Student Organization Orientation 2019 – 2020

Starring
Soraya Smith
with appearances from
Casey Smith

Office of Student Affairs
August 2019
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

- 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)

**Organization Name:** Medical School Programming  
**Initiator:** Soraya Smith  
**Phone:** 407-286-1357  
**Budget Line, Allocation #, or Senate Bill #:** 71100007-89

**Recommended Vendor:**  
**Address:**  
**City/State/Zip:**  
**Phone:**  
**Email:**  
**Contact:**  

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<th>Item #</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
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**Vendor Payment Options:**  
- Credit Card  
- Check  
- **Grand Total:** $ 0.00

**Authorizations:**  
- IOT BY:  
  - Other  
  - ASF  
  - Dept Name  
  - Dept #:  
  - Acct #:  
- P.O.:  
- P.Card:  
- P.Cardholder Name  
- Authorized Signature (1)  
- Authorized Signature (2)  
- ASFBIO Accountant Signature  
- ASFBIO Requisition Approver

**Requisition #:**  
**Initiated by:** Margaret Kennedy  
**First Name:** Cristina Cabrera  
**Date:**  

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1. **Benefit to the Student Body:** REQUIRED
2. **Registration/Use of Items:** REQUIRED
3. **Purchase Date:** Required
4. **Credit Card Information:** Required
5. **Shipping Information:** Required
6. **Requisition Information:** Required
7. **Approval Information:** Required
8. **Reimbursement Information:** Required

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**Activity and Service Fee Business Office**

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**UCF COM**
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

• 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
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 may be 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?