

**CAES Meeting with Student Organization Representatives and Advisors**  
**Thursday, August 25, 2016**  
**5:30 pm, 104 Conner Hall**

**PART 1. Student organizations can no longer receive student activity fees if they have an outside checking account.**

According to records in the Office of Academic Affairs, the following CAES clubs have outside checking accounts:

- Ag Economics
- Ag Hill Council
- AGHON
- Agronomy Grad Student Association
- CAES Ambassadors
- Collegiate FFA
- Collegiate 4-H
- Dairy Science
- H. O. Lund Club (Entomology)
- MANRRS
- Poultry Science
- Pre-Vet
- Sigma Alpha
- Society of Aspiring Plant Pathologists
- UGA Cattlemen's

If your CAES student organization has an outside checking account, plans to retain it and is not on this list, you must submit a letter to the CAES Assistant Dean Bertrand requesting permission to have an outside checking account.

**Option 1: Clubs can close their outside checking account and open a UGA "Student Organization Agency Account."**

- This is similar to an outside checking account except that the funds are maintained by UGA.
- This option is available to clubs that are officially registered.
- Select guidelines (for all guidelines, [see Student Organization Agency Accounts](#) handout):
  - Funds will roll over to the next fiscal year.
  - Expenditure of funds must follow existing University policies and procedures but are not subject to the same guidelines as student activity fees.
  - No cash withdrawals.
- Once clubs have closed their outside checking account, they must submit proof along with a completed "[Tate Student Center Business Office Request to](#)

[Establish a Student Organization Agency Account](#)” form to the Tate Business Center.

- Once approved, the Tate Business Office will notify the organization advisor and/or treasurer with the new Agency Account number. **Clubs should make sure the Tate Business Office has the correct officer and advisor contact information.**
- The organization must then complete and submit an **Agency Account Agreement** to the Tate Business Center.

**Option 2: Clubs can maintain their outside checking account but will not be eligible to receive student activity fees.**

- Clubs must submit a yearly letter to CAES Assistant Dean Bertrand requesting permission to maintain an outside checking account.
- For security purposes, clubs are strongly encouraged to require that more than one signature on checks.
- The organization is encouraged to register on campus.

**Option 3: Clubs that do not have an existing checking account can submit the “Tate Student Center Business Office Request to Establish a Student Organization Agency Account” form and establish an Agency Account.**

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**PART 2. For CAES student organizations receiving student activity fees.**

**A. Allocation**

- Club budget requests must be submitted in the spring semester. Allocations were made in May by a committee consisting of exiting and new Ag Hill Council officers.
- August 25, 2016 is the club registration deadline
- The following clubs were allocated Student Activity Fees for 2016-17 (all are registered):
  - ACT
  - Ag Econ
  - Ag Econ Grad
  - Ag Hill Council
  - AGHON
  - CAES Ambassadors
  - Cattlemen’s
  - Collegiate FFA
  - Dairy Science
  - MANNRS
  - Poultry Science
  - Sigma Alpha

- Society of Aspiring Plant Pathologists
- For clubs to receive their student activity fee allocation, they must see Dana Nash in 102 Conner Hall and:
  - Show permission to establish an Agency Account; or
  - Sign a form documenting their club does not have an outside checking account.

#### **B. Spending Guidelines**

See "[CAES Student Club Activity Fee Guidelines](#)" for summary. For complete guide, visit the [Tate Student Center Guide](#).

#### **C. Reimbursement Procedures**

- Reimbursement requests should be made to Dana Nash in 102 Conner Hall within 30 days of the expenditure.
- All reimbursement requests must be submitted by Monday, May 1, 2017.
- **Complete the [CAES Student Organization Payment Request form](#) along with the appropriate forms linked at the bottom.**

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**PART 3. CAES Alumni Association Eterna Fund grants are available to CAES clubs to provide funding for activities supporting the purposes of the CAES Alumni Association.**

- Please see the [Eterna Fund Grant Application Guidelines and Application](#). Application deadline is October 31 for spring awards and April 30 for summer/fall awards.