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.

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.