



Student Organization Orientation 2019 – 2020

Starring
Soraya Smith
with appearances from
Casey Smith

Office of Student Affairs
August 2019



UCF

College of
Medicine

UNIVERSITY OF CENTRAL FLORIDA

How many student organizations do we have?

54 **RECOGNIZED** student organizations as of August 2019

Running your Organization

For all student organizations...

- Notify Casey of any changes in the status of your organization and/or any change of officers or faculty advisors
- Have an active member list! (collect this from sign in sheets at meetings)
- Talk to each other!

Constitution

- Each group has one – read it! (if you don't have a copy the latest versions we have will be available on Webcourses in a new Student Organization course)
- Describes the duties of your executive board/chair positions
- Outlines the NEW election process
- Must submit the latest version of your constitution if there have been any updates within two weeks of revisions

Officer Eligibility

- Must be in good academic standing (no Fs in the year in which you are running)
- If you have any questions about this, check with us first!

Advisors

- Each group MUST have an advisor (and can have more than one)
- Email them! Introduce yourself & new board if you haven't already
done do this year
- Must be UCF COM core/volunteer faculty or A&P employee
- Update Casey on who your advisor is

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 events as needed
- Shares contacts/network for speaker opportunities and ideas
- Provide guidance/oversight for major events

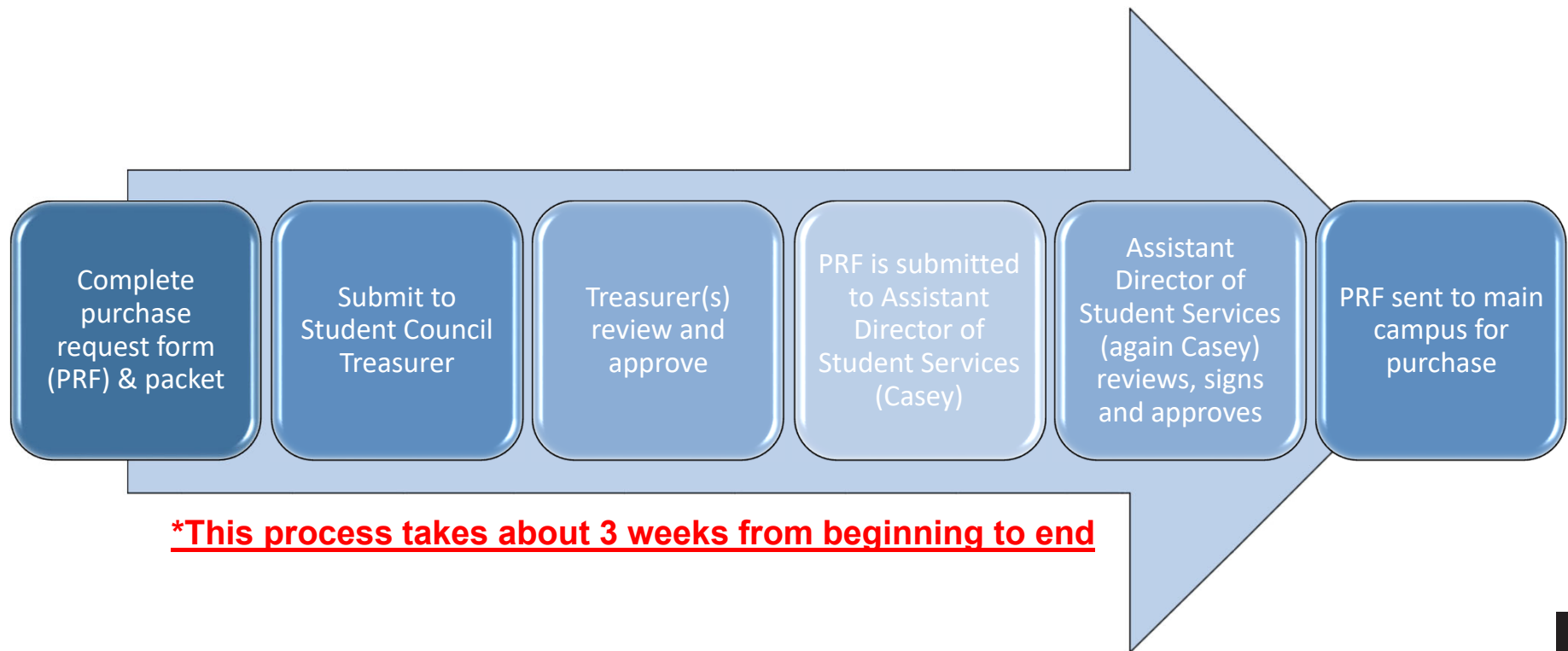
Use their experience when planning events (i.e. speakers)

Elections

- Most importantly – follow your constitution!
 - New procedure for voting now in place for all student organizations.
 - 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!
- Rosters due two weeks after start of academic year (i.e. next week and then again two weeks after elections conclude)

Funding

PRF Cycle



Purchase Request Form (PRF)



Activity and Service Fee
Business Office

Purchase Request Form
Fiscal Year 2019 - 2020



Organization Name Medical School Programming		Budget Line, Allocation #, or Senate Bill # 71100007-89		Today's Date
Initiator (print) Soraya Smith	Phone 407-266-1357	Advisor Name (print) Casey Smith		Date of Event (if applicable)
E-Mail Address Casey.Smith@ucf.edu		Advisor Signature		Event Location (if applicable) UCF COM
Recommended Vendor		Contact		(A&SF Business Office Use Only)
Address				
City/State/Zip		Phone		
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"/>				Grand Total \$ 0.00
Justification / Use of Item(s) - REQUIRED				
Benefit to the Student Body - REQUIRED				
<p>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 must be submitted at least TEN (10) BUSINESS DAYS 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. DO NOT purchase any item(s) unless instructed by the assign account as we do not offer reimbursements after-the-fact. 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.</p>				
IDT BY: Other <input type="checkbox"/> ASF <input type="checkbox"/>		Dept Name		Dept #
P.O. <input type="checkbox"/> P-Card <input type="checkbox"/>		P-Cardholder Name		Acct #
Authorized Signature (1)	Date	Authorized Signature (2)	Date	ASFBO Accountant Signature
Print Name		Print Name		ASFBO Requisition Approver
Margaret Kennedy		Cristina Cabrera		Requisition #
				Initials Date

Revised 7/19 Previous Form Obsolete



UCF

Completing a PRF Packet

- All requests for purchases must be submitted via a purchase request form (PRF) packet to the Student Council Treasurer 15 days prior to the date of the event
- If you are ordering food you must call and place your order for the future date of your event and obtain the invoice receipt
- Do not sign the form or have anyone from your group sign the form
- Do not edit any of the set fields that are intentionally locked
- Financial Training available for all students interested - <https://osi.ucf.edu/blog/rso-info/asf-financial-training/>




Completing a PRF Packet

- Prepare one PRF packet for each vendor (either business/individual)
i.e. 1 for Publix & 1 for Amazon if you are ordering food & items
- 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)
- You must also provide links to each item to order in a word document


Completing a PRF Packet

- Vendors are paid over the phone by main campus accountant via credit card (this will be the day of for food orders)
- 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

Complete PRF Packet Includes


- PRF
- Invoice
 - Include links to items (i.e. Amazon, Oriental Trading)
 - Either a receipt, itemized invoice or shopping cart screenshot with links
- Flyer with SGA logo on it →  
- Can put COM logo too but make sure it is the new one →  College of Medicine
UNIVERSITY OF CENTRAL FLORIDA
- Flyers must be approved by Casey or Soraya

Activity and Service Fee Business Office		Purchase Request Form Fiscal Year - 2019 - 2020	
Organization Name: Medical School Programming Phone: 407-266-1357 Address: Cathy Smith@ucf.edu Recommended Vendor: City/State/Czp: Email:		Budget Line, Allocation # or Grants Bill # 7100007-89 Address Name given: Casey Smith Advisor Signature: UCF COM Contact: Phone:	
		Taxpayer Data: Date of Event (if applicable) Event Location (if applicable) UCF COM (A&SF Business Office User Only)	
Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price
			Total
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			Grand Total
			\$ 0.00
Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>			
Receipt / Item of Materials - REQUIRED			
W to the Student Body - REQUIRED			
<p>Those individuals or positions on the A&SF Business Office's authorized signatory list may sign below, and only those Student Organizations registered with the Office must have their purchase request approved by the A&SF Business Office prior to purchase. All purchase requests must be submitted to the A&SF Business Office 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 policies set forth by the Student Government Finance Code and the A&SF Business Office Financial Training. DO NOT purchase any item(s) unless instructed by the Office and according as we do not offer reimbursements after-the-fact. All authorized signatories must have successfully completed the A&SF Business Office's Financial Training course. You are certifying that you understand these rules and will abide by them.</p>			
SIGNATURE:	Other:	ASF	Dept Head:
P.C.D. Number:	P-Card	P-Cardholder Name:	Dept #
Authorized Signatory (1)	Date:	Authorized Signatory (2)	Date:
Name:	Print Name:	Requestor #	Initials Date
Margaret Kennedy	Cristina Cabrera		



Customer Invoice

Corstons of Lake Hart
10613 Narcoossee Rd
Orlando, FL 32822
Phone: (407) 275-5307, Fax: (407) 275-5509



Customer ID
Customer Information
Company

2696
Cheley
McKinnon UCFC
UCF College of Medicine

FL
(478) 696-9404

Quote	EventID	Event Name	Event Date	Event Time	Pickup Date	Pickup Time
<input type="checkbox"/>	5239	Club Meeting	9/11/2013	11:00 AM	9/11/2013	11:00 AM
Quantity	Item Description	Price	Amount		Notes	
1	PBK WRAP-VARIETY L	\$59.99	\$59.99			
1	POPCORN CHIK PLTR M	\$26.99	\$26.99	Large Publix Wings Veggies, Pketties, Use variety of wraps. Little bit of salsa to feed vegans. 1/2 lb of the wraps, variety of meats and cheeses with lettuce & Tomatoes on wraps.		
1	PUB LEM/LIME SODA	\$0.99	\$0.99	Tern wraps to be veggie WITH/OUT cheese, all the veggies, NO Jalapenos.		
2	PUB COLA	\$0.99	\$1.98	Last wrap to be veggie WITH/OUT cheese, all the veggies, no jalapenos.		
1	PUB DIET COLA	\$0.99	\$0.99	Mayo & Mustard packaged on the side.		
1	PUBI			Medium Popcorn Chicken Platelet, BBQ Sauce		
1	PUBI			2 Liter of Publix Lemon Lime Soda.		
1	PUBI			TWO 2 Liter of Publix Cola Soda, Chilled Drinks.		
1	PUBI			2 Liter of Publix Diet Cola Soda.		
1	PUBI					
1	PUBI					
1	TRN					

Items for AMSA Booth at Organization Fair

• First Aid Book: https://www.amazon.com/2804cd1260116123xpcsr_1_1?pf_rd_r=1j6xkwvds=first-aid-book

Thank You For Ordering	
Post Date's Table	
Restaurant #247	
(07/07/2017)	
Name:	un collage of medicine jersey
Address:	16 collage Dr Medicine 00202 Lake Wales Fl 33857
Phone:	(877) 206-1000
Order #:	0072 206-1000
Order #:	0021
Phone /Delivery:	
Delivery Name:	964-200688
Arrive	03/01/2017 11:00 am
Est. Time	
1	1 CUP 1P Original
	14.00
1	1 Paperstraw Paper
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	14.00
1	1 Paperstraw Paper
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1	1 CUP 1P Original
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1	1 CUP 1P Original
	14.00
1	1 Paperstraw Paper

ORIENTATION WEEK

AT THE UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE

EVENTS

- SUNDAY 8/4**
4:00 p.m. - closing
Lake Nona Roof Park Social
- MONDAY 8/5**
3:00-6:00 p.m.
COM Parent Reception in Atrium (M1)
- WEDNESDAY 8/7**
5:30-7:30 p.m.
Pool Party BBQ @ Ariel Apartments
- THURSDAY 8/8**
5:15- 8:00 p.m.
Big Little Mixer @ COM Atrium
- FRIDAY 8/9**
10:00-2:00 a.m.
Buses to Downtown (leaving Landing House at 10 p.m. and returning 2 a.m.)
- SATURDAY 8/10**
12:00- evening
MCO Annual Pool Party @ Dr. Cam's Lake House

PLEASE FOLLOW FACEBOOK PAGE FOR
CHANGES AND UPDATES



Event Planner: Lori
Date Event Planned: 8/19
**Prices may vary.*
Monday, August 19, 2013

Shopping Cart

	Price	Quantity
 <p>First Aid for the USMLE Step 1 2018 1st Edition by Tao Le Paperback Only 8 left in stock - order soon. Shipped from Vasil_of_Books Gift options not available. Learn more</p> <p>Delete Save for later</p>	\$36.11	<input type="text" value="1"/>
 <p>Mars Chocolate Favorites Fun Size Candy Bars Variety Mix 33.9 Ounces (60-Piece Bag) Usually ships within 3 to 5 days prime Prime member exclusive <input type="checkbox"/> This is a gift Learn more</p> <p>Delete Save for later</p>	\$10.49	<input type="text" value="1"/>

Subtotal (2 items): **\$46.60**



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 turn in UPDATED W-9 before receiving funds
 - Can take up to 8 weeks to process; be aware of that for your events
 - Use common COM vendors
 - Needs current signature (preferably 2018)
- **Cannot sign a contract as representing UCF – slows process**

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
- Dollar Tree
- Oriental Trading
- Staples
- Walmart

Commonly Used Vendors

- When ordering pizza **MUST** get a receipt at either pick up or from the delivery person and bring it to the Office of Student Affairs no later than the Friday the week of your meeting
- When ordering pizza or food for delivery make sure to give the person's name who will be picking up/receiving 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 – save \$!
- Don't use ASF funding for cash or cash equivalent items (i.e. gift cards, class gift)
- Don't charge admission for student events funded by ASF
- 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
- BUT – do not specify this on the PRF or invoice!
- Submit “speaker fee” PRF with invoice (created by group)
- 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/

Banking and Finances

- Open bank account if your group receives any form of income (i.e. dues or fundraising)
- Need Employee Identification Number (www.irs.gov)
 - Doesn't mean tax-exempt!
 - Have policies in place to update this number once you leave the group/graduate
- Submit a copy of your EIN to Student Affairs
- Should have policies in place to prevent unauthorized spending or misuse of group money (i.e. requiring two signatures on transactions) and detailed records of how money spent
- Need approval letter from Student Affairs (Soraya) for bank

Taxes

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

Donations and Sponsors

- Donations made to your organization are not considered tax-deductible unless you are individually granted 501 (c) (3) status
- 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
- Contact the Office of Advancement for any soliciting inquiries, especially potential major donors

Event Planning

Event Planning

- START WITH US!!!!
- All major events on campus are reviewed by the Events Management Team (EMT)
 - Coordinates facilities, systems engineering (A/V), building access, parking passes, etc.
 - Casey and Soraya are your liaison to this committee
- Submit Event Request/Room Reservation survey 2 weeks before the event
- Will receive confirmation from Casey or Soraya after approved

Event Planning – major events

- Major events involve those with >50 attendees, weekends, athletic activities, etc.
- Might require a SAFE form – we submit on your behalf

Event Planning

- Alcohol on campus not impossible, **but very, very difficult to secure**
- 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

- YOU ARE responsible for room cleanliness and damages (including, but not limited to, trash removal, cleanup of unauthorized decorations, etc.)
- Any student organization can be held responsible for its actions or the actions of one or more of its members (active or inactive)
 - 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 us for more information

Marketing

- Flyers must be approved by the Office of Student Services (That's Casey & Soraya!)
- Place flyers in approved areas (bulletin boards by restroom)
- Include the name of organization
 - Cannot use UCF or "University of Central Florida" prior to the organization name
 - Must be "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 407-823-4506



SGA Logos

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

Questions?