Welcome
- About Student Life and Engagement ............................................ Page 3
- Welcome from Student Life and Engagement ................................. Page 3
- Staff Contact List and Office Information ..................................... Page 3

Student Organization Basics
- Purpose of Student Organizations ............................................... Page 4
- Rights and Responsibilities ......................................................... Page 5
- Classification of Organizations - Types of Student Organizations ... Page 6
- Annual Re-Recognition Process .................................................. Page 8
- Benefits of Recognition ............................................................. Page 9
- Expectations of Student Organizations ........................................ Page 11

Advisor Information
- Who Can Be an Advisor ............................................................. Page 12
- Selecting Your Advisor .............................................................. Page 12
- Roles and Expectations ............................................................. Page 12
- Advisor Agreement Form .......................................................... Page 14
- Advisor Evaluation ................................................................. Page 15

JAG Life
- About ......................................................................................... Page 16
- Access ....................................................................................... Page 16
  - Phone App
  - Websites
- Organization’s JAG Life ............................................................... Page 16
  - Details
  - Roster
  - Documents
    - Constitution & By-laws
    - Advisor Agreement
  - Forms
- Analytics

Student Organization Awards
- Student Leader of the Year .......................................................... Page 17
- Student Organization of the Year
- John C. Groves Award
- President of the Year
- New Student Organization of the Year
- Unsung Hero Award
- Outstanding Organization Volunteer and Service Award
- Advisor of the Year
- Program of the Year
- Emerging Leader Award
- Most Spirited Organization Award
- Faculty or Staff of the Year

Hosting Events on Campus
- Event Planning Checklist ............................................................. Page 18
- Reserving Space on Campus ....................................................... Page 19
- Publicizing Events on Campus .................................................... Page 21
  - A Boards
  - Stall Walls
  - Tear Drop
  - Digital Signage
  - Submission Guidelines
- JAG Life ..................................................................................... Page 23
• Event Creation
• Event Approval
  ♦ On campus
  ♦ Off campus
• Attendance with Card Swiper
  ▪ Collaborative Events/Programming
  ▶ Borrowing Items from JSAC........................................Page 25

➢ Student Government Association
  ➢ Funding for Student Organizations....................................Page 26

➢ Jaguar Production Crew
  ➢ Co-Sponsor events............................................................Page 28

➢ Funding.................................................................Page 30
  ➢ SGA Funding
  ➢ Fundraising
  ➢ Student Org Checking Account

➢ General Policies
  ➢ Code of Conduct........................................................Page 32
  ➢ Student Organization Rights and Responsibilities..........................Page 32
  ➢ Hazing Policy..............................................................Page 32
  ➢ Discrimination Policy.......................................................Page 32
  ➢ Social Events Policy.........................................................Page 33
  ➢ Freedom of Expression......................................................Page 33
  ➢ Alcoholic on Campus.........................................................Page 34
  ➢ Gambling.................................................................Page 37
  ➢ Marketing.................................................................Page 39

➢ Organization Tools and Resources
  ➢ Organizational Management............................................Page 40
    ▪ An Effective Meeting
    ▪ Minutes and Records
    ▪ Goal Setting
    ▪ Member Recruitment
    ▪ Officer Transition
      ▬ Elections
      ▬ Outgoing/Incoming Officer
  ➢ Monthly Planner........................................................Page 43
    ▪ Checklist of important dates, activities, and things to remember
  ➢ Icebreakers and Team Builders..........................................Page 44
  ➢ Sample Constitution and Bylaws........................................Page 46
  ➢ Sample Budget..................................................................Page 52
  ➢ Mailbox Usage Policy & Contract.........................................Page 53
  ➢ Locker Usage Policy & Contract..........................................Page 54
WELCOME FROM STUDENT LIFE AND ENGAGEMENT

ABOUT STUDENT LIFE AND ENGAGEMENT

Student Life and Engagement is committed to providing innovative programs to help students get involved on campus to give our Jaguars opportunities to develop leadership skills and pursue their interests through experiential learning. Our team supports over 170 student organizations, an engaged Greek Community, provides leadership training, and advises the large-scale institutional student organizations, such as the Jaguar Production Crew and Student Government Association.

Our mission is to engage students, provide purposeful opportunities that enhance the academic experience, and foster personal growth in an environment that demonstrates the university's core values.

CONTACT LIST

- Student Organizations
  - studentorgs@augusta.edu
- Student Life and Engagement
  - sle@augusta.edu
- Leadership
  - leadership@augusta.edu
- Reservations
  - classroomscheduling@augusta.edu
  - jsac_reserve@augusta.edu

OFFICE INFORMATION

1st Floor & 2nd Floor of the Jaguar Student Activities Center
Suite 127 & 221
Office Hours: Monday through Friday from 8 AM-5 PM
Phone: 706-737-1610
PURPOSE OF STUDENT ORGANIZATIONS

To Support the University: Student organizations exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University community, and as such are obligated to contribute to the scholastic attainment and general development of the individual student.

To Support the Students and Compliment the Curriculum: Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curriculum. An active, involved student is a successful student. Through participation in activities and student organizations, students can complement the classroom curriculum with related experiences.

The Benefits of Student Organizations are: form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking and more. Student Organizations help create a sense of community and spirit on campus. Broaden your horizons in ways you could never imagine – get involved!
STUDENT ORGANIZATIONS’ RIGHTS AND RESPONSIBILITIES

Student organizations are not only members of the academic community, but also are members of the larger society. As part of the University community, members of student organizations have a responsibility to know and follow all University rules and regulations in the Student Code of Conduct. Student organizations may be held accountable under the Code of Conduct. A student organization and its officers may be held collectively and individually responsible when violations of the Code of Conduct by those associated with the organization have received the consent or encouragement of the organization, or of the organization’s leaders or officers.

To determine whether a student organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to:

- Whether the misconduct was committed by one or more members of the organization;
- Whether officers of the organization had prior knowledge of the misconduct; whether organizations funds were used;
- Whether the misconduct occurred as a result of an organization-sponsored function; and
- Whether members of the organization lied about the incident.

It is the responsibility of all student organization officers to familiarize themselves with Augusta University policies, procedures, and Code of Conduct, and to share this information with membership.

- Section 6.3 of 2017 Augusta University Student Manual
- The Student Code of Conduct can be found at: https://www.augusta.edu/student-life/conduct/documents/code-of-conduct-07-2016.pdf
CLASSIFICATION OF STUDENT ORGANIZATIONS

You can choose one or more classifications and have both graduate and undergraduates.

- **Academic (Graduate/Undergraduate)**
  - Academic Organizations are student organizations whose primary purpose is to provide an opportunity for individuals to discuss and share information related to a special academic discipline, topic or interest. Many of these organizations receive assistance from but are not managed by academic departments to carry out their mission.
    - Ex. Biology Club, French Club, Social Work Club
- **Community Service/Engagement (Graduate/Undergraduate)**
  - Organizations whose primary purpose is to serve the community, engage in philanthropic endeavors, and provide opportunities for its members to participate in community service events.
    - Ex. Alternative Spring Break, Gold Humanism Honor Society, Jaguar Miracle
- **Cultural (Graduate/Undergraduate)**
  - Organizations whose primary purpose or interest is to bring awareness to a specific culture, ethnicity, or marginalized group/identity.
    - Ex. Lambda Alliance, Black Student Union, Jewish Student Union
- **Greek Life**
  - Greek organizations are social, fraternal organizations composed of all-male or all-female students. Organizations in this category must be a part of an (inter)national organization and members of one of the following umbrella groups: NIC, NPC, NPHC, NALFO, MGC or NAPA. There are additional requirements for Greek social organizations.
    - Ex. Delta Chi Fraternity, Alpha Delta Pi Sorority, Omega Psi Phi Fraternity, Inc.
- **Health (Graduate/Undergraduate)**
  - All organizations affiliated with medicinal practice or whose primary interest is health or medicine
    - Ex. Nursing Student Association, Student Wellness Council, Student National Dental Association
- **Honor (Graduate/Undergraduate)**
  - An organization whose membership is based on academic achievement, recognizes excellence among peers and whose purpose is to recognize such. An honorary organization in most cases does not hold meetings throughout the academic term, but holds initiation ceremonies. These groups function as an academic recognition society and many of them are (inter)nationally affiliated.
    - Ex. Chi Sigma Iota, Honors Program Student Association, Psi Chi
- **Institutional (Graduate/Undergraduate)**
  - Organizations managed by a department or office on campus
- Ex. Lumin Society, 1828 Ambassadors, CREW, SGA

- Professional (Graduate/Undergraduate)
  - An organization whose membership seeks to further a particular profession, the interests of individuals engaged in that profession, and the public interest. Many of these organizations are affiliated with national state and/or regional chapters.
    - Ex. Student National Medical Association (SNMA), Student Georgia Association of Educators (SGAE), Student Occupational Therapy Association

- Religious (Graduate/Undergraduate)
  - Faith based organizations seek to practice and/or educate others on religious beliefs. These organizations may be religiously affiliated or connected to a local church or specific denomination. Members often work together to strengthen ministry, serve communities, fellowship, explore and fulfill the college community’s spiritual needs.
    - Ex. Younglife, Campus Crusade, Faith in Practice

- Special Interest (Graduate/Undergraduate)
  - Special Interest organizations give members with specific interest an opportunity to exchange ideas and information relevant to them, fellowship and serve as a support group. In addition they keep themselves and the campus community informed on items that impact their general interest and/or culture. These organizations are often interested in advancing awareness of a specific social interest that concern the university and community.
    - Ex. Gaming Club, Jaguars for Justice, Mad Potters Association

- Sports Club (Graduate/Undergraduate)
  - A recreation or sports student organization is a student organization whose purpose is to encourage participation and engage its members in a sport or recreational activity. Many of these organizations compete against other colleges and universities in their respective sport.
    - Sports student organizations are managed by Campus Recreation and Student Life and Engagement.
      - Ex. Disc Golf Club, Karate Club, Jaguar Archery Group
ANNUAL RECOGNITION PROCESS

Each academic year student organizations are required to complete the recognition process. This allows the Office of Student Life and Engagement to verify that organizations are active, keep on file current officer contact information, verify privileges of funding and reservation requests, and ensure involvement opportunities are shared with the organization.

New Student Organizations

New student organizations may be registered at any point during the academic year. To officially register a new student organization you must:

1. Have an Augusta University faculty or staff member to serve as the organization’s advisor. Graduate assistants and student assistants are not eligible to serve as faculty advisors.

2. Fill out the Organization Registration form found on JAG Life.
   • Submit current officers’ information (must have at least a president)
   • Submit a roster of at least 4 active members who are enrolled at Augusta University or East Georgia College
   • Submit your constitution and bylaws
     • All student organizations must have a written constitution that includes a clause of nondiscrimination.
     • A sample constitution can be found on page 48.
   • Submit a signed Advisor Agreement Form

3. President completes the online recognition training.
   • In person training sessions are also offered if the president or other officers would like additional training. Dates for these training sessions may be found on the Student Organizations webpage.

Existing Student Organizations

The annual renewal period for existing student organizations starts on the first day of classes in the fall semester and ends on September 30th. Any organization that does not complete the re-recognition process within the given timeline will no longer be a recognized student organization of Augusta University and will lose access to JAG Life, EMS, SGA funding, and other privileges of registered student organizations. Once recognition is lost, the organization will need to register as a new student organization to be recognized again.
To renew your status as an existing student organization you must:

1. Have an Augusta University faculty or staff member to serve as the organization’s advisor. Graduate assistants and student assistants are not eligible to serve as faculty advisors.

2. Fill out the Organization Registration form found on JAG Life.
   - Update current officers’ information (must have at least a president)
   - Update the roster of at least 4 active members who are enrolled at Augusta University or East Georgia College
   - Update your constitution and bylaws
     - All student organizations must have a written constitution that includes a clause of nondiscrimination.
     - A sample constitution can be found on page 48.
   - Update and submit a signed Advisor Agreement Form (must be updated annually; prior year’s form will not be accepted)

3. President completes the online recognition training.
   - In person training sessions are also offered if the president or other officers would like additional training. Dates for these training sessions may be found on the Student Organizations webpage.

**BENEFITS OF RECOGNITION**

- May reserve rooms on Summerville and Health Science Campuses for the use of events and meetings as well as use of University facilities and equipment
- A JAG Life page to house events, members, documents, forms, etc.
- A Card Swiper for event attendance that will benefit in analytics on JAG Life
- May apply for Student Government Funding for events and travel
- Sponsor and publicize campus wide activities
- Advertise student organization and its meetings or events on campus
- Recruit Augusta University students as members
- Sponsor fundraising events
- Ability to reserve one mailbox outside the Office of Student Life and Engagement and one locker in the Game Room of the Jaguar Student Activities Center
• Copies provided in the Office of Student Life and Engagement (up to 25 black and white, per day; must provide own paper)
• Local fax services
• Use of resource books, manuals, videos, leadership opportunities
• Faculty and staff consulting with your organization and/or providing presentations
• Opportunity to have a Health Center Credit Union checking account
• Use of the University’s name in the organization’s title
EXPECTATIONS OF STUDENT ORGANIZATIONS

• Complete the annual recognition process on time.
• Make timely changes to important organization information by updating JAG Life and informing Student Life and Engagement staff (studentorgs@augusta.edu).
• Follow and abide by all federal, state, and local laws and regulations as well as policies and procedures of Augusta University as outlined in the Code of Conduct and the Student Organization Handbook.
• Remain in good standing with all aspects of Augusta University and operate in a manner consistent with the mission of the university.
• Adhere to the organization’s constitution and review the constitution and bylaws every two or three years.
• Ensure proper planning and execution of organization events and consult with staff for help with event policies and contract management.
• Ensure proper education and communication for officers in transition periods.
• Establish consistent communication with the organization adviser and keep them informed of organization activities and decisions.
• Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.
ADVISOR INFORMATION

WHO CAN BE AN ADVISOR?
All student organizations must have an advisor. This advisor does not have to be a faculty or staff member, but it is preferred. Graduate Assistants and student assistants are not eligible to serve as advisors.

SELECTING YOUR ADVISOR
Student organizations may choose their own advisors from any department or college within the campus community who supports the purpose of the organization. The usual appointment or assignment is for one academic year. Continuity of advising from year to year is desirable. In these cases, the organization generally requests the assignments to be renewed. The relationship between advisor and organization is to be determined by the two parties themselves.

Tips for students:
- Sit down and talk as an organization about your expectations of an advisor.
- Before making a selection, consider finding someone who will have the time to devote to your organization, and finding someone who will take the role willingly and seriously.
- If possible, choose someone who shares some of the same interests of your organization and someone with whom you are in contact.
- If your organization is departmental, try to find someone in that department to be your advisor.
- When approaching your potential advisor for the first time, make certain they have a clear understanding of your organization’s purpose as well as what will be required of them in their role, duties and time commitment as advisor.
- Allow the person a reasonable length of time to consider the decision.
- Once a faculty/staff member has agreed to be your advisor, they should complete an online Advisor Orientation in order for your organization to begin the Student Organization recognition process.

ROLES AND EXPECTATIONS OF ADVISORS
- Guide the group in accordance with the purpose and ideals of Augusta University and the organization
- Assist the group in setting realistic goals and objectives
- Assist in orientation and training of new officers
• Council and advise the officers and members
• Meet with the officers of the student organization regularly and be available to sign paperwork
• Attend as many organizational meetings/events/activities as possible
• Be sure they are following Augusta University policies
• Be sure to follow the procedures and regulations established by the Office of Student Life and Engagement
• Know their financial status and keep track of it
• Keep students informed of policy changes
• Assist students in maintaining balance between the academic and co-curricular aspects of student life
• Be enthusiastic about them, their activities, and Augusta University
ADVISOR AGREEMENT FORM

Student Organization Advisor Agreement Form
Student Life and Engagement
Augusta University
Summerville Campus
706.737.1610

Augusta University requires that each recognized student organization have an advisor who is a faculty or staff member, or a graduate assistant who works for Augusta University. Student organizations are free to choose their own advisors, pending registration of advisor contact information with the Office of Student Life and Engagement.

Advisor Role and Responsibilities

➢ Guide the group in accordance with the purpose and ideals of Augusta University and the organization
➢ Assist the group in setting realistic goals and objectives
➢ Assist in orientation and training of new officers
➢ Council and advise the officers and members
➢ Meet with the officers of the club regularly and be available to sign paperwork
➢ Attend as many organizational meetings/events/activities as possible
➢ Be sure they are following Augusta University policies
➢ Be sure to follow the procedures and regulations established by the Office of Student Life and Engagement
➢ Know their financial status and keep track of it
➢ Keep students informed of policy changes
➢ Assist students in maintaining balance between the academic and co-curricular aspects of student life
➢ Be enthusiastic about them, their activities and Augusta University

Student Organization Information

Name of Student Organization: ________________________________

President’s Full Name: ________________________________

Advisor Information

Advisor Full Name: ________________________________

Campus Phone: ________________________________

Campus Email: ________________________________

Campus Department: ________________________________

In signing below, you affirm that you have read and understand the expectations outlined in the Augusta University Student Organization Advisor Agreement and you are willing and able to serve in the role of adviser to the student organization named above.

Student Organization Adviser’s Signature: ________________________________ Date: ________________

Questions and Concerns Regarding this Document Should Be Discussed With the Office of Student Life & Engagement
ADVISOR EVALUATION

It is important to know how your organization perceives the advisor. Here are some example questions to be mindful of when thinking the relationship your organization has with the advisor. Either have the officers or the organization take a few minutes to score (1 being not satisfied and 5 being highly satisfied) and share your thoughts on the statements listed below. This feedback is important to know if you may need to work on aspects of the relationship or find a new advisor.

1. I am satisfied with the amount of time our advisor spends with our group.

2. I am satisfied with the quality of time our advisor spends with our group.

3. I am satisfied with the amount of information our advisor shares with our group.

4. I am satisfied with the quality of information our advisor shares with our group.

5. Our advisor is familiar with the goals of our group.

6. Our advisor advises our group in a way consistent with our goals.

7. Our advisor adjusts his/her advising style to meet our needs.

8. Our advisor is a good listener.

9. Our advisor understands the dynamics of our group.

10. Our advisor role models balance and healthy living.

11. Our advisor challenges me to think.

12. Our advisor allows me room to make and execute decisions.

13. Our advisor is able to answer questions and connect our group with resources on campus.
JAG LIFE

ABOUT JAG LIFE

Needs of student organizations:

- Roster/member management
  - Maintain roster of members and officers
  - Track meeting attendance
- Event/calendar management
  - Promote and advertise events
  - Take attendance with card swipers
- Manage, store and share important documents
- Easy to use and smartphone app available

Organizations are required to:

- Maintain documents and rosters in JAG Life
- Obtain approval for all events in JAG Life, in conjunction with space approval through EMS

ACCESS

- [https://augusta.presence.io](https://augusta.presence.io)
- Augusta University homepage > Current Students > JAG Life
- [www.augusta.edu/student-life > Get Involved > Student Organizations > JAG Life > JAG Life Access](http://www.augusta.edu/student-life > Get Involved > Student Organizations > JAG Life > JAG Life Access)
- Phone app: JAG Life
- Phone app for attendance: Presence CheckPoint

ORGANIZATION’S JAG LIFE PAGE

When accessing JAG Life, you can log in using your Augusta University net ID and password. From there, you can look up organizations you may want to join or search for events.

If you are an officer of an organization, you can edit your page and add events, officers, members, documents, and attendees of events to your organization. By utilizing the card swipers and the Presence CheckPoint app, you can add attendees by swiping their AU ID card and it will populate into your event page. After an event, you can see analytics of your event or past events.

For more information on how to use JAG Life, please utilize the JAG Life Tutorial found at: [https://augustauniversity.app.box.com/file/320694751315](https://augustauniversity.app.box.com/file/320694751315)
STUDENT ORGANIZATION AWARDS

Every spring, Student Life and Engagement awards student leaders and organizations who exemplify the University’s values. These awards are on a nomination basis wherein any student, staff, or faculty can nominate a currently enrolled student or currently employed faculty or staff for an award.

The selection of award winners is based on nominations, as well as additional criteria as determined by STUDENT LIFE AND ENGAGEMENT. This criteria will be disseminated to students and organizations; further questions or clarification may be directed to the Coordinator or Graduate Assistant for Student Organizations. The nominations that address each criteria and explain in depth the reason why the nominee should receive the award will have a better chance to be selected by the award committee.

The list of awards are as follows:

- Student Leader of the Year
- Student Organization of the Year
- John C. Groves Award
- President of the Year
- New Student Organization of the Year
- Unsung Hero Award
- Outstanding Organization Volunteer and Service Award
- Advisor of the Year
- Program of the Year
- Emerging Leader Award
- Most Spirited Organization Award
- Diversity Engagement Award

Please contact the Office of Student Life and Engagement with questions pertaining to the student Organization Awards.
HOSTING EVENTS ON CAMPUS

EVENT PLANNING CHECKLIST

Here is a basic checklist as a resource to help guide your organization through event planning:

✓ Come up with an idea
  - What do you hope to accomplish?
  - Does it align with your organization’s mission and vision?
  - Is anyone else doing something similar? Can you collaborate?

✓ Budget
  - Create a budget for the event
  - How are you funding it?

✓ Reserve a Space
  - Utilize EMS or Classroom and Event Scheduling to reserve a space for your event
  - If you are having an outdoor event, also reserve an indoor space for back up if needed from inclement weather

✓ Submit Event on JAG Life for Approval
  - Before you continue with the event planning, the Office of Student Life and Engagement must first approve the event

✓ Review Contracts if needed

✓ Advertise your event

✓ Make sure the event is properly staffed and everyone knows their roles

✓ After the event
  - Evaluate your event and decide what to improve in the future
  - Send thank you cards
RESERVING SPACES ON CAMPUS

The Event Management System or EMS will be the portal in which you will reserve space on campus. Only faculty, staff, or student organizations’ designated EMS coordinator is able to reserve space. Reserving space is free for student organizations.

Please keep in mind that you can only reserve a space in current semester. Additionally, spaces are on a first come, first serve basis with classes taking precedence. Audio and visual equipment have the same requirements. It is advised that you plan your events early and create reservations as soon as your organization decides.

When a student organization is recognized, they will have designated a specific person to create reservations. Please contact Classroom Scheduling EMS questions: classroomscheduling@augusta.edu.

While EMS is the system to reserve spaces, there are two authorities that assist in reservations and room setups:

- JSAC Reservations (jsac_reserve@augusta.edu)
  - All rooms in the JSAC
  - Outdoor Plaza (JSAC Patio)
- Classroom Scheduling Reservations (classroomscheduling@augusta.edu)
  - Amphitheater
  - Both Sports Fields
  - Summerville Campus Classrooms/Computer Labs
  - Health Science Campus Classrooms/Computer Labs
  - Health Science Campus Outdoor Space

In order to reserve a space on campus, follow the steps below:

1. Log into EMS: https://ems.augusta.edu/
   a. If you have issues logging into EMS, please contact the Office of Classroom and Event Scheduling at 706-721-0902.
2. Browse by events or locations.
3. Select the campus, then building you wish to reserve in.
4. Reserve your space as early as possible to ensure its availability.
   *It is advised by the Facilities Specialist to book two (2) weeks prior to your event.

In order to cancel a reservation, follow the steps below:

1. While logged in to EMS, select “My Events”
2. EMS will populate all future events associated with your net ID
3. Click the name of the event to cancel
4. Under “Reservation Tasks” you will find the option to cancel
5. If canceling same day, please call the office directly, 1-0902

A few quick things to know:

- A reservation through EMS will populate onto JAG Life, so there is no need to create a JAG Life event in addition.

- Audio Visual Technician Rates: On the Health Science Campus, Monday through Friday, any non-academic event that runs before the hour of 8:00am or after 5:00 PM, reserving Audio/Visual support will be charged an hourly fee for every hour the event runs outside the 8:00am-5:00 PM business work day.
  - Before/After Hours and Weekends A/V Technician Fee $30.00/hr.
  - **Minimum charge of 3 hours ($90.00) applies on weekend events.

- Any requests for chairs, tables, grills, etc. will be made through Facilities Operations. This must be received at least ten (10) business days prior. Please contact them at 706-737-1593.
PUBLICIZING EVENTS ON CAMPUS

There are several ways to publicize your events on campus.

JAG Life, Augusta University’s Student Organization portal, is open to all students and is the first step to getting involved in campus. It is important therefore to add all on and off campus events to this platform and to offer enough information about the event on the event page to interest potential students.

Jagwire, Augusta University’s News and Information website, is another useful platform to interest potential attendees. Jagwire sends out weekly emails that detail upcoming news and events. Jagwire also has an event calendar to advertise your event and to get your event in those weekly emails. The address is calendar.augusta.edu and you have to create an account to add events – just use your @augusta.edu email.

Additionally, Student Life and Engagement also has a few options listed below:

<table>
<thead>
<tr>
<th>A Boards</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-boards are located within the JSAC and other buildings on the Summerville campus.</td>
</tr>
<tr>
<td>When space is available student organizations may be able to post their advertisements. Visit the following web address and complete the request form <a href="http://www.augusta.edu/student-life/advertising/submission_form.php">http://www.augusta.edu/student-life/advertising/submission_form.php</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stall Walls</th>
</tr>
</thead>
<tbody>
<tr>
<td>This will include all the events for the week. Due to limited space, there is a one week advertisement period. In special cases the submission will run the week of the announcement, the final week of announcement, and in open spaces in the weeks in between.</td>
</tr>
<tr>
<td>Tear Drops</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>When space is available, student organizations may be able to post their advertisements as using one of the signs in the Teardrop area of the Summerville Campus.</td>
</tr>
<tr>
<td><a href="http://www.augusta.edu/studentlife/advertising/submission_form.php">http://www.augusta.edu/studentlife/advertising/submission_form.php</a></td>
</tr>
</tbody>
</table>

In addition to your organization promoting your events, the Office of Student Life and Engagement can help you publicize events in a variety of ways.

All you need to do is submit the online advertising submission form for Stall Wall, Twitter, Facebook and Instagram promotions.

**Submission Guidelines**

- All submissions must be submitted by their posted deadlines. These deadlines allow our office to collect, sort, and format the submissions to be used. Submissions not received by the deadline may not be used.
- Should there be any questions/concerns regarding a submission, the submitter will be contacted via email. **Any concerns must be addressed prior to the submission deadline.**
- All student organization events, activities, and fundraisers must be approved through Student Life and Engagement (via JAG Life) before they can be advertised/promoted.
- Due to space limitations, any announcements that are submitted will only be posted for up to 2 consecutive weeks.
• Stall Wall Listings are posted every Friday after 12 PM (excluding academic breaks and summer) and remain posted until the following Friday. All information must be submitted by 5 PM the Tuesday before posting.

• A weekly rotating schedule for Twitter updates is created every Friday after 12 PM (excluding holidays and summer) to be tweeted over the upcoming week. All information must be submitted by 12 PM on Friday.

• The Featured Stall Wall & Teardrop schedules are planned a semester in advance by Student Life and Engagement. However, there are sometimes openings in the schedule. Therefore, if you are interested in these features, email sle@augusta.edu to request further information.

• To ensure that your submission is considered in a timely manner, please do not submit information more than one month in advance.

Any questions regarding your submissions or advertising on campus should be directed to sle@augusta.edu

To advertise successfully, the following information will be helpful:

✓ The Event Name
✓ Location
✓ Date & Time
✓ Sponsoring Organization
✓ Contact: email, website, RSVP sites, etc.
✓ A fun graphic

JAG LIFE EVENTS

Event Creation

*This only needs to be done for off-campus events or events without an EMS room reservation that are open to non-members.

1. There are two ways to create an event:
   a. From the left screen, click “Manage” then click “Events”.
   b. Go to your organization’s page and click “Create Event”

2. Fill out the “Create Event” Page:
   a. Event name
   b. Host organization
   c. About the event
   d. Time & location
   e. Contact information
   f. Social media link or other RSVP link
g. **Budget & Goals**: Not required, but useful if using funding. *This won’t be shown to the public.*

h. **Tags**: This is where you put “Free Food”, “Music”, and other tags to encourage attendance.

i. **Options**: You can hide this event from non-members if this is a meeting and not a campus-wide event.

3. Click Save.

**Event Approval**

Student Life and Engagement will approve events as they come in. The reasoning for having a president’s number is to be able to clarify any questions the department has about future events. You will receive a notification when your event is approved by Classroom Scheduling (if the event is on campus) and/or Student Life and Engagement.

**Card Swiper Attendance**

One of the benefits of JAG Life and being recognized is the card swiper tool. This tool, much like Square, will read a student’s ID card to add them as an attendee to the event. Later, you will be able to tell a few things about the attendees for the event by utilizing the analytics of JAG Life, such as the majority age group, majors, year, etc. This is not broken down individually, but gives you a clue as to whom your organization has attracted by an event.

*Taking attendance on JAG Life is mandatory to receive SGA funding and for any events nominated for the Student Leadership Awards.*

1. Find the event’s PIN.
   a. The Event PIN is a unique 4-digit number that is generated when an event is created.
   b. The PIN allows someone to use the CheckPoint app to check students in to an event. The app will not give attendance takers access to anything else.
   c. The Event PIN can be found on the Event page after an event is created. It is also shown in the PIN column of the Events listing page.

2. On the Checkpoint App, enter the event PIN.

3. By inserting your card reader into the headphone jack, you can now swipe students’ ID cards.

4. After swiping, their name should show up on the list.
   a. Manual Entry: You can also add attendees manually if they don’t have their ID card – use their student ID number or their e-mail.

5. When you have added attendees via the CheckPoint app, they will populate on the event’s JAG Life page.
   a. Another option to add attendees to JAG Life is to manually enter them on the JAG Life website’s event page. Refer to the JAG Life tutorial.
BORROWING ITEMS FROM THE JSAC

JSAC Operations provides a few items for student organizations to utilize for their events at no cost.

Items available for borrowing include:

- Popcorn Machine
- Cotton Candy Machine
- Movie Projector Screen
- Red Carpet
- Corn Hole Boards
- Large-Scale Board Games

Guidelines:

- The items may only be used in the Jaguar Student Activities Center or on the JSAC Patio.
- Each organization must complete a Borrowing Items Request Form through the JSAC EMS system.
- Must request to borrow an item at least 10 business days in advance.
- If the Borrowing Items request is approved, the borrower will be contacted via email to schedule a time to pick-up the item(s).

Collaborative Events

Student Life and Engagement promotes student organizations working together to host events. Working with another student organization improves the scope, popularity, and success of an event. Generally, two or more organizations who have similar interests come together to share ideas, the work, and the possible financial obligations as well. Additionally, organizations learn about one another, their aims, and resources. The CREW is the student programming board and will welcome any collaboration of any student organization.

It is advisable to create an arrangement that details what each organization is responsible for in regards to tasks and financial issues.
STUDENT GOVERNMENT ASSOCIATION (SGA)

AUGUSTA UNIVERSITY
Student Government Association

Acting as the voice of all students enrolled at Augusta University, the Student Government Association (SGA) actively works to improve the quality of life for the Student Body, along with the University and surrounding community as a whole. Believing in the right of self-governance, all students enrolled at Augusta University are eligible to be a member of the SGA.

The structure of the SGA is comprised of an executive and a legislative branch. The executive Cabinet serves as the executive branch for both undergraduate and graduate students, while the Senate and House of Representatives shall constitute the legislative branch. The Senate represents the undergraduate students, while the House of Representatives serves the graduate students of Augusta University.

Funding for Student Organizations

Student organizations can request additional funds from Student Government to aid in covering the cost of student organization events and/or travel. Requests must be made in the same semester that the event or travel is hosted in. For additional questions on policies regarding SGA funding please visit the SGA website: http://www.augusta.edu/student-life/sga

Funding CAN be used for:

- Hiring and paying travel for performers: Meals and travel expenses are subject to per diem and non-employee travel regulations (Section 19.9). If all costs of performing group,
including travel expenses, are included as part of a lump-sum contract, travel regulations would not apply.

• Consultant expenses

• Prizes/awards from raffles: Participation in raffle must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be minimal in value (not to exceed $100). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in raffle.

• Food and refreshments for student group events: Appropriate if event is open to all students within specific identifiable group.

• Promotional Items: Associated with promotional events for students, such as student recruitment. Acceptable items would be T-shirts, mugs, plaques, click drives, etc. Individual value should not exceed $50. Cash awards are strongly discouraged. The institution may be subject to additional prohibitions on promotional items resulting from athletic conference regulations.

• Event costs: Appropriate to stage events (e.g., decorating event area, printing programs, and advertising).

**Funding MAY NOT be used for:**

• Donations: Except where proceeds of fundraiser go directly for that purpose

• Scholarships: Prohibited unless based on some performance measure or service requirement. Performance measures would require some academic or student activity skill to be displayed (e.g., athletics, music, literary, math, etc.). Simply being an enrolled student would not qualify as a performance measure.

• Tips: Unless covered by State travel guidelines or service contract.

• Faculty salaries and benefits: Student activity fees should not be used to directly fund instructional costs of credit hour courses.

• Intercollegiate Athletic program costs: Normally these costs should be paid from Athletic fees. Possible exceptions could be for support groups, such as dance teams, student organization sports or cheerleaders, if included in the budget as reviewed by the student fee advisory committee.

• Alcoholic beverages or any illegal substances.

• Individual or student organization memberships in civic organizations

• Political campaigns or events
The Jaguar Production Crew, better known as The CREW, is the main student programming board at Augusta University. They aim to provide fun activities and events that will enrich the quality of your experience on campus! All events are funded by your student fees, so they can plan events that are free for you!

**Co-Sponsor an Event**

The CREW strives to offer opportunities for recognized student organizations and university departments to collaborate with and co-sponsor events and programs.

For an event to be co-sponsored by The CREW, the following requirements shall be met:

- The co-sponsored event shall be an event in which the recognized Student Organization and The CREW's desires, expectations, missions, and visions are all met in a mutually inclusive manner.
- The co-sponsorship must go through The CREW's Vice-President of Membership and Collaboration Committee for approval.
• Each organization must complete and submit the event co-sponsorship proposal form at least two (2) months prior to the proposed date of the event.

• A representative of your student organization will be invited to attend a meeting to provide more details on the collaboration request.

• Once the co-sponsorship form has been submitted, The CREW Vice President for Membership will contact your representative within 24 hours of the next meeting to confirm attendance.

• The CREW shall not fund or contribute more than 40% of the event budget.

• The CREW logo and the Student Activity Fee Seal must be placed on all promotional materials for any co-sponsored event, unless otherwise discussed.
SGA FUNDING

Please see the SGA Funding section.

Student Organization Incentive Program

In an effort to increase student organization participation in educational and leadership events, Student Life and Engagement will be offering an incentive program each semester. Student organizations that successfully complete the incentive program will be awarded with money to be used towards a future event. For more information, please visit the Student Organizations webpage or contact the Student Life and Engagement office.

POSSIBLE FUNDRAISING OPPORTUNITIES:

Many local restaurants will host percentage nights that can be used as a fundraising opportunity for your organizations – especially if you have a EIN or tax ID number.

STUDENT ORGANIZATION CHECKING ACCOUNT

Student Life and Engagement works with the Health Center Credit Union (HCCU) to provide student organizations with checking accounts. Please note that is not a requirement for student organizations. It is designed to be convenient for student organizations as it was created with them in mind.

HCCU provides a step by step guide for student organization account set up, as well as all the necessary forms for new accounts or established accounts in need of changes/updates. The Student Organization Starter Kit can be found on the HCCU website or you can contact the HCCU for a hard copy.

Checklist of documents you will need:

New Accounts:

- Organization Tax ID Number
- New Account Card
- Student organization and Organization Account Agreement
- Organization Contact Form
- State issued ID or Driver’s License
  - (Copies for all Signers)
- Student ID / Jag Card
  - (Copies for all Signers)
- Social Security Card
  - (Copies for all Signers)
Existing Account Changes:

- Existing Account Change Card
- Student organization and Organization Account Agreement
- Organization Contact Form
- State issued ID or Driver’s License
  - (Copies for all NEW Signers)
- Student ID / Jag Card
  - (Copies for all NEW Signers)
- Social Security Card
  - (Copies for all NEW Signers)

The HCCU has 5 locations (3 on campus) and 13 ATMS (5 on campus). You can reach the HCCU by phone at 706-434-1600 or email at mbrsvc@hccu.coop.
POLICIES

AUGUSTA UNIVERSITY’S STUDENT CODE OF CONDUCT

The Student Code of Conduct can be found at: https://www.augusta.edu/student-life/conduct/documents/code-of-conduct-07-2016.pdf

STUDENT ORGANIZATION RIGHTS AND RESPONSIBILITIES

Students and organizations are not only members of the academic community, but also are members of the larger society. As part of the University community, members of student organizations have a responsibility to know and follow all University rules and regulations. Student Organizations may be held accountable under the Code of Conduct. A student organization and its officers may be held collectively and individually responsible when violations of the Code of Conduct by those associated with the organization have received the consent or encouragement of the organization, or of the organization’s leaders or officers.

To determine whether a student organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to: whether the misconduct was committed by one or more members of the organization; whether officers of the organization had prior knowledge of the misconduct; whether organization funds were used; whether the misconduct occurred as a result of an organization-sponsored function; and whether members of the organization lied about the incident.

HAZING

Augusta University prohibits hazing in any form. According to hazingprevention.org, hazing is any “action taken or situation created, regardless of the person’s willingness to participate, that causes embarrassment, ridicule, or risks emotional and/or physical harm to members of a group or team”. Examples include but are not limited to the following:

- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and drills/tests on meaningless information
- Expecting certain items to always be in one’s possession
- Asking new members to wear embarrassing or humiliating attire
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc.
– Student Life and Engagement deprivation
– Forced or coerced alcohol or drug consumption
– Forced or coerced ingestion of vile substances or concoctions
– Expecting illegal activity

In addition to sanctions from the University conduct system, students and organizations who participate in or condone hazing may subject themselves to criminal prosecution and/or civil liability.

DISCRIMINATION
Augusta University is strongly committed to ensuring that its learning and working environments are free of discrimination based on a person’s race, color, creed, national origin, gender, age, veteran’s status, sexual orientation, genetic information, or disability. Consistent with the policies of Augusta University and the laws of the State of Georgia, student organizations must conduct business accordingly. Student organizations found to have initiated or participated in acts of illegal discrimination may be subject to disciplinary action through the AU Student Code of Conduct, as well as criminal and/or civil liability.

SOCIAL EVENTS POLICY
Purpose:
The purpose of this policy is to clearly define the roles and responsibilities for student organizations, the governing councils, the Office of Student Life and Engagement, and the University as it relates to social events sponsored by student organizations at Augusta University. Additionally, this document provides a process for when the stated requirements are not met.

The guidelines set forth in this policy are intended to help organizations manage risks and provide a safe environment when hosting social events. This policy applies to all social events, both on and off-campus, planned by student organizations.

Definitions:
Social Event: Any activity occurring on or off campus, involving a gathering of students for social purposes. In general, a social event is a program or activity that includes any of the following elements:

- Any member takes part in coordinating the event for the benefit of the other members of the organization.
- The event is announced verbally or by postings to the members of the organization and/or other organizations represented on campus. This includes but is not limited to announcements made via email, flyers, social media postings, phone calls, group text messages, etc.
- Invitations regarding the event are sent to members, alumni, and/or nonmembers.
• Organizational funds are used to support the event either directly or indirectly (an example of support indirectly is a member makes payment for any costs associated with the event initially, and because the member paid for the event as an individual he/she does not have to pay dues for the semester)
• Space is reserved either on or off campus for the event.
• Amplified music by a DJ or live band.
• Alcohol will be served or allowed to be consumed
• A reasonable observer would associate the event with the organization.

Open Party: A social event with unrestricted access by nonmembers of the organization, and without specific invitation.

• Note: Open parties (meaning social events with unrestricted access by nonmembers of the organization, without specific invitation) where alcohol is present are strongly discouraged. If an organization chooses to hold an open party a guest list must be recorded at the door. This list must be turned in to the Coordinator for Greek Life and Student Organizations the next business day.

Dry Event: A social event in which no alcoholic beverages are provided and/or consumed at the event, and persons in attendance are legally sober.

Wet Event: An event in which alcoholic beverages are permissible. However, alcohol may only be consumed by those individuals who are of legal drinking age. Additionally, wet events supported by student organizations may only be hosted at off campus locations. Please refer to the Student Manual, section 2.52 for further clarification on this policy.

• Note: Alcoholic beverages must be either 1) provided by a licensed third party vendor, or 2) purchased by an individual for personal consumption purposes only with a limit of one six pack of 12oz beers per person, or one four pack of wine coolers.

Bring Your Own Beverage (B.Y.O.B): BYOB means that the organization will allow attendees to bring and consume at the social event their own alcoholic beverages. Alcoholic beverages are limited to beer and wine.

Organization Facility

An organization facility is defined as a space/building that is owned and/or operated by an organization’s (inter)national Headquarters or local housing board.

• Note: Events will not be approved at off campus locations that aren’t officially recognized by an organization’s (Inter) National Headquarters or Augusta University.

FREEDOM OF EXPRESSION

Designated Public Forum Areas: To facilitate robust debate and the free exchange of ideas, the University has designated visible areas on campus as “Public Forum Areas.” Designated Public
Forum Areas are generally available for reservation, except during scheduled University holidays, between the hours of 8:00 a.m. and 12 midnight, Sunday through Saturday and include:

a) Teardrop in the Grove area on the Summerville campus,

b) South Side of the Jaguar Student Activity Center (JSAC), and

c) East Side of the Student Center on the Health Sciences campus.

The Public Forum Areas are generally available, and may be used by any person including non-students and other campus guests, as long as the areas have not been previously reserved or scheduled for a particular function and the participants do not violate other University policies or applicable law. However, members of the University community who anticipate drawing a crowd of at least 30 individuals, and non-campus guests must reserve the Public Forum Areas prior to use of the space. If an individual or group plans to use the space, they should contact the University as soon as possible to minimize scheduling conflicts, accommodate all interested users, provide for campus safety, and ensure that the academic and other operations of the University are not disrupted.

Individuals interested in reserving the designated public forum areas should contact the Office of the Dean of Student Life. Reservations of the Public Forum Areas will be granted by the University unless the reservation request implicates one of the following situations: (1) the reservation request contains a material falsehood or misrepresentation; (2) the designated public forum areas have already been reserved; (3) the use or activity planned by the applicant would conflict with or disturb previously planned programs organized and conducted by the University or would present a danger to the health or safety of any individual; or, (4) the use or activity intended by the applicant is prohibited by law, Augusta University policy, or Board of Regents policy. University officials will respond to all reservation requests within two University business days. Any denial of a reservation request may be appealed to the Office of the Vice President for Enrollment Student Affairs who will respond to the appeal within two University business days.

If an individual or small group of individuals within the University community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the University with as much notice as circumstances reasonably permit. The University reserves the right to direct a group of 30 or more persons to one of the Public Forum Areas or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the University. When relocating expression, the University official must not consider or impose restrictions based on the content or viewpoint of the expression. This provision does not apply to classroom instruction or University-sponsored events.

To find a listing of scheduled University holidays please visit the following website:
http://www.augusta.edu/hr/campusscheduledholidays.php

Written Materials: Members of the University community may distribute non-commercial written materials on a person-to-person basis in open outdoor areas of the campus. An individual who is not
a member of the University community may only distribute written materials within the Public Forum Areas and only during the time in which the individual has reserved the Public Forum Area.

Designated building coordinators, or other University officials may designate areas in classrooms and or in or around University buildings for students or student organizations who wish to post handbills, posters, flyers, banners, signs, and other similar items on campus. However, the University prohibits the posting or display of these items by students or student organizations outside of these designated areas, including on the exterior of any University building, telephone/utility pole, tree, sidewalk, window, trash can, or any other exterior surface located on the campus, including vehicles. For information about where material may be posted, please call the Office of the Dean of Student Life at 706-737-1411.

Requests to post fliers within on-campus housing must be submitted to the Department of Housing and Residence Life. Requesters should provide an appropriate number of flyers to be posted on bulletin boards within the residence halls. Housing staff are responsible for posting the flyers and removing them after the event or noted expiration date. Solicitation or advertising for non-university sponsored functions is not allowed.

General Provisions: In addition to the requirements set forth above, all individuals expressing themselves on Augusta University’s campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic, including the ingress and egress to buildings on campus, is permitted.
- No disruption of the orderly conduct of classroom instruction or other University activities is permitted. If a demonstration or other expressive behavior by any individual or group, regardless of the size of the group, disrupts any University-sponsored event, including class or clinic, or poses a threat to the health or safety of any individual, the University reserves the right to direct the individual or group to one of the Designated Public Forums or to another suitable location where the individual or group may continue the demonstration, if such an area exists on campus, or to end the event.
- Buildings, grounds, University property, and property belonging to others may not be defaced, damaged, or destroyed.
- Sidewalk chalk is permitted; however, the use of chalk may be used only on concrete sidewalks where the chalking can be washed away easily by rain, and at least 10 feet from the entrance to any University building.
- Persons expressing themselves on Augusta University’s campus must comply with all applicable federal, state, and local laws, Board of Regents’ policies, and Augusta University policies, rules, and regulations.

The full Freedom of Expression policy can be found at: [https://www.augusta.edu/compliance/policyinfo/policy/freedom-expression.pdf](https://www.augusta.edu/compliance/policyinfo/policy/freedom-expression.pdf)
University Alcohol Policy

POLICY STATEMENT

The service of alcohol at Augusta University events, programs sponsored by the university, or its direct support organizations, will be prohibited unless advance written permission is received from the Executive Vice President for Academic Affairs and Provost. Any person or organization requesting permission to serve alcohol will be required to adhere to this policy in the responsible possession, distribution, and sale of alcoholic beverages at Augusta University events. Students, staff, faculty, vendors, and guests are expected to adhere to the federal, state and local laws, Board of Regents and university policies, and ethical standards of conduct, including respecting the rights of others. Augusta University (AU) neither encourages nor condemns the legal consumption of alcoholic beverages by those who have reached the legal age of consumption as dictated by Georgia State law. The employees of the university will cooperate fully with law enforcement officials in regard to the illegal use of alcohol.

The purpose of the University Alcohol Policy is to regulate the service of alcoholic beverages on campus or at university sponsored events in such a way that it upholds local, state and federal laws and helps to create safe and healthy campuses. Augusta University promotes an alcohol free campus environment, but also recognizes that alcoholic beverages may be available at university sponsored events. In addition, the university recognizes that the majority of undergraduate students are below the legal drinking age and that there are serious health risks and behavior problems associated with the use of alcohol in the collegiate environment. Augusta University enforces the prohibitions of the unlawful possession, use, or distribution of illicit drugs and alcohol and distributes this document as a part of the University’s compliance with the Drug Free Schools and Communities Act Amendments of 1989 as articulated in the Drug-Free Schools and Campus Regulations.

PROCESS & PROCEDURES Any faculty and/or staff group or organization, University department, program, university support organization, affiliated entities or outside organization wishing to serve alcoholic beverages on university property as part of a university sponsored event or program associated with any entity of Augusta University, shall submit a written request to the office of the Executive Vice President of Academic Affairs and Provost seeking permission to serve alcoholic beverages. Student organizations must follow policies 4.1.3 and 4.2.1 in addition to requesting any special permission from the Executive Vice President of Academic Affairs and Provost.

Permission to serve or sell alcohol at a university or university related event shall be denied unless all of the following conditions are met or an exception is provided by the Provost:

The service or sale of alcohol:

a. Complies with all federal or state laws, local ordinances, Board of Regents policies, University regulations, and foreign country laws (in the case of study abroad programs conducted by Augusta University)
b. Presents minimal health and safety risks

c. Does not inhibit the full participation of those who choose not to drink alcohol.

d. Presents a minimal risk that under-age students will be served an alcoholic beverage

e. Is held at one of the pre-approved university locations found in Appendix A or has permission from the Provost for another location

**Approved Events Guidelines:**

1. No individual may serve, sell, or otherwise provide alcohol to persons under the legal drinking age, whether they are students or not. Proper procedures must be in place to ensure enforcement and the identification of all individuals being served are of legal drinking age.

2. A university or foundation employee or a licensed and insured third party vendor must serve all alcoholic beverages. Self-service of alcohol is not permitted.

3. Access to the alcoholic beverages must be controlled in a central point(s) of distribution maintained by a licensed vendor or appropriately trained server.

4. A police officer is required to be present during the event and the cost of the police officer will be the responsibility of the organization/department sponsoring the event.

5. The event’s organizers and sponsors will be required to provide proof of insurance as determined by the risk management guidelines.

6. Advertising for the event must not use the service of alcoholic beverages as an inducement to participate in the event and alcoholic beverages may not be offered as a prize or gift.

7. The event’s organizers and sponsors must arrange for and ensure the service of food in a reasonable quantity and non-alcoholic beverages during the duration of the event.

8. Only those alcoholic beverages served or sold at the function may be consumed at the function in the appropriately designated area.

9. Service or sale of alcoholic beverages shall be refused to anyone who is noticeably intoxicated and seems to be in danger of over consumption.

10. Anyone intoxicated or exhibiting disorderly behavior will be denied entry to the event or asked to leave at the discretion of event organizers or law enforcement.

11. The event’s organizer should make reasonable effort to establish procedures to provide impaired guests accommodations for transportation from the event.

12. Additional restrictive guidelines may be imposed by the sponsoring organization holding the event. 13.Board of Regents’ policies restrict purchasing alcohol using state funds, including student activity fee funds.
14. Unreasonable or irresponsible conduct or violation of any regulation or noncompliance with any limitation outlined herein justifies discontinuance of the event, possible university disciplinary action, and subsequent denial of University service and facilities.

Note: Residents and their guests may serve alcohol at their non-student university residences without regard to this policy.

REFERENCES & SUPPORTING DOCUMENTS

The request to serve or sell alcoholic beverages should be submitted to the Office of the Executive Vice President of Academic Affairs and Provost at least two weeks prior to the date of the event. The following forms and related information should be submitted as part of the request.

- Event with Alcohol Planning Checklist
- Facilities Use Form A general statement about who will be invited or allowed to participate in the event (IE: university faculty and staff, community members, graduate students), Note: if students or other minors are to attend the event, the requesting organization or individual must outline how they will ensure that no underage students are served nor drinking an alcoholic beverage,
- A list of the types of alcoholic beverages that will be served (IE: wine, beer, mixed drinks, or all of the above),
- A request and justification for the service of alcoholic beverages in an unapproved location, if location is not on the approved list in Appendix A.
- A schedule for the event, and A list of the event planning committee or individual with contact information

The full policy can be found at:
https://augusta.policytech.com/dotNet/documents/?docid=1317&public=true

GAMBLING

Augusta University prohibits any student from unlawfully conducting, organizing, or participating in any activity involving games of chance or gambling on campus including within any University-operated residence hall.

MARKETING & SOCIAL MEDIA

- Follow posted guidelines on augusta.edu/social
- New account requests must be approved by Division of Communication and Marketing (DCM)
- Account Names and Handles
  - [Student Organization] at Augusta University
  - AUG_[Student Organization]
- University email must be listed as an account contact
TOOLS AND RESOURCES

ORGANIZATIONAL MANAGEMENT
AN EFFECTIVE MEETING

Tips for Running an Effective Executive Board Meeting:

• Picking a time and location
  – Make sure the time is good for everyone
  – Be conscious of classes/other activities
  – Location should fit everyone
  – Think about technology, what do you need?

• Creating an Agenda
  – Agendas keep people on track
  – Sets a tone/guide for the meeting
  – Agenda should include: Call to Order, Roll Call, Minutes from last meeting read, approval of minutes, officer reports, old business, new business, close
  – Accurate minutes and records are important to ensure continuity from year to year. Current members refer to meeting minutes as a reminder of finished and unfinished business, what actions were taken, and what needs follow-up. They also provide future members with insight into past decisions and events.

• Utilizing Robert’s Rules of Order
  – Everyone has the right to participate in discussion if they wish, before anyone may speak a second time
  – Everyone has the right to know what is going on at all times
  – Only urgent matters may interrupt a speaker
  – Only one thing (motion) can be discussed at a time

• Minutes and Records
  – Type of meeting (executive, standing committee, etc.) date, time and place;
  – Time of call to order;
  – Approval and/or amendments to previous meeting minutes;
  – List of those in attendance and those absent;
  – General matters
  – Record of proposals, resolutions, motions, seconding, a summary of the discussion, and a record of vote;
  – and
GOAL SETTING

An organization without goals has no direction to move it forward. Members in a group without well-defined goals often have little commitment to the organization. Goals get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are realized.

Why Set Goals?

- Goals help define an organization, and give direction.
- Goals can help motivate members by clarifying and communicating what the organization is striving for.
- Goals are time savers by helping members and leaders become aware of problems in time to develop solutions.
- Goals help the organization plan ahead and be prepared.
- Goals are a basis for recognizing accomplishments and realizing successes.

What Are Goals?

Goals are statements describing exactly what an organization wishes to accomplish. Goals should be reviewed periodically and changed according to the needs of the group. When reviewing goals, keep in mind the following:

- Do the goals fit with the overall purpose of the group?
- Are the goals specific, measurable, attainable, and timely?
- Are the goals realistic given the groups standing and resources?
- People support what they help to create!

TIPS FOR RECRUITING MEMBERS:

- Know and understand your vision
  - The current members should understand the vision of the organization so they can communicate its purpose to potential members
- Set recruitment goals
  - Think about how many members you want involved and also what kinds of members
- Remember what made you get involved
  - Were you recruited? How did you hear about the organization? What made you stay?
- Hold informational tabling and/or informational meetings
- Create a brochure that answers questions and serves as a visual resources
- Feed the potential members! College students love free food
OFFICER TRANSITIONS

Good officer transitions are important to the continued operation and success of student organizations. It helps minimize confusion, gives outgoing officers a sense of closure, and provides incoming officers a foundation of knowledge. Below are some resources to help your organization transition effectively.

Elections

When planning the annual calendar, give thought to the election timeline for the organization's leaders. Elections often occur during early April, to give sufficient time to transition the new leadership. Be aware of election procedures in the organization's constitution, as many have detailed schedules of when to alert current membership on the election timeline process, and a listing of who is eligible to vote and participate. The organization advisor should be present during the proceedings, even if the election is being moderated by an alumnus (a) or outgoing board member.

Checklist of items to pass on to incoming leaders:

- Electronic Copy of Constitution and Bylaws
- Position Description of officers and members
- Contact Lists
- List of annual procedures/events
- Important login information (social media accounts, computers, websites etc.)
- Mission, Philosophy, goals and/or purpose statement of organization
- Financial Records
- Meeting minutes and agendas
- Recommendations for the coming year
- Other historical records

Officer Shadowing

New officers should shadow outgoing officers to better understand the role and what to do for the next year. Officers should cover the following topics (and any other topics specific to your organization) with incoming officers:

- Purpose of the position and vision for the future of the position
- Review of the past year: likes/dislikes, successes/improvements, what worked/what didn't
- Things you wish you knew in your position
• Words of encouragement!

**Outgoing and Incoming Officer Meeting**

In addition to shadowing, it is recommended that the outgoing and incoming officers have at least one official meeting together to review the year and discuss ways to improve the organization and position for the next year. You should:

• Review goals from the past year to see if they were met, and discuss how to meet them the next year if goals were not met

• Write a list of expectations for each incoming officer and discuss them

• Evaluate programs, meetings, and other events, and think of ways to improve them

**MONTHLY PLANNER**

**August**
- Hold a meeting of officers and advisor(s) to discuss and evaluate goals
- Gather necessary documentation for recognition
  - Updated Constitution and/or Bylaws
  - Updated Advisor Agreement Form (new one every year)
  - Updated Roster of at least four (4) students
  - Recognition form online
  - Attend Training
- Recruit new members at the Student organization Fest during Weeks of Welcome
- Agree on a regular meeting time and reserve meeting space with EMS
- Inform your advisor of the meeting times

**September**
- Complete the recognition process
- Plan an interesting and effective first meeting
- Set goals for the semester or year
- Decide on events and apply for SGA funding
- Schedule a team-building session for your executive board
- Plan a fundraiser event
- Volunteer as a group for Miss Augusta University Pageant

**October**
- Organize a group community service project
- Continue to keep advisor informed
- Be on the lookout for opportunities to reach out for new members
- Sign up to participate in Pig Out
- Invest in study time for midterms

**November & December**
- Plan an end-of-semester party
If elections are on a semester basis, this is the time to plan new elections
  - Officer transitions are important as well
  - Update your JAG Life page
  - Begin planning for Spring semester events
  - Sign up for Spring Club Fest

**January**
- Attend Spring Club Fest
- Set new goals for the Spring semester
- Recruit new members
- Apply for SGA funding for future events

**February**
- Volunteer for Homecoming
- Write nominations for Student Organization Awards for April

**March**
- Get ready for midterms – study groups, fun event, socials
- Submit nominations for Student Organization Awards

**April**
- Attend Student Org Awards
- Elect new officers and plan officer transition
- Develop new budget for next year
- Plan an end-of-year activity

**May**
- Create a summer contact list

---

**ICE BREAKERS & TEAM BUILDING**

**Question Ball**

Take a ball and write different numbers on it. Have participants stand in a circle and throw ball around to different participants. Have participants answer questions based on the number where their thumb lands. Make sure to have questions predetermined.

**M&Ms**

Pass around a bag of M&Ms. For each M&M in their hand, the participant must say something about himself or herself. Have the participants count the number of M&Ms they have and then let them go ahead and eat them otherwise they might melt in the hand and not in the mouth. Another twist on this game is have each M&M color assigned to a pre-determined question and each person answers questions based on the colors and number of M&Ms they have.

**Grab Bag Questions**

Fill a bag with different questions and then have each member of the group draw a question and then answer it and share the answer with the group. Sample questions include: I get frustrated
when...; I need support when...; What motivates me is...; My pet peeve is...; I’m afraid of...; My favorite daydream is...; What is something you need from this group? When someone doesn’t listen to me I...; what do you want to be when you grow up? Who is your hero and why? What is your favorite spare time activity? What TV commercial do you like the most? What was the nicest gift you ever got? What is your favorite sound? What is your favorite music? What is your talent? What is your nickname? My favorite movie is...; My favorite food is...; My favorite color is...; What I do in my spare time is...; What I do to blow off steam is...; The most fun I ever had was...; The most difficult thing I ever had to do was...; The fictional character that best matches my personality is...;

Coat of Arms

This activity is a great opportunity for members of a particular organization to get to know each other at the beginning of the semester and to develop a sense of group identity. Materials needed are: a piece of white paper for each participant and markers or crayons for each participant. Draw a shield or Coat of Arms and divide that into 6 sections. In each section, draw pictures that illustrate these 6 topics: talents; hobbies; where you are from; family; goals; and personal motto.

When participants have finished with their pictures, have each person show the others their drawing and explain why they chose to draw what they did.

Connections

One person starts out by introducing themselves to the group with their name and an interesting fact about themselves. When someone in the group hears something they have in common with the speaker, they say “Connection” and link arms with the first speaker. Then the next person introduces themselves and a new interesting fact. The pattern continues, and the last person has to find something they have in common with the first person. Eventually everyone’s arms will be locked in one big chain.

Keep it in the Air

The goal of this activity is to keep the ball in the air for a designated number of hits and a designated number of hits per individual. If the ball hits the ground, the group must start over. If an individual hits the ball twice in a row, the group must start over. As an example, for a group of 10, the total goal might be 100 hits and each individual must hit the ball 8 times.
SAMPLE CONSTITUTION AND BYLAWS

This guide is to assist your organization in create a constitution or bylaws. This is the minimum requirements for a constitution or bylaws, but you can always add more. The language highlighted in yellow is required in exact language. Final constitutions must be approved by your organization, your advisor(s), and Student Life and Engagement. This will be approved or denied at the time of application to be a recognized student organization and when the organization submits the constitution for annual re-recognition of the organization.

[INSERT NAME OF ORGANIZATION] AT AUGUSTA UNIVERSITY

Article I Name
Section 1 The name of this organization shall be [insert full name of organization] at Augusta University, located in Augusta, Georgia.

[You must include chapter designation, if part of a Greek lettered organization. If you are affiliated with an outside organization your name must differentiate yourself from your sponsor.]

Article II Purpose
Section 1 The purposes of this organization are [describe organization’s mission].

Article III Authority
Section 1 This organization is a recognized student organization at Augusta University and adheres to all campus policies as set forth in the Student Organization Handbook and the Student Code of Conduct

Section 2 If applicable: This organization is affiliated with [name of national or affiliated organization.]

Article IV Membership
Section 1 Membership in the organization shall be open to all students regularly enrolled at Augusta University and students interested in furthering
the purpose of the organization. Each regular member has equal rights and privileges.

Section 2

The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Alternate Section 2

(Only to be used by social fraternities, sororities, or other university living groups, which may permit gender membership limitations)

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

Section 3

The organization shall make every effort to prohibit its members and officers from engaging in acts of hazing or committing any act that endangers the safety of its members or others.

Section 4

Members [shall/shall not] be required to pay dues

Section 5

Members shall be required to attend at least [# %] of the organization’s regularly scheduled meetings.

Article V

Officers

Section 1

The officers of the organizations shall be the [titles of officers].

Section 2

Powers and Duties of Officers

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the
organization. The President shall complete the annual student organization training.

b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank transactions and accounting in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

e. The duties of the Student Event Coordinator are to take training provided by Student Life and Engagement and once approved he/she can make reservations through Event Management System (EMS). The Student Event Coordinator is responsible for ensuring the organizational membership is educated and meetings, activities, and events follow required policies and procedures of the university.

Section 3

Qualifications necessary to hold office in this organization are as follows:

a. To be eligible for and to hold office, candidates must be currently enrolled for the semester.

b. Additionally, [list other additional qualifications, such as academic requirements, length of time one has been a member, length of time one can hold office, etc.].

Article VI Selection of Officers
Section 1  
The [list of elected officers] are elected [annually or each semester]. Elections are held [at the end of each fall/spring semester] and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meeting at which an election is to be held.

Section 2  
Positions shall be open to all members who are currently enrolled. (Organization can decide on other variables such as attendance, past positions held, etc.).

Section 3  
Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 4  
The officers shall be elected in this order: [List order, usually starting with the President].

Section 5  
Officers shall be elected by majority vote. [Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.]

Section 6  
Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 7  
The following officers shall be appointed by the [President or Executive Committee]. [Indicate if ratification by a majority vote of the membership is required.]

Section 8  
Officers shall assume office on [the first day of the semester following the election] and shall serve for [length of term of office].

Section 9  
Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.
Section 10 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII Advisor(s)

Section 1 The organization shall [elect/appoint] an individual employed as a faculty or staff member by Augusta University to serve as the University advisor to this organization. Graduate Assistants and Student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Student Organization Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2 [Optional] The organization also may appoint a community advisor. [Specify qualifications, such as being an alumni member, a representative of the affiliated organization, etc.]

ARTICLE VIII Finances (if applicable)

Section 1 Membership dues shall be [$XX per semester/quarter/academic year].

Section 2 Dues shall be paid by [specify due date, such as “second week of each semester/academic year.”] [Optional: There shall be a late fee of [$XX/$XX per week].

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.
Section 5
The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Treasurer is authorized to approve expenditures not exceeding [$XXX].

ARTICLE IX
Amendments
Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional: The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.]

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be uploaded into the student organization’s Jag Life portal and submitted to the Office of Student Life and Engagement no later than two weeks after adoption.

These bylaws/constitution was adopted on [date] and most recently revised on [date].

President Name (Print): ________________________________________
President Signature: __________________________________________
Date: ________________________________

Advisor Name (Print): __________________________________________
Advisor Signature: ____________________________________________
Date: ________________________________
# SAMPLE BUDGET:

**Student Organization Sample Budget**

<table>
<thead>
<tr>
<th></th>
<th>Expected</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total chapter dues</td>
<td>$3,300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGA Funding</td>
<td>$5,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$8,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National dues (due Oct. 1)</td>
<td>$330.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Recruitment</td>
<td>$2,700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pizza</td>
<td>$400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-shirts</td>
<td>$1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Philanthropy Event</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strike Out Diabetes Softball Game</td>
<td>$1,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Games</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prizes</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movie Night</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pizza</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drinks/Chips etc.</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Organization Conference</td>
<td>$3,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finals Week Study Session</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retreat</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$8,105.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mailbox Usage Policy & Contract

Each registered student organization at Augusta University may receive a mailbox in the Jaguar Student Activities Center, located directly outside of Student Life & Engagement. If the organization chooses to take advantage of the opportunity to have a mailbox, one (1) key will be issued to an officer of the organization’s preference. **Keys are to be returned to Student Life & Engagement on or before December 7, 2016/May 3, 2017 depending on election cycle on record with Student Life & Engagement. Be sure to pay attention to the key return date listed in the box below.** A $25.00 fee will be assessed to the person named in the contract if the key issued is not returned in accordance with the stipulations outlined above or if the key is lost or stolen.

Student Life & Engagement requests that the organization’s mailbox be checked at least once a week. This is essential, as your mailbox is your link between your organization, Student Life & Engagement, Georgia Regents University and all outside entities. Your organization’s mail will be placed in your box daily. If your organization receives a package, the individual named on the package and/or student organization mailbox representative will be contacted via Augusta University email and the package will be held in Student Life & Engagement until picked up.

If you do not clean out your mailbox after the key is returned without intent to redistribute to the student organization, all remaining mail and notices will be forwarded to your on campus advisor. If you fail to check your box frequently or for three consecutive months Student Life & Engagement has the right to revoke your mailbox privileges.

**Please adjust your incoming mail to reflect the address below to ensure proper mail delivery:**

**Student Organizations Name**
C/O Student Life & Engagement
Augusta University
1120 15th Street, SAC-127
Augusta, GA 30912

By signing this contract, you are agreeing to the terms outlined above and to adhere to the Student Life & Engagement Mailbox Usage Policy.

<table>
<thead>
<tr>
<th>Club/Organization Name:</th>
<th>Printed Name of Officer Receiving Key:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Please include chapter name if appropriate.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer's Title:</th>
<th>End of Officer's Term of Office:</th>
<th>(Month &amp; Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer’s Phone Number:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Officer Receiving Key:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Student Life &amp; Engagement Use Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox Number:</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will the Key Be Check Out Over Summer?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Return Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issuing Staff Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receiving Staff Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Returned/Lost Key:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Issue Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

53
# Locker Usage Policy & Contract

Each recognized student organization at Augusta University may receive a locker in the Jaguar Student Activities Center, located in the Game Room. If the organization chooses to take advantage of the opportunity to have a locker, one (1) key will be issued to an officer of the organization's preference. **Keys are to be returned to Student Life & Engagement on or before December 7, 2016/May 3, 2017 depending on election cycle on record with Student Life & Engagement. Be sure to pay attention to the key return date listed in the box below.** A $25.00 fee will be assessed to the person named in the contract if the key issued is not returned in accordance with the stipulations outlined above or if the key is lost or stolen.

By signing this contract you agree to utilize your organization’s locker in a responsible manner and understand that you are not to store any of the following (but not limited to) items in the locker: perishable food or drinks, illegal drugs, weapons, lighter fluid, matches, or any other items/substances that could create a hazard to others or the facility. Student Life & Engagement reserves the right to access your locker at any point in time and can request the removal of any items they deem inappropriate.

It is the responsibility of the organization to clean out their locker at the end of the spring semester. If you do not clean out your locker after the key is returned without intent to redistribute to the student organization, all remaining items will become the property of Student Life & Engagement.

By signing this contract, you are agreeing to the terms outlined above and to adhere to the Student Life & Engagement Locker Usage Policy.

<table>
<thead>
<tr>
<th>Club/Organization Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please include chapter name if appropriate.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name of Officer Receiving Key:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Officer's Title:</th>
<th>End of Officer's Term of Office:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Month &amp; Year)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer's Phone Number:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Officer Receiving Key:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### For Student Life & Engagement Use Only:

<table>
<thead>
<tr>
<th>Mailbox Number:</th>
<th>Key Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will the Key Be Check Out Over Summer?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Return Date:</td>
<td><em><strong>/</strong></em>/___</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issuing Staff Signature:</th>
<th>Date: <em><strong>/</strong></em>/___</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Receiving Staff Signature:</th>
<th>Date: <em><strong>/</strong></em>/___</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Not Returned/Lost Key:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Issue Date:</td>
<td><em><strong>/</strong></em>/___</td>
<td>Payment Date: <em><strong>/</strong></em>/___</td>
</tr>
</tbody>
</table>