Student Activity Fees for Schools & Colleges

Processes, Tips & Reminders
Organization Registration

• All student organizations must register with Engagement, Leadership, & Service (ELS) each year to qualify for funding
• ELS Contact Information:
  102 Tate Student Center
  Phone: 706-542-6396
  Email: ugaels@uga.edu
• For new registrations or to re-register, please visit: https://els.uga.edu/engagement/register-an-organization/
• Organizations with Agency Accounts and Student Activity Fee Accounts must be in financial good standing before registration can be completed
Establish A Committee

- Each School or College should have a committee of Students, Faculty, and/or Staff to review student organization requests for Student Activity Fee funding.
- Each committee must be comprised of at least 50% students.
- Any requested funds that are to be used for graduation expenses must be presented as part of the proposal to the committee.
Student Activity Fee (SAF) Allocation Requests

- Once each school/college receives their Allocation Letter from the Dean of Students Business Office, students can begin submitting their Allocation Requests Forms.
- The Allocation Request Form can be found here: [https://dos.uga.edu/content_page/student-activity-fee-allocation](https://dos.uga.edu/content_page/student-activity-fee-allocation)
- Please ensure students use current information when filling out these parts:
  - Major Officer
  - Telephone
  - UGA Email
  - Advisor Name & Advisor Email
- If a new faculty/staff member needs to receive copies of the Allocation Request Forms, please email Clark35@uga.edu
SAF Food Policies

- Food purchases should be no more than 20% of total allocated SAF funds.
- If an organization generates additional income, they can spend 100% of the earned revenue on food.
- Please remember that all reimbursements should be submitted no later than 2 weeks after the event.
- Food purchases must be under the allowable Per Diem rates:

<table>
<thead>
<tr>
<th>Eligible Meals</th>
<th>Standard Per Diem Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$7.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$15.00</td>
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</tbody>
</table>
SAF Student Travel

• Travel expenses should be no more than 10% of the SAF Allocation (this does not include registration fees)
• Travel must be pre-approved by the Dean of Students Business Office
  • All Student Travel Forms must be submitted 2 WEEKS prior to travel
  • Submit forms to clark35@uga.edu via UGA SendFiles (sendfiles.uga.edu)
  • Student organizations will be notified once travel is approved
• Please visit our website for more student travel information:
  https://dos.uga.edu/business_content_page/student-travel
Allowable Purchases

- Allowable purchases with Student Activity Fee Funds include: advertising, campus services, decorations/flowers, entertainment/speakers, small value equipment (must be stored on campus), food, promotional items, honorariums, marketing, postage/mailing, registrations, rentals, software, and more.
- Equipment should be less than $100 and must be purchased through UGAmart.
- Promotional Items (shirts, cups, pens, etc.) should be less than $30 and must be purchased through UGAmart.
- Please refer to the Student Activity Fee Guidelines for additional information. 
  https://dos.uga.edu/business_content_page/activity-fee-guidelines
Unallowable Purchases

The following items are **not** allowed to be purchased with Student Activity Fees:

- Alcoholic Beverages
- Appliances
- Application Fees
- Commencement Regalia
- Donations to charitable organizations
- Gasoline for personal vehicles
- Gifts for Faculty, Staff, and Student Employees
- Groupons
- Headphones/Earphones
- Mileage reimbursements
- Professional License Renewals

- Please refer to the Student Activity Fee Guidelines for additional information [https://dos.uga.edu/business_content_page/activity-fee-guidelines](https://dos.uga.edu/business_content_page/activity-fee-guidelines)
Dean of Students Business Office Website

https://dos.uga.edu/business

- Please visit our updated website to find information about:
  - Ticketing
  - Membership Dues, Merchandise Sales, Donation Revenue
  - Making Deposits
  - Financial Information for Student Organizations (including student travel, fundraising, food policies, UGAmart, reimbursements, and more)
  - Forms
  - Student Activity Fee Guidelines
Allowable & Unallowable Expense Matrix

https://busfin.uga.edu/procurement/pdf/allowable_and_unallowable_expenses.pdf

- Please use this matrix for additional information regarding allowable expenditures by fund type
- Student Activity Fees are Fund 13000
- Agency Accounts are Fund 60000