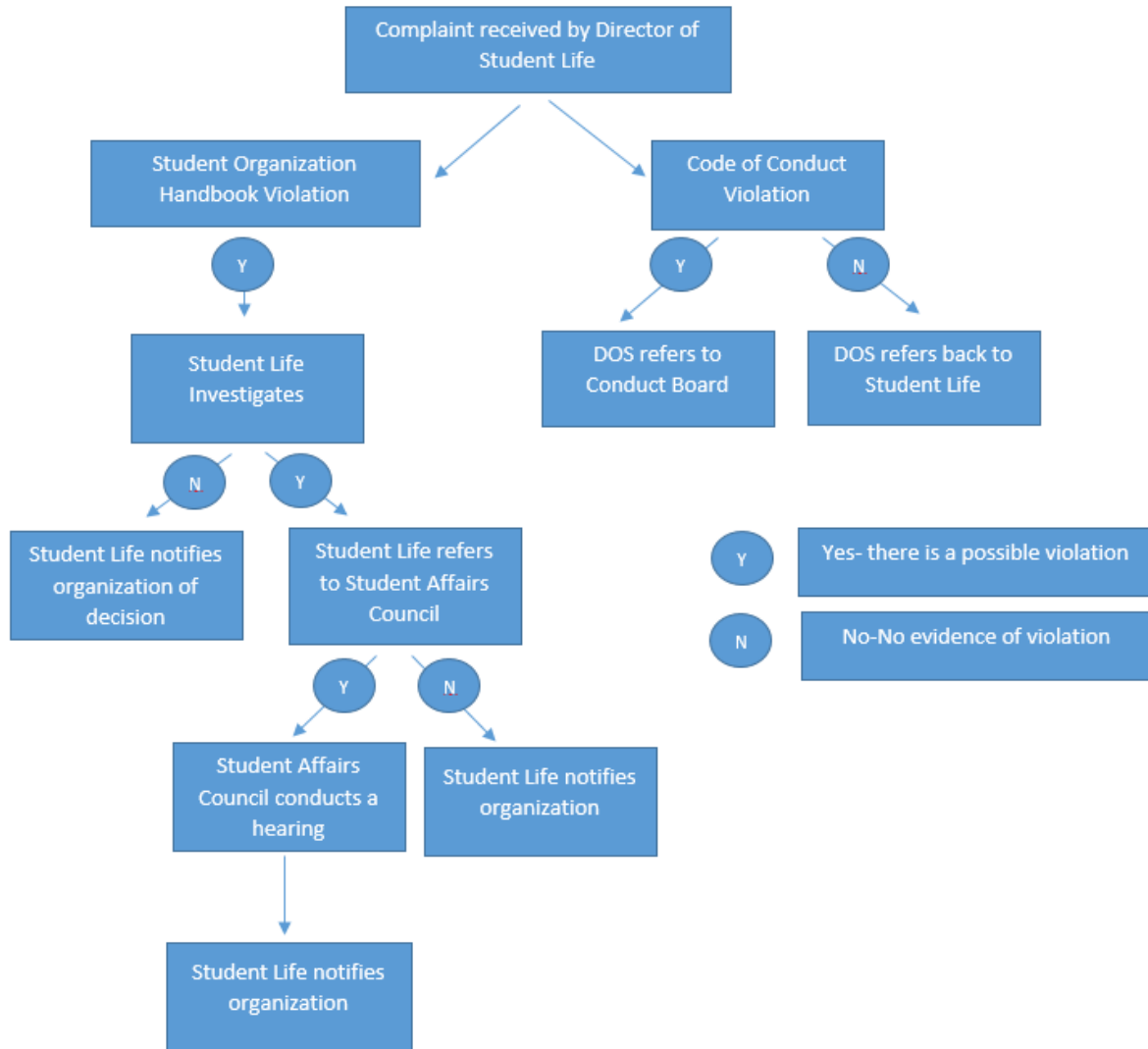
20 STUDENT ORGANIZATION TRAVEL

The Office of Student Life supports student organization travel to conferences and events that both enhance the organization and the institution. Student organizations should plan carefully when requesting funding for travel as the Student Activity Fee Committee will fund trips on a per traveler basis and will not fully fund any trip. Student organization members should expect to fundraise and/or contribute personal funds to cover travel costs. The CCGA Website provides travel resources and guidelines here: <http://www.cpga.edu/page.cfm?p=685>

Please refer to Appendix D for the Student Organization Travel Checklist.

21 STUDENT ORGANIZATION CONDUCT PROCESS

Should a complaint be made against a student organization, the Director of Student Life, in consultation with the Dean of Students, will determine if there is a potential Student Code of Conduct violation. If yes, the Director of Student Life will forward to the Dean of Students for investigation. If no, the Director of Student Life will conduct the investigation.



Decision letters are sent via email to the president’s email as listed in the registration survey and student’s student email or to the individual respondent.

Appeals will follow Section X of the Student Code of Conduct-Appeals Process for Policy Violations That Do Not Include Sexual Misconduct or Academic Integrity.

Advisors may serve as advisors to the student leaders if the advisor is not named as a respondent or has not been called in as part of the investigation.

22 WITHDRAWAL STUDENT ORGANIZATION RECOGNITION

The Board of Regents has determined that the use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the USG. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of

students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of USG institutions, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents, or responsible members, knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one (1) calendar year from the date of determination of guilt.

Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one (1) year. Any lease, rental agreement, or other document between the Board of Regents or the institution and the student organization that relates to the use of the property leased, rented, or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above.

All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter (BOR Minutes, 1989-90, p. 384).

Appendix A: Event Planning Guide

Questions to Consider When Choosing a Campus-Wide Event:

When developing events for the entire campus (at least a large audience) asking yourself, and your group, the right questions are important. An outline of issues to explore as you plan might be as follows:

Who is your audience?

Who are the people that make up your community? What are their likes and dislikes? What might they like that they are not presently aware of? How large is our potential audience for any given program?

What do you want to present?

What events, attractions, or activities will appeal to your audience? What issues or ideas do we want them to be aware of? What speakers, performers or activities are available that meet your needs and what is it going to cost? Do you have enough people resources to plan and present this program?

Where are you going to present?

What facilities or locations are available for programs? Which facility meets the technical needs of the program? Is the location appropriate, comfortable and easily accessible?

When and how are you going to sell the event to other students?

How do you plan and implement an effective publicity and advertising campaign?

What do we want to achieve from the presentation of this program?

Does it meet the goal of our committee? What new skills will we learn? What student development will occur? How will we evaluate the success or failure of this program?

Eight Simple Rules for Campus-Wide Programming:

Get organized.

Use good planning tools. Don't just buy planning calendars to adorn your walls. Use the principle of "backward planning" to determine how much time you need to plan the program. Start from the date of the program and move backward. For example, when do you want your publicity out? Based on that, when does it need to be ready? How much time will printing take? Make sure you write what needs to be done and who is going to do it.

Organizational leadership should delegate responsibilities among organization members and make them accountable for assignments. Spreading out responsibility associated with an event makes people feel important, perpetuates camaraderie and can help build organization membership.

Check the Competition!

Your first move should be to clear the dates of your events so that they do not conflict with other forms of entertainment, important community activities, sports events or holidays. Try to develop some consistency in your scheduling; once people begin to realize your consistency, they will try to avoid the dates you generally use.

When it comes to money, be cautious.

Budget your program carefully and don't forget to budget for the details. Keep everyone informed of how much budget authority they have and how much of that they have spent. Everyone, not just the advisor should be a financial planner.

You have to make it happen.

Always assume that no one will come to your program unless you have done something to get them there. Sell! Sell! Sell! And make sure you have an adequate number of people to accomplish this task. Remember: Once your audience is made aware that the program is going to happen, they need to be convinced that they should attend.

Use publicity materials that look professional

Design appealing brochures, posters, and ads. Use your resources wisely. Then distribute your materials widely and on time. Wasted brochures and posters are like money down the drain. Remember: Posters that are done by hand automatically reflect a lack of professionalism. Organizations are encouraged to use the creative resource rooms in both the Campus Center student organization area and in the Project Suite in the Student Activity Center.

Plan for a rain location or an alternative rain date.

In South Georgia, rain or inclement weather is common and can come out of nowhere. Even if bad weather isn't in the forecast, you should always have an indoor backup for outdoor events.

Be prepared.

If you, as a chairperson, have done a good job of planning and delegating you should be able to sit back and relax the day of the event. Be aware, however, that last minute changes or unforeseen complications may arise no matter how well thought out your program.

Don't forget to have fun!

Have fun while you're working on your programs. Be aware of what you can effectively do and delegate as much as possible. Be aware of the warning signals of burnout and take a day off now and then. Don't forget that you're a student first!

Appendix B: Spending Guidelines

1. Purchasing Food Using Institutional Funds

Student organizations may purchase food and supplies for meetings and events, if the organization’s approved budget allows. When making a purchase, please remember that the College is a tax exempt institution and therefore purchases should never include sales tax. The Business Office can provide vendors or student organizations with the tax exempt information. Each time food is purchased for students, the per diem guideline form should be submitted to the Business Office.

http://www.usg.edu/business_procedures_manual/section19/manual/19.8_purchase_of_food_using_institutional_funds/

Food Purchasing Chart

| Activity | Allowable Participants | Potential Funding Source(s) | Notes |
|---|---|---|---|
| Sanctioned Student Events (excluding athletic events) | <ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required | <ul style="list-style-type: none"> • Agency Funds • Auxiliary Funds • Endowment funds where authorized by fund agreement • Grants or Contract Funds as authorized by fund provider • Student Activity Fees | <ul style="list-style-type: none"> • See BPM Sections 19.8.1, 19.8.2, and 19.8.3 • Per diem limits apply |
| Athletic Events & Recruiting | <ul style="list-style-type: none"> • Students • Potential students & parents/guardians • Volunteers • Employees whose participation is required | <ul style="list-style-type: none"> • Agency Funds • Athletic Auxiliary Funds • Endowment funds where authorized by fund agreement • Student Athletic Fees | <ul style="list-style-type: none"> • See BPM Sections 19.8.1, 19.8.2, and 19.8.3 • Per diem limits apply • Applicable athletic conference rules shall also be followed |
| Classroom & Academic Programs | <ul style="list-style-type: none"> • Students • Employees whose participation is required | <ul style="list-style-type: none"> • Sales & Service Revenue • State appropriated funds for use only in for credit courses | <ul style="list-style-type: none"> • See BPM Sections 19.8.1 and 19.8.2 |

| Activity | Allowable Participants | Potential Funding Source(s) | Notes |
|----------------------------------|---|---|--|
| | | <ul style="list-style-type: none"> • Tuition & Fee Revenue | |
| Student Recruiting Events | <ul style="list-style-type: none"> • Students • Potential students & parents/guardians • Volunteers • Employees whose participation is required | <ul style="list-style-type: none"> • Agency Funds • Auxiliary Funds • Student Activity Fees | <ul style="list-style-type: none"> • See BPM Sections 19.8.1, 19.8.2, and 19.8.3 • Per diem limits apply |
| Volunteer Events | <ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required | <ul style="list-style-type: none"> • All funds except state appropriated funds and tuition revenue • Recognized “executive” program tuition revenue may be used to purchase food for volunteer events | <ul style="list-style-type: none"> • See BPM Sections 19.8.2 and 19.8.3 • Per diem limits apply • Volunteer events with sole purpose of recognition or appreciation for past services may not be paid using any fund source except for Foundation funds |
| Safety Products | <ul style="list-style-type: none"> • Students • Volunteers • Employees at risk due to environmental or workplace conditions | <ul style="list-style-type: none"> • Auxiliary funds • Sales and service revenue • State appropriated funds • Student Activity Fees • Tuition & Fee Revenue | <ul style="list-style-type: none"> • See BPM Section 19.8.3 • Expenses should be paid using the departmental budget of the assigned employees |
| Educational or Business Meetings | <ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required | <ul style="list-style-type: none"> • Auxiliary funds • Sales and service revenue • State appropriated funds | <ul style="list-style-type: none"> • See BPM Section 19.8.3 • Meeting must consist of predominantly non-employees • Per diem limits apply |

2. Food Purchase FAQs

Below are commonly asked questions for your reference. Policies referred to in the responses can be found in the Board of Regents Business Procedures and Policy Manual at:

http://www.usg.edu/student_affairs/documents/SAHandbook.pdf

Q: What is a “Sanctioned Student Event” when considering food policies?

A: “Sanctioned student events” is defined in 19.8.1 as a **recognized** student organization.

Q: Can a general meeting of a club buy food or meals for the meeting attendees?

A: See chart on Page 19-15 and the block in the left column that says “Sanctioned Student Events (excluding athletics). Again, 19.8.1 is operative and the USG would emphasize “further development and education of students.” If furnished as a means of simply providing food, this would not be allowable.

Q: If the meeting is for organizational recruiting or where they are trying to get the club started, can the organization buy food to entice students to participate?

A: See chart on Page 19-15 and the block that says, “Student Recruiting Events.” The qualifier is “trying to get started.” This would typically be allowable as long as this is not an attempt to merely have a regularly scheduled organizational meeting under the guise of providing food.

3. On-Campus Dining/Catering Services

In support of the College’s contract with the campus dining vendor Chartwells, we encourage all student organizations to contact the Director of Dining Services to discuss any on-campus events that will include food. Chartwells is committed to providing students with healthy and affordable options and will work with student organizations, taking into account budgetary restrictions. For pricing and detailed catering options contact Chartwells directly.

4. Per Diem Guidelines

Student organizations are also allowed to “charge” food and supplies with some local vendors. In this instance, the vendor must be willing to either give or send an invoice to the student organization. The advisor will then complete a check request for the amount of the invoice and submit to the Office of Student Life for approval.

In order to facilitate compliance, the Office of Business Services has created a form to be included with all employee/student reimbursements as well as third party vendor payments for food purchases.

When requesting reimbursement or payment to a vendor you must do one of the following:

- (1) either attach a list of the participants for “Food purchased at a restaurant or on a per person basis”
OR
- (2) certify that the appropriate per diem limits were followed for “food purchased on a group basis (pizza parties, etc.)” Although you are not required to document the actual numbers or names

of participants, the employee expending the institutional funds for the event must certify that the appropriate per diem limits were followed.

Furthermore you must **always** include a “flyer, email, agenda, or other document substantiating that the event was an official event.”

The Per Diem Certification form spells out these guidelines and allows you to choose either option 1 or 2. Please complete this form and attach any documentation that is required based on your selection and send with payment request to the Office of Student Life.

Appendix C: Guide to Financial Paperwork

Completing financial forms in a timely manner is critical to proper operation for student organizations. Below is the step-by-step process for filling out forms including, Check Requests, Purchase Requisitions and Petty Cash Vouchers.

1. Check Request

A check request is used for reimbursement for expenses (not to exceed \$100.00), payment to a vendor, travel advance, etc. Please be sure to attach any pertinent information such as an invoice, receipt, agenda, email or any other documentation necessary for approval. Please note: Check requests must be submitted to the Director of Campus Center & Student Life at least two weeks prior to the date the check is needed. 30 days if the request is associated with a contract. Check Request Forms can be obtained in the Office of Student Life

The check request paperwork is reviewed by the Director of Campus Center and Student Life for accuracy and to ensure availability of funds and then submitted to the Vice President for Student Affairs for final approval. An organization sponsor cannot approve the expenditure from the organization's activity fee budget.

How to complete a Check Request

- **From:** Name of student organization/club.
- **Name:** Person completing form
- **Date of Request:** Current date.
- **Date Needed:** The date when payment to vendor is needed.
- **Amount of Request:** Indicate the amount. Make absolutely certain that your account has enough money to cover this request.
- **Vendor Name:** Legal or proper name of person/vendor the check should be made out to.
- **Vendor Address:** Complete address of party seeking payment.
- **Purpose of Request:** Explain what the check is being used for; e.g. reimbursement, registration, travel advance, etc. Include any special instructions here.
- **Account No.:** Your account number information can be found on your monthly budget report.
- **Department Approval:** This is always signed by the Vice President for Student Affairs. The Business Office will not process a check request, purchase order, petty cash voucher, etc. without the signature of the Vice President for Student Affairs first.

Check Request Examples

**LEGE OF COASTAL GEORGIA
CHECK REQUEST**

Name of Student Organization: _____

Name of Person completing form: _____ (NAME)

DATE OF REQUEST: _____
 DATE/TIME NEEDED: _____
 AMOUNT OF REQUEST: _____

Please give at least 10 business days

VENDOR NAME: _____
 VENDOR ADDRESS: _____

Information about the person/vendor who is receiving the check

VENDOR FEI OR SSN: _____
 VENDOR ID#: _____

PURPOSE OF REQUEST: _____

Brief description (e.g. reimbursement for pizza purchased for Welcome Back Meeting)

NOTE: DOCUMENTATION (SUCH AS INVOICE, RECEIPT, CONTRACT OR REGISTRATION FORM) STATING AMOUNT OF CHARGE(S) MUST BE ATTACHED. IF YOU HAVE A DOCUMENT(S) THAT MUST BE SENT WITH THE CHECK PLEASE ATTACH TWO (2) COPIES, ONE TO BE SENT AND THE OTHER TO THE CHECK REQUEST. IF ONLY ONE COPY IS ATTACHED, IT WILL REMAIN WITH THE CHECK REQUEST.

| ACCT | FUND | DEPT | PRG | CLASS | PRJ | DEBIT | CREDIT |
|------|------|------|-----|-------|-----|-------|--------|
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DEPARTMENT APPROVAL: (Signature) _____

Business Office Approval: _____

**COLLEGE OF COASTAL GEORGIA
CHECK REQUEST**

FROM: (DEPARTMENT) Brunswick Campus (NAME) Jaime Parker-Lewis

DATE OF REQUEST: August 20, 2014

DATE/TIME NEEDED: Next Check Run

AMOUNT OF REQUEST: \$894

VENDOR NAME: Swank

VENDOR ADDRESS: 100 West Street, Chicago, IL 60609

VENDOR FEI OR SSN: _____

VENDOR ID#: 800-90-1000

PURPOSE OF REQUEST: _____

Payment for movie shown on August 27, 2014

NOTE: DOCUMENTATION (SUCH AS INVOICE, RECEIPT, CONTRACT OR REGISTRATION FORM) STATING AMOUNT OF CHARGE(S) MUST BE ATTACHED. IF YOU HAVE A DOCUMENT(S) THAT MUST BE SENT WITH THE CHECK PLEASE ATTACH TWO (2) COPIES, ONE TO BE SENT AND THE OTHER TO THE CHECK REQUEST. IF ONLY ONE COPY IS ATTACHED, IT WILL REMAIN WITH THE CHECK REQUEST.

| ACCT | FUND | DEPT | PRG | CLASS | PRJ | DEBIT | CREDIT |
|---------------|--------------|----------------|--------------|--------------|-----|------------|--------|
| <u>714000</u> | <u>13000</u> | <u>2001010</u> | <u>15990</u> | <u>11000</u> | | <u>894</u> | |
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DEPARTMENT APPROVAL: (Signature) _____

Business Office Approval: _____

2. Purchase Requisition

When there is a need for supplies or services, a Purchase Requisition Form must be completed. No orders are to be placed by anyone other than the Procurement Officer.

Once all information is completed on the requisition, submit it to the Director of Campus Center and Student Life for review based on accuracy and to ensure availability of funds. The requisition will then be submitted to the Vice President for Student Affairs for final approval. An organization sponsor cannot approve the expenditure from the organization's activity fee budget. Purchase Requisition Forms can be obtained from the Office of Student Life.

How to complete a Purchase Requisition

- **From:** Name of student organization
- **Account No.:** Account number to which purchase should be charged. Each organization has a separate budget account number. This number can be obtained from the Office of Student Life, or your monthly budget report.
- **Date:** Current date.
- **Subject:** Check appropriate box for type of purchase. Make a separate requisition for drawing supplies from central stores and vendor purchases.
- **Vendor Information:** Vendor's name, address, telephone number, and fax number.
- **Person Initializing Request:** Person requesting purchase.
- **Approved:** Vice President for Student Affairs must approve all purchase requisitions for campus organizations.
- **Item No.:** Number each item consecutively.
- **GCC Number:** This is the Georgia commodity code. This number is only used on purchases from mandatory sources, statewide contracts, agency contracts, special purchase authority items, and competitive bid items. If GCC number is available, please list, if not, Procurement Officer will complete. For Central Stores Requisitions, list the Central Stores item numbers in the GCC number column.
- **Description:** List item being requested, product number, color, and any other pertinent information to insure the correct item is purchased for you.
- **Quantity & Unit:** Include quantity requested and unit of measure (how the items are packaged).
- **Unit Price:** Include actual price of item. Also, be sure to document shipping terms. Pricing should not be included for Central Stores Purchases.
- **Total Price:** Multiply quantity by unit price to determine total price.
- **Grand Total :** Tally total prices of all items listed on requisition.

3. Petty Cash Voucher

If a purchase is \$100.00 or less, you may complete a petty cash voucher for advanced funding or reimbursement. For timely approval, petty cash vouchers must be received by the Office of Student Life 48 hours prior to the date/time needed. Note: there is a monthly petty cash limit of \$100.00 for any organization budget.

Petty cash requests are submitted to the Director of Campus Center & Student Life; complete the top and bottom sections of the form. Again, an organization's sponsor cannot approve the expenditure of the organization's activity fee budget without departmental approval. This included agency account funds. Once approved the organization may take it to the Cashier's window in the Bursar's Office for payment. For reimbursement please remember to attach all your receipts and supporting paperwork. Purchases should be tax exempt.

Petty Cash Voucher Example

College of Coastal Georgia Petty Cash Voucher DATE _____

| Account | Fund | Department | Program | Class |
|---------|-------|------------|---------|-------|
| 714000 | 13000 | 2 001010 | 15990 | 11000 |

Reimbursement for drinks purchased for Welcome
 Description: _____
 Back Meeting

Amount: \$ 15.25 Bus. Services: _____
 Dept. Approval: _____

Document may
ONLY be signed by
 VP for Student
 Affairs (or designee)

GUIDELINES:

- Fill out form in entirety and attach itemized purchase receipts and Per Diem Certifications.
- Fair and Reasonable Purchases under **\$100 per month** necessary to perform job duties – No Exceptions.
- For purchases over \$100 or for frequent purchases please use check request form.

NOT ALLOWED:

- Sales tax
- Food or Beverages for consumption by State Employees
- Gifts, Flowers, Parties, Cards, or any other perquisites to State Employees
- Alcoholic beverages, tobacco or any other controlled substances
- Payments to individuals.
- Artificially divided larger purchase(s) to constitute one or more Petty Cash reimbursements.

Last updated on: 4/29/2011

4. Per Diem Certification



Per Diem Guideline
 Certification

THIS FORM MUST ACCOMPANY ANY REQUEST FOR REIMBURSEMENT FOR FOOD ITEMS USING INSTITUTIONAL FUNDS.

As per Board of Regency Policy section 19.8.4,
 "Food purchased for a group event should include a flyer, email, agenda, or other documentation substantiating that the event was an official event. Food purchased at a restaurant or on a per person basis should include a list of participants.
 In the event that an employee expends funds in excess of the authorized per diem contained in BPM Section 4.3, then the amount spent in excess should be reimbursed by the employee making that expenditure.

Event Title and
 MM/DD/YYYY

I do hereby certify that the above policy was read and that the appropriate policy was followed in the purchasing of food and/or refreshments for the event.

Event name and date _____

If you select this option,
 be sure that all
 supporting documents
 are attached.

Please choose one

I have attached a list of participants along with a flyer, email, agenda, or other documentation substantiating that the event was an official event. Reimbursement of food items purchased on a per person basis did not exceed per diem limits as per BPM Section 4.3.

If you select this option,
 be sure that all
 supporting documents
 are attached.

OR

I have attached a flyer, email, agenda, or other documentation substantiating that the event was an official event. Food/refreshments were not purchased on a per person basis and did not exceed per diem limits as per BPM Section 4.3.

Signature of whomever
 can verify the event and
 that per diem policies
 were followed.

Signature _____
 Date _____

Appendix D: Student Organization Travel Checklist

45-60 days prior to travel

- Review the budget decision letter to determine which aspects of travel will be paid for by Student Activity Fee (SAF) funds
- Set up an appointment with the Director of the Campus Center and Student Life to review the travel authorization process
- Confirm that all participants are enrolled in 8 hours or more. Your advisor or Office of Student Life can help you with this
- Notify Office of Student Life if the Faculty/Staff Advisor is attending and any of their travel will be paid for with departmental (non SAF) funds
- Review the travel documents and handbooks:
 - <http://www.ccgga.edu/Faculty/Travel/index.asp>
 - Student Travel Guide (in D2L)

30 days prior to travel

- Submit to Office of Student Life completed travel authorization form (<http://www.ccgga.edu/uploaded/Travel/files/TravelAuthorization.pdf>) for the following:
 - Individual travel authorizations for faculty/staff advisors and anyone who will be reimbursed;
 - One travel authorization for entire group with list of participants with student ID (9200) numbers attached
- Submit student leader travel agreement and waiver for each participant (available on D2L)
- Conference/Event Registration
 - Option 1: Individuals pay for registration themselves and request reimbursement through the travel expense form
 - Option 2: Complete registration forms and attach two copies to a check request form (available in OSL office)
- Make your travel arrangements
 - Airline Travel - In order to not have to pay out of pocket, Airline tickets may be direct billed to the College by contacting The Travel Service on St. Simons Island at (912) 638-6888. An approved Travel Authorization must be on file.
 - Car Travel
 - Students may drive college fleet vehicles and rental vehicles following these guidelines.
 - The student must be 21 years of age to drive a rental on the state contract(s).
 - The student must be acting on behalf or in service of the College in any official capacity, whether with or without compensation, but not as an independent contractor.
 - The student must follow the College's Motor Vehicle Use Policy, located at <http://www.ccgga.edu/uploaded/Travel/files/AuthorizationToProcureMotorVehicleReport.pdf>

-
- CCGA Fleet Vehicle-Contact Stacy Floyd (sfloyd@ccga.edu) to reserve a CCGA vehicle
 - Organization will be charged .50 per mile for cars, .60 per mile for 15 passenger van
 - Please provide Stacy with your student organization account information when booking
 - Who can drive:
 - Students who are on the approved list from Human Resources
 - Students who are traveling on behalf of the college on official business
 - Driver will receive a gas card with a pin number, receipts are to be submitted with the keys upon return
- Rental Vehicle (Enterprise/Hertz)
 - Contact business directly for reservation and price quote; be sure to indicate that this is a CCGA rental so that you receive the appropriate quote
 - Complete purchase requisition form (available in OSL) with reservation information (dates, times, quote)
 - Drivers must have a valid license and be 21 years of age
 - Save all original gas receipts if you will be seeking reimbursement
- Personal vehicle
 - Driver and passengers must assume all risks while driving a personal vehicle to a college related activity
- Make lodging arrangements
 - Submit check request with reservation information attached, indicate on the check request "HOLD FOR PICK UP" and who should be contacted when the check is ready
 - GA lodging-CCGA does not pay tax for lodging when prepaid with check. OSL can provide you with tax exempt forms for you to provide to hotel

7 days prior to travel

- Confirm all arrangements and ensure that payment has been received where you have requested pre-payment
- Pick up checks for on-site payment (hotels are sometimes paid this way)
- Confirm with all participants your travel times and expectations for travel/conference

Post travel:

- Complete Travel Expense Form
(located: http://www.ccgga.edu/uploaded/Travel/files/Travel_Expense_Form_Oct2015.xls) for each individual who is being reimbursed. This must be completed within **30 days of travel**.
- Submit all original receipts for pre-paid items (e.g. hotel, conference registration, car rental)

Special notes:

- Anyone who cancels travel must pay back the college for any prepaid items that cannot be refunded (e.g. airfare, registrations, lodging)
- The Office of Student Life will not excuse participants from class. Although it is a college sponsored trip, it is the individual student's responsibility to make arrangements with faculty to miss class(es).
- All receipts must be original, not copies.

College of Coastal Georgia Campus Grill Policy

All campus groups, including but not limited to student organizations, athletic teams, campus departments or offices must read and sign this memorandum before they will be permitted to use grills, of any type, on campus.

All grilling and associated activities are the sole responsibility of the requesting organization or department. Grilling is “**At Your Own Risk**”. The requesting party is responsible for any damage to property, or accidents that occur while grilling. This includes anything that occurs negligence when disposing of the by products from the grill.

Allowable Types: Charcoal grills and smokers are permitted. Any other type of grill (gas, or propane), is strictly prohibited. Personal grills will be allowed upon consent from Office of Student Life and its coordinating employee. The grill must be inspected before use.

Grilling: Grills must be attended at all times. Anyone who leaves a lit grill unattended will be subject to a citation. No grill will be allowed on any grass area or within 10 feet of any combustible structure. When the grill is in use it cannot be under any type of awning or roof. All grills and smokers must have a lid, no open flame cooking will be allowed. Fires built on the ground and open fire pit devices will not be allowed.

Waste Disposal: Do not dump charcoal, hot or cold, into any wooded or vegetated area. Charcoal must be disposed of properly in a non-flammable metal container. A water hose must be checked out in advance and hooked up in proximity to the grill in case of emergency. Grills must be sanitized after every use. Care must be taken when serving food so as the server has properly washed their hands, does not have any open wounds, and has properly cleansed the serving area. Cleaning of the area after grilling is mandatory. Ensure all trash is picked up and disposed of properly; any grease residue is wiped up, and all waste/left over food is disposed of properly to avoid bugs or rodents.

The below signature(s) indicates signee has read and agrees to the aforementioned statements regarding College of Coastal Georgia’s Campus Grill. Signee(s) understands that they liable for any damage or injuries that occur while grilling.

Advisor Signature: _____ date: _____

must have signature prior to submission

Officer Signature: _____ date: _____

must have signature prior to submission

This document should accompany a Facility Request Form should be submitted to the Student Life Office (Program Assistant) at least TWO WEEKS prior to event date.