Student Organization Orientation 2019 – 2020

Starring
Soraya Smith
with appearances from
Casey Smith

Office of Student Affairs
August 2019

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!

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Advisors

- Each group <u>MUST</u> 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)

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Funding

PRF Cycle

| Complete purchase request form (PRF) & packet | Submit to Student Council Treasurer | Treasurer(s) review and approve | PRF is submitted to Assistant Director of Student Services (Casey) | Assistant Director of Student Services (again Casey) reviews, signs and approves | PRF sent to main campus for purchase |

*This process takes about 3 weeks from beginning to end

Purchase Request Form (PRF)

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

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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 <u>after</u> the event date for a check to be cut

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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 →

- Flyers must be approved by Casey or Soraya

Complete PRF Packet Includes

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

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Commonly Used Vendors

- When ordering pizza **<u>MUST</u>** 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

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Do's and Don'ts of Funding

- Do use commonly used vendors (simpler, discounts)
- **<u>Do obtain receipts</u>**
- 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

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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/

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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

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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

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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

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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

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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

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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

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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.)

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Questions?