



**Student Organization Orientation 2017 – 2018**

**Casey Smith  
Soraya Smith  
Office of Student Affairs  
August 2017**



**UCF**

**College of  
Medicine**

UNIVERSITY OF CENTRAL FLORIDA

# How many student organizations do we have?

**44 RECOGNIZED** student organizations as of August 2017



# Running your Organization

# For all student organizations...

- Notify our office of any changes in the status of your organization and/or any change of officers
- Submit updated constitutions
- Have an active member list!

# Constitution

- Each group has one – read it!
- Describes the duties of your executive board/chair positions
- Outlines the election process
- Must submit either an updated constitution or acknowledgement that there have been no changes one week after new E-Boards have been announced

# Officer Eligibility

- Must be in academic good standing – no Fs in the year in which you are running
- If you have any questions about this, check with the Office of Student Affairs first!

# Advisors

- Every group MUST have an advisor!
- Must be a UCF COM core/volunteer faculty or A&P employee
- Update our office on who your advisor is
- Advisors need to be aware of all major events

# Advisor Role

- Provide guidance on organizational issues and UCF COM policies and procedures
- Continuity from year to year and help develop goals and objectives
- Attend meetings and some events
- Help in developing new ideas and organization goals

Use their experience when planning events (i.e. speakers)

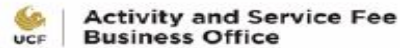


# Elections

- Most importantly – follow your constitution!
  - Many constitutions do not allow voting by proxy (i.e. emails).
  - Individual running election must not be running for office (or campaigning for anyone) = must be unbiased!
- Office of Student Affairs will assist with elections during February – Will run the election according to how you tell us your constitution states.
- Rosters due two weeks after start of academic year and then again two weeks after elections

# Funding

# Purchase Request Form (PRF)



**Purchase Request Form**  
**Fiscal Year 2017 - 2018**

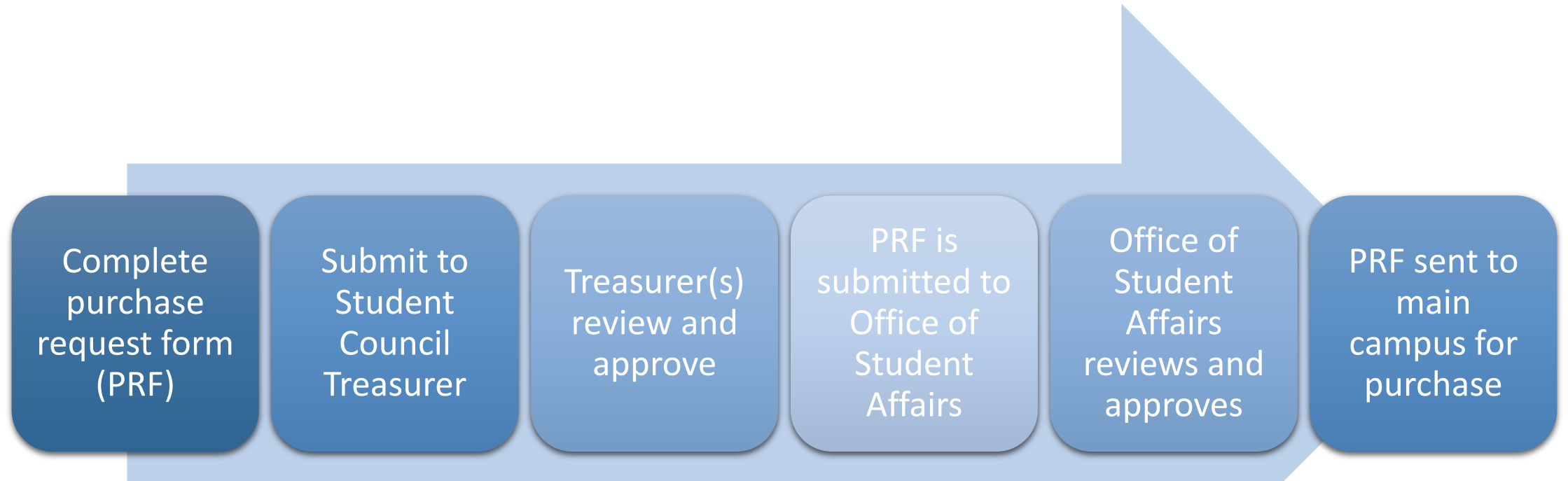


Organization Name <b>Medical School Programming</b>		Allocation # or Budget Line <b>955</b>		Today's Date	
Initiator (print) <b>Soraya Smith</b>		Phone <b>407-266-1355</b>		Advisor Name (print) <b>Soraya Smith</b>	
E-Mail Address <b>Soraya.Smith@ucf.edu</b>		Advisor Signature		Date of Event (if applicable)	
Recommended Vendor		Contact		Event Location (if applicable) <b>UCF COM</b>	
Address		Phone		(A&SF Business Office Use Only)	
City/State/Zip		Email			
Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
Vendor Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>				<b>Grand Total</b>	
<b>\$ 0.00</b>					
Justification / Use of item(s) - REQUIRED					
Benefit to the Student Body - REQUIRED					
<p>Only those individuals or positions on the A&amp;SF Business Office's authorized signature list may sign below, and only those Student Organizations registered with the Office of Student Involvement that have received an SGA-approved allocation or bill may request funds for purchases. All purchase requests need to be made at least <b>TEN (10) BUSINESS DAYS</b> prior to the time that items and/or services are required. Please take into consideration required production/shipping times of the vendor. All purchase requests must follow all guidelines set forth by the Student Government Finance Code and the A&amp;SF Business Office's Financial Training. All authorized signatories must have successfully completed the A&amp;SF Business Office's Financial Training. By signing below, you are certifying that you understand these rules and will abide by them.</p>					
IDT BY: Other <input type="checkbox"/> ASF <input type="checkbox"/> Dept Name <input type="text"/> Dept # <input type="text"/> Acct # <input type="text"/> P.O. <input type="checkbox"/> P-Card <input type="checkbox"/> P-Cardholder Name <input type="text"/>					
Authorized Signature (1)		Authorized Signature (2)		ASFBO Accountant Signature	
Date		Date		Date	
Print Name <b>Srikar Reddy</b>		Print Name <b>Philip Wessles</b>		Requisition #	
				Initials Date	

Revised 7/17  
Previous Form Obsolete



# PRF Cycle



**\*This process takes about 3 weeks from beginning to end**

# Complete PRF Packet Includes...

- PRF
- Invoice
- Flyer (if food is being ordered)

# Complete PRF Packet Includes

Activity and Service Fee Business Office

Purchase Request Form  
Fiscal Year 2017 - 2018



Organization Name		Allocation # or Budget Line		Today's Date	
Initiator (print)		Phone		Advisor Name (print)	
E-Mail Address		Advisor Signature		Date of Event (if applicable)	
				Event Location (if applicable)	
(A&SF Business Office Use Only)					
Recommended Vendor		Contact			
Address		Phone			
City/State/Zip		Email			
Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total	
Vendor Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>				Grand Total	
Justification / Use of Item(s) - REQUIRED					
Benefit to the Student Body - REQUIRED					
Only those individuals or positions on the A&SF Business Office's authorized signature list may sign below, and only those Student Organizations registered with the Office of Student Involvement that have received an SGA-approved allocation or bill may request funds for purchases. All purchase requests need to be made at least <b>TEN (10) BUSINESS DAYS</b> prior to the time that items and/or services are required. Please take into consideration required production/shipping times of the vendor. All purchase requests must follow all guidelines set forth by the Student Government Finance Code and the A&SF Business Office's Financial Training. All authorized signatories must have successfully completed the A&SF Business Office's Financial Training. By signing below, you are certifying that you understand these rules and will abide by them.					
IDT BY: Other <input type="checkbox"/> ASF <input type="checkbox"/> Dept Name		Dept #		Acct #	
P.O.   P-Card   P-Cardholder Name					
Authorized Signature (1)	Date	Authorized Signature (2)	Date	ASFBO Accountant Signature	Date
Print Name		Print Name		Requestion #	Initials Date

Revised 7/17  
Previous Form Obsolete

Checkout (17 Items)

- Shipping address
- Payment method
- Review items and shipping

Save to on your next Prime Party order by selecting "FREE No-Rush Shipping" below

Guaranteed delivery date: Feb. 18, 2017 if ordered in the next 5 hours and 30 minutes (Prime)

Items shipped from Amazon.com

- Reset 100 Insect Repellent, 4 oz Pump Spray, 8 bottles \$18.99
- 2016-2017 Florida State Football Schedule \$19.99
- Acacia Paper 417 Exam Table Paper, Standard Weight, 20" x 40" (Pack of 10) \$25.99
- Intex Design Center Gunstair Tension Bathroom Shower Curtain Rod, 78" High, Extra Large, Bronze \$24.99
- Dance Assisted Sitework Chair, Heavy, 200lb, \$19.99

Choose your Prime delivery option:

- 1) Prime, Feb. 17
- 2) 2-5 day shipping
- 3) Standard, Feb. 18
- 4) FREE One-Day Shipping
- 5) FREE Two-Day Shipping
- 6) Standard Shipping
- 7) FREE No-Rush Shipping
- 8) Business Day
- 9) FREE No-Rush 5 day
- 10) Get a \$5 credit for Prime Party. Details

Order Summary

Items Total: \$420.00  
Shipping & handling: \$0.00  
**Total (incl. tax): \$420.00**  
Estimated tax to be collected: \$76.57  
**Order total: \$496.56**

How do we represent ourselves?  
Prime shipping only. Prime is not available in all areas.

Get a \$75 Amazon.com Gift Card instantly upon approval for this Amazon Prime Rewards Visa Card. Apply now



College of Medicine  
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## OLYMPICS

AT TAVISTOCK FIELD

10th August 2017 // 6850 Lake Nona Blvd Orlando, FL 32827



UCF

# Completing a PRF

- All requests for purchases must be submitted via a purchase request form (PRF) to the Student Council Treasurer 3 weeks prior to the date of the event
- Vendors paid over phone by main campus accountant via credit card
- Vendors have to agree to be paid by credit card over the phone
  - Takes up to three weeks after the event date for a check to be cut

# Completing a PRF cont....

- You need to fill out one PRF for each vendor you are using (either business/individual)
- For speaker fees/honorariums, must provide invoice and W9
- For online purchases, put vendor's website on the address line and attach document with a screenshot of your shopping cart (with all of the items you want to order in it)



# Completing a PRF cont...

- Do not sign the form or have anyone from your group sign the form
- For any event involving food, must include a flyer with SGA logo
- Financial Training available for all students -

<https://osi.ucf.edu/blog/rso-info/asf-financial-training/>

# Important Points

- Do NOT purchase items with your own money. Main campus will NOT reimburse you!
- Businesses/individuals not already approved by UCF main campus as vendors must fill out and turn in an UPDATED W-9 before receiving funds
  - This can take up to 8 weeks to process; be aware of that for your events
- **Cannot sign a contract as representing UCF**

# Commonly Used Vendors

## Dining

- Publix (ONLY the Cornerstone at Lake Hart location) – must submit invoice from Apron's Event Planning
- Papa John's, Domino's, Pizza Hut (call for discount!) – make sure to add tip on your PRF
- Chick-Fil-A
- Check out the new COM Cafe

## ITEMS

- Amazon – NO PRIME!!!
- Dollar Tree
- Oriental Trading
- Staples
- Walmart

# Commonly Used Vendors cont....

- When ordering pizza you **MUST** get a receipt at either pick up or from the delivery person and bring it to either Casey or Soraya the day of.
- When ordering pizza or food for delivery make sure you give the person's name who will be picking up the order and group name for the order.

# Do's and Don'ts of Funding

- Do use commonly used vendors (simpler, discounts)
- **Do obtain receipts**
- Do let your vendor/Student Services know if an event is cancelled (especially with food)
- Do team up with another group for events
- Don't use SGA funding for cash or cash equivalent items (i.e. gift cards, class gift)
- Don't charge admission for student events funded by SGA
- Don't hold raffles/lotteries
- Don't have homemade bake sales
- Don't submit last year's PRF form

# Speaker Funding

- What can speaker funds be used for?
  - Honorarium
  - Travel Expenses
  - Hotel
  - Meals
  - Transportation
- BUT – you do not specify this on the PRF!
- Submit a “speaker fee” PRF with invoice
- Cannot provide a speaker fee to UCF faculty or staff

# Travel/Conference Funding

- Cannot use COM SGA funding for travel or conference registration
- Limited funding available via main campus SGA – CRT committee
- Form and information available at [www.ucfsga.com/services/rso-funding/](http://www.ucfsga.com/services/rso-funding/)

# Banking and Finances

- Suggest you open a bank account if you're receiving any form of income (i.e.. Dues or fundraising)
- To open an account, you need an Employee Identification Number ([www.irs.gov](http://www.irs.gov))
  - Doesn't mean tax-exempt!
  - Have policies in place to update this number once you leave the group/graduate
  - Don't use your SSN
- Submit a copy of your EIN to Student Affairs
- Should have policies in place to prevent unauthorized spending or misuse of member money (i.e. requiring two signatures on transactions) and detailed records of how money spent
- Can use Central Florida Credit Union
- Need approval letter from Student Affairs



# Taxes

- RSOs not automatically tax-exempt!
- Many local/national affiliations have federal tax-exempt status or 501(c)(3) exemption.
  - Organizations with this type of affiliation should check with their parent organization to see if they are covered under the parent's tax-exempt status
- MD-RSOs cannot use UCF's exemption to purchase goods or food without state sales tax (this doesn't apply to purchases made via main campus)

# Donations and Sponsors

- Before making contact with a potential major donor, contact our development office at least one week prior to requesting solicitation
- Donations made to your organization are not considered tax-deductible unless you are individually granted 501 (c) (3) status
- You cannot ask for money as a representative of UCF, but rather as a student organization
- Student Affairs and Faculty Advisors cannot send out email soliciting funds
- Please contact the Office of Development for any soliciting inquiries.

# Event Planning

# Event Planning – general interest group meetings

- All events on campus are reviewed by the Events Management Team (EMT)
  - Coordinates facilities, systems engineering, IT after hours (building closed, sprinklers, air conditioning systems, parking passes)
  - Student Affairs is your liaison to this committee
- Submit the Event Request/Room Reservation form 2 weeks before the event
- Will receive confirmation from OSA after approved

# Event Planning – major events

- Major events involve those with >50 attendees, weekends, athletic activities, need A/V support, etc.
- Complete the Event Request/Room Reservation form and meet with Student Services
- Student Affairs submits SAFE form on your behalf

# Event Planning

- Alcohol on campus not impossible, **but very, very difficult to secure**
- OSA/Faculty Advisors can provide links to speakers
- Keep in regular contact with Student Services about the details of your event
- Responsible for room cleanliness and damages (including, but not limited to, trash removal, cleanup of unauthorized decorations, etc.)
- Your event is NOT covered by UCF insurance
- Need to accommodate all students – can contact the SASS office

# Room and Facilities

- What can you reserve?
  - SGLs
  - Atrium
  - Conference Rooms
  - Lecture Halls
  - Tavistock Green

# Group Responsibility

- Any student organization can be held responsible for its actions or the actions of one or more of its members (active or inactive)
- There is no minimum number of group members who must be involved in an incident before disciplinary action maybe taken against the organization. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire organization.



# Films

- Must obtain license to show films on campus
  - only exception is if the organization has written permission from the film's copyright holder to conduct a public viewing
- May not charge an admission fee to attend the event and view the film
- Must provide documentation along with SAFE form 15 days prior to the event date in order for the form to be reviewed
- Check with Student Services for more information

# Marketing

- Flyers must be approved by the Office of Student Services
  - Obtain either an approved stamp or Soraya or Casey's initials
- Place flyers in approved areas (bulletin boards by restroom)
- Include the name of organization
  - You cannot use UCF or "University of Central Florida" prior to the organization name.
  - "Organization Name at UCF"
  - Exception = organizations with a national affiliation, which may use the words "UCF Chapter" after the Organization name (example American Medical Association UCF COM Chapter)

# Publicity

- Emails
- Video monitors
- Bulletin Boards
- Social Media

# University & Athletics Logos

- Need permission to use logos and trademarks (Pegasus, Knightro, etc.) for all designs: web page, shirts, flyers, etc.
- Directions on how to gain approval of University trademarks or logos can be found at <https://licensing.ucf.edu/> or by calling the Director of University Licensing at 823-4506



# Logos continued...

- Must include SGA logo on all brochures, clothing, pamphlets, posters, promotional items, and advertisements related to the A&SF funded event
- SGA logo needs to be at least ½ inch by ½ inch in size
- Using UCF Print Shop now for all printing services (i.e. banners, brochures, etc.)

# Questions?