CENTER FOR STUDENT ORGANIZATIONS


Center for Student Organizations
Office of Student Activities and Organizations
UGA Student Affairs
The University of Georgia
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Contact Information

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CSO Staff Members

Senior Coordinator of the Center for Student Organizations

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Coordinator for Student Organizations

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Administrative Assistant

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Graduate Assistant for Student Organizations

CSO staff members are available to help with your student organization over the course of the year for general advising. Staff drop-in hours are Monday through Friday from 8 a.m. to 5 p.m. To set up an appointment with a member of the CSO staff, please email stuorgs@uga.edu or call (706) 542-8584. We encourage you to contact our office for answers, directions, assistance, and/or any other need you may have as a student group.
Mission Statement

The Center for Student Organizations (CSO) believes involvement in out-of-class experiences promotes the holistic development of all students. We seek to enrich the overall student experience through our exemplary service and commitment to registered student organizations and advisors at The University of Georgia.

The CSO strives to accomplish this by:

• Providing the resources necessary to be an active and successful student organization
• Encouraging the establishment of mutually rewarding relationship with people different from self
• Cultivating the development of leadership, community, and civic and social responsibility among student organizations
• Serving as a catalyst for student engagement and collaboration among student organizations
• Assisting students in designing and implementing their own programs and ideas
• Encouraging the intellectual and social development of students
• Facilitating positive relationships between students and advisors

It is our central belief that students who are actively involved in campus life will find their experience at The University of Georgia to be more fulfilling and successful.
Student Organization General Policies

The Purpose of Student Organization Registration
The purpose of registered student organizations at UGA is to complement academic programs of study and to enhance the overall educational experience of students through development, exposure to, and participation in social, cultural, intellectual, and recreational activities. Registration of student groups is necessary before university facilities and/or services will be available. Registration is facilitated through the Center for Student Organizations.

Registration of an organization does not constitute university endorsement or approval of the organization’s policies and activities. It does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university and the Board of Regents. It is also important to note that registration as a student organization at The University of Georgia is a privilege and not a right.

Eligible organizations are permitted to register and maintain registration during the registration periods unless the university finds that the organization:

1. seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
2. engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others; or
3. seeks personal gain; or
4. engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
5. refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents’ policy, and/or university rules and regulations.

In denying or revoking registration, The University of Georgia considers among other factors:

- Failure to provide all necessary information to the CSO
- Individual members’ past conduct
- The organization’s past conduct
- The organization’s stated objectives
- Failure to meet financial obligations to the university
- Failure to adhere to university policy or local, state, or federal laws

Registration may be denied or revoked at any point in time. An organization whose registration has been revoked loses all privileges of registered student organizations. If registration is denied or revoked by the Center for Student Organizations, the organization may appeal the decision to the Associate Dean of Students, unless the denial or revocation was initiated under the Student Code of Conduct.
Student Organization Registration

What is a student organization?
A student organization is a group of at least six (6) currently enrolled UGA students joined together for a common cause. There may be additional non-student members (no more than 50% of membership), but the majority of the organization must be currently enrolled students.

All officers listed on the UGA Involvement Network must be currently enrolled, full-time students (12 or more credit hours for undergraduate students and nine or more credit hours for graduate students). Additional officer requirements are expected to be set by the organization.

Student Organization Advisor(s)
It is strongly recommended, but not required, that student organizations have an advisor. Additionally, the student organization is encouraged to set parameters and responsibilities of the advisor(s).

How to Register a New or Existing Organization
Student organizations must register annually with the Center for Student Organizations in order to receive the benefits of being a student organization. Registration opens each year in March for the following academic year and will be open until January of the current academic year. Organizations that fail to register their group by the end of January of the current academic year will have to wait until March to register for the next academic year.

New and existing organizations must register and re-register, respectively, using the online registration process found on the UGA Involvement Network (UGAin) website at http://involve.uga.edu/. In order to gain access to the registration system, a representative from your student organization must first attend a mandatory registration information session.

Requirements of Registered Student Organizations

- Organization registration is an annual process with the Center for Student Organizations.
- Each organization’s chief officer (e.g. president, executive director, etc.) must attend a Registration Information Session.
  - Only chief officers who attend the information session will be granted access to register the organization on the UGA Involvement Network (UGAin) website.
- Each organization must then complete the online registration process located on the UGA Involvement Network (UGAin) at http://involve.uga.edu.
- Submission of a registration request verifies an organization has reviewed and agrees with several university policies, including, but not limited to:
  - Student Handbook
  - Code of Conduct
  - Example Constitution
  - Non-Discrimination and Anti-Harassment Policy
  - Hazing Policy
  - Campus Promotion policies
- Each student organization must have at least six currently enrolled student members
  - Non-student members may join the organization; however, 50% of the organization’s general body must consist of current full-time students.
Each student organization must have at least three officers at the time of registration.

- All officers must be enrolled as current, full-time students during the term of office.
  - A full-time student is defined as an undergraduate student enrolled in 12 or more credit hours per semester or a graduate student enrolled in 9 or more credit hours per semester.

- Each student organization must have a CSO-approved constitution.

  - Please note that your constitution serves as the guiding document for governing your organization, and it is advised that your organization should take great care in constructing it.

  - To gain approval by the CSO, all constitutions must have the following:
    1. A purpose statement
    2. The University of Georgia student organizations’ “Non-Discrimination Policy”:
      - “Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.”
      - However, religious student organization will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.
        - An organization wishing to limit membership/leadership positions must include a statement of faith/belief in its constitution.
    3. Officer election and removal procedures (specific vote requirements)
    4. Quorum standards (percentage of members necessary to conduct business)
    5. A process (including voting requirements) for making amendments to the constitution

- An example constitution can be found on the CSO website

Post-Registration Process
After completing the registration process on the UGA Involvement Network, your submission will be sent to the Center for Student Organizations for review. You will receive confirmation of your organization’s status via email after three to five business days.

In some instances, the CSO may require changes to your registration submission. If changes need to be made, the CSO will inform the chief officer via email through the Involvement Network with detailed instructions. Please note that it take three to five business days to process any changes to your registration submission.

No organization is considered registered until the CSO approves the registration with an official email and the organization is listed on the UGAIn directory list.

Benefits of Registering Your Student Organization
- Access to the UGA Involvement Network, as well as being listed as a student organization on the site
• Reserve space in areas such as the Tate Student Center, the Miller Learning Center, and the Chapel
• Fundraise on campus (upon approval)
• Apply for office, cubicle, and storage space through the CSO
• Check out resources from the Student Organization Library
• Utilize resources in the CSO office
• Advertise on campus, e.g., posting flyers on approved posting locations, printing bus cards, and hanging banners
• Increase visibility and accessibility for current and future students
• Be eligible for a UGA organizational email address
• Be eligible for web space through the university
• Appear on mailing labels list for other communications from other sources
• Allows students, staff, faculty, and outside sources to find organizations that may be of interest
• Establish a university account with the Tate Business Office, which may enable your organization to direct bill certain charges
• Post events and receive updates via the weekly CSO listerv
• Apply for funds Small Clubs Allocations (coordinated by the Student Government Association), the annual allocation process, or academic college or student affairs department, if applicable
• Opportunity to participate in the Fall and Winter Activities Fairs
• Increase leadership skills through the CSO Information Sessions and Semester Workshop Series

Responsibilities of a Registered Student Organization at UGA

• Re-register your organization on an annual basis.
• Accept responsibility for sponsoring and supervising programs.
• Be familiar with the rights and responsibilities outlined in the CSO Resource Guide and Policy Manual.
• Accept responsibility of the safe operation of all programs.
• Accept responsibility for ensuring that facilities are used in accordance with university policy.
• Accept responsibility for reimbursing The University of Georgia for damage to university property or facilities including such items as clean-up costs, damaged property, or other contingencies related to the utilization of the facility.
• Ensure that all promotion and advertising of events are in line with the University Advertising Policy.
• Ensure that all solicitation and fundraising requests are in line with the University Solicitation Policy and have been approved by the CSO.
• Take reasonable steps to ensure that all activities of the organization comply with local, state, and federal laws, as well as university policies and regulations.
• Abide by the University Logo and Trademark Policy.
• Maintain active, up-to-date files with the Center for Student Organizations including, but not limited to: membership roster, constitution, and related registration materials.
Registered Student Organization Classifications
The Center for Student Organizations uses a classification system in order to assist you with finding organizations of interest. Organizations select their classification; however, the CSO reserves the right to reclassify groups in order to assist the general campus community in finding an organization. Please note that classification is used purely in assisting individuals in finding student organizations and does not define the sole purpose of the organization.

- **Academic**: An organization representing a specific academic area or college.
- **Advocacy**: An organization whose membership is interested in advancing political goals or social issues that concern not only UGA but institutions outside the University, as well.
- **Arts**: Any organization dedicated to the encouragement of the arts.
- **Cultural/International**: An organization whose membership is to provide social and cultural awareness and/or adjustment activities for international students.
- **Greek**: A social, fraternal organization composed of groups that are members of the University of Georgia’s Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, or Multicultural Greek Council. Designation is determined by the UGA Office of Greek Life.
- **Honor**: An organization whose membership is based on meeting a certain criteria (academic achievement, leadership, involvement, etc.) and whose purpose is to recognize such.
- **Media**: An organization whose primary function is to communicate via the media.
- **Political**: An organization associated with a political party or advancing a political candidate.
- **Professional**: An organization representing a specific profession.
- **Programming/Activities**: Organizations that are directly supported by University departments to carry out their missions and activities for the student body.
- **Religious/Spiritual**: An organization whose purpose is religious instruction and/or fellowship.
- **Representative Council**: An organization whose purpose is to coordinate activity for or govern a group of organizations or students.
- **Service**: An organization whose main function is service to the campus and/or community.
- **Special Interest**: An organization whose main purpose is to provide an opportunity for individuals to discuss and share information regarding a specific, non-academic related topic of interest.
- **Sports/Recreation**: An organization whose purpose is to encourage participation and engage its members in competitive, extramural sports or recreation-based activities.
Student Organization General Information

Center for Student Organizations Communication with Student Organizations

Email
The email address that a student organization registers will often be utilized throughout the academic year. It is important for this email address to be accurate and checked often. This email address will:

- Receive the CSO weekly listserv
- Used for any communication with the CSO staff
- Listed on the UGA Involvement Network website as the organizational contact information.

The CSO listserv is sent out each Monday to provide the UGA community information about the upcoming programming for student organizations and students. **All officers listed on the organization registration page will receive this email.** As long as you are listed as an officer, it is CSO policy that you receive the listserv email.

In order to be removed from the listserv, your organization’s CSO liaison must update your profile. Others may add their email address on the CSO website. Organizations are encouraged to submit announcements via the CSO website sign-up form.

Website
The CSO website is one of the most important resources as it is updated often. Be sure to check the website regularly for important information regarding registration and funding deadlines, news regarding upcoming information sessions and activities fairs, and other events of concern to student organization.

Social Media
The Center for Student Organizations employs multiple social media sites that are constantly updated with CSO information, as well as UGA information. Additionally, they keep the office connected to students and student organizations. We encourage you to “follow” and “like,” and encourage your members to do the same, to stay updated.

- Twitter: @CSOatUGA
- Facebook: Center for Student Organizations (UGA)
- YouTube: Center for Student Organizations

Mailboxes
All student organization will be required to provide the Center for Student Organizations with an on-campus mailing address. All organizations are strongly encouraged to utilize the free mailbox that the CSO provides. Other forms of acceptable on-campus mailing addresses include a departmental mailbox or an advisor’s mailbox.

Please note that fraternity and sorority houses and religious centers typically do not receive campus mail and, therefore, are not considered on-campus addresses. Student organizations will receive campus and postal mail, as well as information from other student organizations or campus departments in their designated mailbox. CSO staff reserve the right to discard mail left in the
mailbox area for over one month. Additionally, all mailboxes are emptied after Priority Registration is complete. All organizations that choose to have a CSO mailbox will be required to check it regularly.

Please have all student organizational mail labeled as follows:

“Organization Name”

102 Tate Student Center

Athens, GA 30602

Technological Resources Available to Registered Student Organizations

Web

- Enterprise Information Technology Services (EITS) offers resources and services to student organizations.
- Departments and organization developing webpages on EITS-provided facilities are expected to maintain the currency of their page content and conform to The University of Georgia computer usage policies.
- Each organization is required to have a Unit Administrator responsible for the allotted webpage. It is preferred that the Unit Administrator be a staff or faculty member. If this is no possible, a faculty or staff member must sponsor the Unit Administrator.
- More information about the Unit Administrator, as well as other computer usage policies and regulations are available at http://eits.uga.edu. All student organizations must adhere to the policies outlined by EITS.
- To request organizational web space, fill out the form at http://eits.uga.edu or here.

Email

Registered student organizations have the ability to establish organizational email accounts providing that the work of a student organization relates directly to or is in support of The University of Georgia or University System of Georgia sponsored activities. To request an organization email address, call Enterprise Information Technology Services (EITS) help desk at (706) 542-3106.

Listserv

By using a UGA listserv, student organizations can use one email address to send information all subscribed members. For more information or to establish an organizational listserv, visit http://listserv.uga.edu.

Organization Space Available in the CSO

The Center for Student Organizations located in Tate 102 provides various options for student organization space. The student organization space (located in Tate 102) is fully equipped with conference tables, computer access, office supplies, and more. This space is available for all student organization usage.

Students must apply for office, cubicle, and storage space during the months of March/April. Space allocations are for one academic year and must be applied for each year. Previous occupancy does not guarantee renewal of the space. The CSO website provides details about the types of space options and the allocation process.
The Student Handbook and the Student Code of Conduct
Student organizations are expected to adhere to the policies outlined by The University of Georgia, as well as those in the Student Handbook.

In addition, student organizations are also responsible for the information published in the Student Code of Conduct. Possible student organization sanctions for violating university policy of the code of conduct include, but are not limited to, the following:

- **Recommendation for charter revocation:** An official request to a national office that the local chapter’s charter be revoked.
- **Revocation of university registration:** Permanent severance of the organization’s relationship with the university.
- **Suspension of university registration:** Temporary severance of the organization’s relationship with the university for a specific period of time. The period of time and any requirements, which must be satisfied prior to re-registration, must be specified in the decision of the hearing panel.
- **Probation:** Notice that further finding of responsibility for the violation of any university conduct regulation(s) as specified in the decision of the hearing panel or informal resolution agreement will likely result in suspension of revocation of university registration. The period of probation shall be specified in the decision of the hearing panel or the informal resolution agreement.
- **Reprimand:** State disapproval or warning issued to the student organization.
- **Restitution:** Reimbursement for a loss caused by the organization’s actions.
- **Community service:** Assignment to work a specific number of hours at a community service site determined by the judicial board and/or the Office of Student Conduct. Community services locations exist on and off campus.
- **Restrictions:** Restriction of some or all of the organization’s activities or privileges, including, but not limited to, social privileges and recruitment privileges.
- **Other educational sanctions:** Projects or assignments designed to educate an organization in connection with the effect of its member(s)’s actions. Educational assignments include, but are not limited to, alcohol awareness programs and/or risk management programs.
- **Other sanctions modified to meet the particular circumstances of a given situation.**

Non-Discrimination and Anti-Harassment (NDAH) Policy
The University of Georgia is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents’ policy, and University policy, the University prohibits any member of the faculty, staff, administration, student body, volunteers or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person’s race, sex (including sexual harassment), gender identity, sexual orientation, ethnicity or national origin, religion, age, genetic information, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University.

Every member of this university community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment.
Complaints and reports of discrimination and harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated. All reports and complaints of discrimination and harassment will be promptly investigated and appropriate action will be taken as expeditiously as possible. The University will make reasonable efforts to protect the rights of both the complainant and the respondent.

All students and employees should report any discrimination and/or harassment that they experience and/or observe to the NDAH Officer. No student or employee should assume that an official of The University of Georgia knows about a particular situation. The University encourages any person who feels he or she has been discriminated against or harassed to promptly report the incident to the NDAH Officer.

If you have knowledge of or believe you have experienced discrimination, harassment or retaliation that is prohibited under the University’s Non-Discrimination and Anti-Harassment (NDAH) Policy, please contact the Equal Opportunity Office at 706-542-7912 or ugaeoo@uga.edu.

The full text of the policy can be found here: https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy.

Hazing Policy
All student organizations at The University of Georgia are required to adhere to the university’s no-hazing policy. During the registration process, each organization’s chief officer (or member who fills out the registration form) agrees that they have read and will abide by the no-hazing policy. It is the responsibility of the individual registering the organization to ensure that all members of the organization are aware and agree to the no-hazing policy.

The University of Georgia does not condone hazing in any form. Hazing is defined as any intentional, negligent, or reckless action, activity or situation that causes another pain, embarrassment, ridicule, or harassment, regardless of the individual’s willingness to participate. Such actions and situations include, but are not limited to, the following:

- forcing or requiring the drinking of alcohol or any other substance
- forcing or requiring the consumption of food or any other substance
- calisthenics (push-ups, sit-ups, jogging, runs, etc.)
- “treeings”
- paddle swats
- line-ups
- theft of any property
- road trips
- scavenger hunts
- causing fewer than six continuous hours of sleep per night
- conducting activities that do not allow adequate time for study
- forcing or requiring nudity at any time
- performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc.)
- forcing or requiring the violation of university policies, federal, state, or local law.
A UGA Hazing Compliance Form can be found here and on the CSO’s website under “Resources & Forms.”

**Reporting a Hazing Incident**

If you are a victim of hazing or need to report hazing activity you have witnessed, please call:

- **UGA Police**: 706-542-2200
- **UGA Greek Life Hazing Hotline**: 706-207-0779
- **Office of the Vice President for Student Affairs**: 706-542-3564
- **Office of Student Support Services**: 706-542-8220
- **Office of Student Conduct**: 706-542-1131
- **Center for Student Organizations**: 706-542-8584
Financial Resources and Policies

There are a variety of ways that student organizations can fund their efforts. Student organizations are not simply given funding when they register. The CSO staff is willing to meet with any student group looking to explore the different funding options available.

General Activity Fee Guidelines
The following guidelines apply to all student organizations receiving an activity fee allocation.

- Student Activity Fee funds are allocated only to registered organizations whose programs will directly benefit or serve a large segment of the student body. Programs and activities funded in whole or in part by the Student Activity Fee Allocations must be open to any interested student.
- Categories of organizations have been established with different request processes and operating procedures in order to accommodate the diversity of size, complexity, and purpose for the various campus organizations and programs. Each organization requesting funding must submit a budget proposal on current forms to the appropriate office as follows:
  - **Academic:** Organizations should obtain budget request packets from the office of the dean of their respective school or college. Organizations should follow the request due dates and specific guidelines established by the school or college committee.
  - **International:** Organizations should contact the Office of International Student Life, located at 210 Memorial Hall, and follow the request process established by the International Organization Council.
  - **Club Sports:** Apply through the Sports Clubs Councils under the auspices of the Department of Recreational Sports, located in the Ramsey Student Center.
  - **Programs & Activities with Campus-Wide Emphasis/Non-Academic:** Organizations should contact the Dean of Students Business Office (3rd floor of the Tate Student Center) in January to obtain appropriate budget request materials to be considered for line-item funding during the allocation process each spring.

- Each organization requesting funding must comply with the request process established by the applicable recommending committee for the category.
- Student Activity Fee funds may be used to fund worthwhile programs of student organizations. This does not include the ordinary operational expenses of:
  - Denominational or Sectarian Religious Activities
  - Partisan Political Activities
  - Social Fraternities or Sororities
  - Charitable Causes or Contributions or Events that are Purely Social in Nature.

However, any registered organization may request program assistance funding for programs that are directed to the campus as a whole, open to any interested student, and are deemed to serve, benefit, or be of interest to a significant segment of the university community.

In addition, Student Activity Fee funds may not be used to purchase recognition awards and host banquets.
• Student organizations whose active membership includes non-university students (this is not to exclude duly elected faculty advisors) shall receive Student Activity Fee fund allocation for student members.

• All organizations which receive line-item allocations must deposit all receipts through the Dean of Students Business Office and make all expenditures through that office.
  • This specifically excludes line-item organizations from maintaining private bank accounts.
  • Any proposed exception must have written approval of the Vice President of Student Affairs or the respective academic dean.

• All allocated organizations which generate income from the sale of tickets or merchandise must use the Dean of Students Business Office as the sole point of sale and are prohibited from selling such items on their own or through other outlets.

• Student Activity Fee funds may be used to fund student travel to conventions, conferences, and team competitive events. Guidelines may be developed by the various recommending committees that limit the number of individuals funded to attend a single conference or conventions, the number of trips funded, and the amount reimbursed, and/or restrict the types of travel expenses funded.
  • However, travel reimbursements may not exceed the applicable university ravel expense limitations.

• No Student Activity Fee funds shall be used to fund scholarships.

• Student Activity Fee funds shall not be used routinely for capital outlays (capital expenditures, assets). This is not to exclude routine equipment and maintenance.
  • Requests for checks and purchases by an organization having Student Activity Fee funds credited to its account should be signed by a designated student member of the organization and the organization advisor. Where this requirement might impede prompt payment of obligations, organizational records must be maintained to support organizational approval of the expenditure.
  • No transfers may be made from one account to another without the approval of the Vice President for Student Affairs.
  • Unexpended fund balances as of June 30 of each year will be recalled to the Student Activity Unexpended Funds account.

**Fundraising**

Use of university facilities or grounds for fundraising must be approved by the Center for Student Organizations. Requests for approval must be submitted online to the Center for Student Organizations at least 10 business days in advance of the event. The application to fundraise can be found on the CSO website at [http://stuorgs.uga.edu/fundraising](http://stuorgs.uga.edu/fundraising). All approved student organization fundraisers will be assigned a permit, which must be picked up from the CSO on the day of the fundraiser. Permits for fundraisers occurring over the weekend may be picked up the Friday prior.

Fundraising as it pertains to student organizations is defined as the on-campus seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms or support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. The distribution by student organizations of materials or commercial publications not protected by the First Amendment must also be approved.
Willful failure to comply with these guidelines will be grounds for denial of future requests to use the Tate Student Center.

To be approved, proposed student organization fundraising projects must comply with the following guidelines:

- Projects may not in any way interfere with normal academic programs or functions.
- Fundraising requests should be submitted to the Center for Student Organizations at least 10 business days prior to the proposed event. The applications to fundraise on campus can be obtained online at [http://stuorgs.uga.edu/fundraising](http://stuorgs.uga.edu/fundraising).
- All fundraisers will be assigned a permit upon approval. Permits are only valid for one day.
- In addition to filling out the fundraising request, student organizations must gain approval for the use of university space. It is recommended that student organizations take care of both responsibilities simultaneously.
  - Fundraising approval does not constitute space allocation approval.
- The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service that may be available through an existing university-operated service or through a university contract with a commercial vendor, may be subject to the policy “Operation of Business Enterprises on Campus,” Attachment A to The University of Georgia Solicitation Policy, and must not violate related state laws and local ordinances.
- Fundraising requests will not be granted for the personal benefit of an individual.
- Fundraising at university athletic association events is prohibited. Any request considered to be an extenuating circumstance should be submitted to the Office of the Dean of Students for university approval. If approved, the request will be forwards to an athletic association representative for additional consideration.
- Priority for requests will be given to fundraising activities that are:
  - education in nature or directly related to the curriculum;
  - for philanthropic purposes;
  - for the benefit of a large segment of the university population.
- A contract, if applicable, may not be signed by an organization for a fundraising activity conducted on campus until it has been approved.
- A separate request must be submitted for each day that the fundraiser will take place.

The following actions are prohibited when fundraising:

- Door-to-door residence hall contact
- Fundraising for personal gain
- Use of the campus mail service
- Fundraising in buildings and other closed areas. Fundraising may only be conducted in such open areas as designated by the committee.
- The use of coercive acts that might intimidate those persons for whom support is sought.

**NOTE:** The Athens/Clarke Commission must approve all street closings for fundraising events such as street dances, road races, or any other activity taking place on city streets. The request should be forwarded to the council 45 days before the event. Persons making the request should consult the Athens Police Department prior to submitting.
**University Funding**

In addition to fundraising for your organization, there are a variety of ways that your organization can receive funds from the university. Each of these accounts/allocations processes carries with them a variety of responsibilities and expectations. In order for your organization to be eligible for these funds you must comply with all Dean of Student Business Offices procedures/policies.

**Agency Accounts**

Agency Accounts are slightly different from allocated funds accounts in that these accounts are reserved primarily for organizations that are raising funds (not utilizing activities fee monies). This account operates similar to a traditional checking account in that funds carry over from year to year. Please contact the Office of the Dean of Students Business Office for a full list of the expectations for organizations holding agency accounts.

**Allocated Funds Accounts**

Organizations that receive funding from the All-Campus Allocations process are required to have an Allocated Funds Account. Since these accounts are established with activities fees, the organizations that hold Allocated Funds Accounts are subject to all general activity fee guidelines. Additionally, because these accounts are established with activity fee monies, all unexpended fund balances as of June 30 of each year will be recalled to the Student Activity Unexpended Funds account.

Organizations that have Allocated Funds Accounts may be able to take advantage of the following resources/privileges:

- Intradepartmental direct charges
- Intra-university payments
- Check request
- Petty cash
- Procurement card
- Purchase order
- Professional services

Additional information regarding the benefits listed above can be found on the Business Office website: [http://www.dos.uga.edu/services/businessoffice](http://www.dos.uga.edu/services/businessoffice).

Not all organizations will be eligible to utilize the aforementioned resources. For details on each of the privileges listed above, please feel free to visit the Business Office located on the third floor of the Tate Student Center.

**Student Government Association (SGA) Small Clubs Allocations**

The Student Government Association receives funding to allocate to student organizations. All new organizations are required to go in front of SGA Small Clubs Allocations for two years prior to requesting All-Campus Allocations. This helps familiarize student organizations with the funding process at UGA. To find out more information about Small Clubs Allocations, please visit SGA’s website regarding the process: [https://uga.collegiatelink.net/form/start/49374](https://uga.collegiatelink.net/form/start/49374)
Programming and Event Planning

Campus Reservations

- The Campus Reservations Office oversees the reservation of all space in the Tate Student Center (including the Tate Plaza and Lawn, North Lawn, and Legion Field).
  - Additionally oversees Reservations in:
    - Memorial Hall
    - Several academic spaces on campus
    - Including the Miller Learning Center
    - Chapel
    - Most Outdoor Places on Campus
    - Including: Herty Field, New College Lawn, President’s Garden, DW Brooks Mall, and Jaworski Amphitheater

- In addition to facility space, Campus Reservations also handles promotional space such as all outdoor banner areas, electronic marquees in the Tate Student Center, and promotional table reservations.
- The reservation process can be conducted on Campus Reservations’ website at http://reservations.uga.edu.
- The chief officer of the organization will be copied on all reservations in order to ensure that space is being reserved for student organization purposes.
- The office is located in 121 Tate Student Center, and the phone number is 706-583-8020.

Advance Notice Requirements to Reserve Space on Campus

- Student Affairs departmentally-advised student organizations may request reservations one year in advance of the event in Tate Student Center facilities.
  - Check with the CSO if you are unsure whether or not your organization is a Student Affairs departmentally-advised student organization.
- All officially registered student organizations may request reservations six months in advance of the event in Tate Student Center Facilities.

Amplified Sound Policies

- Outdoor
  - Any event with amplified sound must end by 11 p.m.
  - Sound reinforcement of live music may not include subwoofers, long throw speakers, woofers larger than 15 inches, or heavy percussion including large drums and heavy bass.
  - The Tate Student Center reserves the right to restrict/deny the use of or turn off any amplified sound system that interferes with the normal operations of the Tate Student Center, the Tate Plaza, Memorial Hall, or surrounding areas and buildings.
  - Live music is not allowed on Memorial Hall plaza due to the proximity of the nearby classroom buildings.
  - No amplified sound is allowed on Tate lawn.

Indoor

- No amplified sound is allowed in meetings rooms.
• Limited amplified sound is allowing the Reception Hall due to proximity to meetings rooms.

Facility and Equipment Rental Fees
There are fees associated with many facility and equipment rentals for student organizations at UGA. Please consult Campus Reservations for more information about these fees and payment instructions. The Campus Reservations website includes all fee guidelines, policies, and procedures.

Tate Student Center Facilities Prohibited Items and Actions
The following are prohibited in the use of Tate Student Center facilities:

- Alcohol,
- Tobacco Products,
- Microwaves,
- Open Flame
  - Candles are allowed if set on a stationary object AND inside a glove which covers the flame
- Animals (except service animals)
- Anything that could damage facilities, including, but not limited to:
  - painting
  - taping
  - gluing
  - the use of glitter is prohibited.

Campus Reservations reserves the right to fine any student organization found in violation of these policies.

UGA Food Policies

- Food is allowed in the Tate Student Center, but the room is to be left clean and trash-free. A fee will be charged if cleaning is required.
- A great deal of care should be taken when providing food for organization members and others. Prepackaged goods are always a wise choice for a bake sale. Please use appropriate heating and cooling recommendations when serving food at your organization event.
- Outside catering (food brought in by anyone other than Tate Student Center Catering, including self-catering) must be approved in advance and have no access to UGA Food Services water, facilities, or equipment. Visit Campus Reservations in 121 Tate Student Center for approval procedures and information.
- Detailed food policy information can be found on the Office of the Dean of Students Business Office website: http://dos.uga.edu/services/businessoffice/food_purchase.html.

UGA Alcohol Policies
Events with alcohol are prohibited in the Tate Student Center unless cleared with the Campus Reservations event coordinator and all institutional requirements have been met. For more information about UGA alcohol policies, visit http://drugpol.uga.edu/.
Event Security Policies
Based on the nature of a planned event, security (including security guards and/or police officers) may be required at the expense of the student organization. Call Campus Reservations at 706-583-8020 for more information on security policies.

Student organizations using university facilities are responsible for seeing that entrances and exits are free of obstructions and handicap accessible. Failure to comply with the Office of the Dean of Students and university policies or federal, state, and local law may result in the cancellation of future reservations and/or restriction from the use of Tate Student Center facilities. Discrimination in the use of these facilities regarding disability, race, religion, nationality, or sexual orientation is prohibited.

Event Ticket Sales
The Office of the Dean of Students Business Office is responsible for the sale of any and all tickets to programs and events sponsored by registered student organizations when these student organizations intend to deposit ticket revenue into a university account. All revenue from ticket sales must be deposited into an official University of Georgia business account.

Tickets are sold at the Business Office on the third floor of the Tate Student Center behind the information desk. To sell tickets via the Business Office, stop by the desk and fill out a ticket request form at least one week in advance of the ticket sale date. Ticket sale policies are also available there.

Movie Showings
Student organizations must obtain permissions from the copyright owner or obtain a license. Owning your own copy of a movie does not grant you these permissions. The following two companies contract films for public viewing:

- Swank Motion Pictures  
  1-800-876-5577

- Criterion, USA  
  1-800-890-9494

Use the websites to search for the film you wish to show. They both give more information on obtaining these licenses. By renting your movie through one of these companies, you buy the license to show the film to a large group. Prices can range from $200-$800 depending on when the film was released and how popular it is.

Hosting a 5K Race
The University of Georgia and the Ramsey Center has an approved 5K course that registered student organizations are permitted to utilize. An organization may request permission to use the course by contacting the staff at the Ramsey Center. There are several signatures that registered student organizations must procure prior to being granted approval for using the 5K course. Additionally, if your organization plans to charge an entry fee in order to participate in the 5K race, you must receive fundraising approval from the Center for Student Organizations.

Contact Libby James ([eaws@uga.edu](mailto:eaws@uga.edu)) to access the necessary paperwork to reserve the 5K course.
**NOTE:** The Athens/Clarke Commission must approve all street closing for fundraising events such as street dances, road races, or any other activity taking place on the city streets. The request should be forwarded to the Commission 45 days before the event. Persons making the request should consult the Athens Police Department prior to submitting.

**Reserving a UGA Vehicle**

Insurance coverage and access to UGA Automotive Vans can be obtained by completing the Volunteer Agreement forms. However, the Volunteer Agreement forms require a description of the structured volunteer program. This description must demonstrate that the volunteer activity is organized, controlled, and directed by UGA and the activity is conducting State of Georgia business.

Not-for-profit, student-run organizations, not directly connected to a university department or office and not advised by a university employee as part of their written job description are not under the control or direction of The University of Georgia and therefore do not qualify as conducting State of Georgia business. These activities operated by student-run organizations do not fit within the intended meaning of a structured volunteer program as defined in the Georgia Tort Claims Act.
Freedom of Speech

No rights are more highly regarded at The University of Georgia than the First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University of Georgia remains committed to affording every member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations which do not disrupt the operation of the university. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the university being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time ensuring that the university fulfills its educational mission, the university has the responsibility to regulate the time, place, and manner of expression. Through such regulation, the university can assure equal opportunity for all persons, preserve order within the university community, protect and preserve the university property, and provide a secure environment to individuals exercising freedom of expression.

UGA Free Speech Policies

In order that persons exercising freedom of expression not interfere with the operation of the university or the rights of others, the following apply without exception to any form of expression and will be used to evaluate any plans requiring approval:

- Notice must be given for events which may obstruct vehicular, pedestrian, or other traffic at least 24 hours in advance by the Office of the Dean of Students (325 Tate Student Center).
- Use of sound amplification on campus is regulated and must be approved at least 24 hours in advance by the Office of the Dean of Students.
- There must be no obstruction of entrances or exits to buildings.
- There must be no interference with educational activities inside or outside of buildings.
- There must be no impediment of passerby or other disruptions of normal activities.
- There must be no interference with schedules of university ceremonies, events, or activities.
- Malicious or unwarranted damage or destruction of property owned or operated by the university or property belonging to students, faculty, staff, or guests of the university is prohibited. Persons or organizations causing such damage may be held financially responsible.
- Persons or organizations responsible for a demonstration or other expressive event must remove all resulting signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
- No camping is allowed and temporary structures (tents, etc.) are prohibited.
- There must be compliance with all applicable state and federal laws and university policies, rules, and regulations.
- Reasonable limitations may be placed on the time, place, and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.

Any question regarding the free speech policies may be directed to the Office of the Dean of Students. Permissions to hold free-speech events should be requested from the Association Dean of Students. For more information, contact 706-542-7774.
Location Options for Speeches and Demonstrations
The areas designated as “Free Expression Areas” for speeches and demonstrations are the Tate Student Center Plaza and the Memorial Hall Plaza which as generally available for this purpose between 8 a.m. and 9 p.m., Monday through Friday. Use of these areas for speaking, demonstrating, and other forms of expression will be schedule through the Office of the Dean of Students in order to best accommodate all interested users.

Other areas of the campus and other times are occasionally used for speeches and demonstrations. Plans for speeches and demonstrations in other areas and time must be approved by the Office of the Dean of Students at least 48 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality.

Distribution of Written Materials
Non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other closed structures on the campus. No stand, table, or booth shall be used in distribution except in the Tate Student Center Plaza and the Memorial Hall Plaza and only with the permission of the Associate Dean of Students. The university maintains a position of neutrality as to the content of any written material distributed on the campus under this policy. The distribution of commercial materials and publication is covered by the Campus Solicitation Policy.

Marches
Marches may take place on streets and sidewalks of the campus. Notice for all marches must be given to the Association Dean of Students at least 24 hours in advance. If you organization plans to march off campus, you must retrieve approval from the City of Athens.
Advertising and Publicity

The below offerings and descriptions are an abbreviated listing of the possibilities for advertising on campus. More thorough descriptions and tips can be found in the Campus Promotions Guide: http://stuorgs.uga.edu/policies/pdfs/promotion.pdf.

Regulations and Policies

- Advertisements must promote and event sponsored by a registered student organization.
- Commercial advertising is not permitted on campus. If your event is co-sponsored by a commercial business, the name/logo of that business must be printed in type that is significantly smaller than the name/logo of the student organization and the event information. If you have questions regarding commercial co-sponsoring or advertising, contact Auxiliary Services at 706-542-6994.
- Events occurring at off-campus, private establishments must feature the name of the sponsoring student organization in a significantly larger font size than the name of logo of the venue.
- The name of the sponsoring organization or department MUST appear on each poster. “Teaser” advertisements may be used, but the sponsoring organization must be identified on the flyers. Teasers are defined as ads which give little information except an eye-catching slogan or logo which will be replaced by a more informational ad a later time.
- Glitter, telephone number tabs, card pouches, tear-off cards, and other such materials are not permitted in most areas because of the little problems they create. Please inquire at the individual department offices in each building for specific limitations.
- If the flyer is printed in a language other than English, English subtitles must be listed to identify the name of the organization, the subject of the flyer, and the time and place of the event.
- Advertisements may not advertise alcohol in any form on campus. If an event occurs off campus, no references may be made to alcohol in any form, including drink prices or drink specials.
- “Late Night Events” are those happening after normal building hours in the Tate Student Center facilities. These events must include on all advertising the following statement: “No alcoholic beverages allowed, ID required, and no one under 18 permitted.”
- Student organizations may hand out non-commercial handbills on a person-to-person basis on the Tate Plaza; however, handbills may not be left on chairs, tables, desks, etc., of the Tate Student Center or Memorial Hall or any other building on campus.

Posting Flyers

Flyers may only be posted:

- Tate Student Center and Memorial Hall: Up to five 8x11 posters may be submitted from any group, club, or organization with the Center for Student Organizations. Poster or flyers posted in the Tate Student Center and Memorial hall must be approved by the information desk or information desk supervisor. All posters in these buildings will be posted by employees. Any posters that are posted without the approval of the information desk will be removed and discarded. Brochures or pamphlets may also be submitted to the information desk to be placed in brochure racks. Poster-sized advertisements may be placed in glass display cases as space permits. The information desk has the right to deny any flyers, ads, brochures, etc.
• Interior bulletin boards: Interior bulletin boards are subject to the approval of the department overseeing the bulletin board. Boards that are specified for use by certain groups or departments are not available for general posting. Check with the department office of each building for poster approval.

• Exterior bulletin boards: Exterior bulletin boards are located at various locations around campus. Some boards may have names of campus groups on them that reserve that board for that. No advertisements may be place on reserved banner boards in front of the Tate Student Center, Memorial Hall, or Physics building without a reservation, and only banners may be placed on those boards.

• Residence halls: Student organizations may leave literature or a designated distribution table in each residence hall community. The literature will be discarded every two weeks. Student organizations may submit 64 flyers for posting to the Russell Hall administration office. Please drop off flyers two weeks in advance to ensure their hanging. Any and all unapproved signs found posted in the UGA residence halls will be removed.

Nothing may be posted on any surface that is not an approved bulletin board.
Bus shelters, trashcans, walls, railings, bathroom stalls, benches, light posts, staircases, windows, doors, newspaper boxes, cars/windshields, etc., are not approved posting locations. Anything posted in these areas will be immediately removed. Organizations that violate this policy can be subject to fines and/or sanctions.

Banners
Banner boards are large boards that student organizations can reserve to place banners to advertise their events. The Office of the Dean of Students has nine banner boards for use by student organizations: two boards are located in front of Memorial Hall, one in front of the Physics Building, one inside the Tate Student Center, two on the Tate Plaza, one next to Sanford Bridge and one at the first floor entrance of the Tate Student Center. Generally, student groups make these banners with supplies from Campus Reservations or the Center for Student Organizations.

Professionally-made banners may be displayed on the breezeway between the Tate Student Center and the University Bookstore. Visit Campus Reservations located on the first floor of the Tate Student Center for information and pricing (706-583-8020 or reservations.uga.edu). Professionally-made banners can be ordered at the Tate Print & Copy Services. For prices and more information, call 706-542-8493.

Bulk Email
The Center for Student Organizations maintains a listserv for all student organizations with weekly email updates. In addition to information from the Center for Student Organizations, this listserv can be used by registered student organizations to advertise events and send information to other student organization leaders. To send information via the Center for Student Organizations listserv, please fill out the form available on the CSO website.

Bus Cards
All bus card requests are handled through Print & Copy Services, Room 375 Tate Student Center. All bus cards must advertise an event sponsored by a registered student organization. The name of the sponsoring organization must appear on each poster. The Office of the Dean of Students reserves the right to deny any bus card. All bus cards will be posted by employees of the Print & Copy Services. Bus card reservations can be made when copy or camera-ready copy is submitted and an order form is completed. Space is given on a first-come, first-serve basis. Payment or an account number is expected.
at order time. Reservations are for a two week period. Ordinarily, bus cards will be posted Sunday nights on approximately 41 UGA buses.

Bus cards are 11 inches by 17 inches (horizontal format), laminated, and trimmed to fit slots. For more information, call 706-542-8493 or visit http://www.uga.edu/campuslife/services/buscard.html.

Print Advertising

- **The Red and Black**
  Student organizations may advertise in the UGA Today section of The Red and Black at no charge (as space permits), or they may choose to pay for guaranteed advertising in the paper. Items for UGA Today must be submitted in writing at least two days before the date it is to be published. Submit items to The Red and Black office at 540 Baxter St. (706-433-3002), or visit www.redandblack.com for more information about advertising rates or advertising on their website.

- **Columns**
  Columns, the weekly faculty/staff newspaper, will print announcements from campus-based organizations whose membership includes UGA faculty and/or staff. All announcements should be sent via email two to three weeks in advances to columns@uga.edu. Student organizations can also send announcements through campus mail to: Columns, A205 Stegeman Coliseum, Athens, GA 30602. Columns can be reached at 706-542-8077.

- **Athens Banner-Herald**
  Athens Banner-Herald, the daily local newspaper, hosts a community calendar that lists events happening in the Athens area. They also sell advertising space based on the size of your advertisement. Athens Banner-Herald can be contacted at 706-549-3278, or you can visit www.onlineathens.com.

- **Flagpole**
  Flagpole is a local, weekly newspaper that is available for free on-campus and in the Athens community. Organizations can submit advertisements to Flagpole for publication. They can be contacted at 706-549-9523 or emailed at mail@flagpole.com. More information about advertising rates can be found www.flagpole.com.

**NO CHALKING**

To prevent defacing of university property, the use of chalk to write messages, advertisements, etc. is prohibited in and around Tate Student Center facilities. The includes the sidewalks and walls adjacent to the Tate Student Center, Tate Plaza, Memorial Hall, Memorial Hall Plaza, and Legion Field and Pool. Any organization identified as having used chalk on the sidewalks, plaza, walls, etc. of these facilities and adjacent areas will be assessed an appropriate clean-up charge and may face organizational sanctions.

**Electronic Marquee**

Electronic Marquees are located on the first and third floors of the Tate Student Center. For information about marquee announcements, contact Campus Reservations in Tate 121 or at 706-583-8020.
Electronic Message Boards
The electronic message board at the front of the UGA track on Lumpkin St. is programmed daily by the Athletic Association. Please call Sports Promotions at 706-542-9039 for more information.

Master Calendar
Student organizations can advertise UGA-sponsored events on the Master Calendar. To view the calendar or submit an event to be added, visit http://calendar.uga.edu.

Bulk Mailings
Postal Service regulations and University Housing policies govern the placement of materials in student mailboxes. Mailings from student organizations will be placed in student mailboxes only when individually addressed with the room number and hall designation. In addition, all mailings must be posted through the U.S. Postal Service.

To send a mass mailing to other student organizations, items must be individually addressed and processed according to guidelines published by Campus Mail (http://www.busfin.uga.edu/mail/addressing.html). Contact Campus Mail at 706-542-7312 for more information about this process.

Street Painting
Registered student organizations may advertise by painting a section of Sanford Drive near Hooper Street. Water-soluble (tempura) paint must be used. The organization will be subject to a fee if permanent paint is used. The organization is responsible for coordinating a date and time for painting through Campus Reservations (121 Tate Student Center; 706-583-8020) and calling the UGA Police (706-542-5813) at least 24 hours before the painting project to let them know you will be on the street. Weekend hours are preferred due to less traffic. The housing between midnight and 7 a.m. are the most suitable times of day. There is no charge for advertising in this form.
UGA Logo and Trademark Restrictions

As a student organization, you are allowed to use images, logos, words and phrases, and marks of the university. However, it is imperative that you receive the proper approval. Even if you are not sure if the image, logo, work, or mark needs approval, it is better to err on the side of caution and make certain. This includes university logos and self-created artwork that depicts university images.

Steps for seeking approval for usage of a logo or trademark:

1. Finalize the artwork, logo, or image in the exact manner that it will appear to the public.
2. Complete the “Logo Request Form” found on the CSO website: http://stuorgs.uga.edu/policies/pdfs/logo_approval.pdf.
3. Email Chip Stewart (chips@uga.edu) the final artwork and completed approval form.
4. Wait for the approval email that will include a signed copy of the approval form.
5. Use the logo only in the manner approved by the university.

Seek approval any time you plan to use the image, logo, word, or mark in a different manner. Keep in mind that The University of Georgia does not allow alterations of its marks, images, logos, etc.

The approved logo is valid for one year. After that year has passed, you must complete the above process again.

The University of Georgia Logo and Trademark policy serves to protect the visual representation of the character of the institution. The logo system and associated policies give the university a consistent visual image that makes it easy for many audiences to recognize the institution and to clearly identify specific policies associated with the university. The policy incorporates several University of Georgia attributes: history and tradition through the use of the Arch; the founding date of the university; the colors red, black, and silver gray; and academics, through use of the words “The University of Georgia.”

For more specific information and the official university policy regarding logos and trademarks, visit https://dar.uga.edu/policies_ugaf/nodes/view/403/Internal-and-Affiliated-Uses.