Student Leaders,

Congratulations and thank you for your willingness to serve your organization and the Institute. We look forward to supporting you in your role and to helping you make this leadership experience a valuable one.

The following resource binder is designed to help you lead your organization and to provide you with the necessary information to answer as a student organization leader. To assure you are fully supported three entities of campus that are important to know are as follows:

1) Student Government Association sets governing policies for student organizations and provides funding opportunities.
2) Presidents’ Council Governing Board oversees development and networking opportunities for student organizations.
3) Office of Leadership & Civic Engagement coordinates individual organization information, provides leadership development opportunities for all students, enforces the policies set forth by Student Government and promotes engagement on all levels.

More information about each organization and respective resources are included in this binder.

Presidents’ Council Governing Board, Leadership & Civic Engagement, and Student Government are all here for the success of student endeavors and are committed to the Institute’s mission to create global leaders and citizens. Please feel free to reach out to us in any circumstance.

We look forward to working with you throughout the year.

In Progress and Service,

Lisa White
Executive Chair | Presidents’ Council Governing Board

Justin Eisenberg
Vice President of Campus Organizations | Student Government Association

Kelly Cross
Student Organizations and Leadership Coordinator | Office of Leadership & Civic Engagement
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Mission
We believe in our student leaders. We believe in the vast potential of Georgia Tech student organizations to be the most dynamic, engaged and impactful in the nation.

Vision and Purpose
The Presidents’ Council Governing Board strives to enhance the leadership capacity of the highest officer of each student organization, and the effectiveness of each student organization with respect to its intended purpose and broader potential through collaboration, ultimately toward fully realized student initiative at Georgia Tech! To these ends, Presidents’ Council Governing Board shall:

- provide guidance, resources, networking opportunities, and developmental workshops for the Presidents’ Council
- set the direction of the Presidents’ Council
- facilitate out of the box thinking, communication, and visionary activity within the Presidents’ Council
- encourage collaboration among the Presidents’ Council and student organizations
- assess organizational needs, and implement creative solutions to problems facing student organizations
- recognize excellence within the Presidents’ Council and student organizations
- represent student organizations at large to the Institute

Organizational Structure
The Presidents’ Council is comprised of three entities that seek to uphold this vision of collaboration and communication: the Council, the Governing Board, and the Advisory Board.

The Council is comprised of all the presidents of campus organizations. Presidents are automatically members, and may send representatives of their organizations to any and all functions. The Council meets three to four times a semester to discuss campus interactions and means of improving student life via organizations and activities. The purpose is to increase communication and collaboration between student groups.

The Governing Board and the Advisory Board are the student and faculty/staff committees, respectively, that provide guidance and direction to the Council.

The Advisory Board is comprised of prominent faculty and staff members who serve as a resource for the Governing Board, providing advice and assistance as needed. The Executive Chair of the Governing Board also chairs the Advisory Board and the Presidents’ Council.
The Governing Board is formed by a minimum of 10 campus leaders who strive to promote the following objectives:
1) To promote diverse programming on the Georgia Tech campus
2) To expose leaders to all campus organizations and the services that they provide
3) To act as an information source for the leaders of the student organizations
4) To recognize the achievements and efforts of student organizations
5) To obtain 100% participation by student organizations
6) To provide a unified voice from the organizations to the Georgia Tech campus

Projects and Initiatives
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Burdell’s Best Awards
Engagement Week Student Organization Fair
Networking Nights
Presidents’ Council Meetings
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Student Organization Roundtables
Up with the White and Gold Ceremony

Governing Board Executive Team
Lisa White Executive Chair lisawhite@gatech.edu
Will McAllister Vice Chair of Finance wmcallister@gatech.edu
Robert Johnson Vice Chair of Communications rhjohnson@gatech.edu
Sumia Basunia Vice Chair of Campus Collaboration sbasunia3@gatech.edu
Elana Burton Vice Chair of Leadership Development elburton@gatech.edu

PCGB All-Star Recognition Program

The All-Star Recognition Program is designed to encourage student organizations to seek out development opportunities throughout the academic year. Full information on the All-Star Recognition Program/Points System will be provided to you very soon!
The Office of Leadership & Civic Engagement applies a student centered approach for students to develop and clarify identity, to understand others, and to promote social change. The Office will provide avenues for student learning and global awareness to nurture the development of responsible, global citizens and inclusive leaders who are committed to building community in the intricate, multilayered world. Georgia Tech students will achieve success by engaging in meaningful spaces to build connections, apply purpose, and develop mutually-beneficial and reciprocal partnerships.

## Service Programs

**Alternative Breaks:** The office supports Alternative Breaks, which are group-oriented, community service-based immersion trips, often held during Institute breaks. We provide resources and consultation regarding best practices, risk management, team building and reflection activities for both domestic and international trips. The office works in collaboration with the student organization, Alternative Service Breaks (ASB) to host ASB-sponsored trips during Fall and Spring breaks.

**Small Act Big Impact:** To introduce new students to the tradition of service at Georgia Tech, the office sponsors Small Act Big Impact, which incorporates a community service component into FASET New Student Orientation. In 2014, the office partnered with the Atlanta Mission: Atlanta Day Shelter for Women and Children to collect over 4685 items throughout the summer collection drive, which were assembled into 926 critical needs kit during the on-campus packaging event.

**MLK, Jr. Day of Service:** This annual day of service honors the national holiday, which calls for “A Day On, Not a Day Off.” Participants volunteer in teams and each team serves at different community agencies in the Metro-Atlanta area. Given that Atlanta is Dr. King’s hometown, the event caries great significance to the Georgia Tech community.

**Jumpstart:** Every child enters the world with potential - Jumpstart was built to help deliver on that promise. Unfortunately, statistics show that in low-income neighborhoods, children start kindergarten 60% behind their peers from different communities. Jumpstart brings preschool children and caring adults together in year-long mentoring relationships to build skills vital to children's success. Children who participate in Jumpstart achieve a 26% gain in school readiness skills, gains significantly higher than those of children not in the Jumpstart program. At Georgia Tech, Jumpstart hires students to work weekly with local preschool children to develop their educational skills. Jumpstart Corps Members can earn a federal work-study award. For questions, please email sarah.perkins@gatech.edu
Student Organizations and Leadership Programs

Engagement Week Student Organization Fair: Each year the Office of Leadership & Civic Engagement and the Presidents’ Council Governing Board hosts the event which promotes engagement through student organizations. The event gives organizations an opportunity to reach out to students about the terrific work and services they provide the campus and the surrounding communities, and it gives general students an opportunity to learn more about ways to engage in campus life. Please go to www.engage.gatech.edu or www.pcgb.gtorg.gatech.edu for more information.

Officer Orientations: Each month, the office provides orientations for organization officers to help provide them with the tools they need for success. A schedule of orientations can be found on www.engage.gatech.edu.

Presidents’ Council: The Presidents’ Council consists of all organization Presidents or their highest ranking official. The office will periodically send out pertinent information to the council list regarding office updates, news, and events, as well as reminders for organizations.

Student Leader Retreat: Each spring, the Office of Leadership & Civic Engagement works with the Office of the Dean of Students to host a two-day retreat for student leaders to discuss important campus issues. The retreat brings together students, faculty, staff, and administration for discussions via open forums and panels. Topics in the past have included academics, campus safety, design of the Office of Leadership and Civic Engagement, and other student needs.

Office Services

Buzzcard Access: Organization Presidents can request after-hours access to the Office of Leadership & Civic Engagement for meetings, computer/copy machine use, and mailbox and student organization office space access. A request form can be found in the office and online at www.engage.gatech.edu.

Copy Machine: Student organizations can have access to the copy machine in the Office of Leadership & Civic Engagement. Organizations will need to fill out a request form for a copy code and pay to utilize the service. A minimum of $30 is needed to start an account. Copies are .01 each. Request forms may be found in the office and online at www.engage.gatech.edu.

JacketPages: JacketPages is the Georgia Tech student designed and developed web system that hosts information for all chartered and chartering student organizations. Organizations can utilize JacketPages to keep track of their registration status and members, apply for Student Government budgets and bills, among other features.

Mailbox: Student organizations can apply for a mailbox located in the Office of Leadership & Civic Engagement. The service is provided on a first-come, first-served basis, year-round. Applications may be found in the office and online at www.engage.gatech.edu.
Meeting Space: Organizations can utilize the Pine and Spring room adjacent to the office for meetings, presentations and more. Reservations can be made through the office in person or via email at leadandengage@gatech.edu. Reservations are made on a first-come, first-served basis and only four reservations can be held for student organizations at any time.

Storage Cabinets: Student organizations can utilize storage cabinets in the Office of Leadership and Civic Engagement to store meeting/event supplies, t-shirts, and more. Applications for storage cabinets may be found in the office and online on the office website. Storage cabinets are currently assigned on a first-come, first-served basis.

Office Space: Each Spring organizations can apply for an office space within the Office of Leadership & Civic Engagement suite. The application will be sent out through the Presidents’ Council list in the spring.

Staff

<table>
<thead>
<tr>
<th>Dr. E. Gerome Stephens</th>
<th>Kelly Cross</th>
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<tr>
<td>Director, Leadership &amp; Civic Engagement</td>
<td>Student Organizations and Leadership Coordinator</td>
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<td><a href="mailto:gerome.stephens@vpss.gatech.edu">gerome.stephens@vpss.gatech.edu</a></td>
<td><a href="mailto:kelly.cross@vpss.gatech.edu">kelly.cross@vpss.gatech.edu</a></td>
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<tr>
<th>Sarah Perkins</th>
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<tr>
<td>Civic Engagement Coordinator</td>
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<td><a href="mailto:sara.perkins@vpss.gatech.edu">sara.perkins@vpss.gatech.edu</a></td>
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Organization Registration

Maintaining Active status as a Georgia Tech student organization is easy! The Office of Leadership & Civic Engagement only needs the following three things on an annual basis, one year from when the forms were previously submitted, or when organization officers or advisors change:

1) Complete two forms:
   a) The Acknowledgement of Drug and Alcohol Policy, and the
   b) Roles and Responsibilities of Student Organization Advisors at Georgia Tech
      i) Failure to submit these forms will result in suspension of the student organization’s rights and privileges (web space, space reservations, access to SGA funds, etc.) until the forms are received.

2) Update your organization JacketPages information
   a) Organizations should update changes to information within seven days of electing or re-electing officers.
      i) The organization JacketPage officer roster is used to verify room reservation capabilities, general organization privileges and will be the primary means by which the Office of Leadership & Civic Engagement will communicate with your organization.
      ii) Presidents will have administrative rights to edit the organization information. Please note, new Presidents must be added before the former President is removed.
3) Membership Requirement
   a) Student organizations must maintain a membership of at least 10 students. All students participating must be enrolled in a degree program, maintain at least six credit hours or be a co-op student, and not be on academic or disciplinary probation.

Student organizations must complete the registration process on an annual basis. Organizations must submit the above forms within one year from when they were previously submitted, or within seven days of an officer or advisor change.

Should an organization fail to submit the paperwork by the deadline, the organization registration status will be changed to Under Review (suspended). Under Review organizations lose the privilege to reserve space, request funds and host events. Once placed Under Review an organization has one year to submit the required forms and update JacketPages. Should the organization fail to meet this deadline they will become Inactive (closed) and will need to re-charter to become a student organization.

Jacketpages: How to Add Members

- Log in to jacketpages.gatech.edu

Welcome to JacketPages

JacketPages serves the student body at Georgia Tech by connecting students with student organizations and student organizations with your Student Government Association (SGA). This allows you to browse student organizations, get involved, and, if you’re already involved, to communicate your needs to SGA. Once you’re logged in with your Georgia Tech account, depending on your user profile, you can use the menus and toolbar to search organizations, research campus events (and add them to your own calendar), and interact with SGA’s bill submission system.

Upcoming Events

- Find your organization under the organizations tab → my organizations
- Select your organization from the table
On the organization homepage click “Roster”

- If members are pending, you can approve them in this window by clicking “approve” by their name. To add someone, click “Add Membership.”
A search bar will be in the middle of the screen; members can be added by typing their name into this bar and selecting them. **Note: To be added to a roster, the individual must have logged into JacketPages at least once, otherwise they will not be entered into the system.**
- Once the individual is selected, insert position (member, president, etc), manually type in the role title, and whether or not the individual is a person with room reservation privileges.

- Click Submit. The new member has been added!
We have read and understand the “Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs” and shall enforce these provisions at all social functions sponsored by our organization. We will also make the members of the organization aware of all provisions of this policy and communicate the expectation that the policy shall be followed at all events.

Responsibility for complying with the provisions of this policy rest with all members of the organization. Liability for infraction of the provisions of this policy shall be solely accepted by the organizer(s) of the function(s) and officers of the organization.

Name of Organization _____________________________________________

Organization President (type name) ________________________________

Signature ___________________ Date ________________________________

If applicable, please also obtain the following information.

Social Chair (type name) __________________________________________

Signature ___________________ Date ________________________________

Risk Manager (type name) _________________________________________

Signature ___________________ Date ________________________________

Please submit this form to the Office of Leadership & Civic Engagement annually or when there is a change in the officers listed above.
Please note, student organization advisors must be **full-time, salaried** Georgia Tech faculty or staff members.

Advisors for student organizations will be selected by a student-led process outlined in the student organization’s constitution. Advisor appointment will be approved annually by student members of the organization. Student members of the organization have the right to remove an Advisor for not carrying out their responsibilities by using the process outlined in the student organization’s constitution.

The duties of a Student Organization Advisor include:

- Meeting with organization officers
- Reviewing the organization’s annual budget
- Signing all required paperwork
- Advising on issues related to organization management and student leadership development
- Annually reviewing Georgia Tech policy with the leaders of the organization, especially:
  - Student Policy on Alcohol and Illegal Drugs
  - Student Organization Code of Conduct
  - Student Government Association Joint Campus Organizations Committee Policy

Name of Organization ____________________________________________________________

Advisor (print name) ___________________________ Department__________________

Signature ___________________________________ Phone _____________ Date ________

President (print name) ________________________________________________________

Signature ___________________________________ Phone _____________ Date ________

Please submit this form to the Office of Leadership and Civic Engagement annually or when there is a change in the president or advisor role.
AFTER-HOURS ACCESS FORM

Office of Leadership & Civic Engagement • Student Center Commons Room 2211
leadandengage@gatech.edu • 404-894-3458

After-hours access will be granted through the end of the 2015 spring term, unless otherwise requested.

Organization Name _________________________________________________________

Students who utilize the Office of Leadership and Civic Engagement after-hours access agree to:

1. Respect others utilizing the space and respect the space.
2. Keep a clean and tidy environment.
3. Maintain Active/Good standing as a student organization.
4. Failure to comply with these policies may result in the loss of after-hours access for the student organization.

Organization Officers Requesting Access:

Name: ________________________ Title: __________________ GT ID # ____________

Name: ________________________ Title: __________________ GT ID # ____________

Name: ________________________ Title: __________________ GT ID # ____________

Name: ________________________ Title: __________________ GT ID # ____________

Name: ________________________ Title: __________________ GT ID # ____________

Name: ________________________ Title: __________________ GT ID # ____________

President Name _____________________________________ Date __________________

GT Email ________________________________ Phone Number __________________

Signature ___________________________________________________________________

President

Office Use: Access Granted Date ____________ Granted by ____________________
COPY CODE REQUEST FORM

Office of Leadership & Civic Engagement • Student Center Commons Room 2211
leadandengage@gatech.edu • 404-894-3458

Organization Name ______________________________________________________

As President of my organization, I acknowledge, understand, and agree to the following requirements:

____ The initial payment to establish an organization copy account is $30.00 and subsequent payments must be made in increments of $5.00. Cash will not be accepted.*
____ Copy charges are currently 1¢ per copy, but may increase at any time. The Office of Leadership & Civic Engagement will notify organizations via email regarding cost increases or decreases.
____ The copy code will be used only for organization business.
____ The copy code will be used only by members of the organization.
____ Maintain Active/Good standing as a student organization.
____ Failure to comply with these policies will result in the loss of the organization copy code.

President Name _______________________________ Date __________________

GT Email _______________________________ Phone Number __________________

Signature _____________________________________________________________________

President

*Make checks payable to “Georgia Tech” and include “Leadership & Civic Engagement” or “L&CE” on the memo line. Organizations with an on-campus account may email the Student Organizations Finance Office to have charges deducted from your Agency or SGA account.
MAILBOX REQUEST FORM

Office of Leadership & Civic Engagement • Student Center Commons Room 2211
leadandengage@gatech.edu • 404-894-3458

Mailboxes will be reserved on a first-come, first-served basis for one academic year.

Organization Name: ________________________________________________________________

(Also, please list any abbreviations or other names that may be listed on mail)

As President of my organization, I acknowledge, understand, and agree to the following requirements:

___ Organization mailboxes will be checked once a month
___ Mail will not be delivered to full mailboxes. If mailbox is full, mail will be sent Return to Sender.
___ Mail that is too large to fit in the mailboxes will be placed in the lobby of the Office of Leadership & Civic Engagement and an email notification will be sent to the student organization president. Packages must be picked up within 10 days.
___ Maintain Active/Good Standing as a student organization.
___ Failure to comply with these policies will result in the loss of the organization mailbox.

President Name ___________________________ Date __________

GT Email ___________________________ Phone Number ____________________
Signature ___________________________ ___________________________

President

Student organizations must re-submit this request to maintain previously assigned mailboxes for the 2014 - 2015 academic year.

Office Use:

Mailbox Assigned: _____________ Date: __________ Assigned by: ____________________
Leadership Transition
(Adapted from Ohio State Student Activities and Campus Programs)

Organization Registration
- Have we updated JacketPages?*
- Have we turned in the Acknowledgement of Alcohol and Illegal Drug Policy form and the Roles and Responsibilities of Student Organization Advisors at Georgia Tech from?*
- Who are the most important contacts?
- Where will financial records be placed?
- Where will the membership record be stored?
- Have we registered for the Involvement Week?
- Have we registered for Opportunities at Tech during FASET?
- Have we enrolled to participate in Homecoming Week?
- Have we changed the signature cards with the bank?
- Have we created a summer contact list?
- Have we made copies of the constitution, bylaws, and other operating guidelines?
- What are the outstanding space reservations that we have? Do we need to make any for programs at the start of next semester?

*Items are required to remain in good/active standing with the Office of Leadership & Civic Engagement.

Benefits of an Effective Leadership Transition
A planned, thorough leadership transition is critical to sustaining (and increasing) the organization’s capacity and impact and has several benefits:

- The most obvious is that it provides for a transfer of significant organization knowledge. Your group will not have to reinvent the wheel every year.
- It helps to minimize the confusion that occurs with the “Changing of the Guard.” While new officers try to figure out what is going on, precious time can be lost to the organization. This time lag affects the whole membership, who may not understand what all the confusion is about. It definitely lessens the group’s ability to accomplish their tasks or goals.
- The process of transition can give the outgoing leaders a sense of completion and closure. It can help them let go – which is often a difficult thing for committed leaders to do.
- Smooth transition ensures that valuable contributions of the experienced leaders will be utilized.
- Finally, the shared information results in new leadership having more knowledge, and consequently, greater confidence in their abilities.

When Do You Start? Early!
The best transitions begin much sooner than when the new officers are selected. The following ideas will aid the transition process:

- Begin early in the year to help students identify themselves as emerging leaders in your organization.
- Encourage these potential leaders through personal contact, helping to develop skills, delegating responsibilities to them, sharing with them the benefits of leadership, clarifying job responsibilities, and modeling an effective leadership style.
• When new officers have been elected, orient them together as a group with all of the ongoing officers. This allows the new officers an opportunity to understand each other’s roles and to start building their team. In some cases, individual officers may also need to meet with the current officer to get more detailed information.
• Emphasize organization purpose and mission and how the role supports them.

Meeting Between Old and New Officers
• What is the typical week like? (meetings, typical tasks, people with whom you interact regularly)
• What are the specific job responsibilities? (tasks, how to do them, where to obtain resources, etc.)
• What were the most and least challenging parts of the responsibilities?
• What is one of the most important lessons learned through the outgoing officer’s experience?
• What are some of the major pitfalls or potential mistakes that new officers should try to avoid?
• Who are key allies? What are key resources?

Information to Be Shared between Old and New Exec Boards
**It is helpful to put this in a notebook for each position.
• Goals and objectives paired with the assessment of the success in meeting those goals.
• Names, titles, updated addresses and phone numbers of exec board member and advisor(s).
• Major traditions, programs and/or accomplishments from the year that should be continued.
• Copy of the organization’s constitution and by-laws.
• Decisions, programs, facilities improvement, policy concerns, financial transactions, etc. that are “in limbo” and need some follow up (signature cards for banks are usually a problem if not resolved before the transition.) Do not forget to submit an audit of operating funds and request operating funds for the next year.
• Committee structures and committees’ major responsibilities.
• Upcoming year calendar of events – include such things as major sporting events, blood drives, Welcome Week, Homecoming, Greek Week, major Atlanta-area events, conferences, etc. (Check with Student Activities & Campus Programs, Atlanta Convention & Visitors Bureau for more information.)
• Specific policies and guidelines determined by the group (e.g. study tables, new member application, etc.).
• Special or recurring issues that will need some extra attention
• A brief overview of the filing system, if one exists, specifically highlighting important items like the budget, minutes, planning materials for major programs, supplies, and mailing lists. **Note:** If you save things on a computer disc, make sure to label the disk and the program used to create it.
• Webpage and webmaster information (How do you maintain the site?)

Meeting with the Advisor and/or the New Exec Boards – Sample List
• Get to know the personal background of your advisor
• Get to know the perceptions of strengths and weaknesses of the group this past year
• Get to know the motivation for the new exec members’ involvement
• Brainstorm ideas and general goals for the coming year
• Determine decisions that need to be made before everyone leaves for the summer (e.g. tentative arrival dates back to campus if any early planning meetings will occur, any summer meetings/retreats, any printed materials needed for an information table during move-in, first major events during fall quarter)
• Plan for the fall opening weeks (new membership recruitment, first meeting, advertising)

Planning a Retreat with New and Old Exec Board Members
• Social time; getting off campus helps facilitate good community and team building and take care of an important process
• Specific goal setting and idea brainstorming
• Direction of the organization. Discuss ways that the execs (and their committees) can complement other’s plans and ideas.
• Make it FUN!!! You want to set a tone for the organization and gain momentum for the group.
• Use resources in Leadership & Civic Engagement to help develop ideas for icebreakers, team builders, and group development activities.

More Information

For more information on how to facilitate successful officer transitions connect with the Office of Leadership & Civic Engagement.

Ice Breakers and Team Builders

Guess Who?
Everyone writes down one interesting fact about themselves on a notecard. The group leader mixes all the cards up, then proceeds to read one at a time, allowing the group time to guess who the clue belongs to. One person guesses the name of someone else, if they are wrong, the person named gets to guess another person (allow this to go on for a few guesses, then the person must reveal themselves!)

M&M (or Skittles, Starburts, Sweet Tarts) Share
Everyone sits in a circle. Give the first person a bag of candy and instruct them to take as many as they want, but not to eat any yet. When everyone has their candy, have each person share a fact about themselves for each piece of candy that he or she took. You can even make each color stand for a separate category (e.g. personal information, hobbies, dating experience, traveling experience, family information, etc.)

Two Truths and a Lie
Have individuals take turns making 3 statements about themselves – two of which are true; one that is a lie. After an individual makes their statements, the other people in the group discuss among themselves which seems most plausible and what is most likely to be the lie. Once they come to an agreement, the individual who made the statements not only tells which is a “lie” but also can provide more background about the “truths.”
**Person-to-Person Scavenger Hunt**
Create and distribute a scavenger hunt handout. Instruct them to walk around the room and try to find someone in the group who matches each question (or as many as possible).

**Desert Island**
Have group members imagine that they are stranded on a desert island. Ask them what two books, two people, and one item from their home they would take with them.

**The 4 C’s**
Name a cartoon character, color, car, and cuisine that best describe your personality and explain why.

**Human Knot**
Have the group stand in a circle. Have everyone hold hands without holding the hand of the person next to you and without holding both hands with the same person. Have the group try to untangle themselves without letting go of each other’s hands.

**What’s In There?**
Have everyone pull out their wallet or purse or bag and pick two items they store away and explain why they keep them.

**House on Fire**
The facilitator asks, “Your house is on fire, and everyone is safe. You have thirty seconds to run through the house and collect three or four articles you want to save. What would you grab? Why?”
Give everyone a few minutes to think about the question and then go around the room and have people reveal their selections.

**Mutual Support**
Get the group to form a large circle with everyone in line facing the back of the person in front of them. Ask them to put both hands on the shoulders of the person in front of them and ask everyone to sit on the knees of the person behind them. This way, everyone gets a seat. Be careful to have smaller people in front of larger people.

**The Machine**
Divide the participants into groups of 4 to 8. Each group is to be as imaginative as possible and form a machine using their own bodies. Everyone must participate and the machine must be able to move. Give them 5-10 minutes to get their machine together. Have them present their machines while other people guess what it could be. After the presentations, talk briefly about the creative process in a group and the ways decisions were made.

**If I were a...**
Ask each person to say what they would be and why, if they were pieces of fruit, a historical figure, a household object, a cartoon character, etc.

**Hula Hooping**
Have your group form a standing circle, holding hands. Then, go over to two people, break their grip, hang the hula hoop on one of their arms and then reconnect their hands. The object is to
“weave” the hula hoop through the whole group without anyone letting go. You can also add a timed element to the activity. If your group is big enough, you can split them into two teams.

**Questions**

Give each person an index card. Let them write a question on it. Then pile all the cards face down in the middle of the group and let people draw.

**Jigsaw**

Bring in a small jigsaw puzzle with relatively the same number of pieces as people. Give everyone in the group one puzzle piece. Tell them their mission is to put the puzzle together as a group, but there are two rules. 1) They can only touch the puzzle piece that they are holding in their hands. 2) No talking. Watch how your group creatively communicates and problem solves.

**Rotation**

Students divide up into pairs. The pairs line up in a tight circle, one behind the other, shoulder to shoulder. There should be two concentric circles with the inside one facing the outside one. The facilitator asks each pair to introduce themselves, and then to answer the following questions. After about 45 seconds for each question, the outside circle rotates to face another partner.

- What was your favorite toy (or TV show) from childhood?
- What is your favorite season of the year and why?
- If you could go anywhere in the world, where would it be?
- Name your favorite (movie, book, singer, food, etc.)
- What was one of your most embarrassing moments?
- What is your pet peeve?
- What is the hardest thing you have ever done?
- Where would you want to go on the perfect date?
- What is the happiest moment in your life?
- What is the greatest compliment you have ever received?

**Retreat Sites**

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Budgets & Financing
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No organization can survive and grow without funding. Luckily, many opportunities on and around campus exist to provide financial support for student groups. From SGA allocations of your Student Activity Fee to corporate sponsorship from companies near campus, funding can easily be found.

Creating an SGA Budget

The Student Activity Fee (SAF) that all students pay each semester is dispersed by the Student Government Association (SGA) to organizations and campus entities. Any organization chartered by the Office of Leadership & Civic Engagement is eligible to access these funds through the submission of a budget and/or bill. However, organizations must maintain Active standing to remain eligible for funding.

Budgets are prepared a year in advance – usually due in the fall for expenditures that will take place beginning the following fall. Budget applications and guidelines are available at http://sga.gatech.edu/JFC.

Tips for Creating a Budget

1) PLAN AHEAD! Keep detailed records of expenditures for regular/annual activities and events to provide a basis for planning the next year’s budget
2) Check current SGA finance policy to ensure your requests are within the realm of what is allowed. There are several restrictions on how SAF funds are used that change yearly.
3) Be realistic. Use accurate numbers and information.
4) Make sure you have all the information you need when filling out the application. It’s likely that you will have to provide membership numbers and previous year’s budget data, as well as where other funding comes from.
5) IF you have questions, ASK! Feel free to contact the Vice President of Finance for SGA or a member of the Leadership and Civic Engagement staff if you have any issues to be addressed.

Submitting SGA Bills

Introduction

The following will help you to prepare and to learn the process that is required to obtain funding from, or pass a resolution with, the Student Government Association (SGA) at Georgia Tech.

The Student Government’s legislative structure consists of a body of undergraduate students (Undergraduate House of Representatives or UHR) and of a body of graduate students (Graduate Student Senate or GSS). The passing of a “joint” bill requires consideration of a bill in each body and is subject to passing by an “enactment ratio.” Mostly all financial requests by student organizations will be classified as a joint bill. The enactment ratio is a mathematical calculation to determine whether a bill passes both bodies of SGA. It ensures that undergraduate and graduates are represented proportionally since undergraduates represent more of the student body and contribute more money to SGA from the Student Activity Fee.
The money that SGA allocates to organizations comes from the “Student Activity Fee” line that shows up on the tuition and fee assessment paid by each student every semester. This money is then budgeted to many different organizations with the Student Center and the Campus Recreation Center receiving approximately 70% of that budget. At the end of the year, the money that has not been spent is placed into several accounts that can then be allocated to different groups for special one-time items.

Student Government has a set of policies and priorities that it follows with regards to funding requests.

Please keep in mind that SGA has a set amount of money that it can spend in one year. SGA attempts to wisely spend that set of money on the organizations with most demonstrated need and on those bills that will benefit the majority of campus. Not every request will end in success.

The Process
The process begins with a student organization that needs additional funding for an event and turns to SGA for financial assistance. SGA should serve as the organization’s last resort after all other funding options have been exhausted. Next, the organization will contact an undergraduate Representative and a graduate Senator of SGA and ask those members to author their bill. A complete list of senators and representatives can be found at http://jacketpages.gatech.edu/sga_people. A bill form (further explained in “How to Submit an SGA Bill”) requesting general information about the organization or student will be completed and a bill will be drafted to include the organization’s idea for an event and an itemized list of requested items.

If the bill is submitted and reviewed by the authors by 8am on Monday, the bill will appear in New Business on the agenda at the SGA meeting that following Tuesday. The Joint Finance Committee (JFC) will review the bill at its weekly meeting that Thursday; a representative from the organization will be invited to the meeting to speak on behalf of the organization. The Joint Finance Committee will suggest changes based on SGA funding policies (a copy of JFC Policy can be found in the back of this binder). The next Tuesday, the bill will move into Old Business where it will be discussed and voted on. After both legislative bodies discuss the bill and the enactment ratio is reached, the funds will be allocated to the organization. Please see the policy of the Student Organization Finance Office (in the back of this binder) for information on reimbursements and purchases.

Be sure to begin working on bills for events and activities at least four (4) weeks before the event!

Step by Step Process Checklist:
1) Before contacting a potential author, draft your bill with itemized costs according to the Joint Finance Committee policy, available at http://sga.gatech.edu/JFC.
2) Find authors, both an undergraduate and a graduate. A complete list of representatives and senators can be found at http://jacketpages.gatech.edu/sga_people. Be sure to include your bill and extra information when making contact.
3) Bills must be submitted and reviewed by both authors online by 8am on Monday in order for them to be placed in New Business on Tuesday.

4) After appearing in New Business, the bill submitted or a representative from the organization will need to attend a meeting with the Joint Finance Committee (an invitation will be sent to the bill submitter)

5) After the meeting with the JFC has been attended and the JFC has made their recommendations, the bill will move to Old Business and be voted on the following week. Note: this is one week after that bill was in New Business.

6) You should attend the meeting when your bill appears on the agenda in Old Business. This includes the Graduate Student Senate meeting at 11am on Tuesdays and the Undergraduate House of Representatives meetings at 7pm on Tuesdays, both in the Student Services Building (Flag Building), room 117. You will be asked to present the bill to the body or answer questions from senators/representatives

7) If your bill passes, please see the policy of the Student Organization Finance Office about reimbursements and purchases. It if fails, you will have the opportunity to revise and resubmit.

**JacketPages: How To Submit an SGA bill**

- More about the SGA Bill process can be found on the SGA website at [http://sga.gatech.edu/undergraduate/resources/undergraduate-faqs](http://sga.gatech.edu/undergraduate/resources/undergraduate-faqs)
- Once logged in, a “Bills” tab will appear in the upper left corner.

- Click “Submit Bill” under the “Bills” tab
• The new screen will have information fields. Fill them in to the best of your ability. Please note that all organizational requests will be “Joint”. Also note that some authors will require you to meet with them before signing off on a bill. It is best to contact a GSS and UHR member before selecting them to author your bill. Once you have entered the necessary fields, click “Save and Continue” at the bottom of the page.

• Continue to add information and details to your bill until you are happy with it and then click “Submit Bill” on the next page. Note that your bill will not begin the next steps until you have clicked “Submit Bill.”
Types of Student Organization Accounts

**On-Campus Accounts**

**Student Government Association Account**

**What:** Funds received from SGA Budget and Bills Allocations will be transferred into organization’s SGA account through Georgia Tech’s Internal Budget System.

**How:** Disbursement for the items that were allocated in the budget or bills will be drawn from this account. For example, money allocated for office supplies can only be used on office supplies. To use the funds, organizations must submit reimbursement requests or schedule time to meet with the SGA accountant to make purchases.

**Who:** Contact Ninh Tran, ninh.tran@vpss.gatech.edu or 404-894-9118

**Other information:** Unused funds at the end of the fiscal year will roll back into SGA’s Prior Year (PY) account to be allocated to organizations through the bill process. Make sure to submit all paperwork for reimbursement or make all purchases by the deadline set by the SGA Accountant.

**Agency Account**

**What:** Funds that organizations collect from membership dues, ticket or fund raising sales, etc. can be deposited into the organization’s Agency account through the Student Organizations Financial Office.

**How:** All expenditures approved by organization’s Treasurer or President can be disbursed from this account. To use funds, organizations can submit receipts for reimbursement or meet with the Student Organization Accountant to make purchases. To open an account, submit your request via e-mail to the Student Organization Accountant stating your organization name and the e-mail, phone number, and name of your President and Treasurer.

**Who:** Contact Ninh Tran, ninh.tran@vpss.gatech.edu or 404-894-9118

**Other information:** The account balance at the end of each fiscal year (06/30) will carry forward to the next fiscal year. Due to the high volume of Agency accounts, processing time can be delayed during peak times in the semester. Make sure that your organization plans in advance for purchases and reimbursements to be processed.

**Foundation Account**

**What:** Funds received from Institute sponsorship or corporate donations will be deposited to this account in order to provide proper tax documentation for the donor from the Georgia Tech Foundation.
How: Details for setting up and operating procedure on this account can be obtained from Latonya Culberson, latonya.culberson@vpss.gatech.edu or 404-894-2560.

**On-Campus Accounts**

**Pros:**
- Monetary controls established
- Easy to transfer access across officers

**Cons:**
- Can take longer for reimbursements/processing payments

**Off Campus Bank Accounts**

Student Organizations also have the option of using an off-campus bank (such as Bank of America or Wells Fargo) to manage their funds.

**Set up Process:**
Most banks will require a letter from Leadership & Civic Engagement stating that your group is officially chartered as well as officer information and your tax identification number. We recommend that your advisor **not** be a signature on this account for liability reasons.

**Pros:**
- Easy access to money
- Access to a checkbook

**Cons:**
- Monthly charges
- Difficult to change signatures on account once previous officer moves away
- Must file for tax exempt status with the IRS if you want it

No matter how you decide to manage your money, your treasurer should always keep records of account activity, which should be given to the President and Advisor monthly.

**On-Campus Funding: Additional Sources**
The SAF and SGA are by no means the only source of funding on campus. Several other organizations and entities exist to fund student activities and may be a better fit for your organization or event. More information regarding additional funding sources may be found in the included student organization fundraising guide.

**Student Organization Fundraising Guide**

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Welcome

Dear Student Leader,

Welcome to the Division of Student Affairs. Our office of dedicated student affairs professionals looks forward to ensuring that your co-curricular experience at Georgia Tech fully complements your world-class academic endeavors. Whether you are an experienced student leader or you are taking on a leadership role for the first time, we want you to be successful. We hope that you feel the spirit and excitement that exists in our division as we give you the guidance, support, and information that you need to raise funds and gain support for your student organization.

Leadership development is essential to having a well-balanced and diverse Georgia Tech experience. As you pave the way for others to walk along the path to building your community at Tech, we hope you will use this Student Organization Fundraising Guide as a tool to learn the “Tech way” of gaining support for your student organization. We know you will have endless opportunities while at Georgia Tech and we are happy to provide you with this guide.

We wish you well this academic year. Good luck and Go Jackets!

Division of Student Affairs

On-Campus Funding Sources

General knowledge about the different funding sources available on campus will save you time and effort. Some sources, such as the Student Government Association and the Residence Hall Association, allocate money regularly throughout the year while other groups or departments are only able to offer assistance for particular projects. The following list of potential funding sources is not inclusive.

Student Government Association

Funding from SGA comes in one of two forms: bills and budgets. All mandatory student activity fees paid each year are allocated through one of these budgets (including the operations of CRC and the student center). Organizations may submit budget requests in September of each year for funds for the following fiscal year (starting July 1st through the following June 30th). For complete details on the
budget process and joint finance committee policies, visit: http://sga.gatech.edu. Over $400,000 each year is set aside to be allocated from one of four accounts:

1) Undergraduate Legislative Reserve (ULR) - money for events where graduate student participation is not possible, this is a fairly small account.
2) Graduate Legislative Reserve (GLR) – money for events where undergraduate student participation is not possible; this is also a fairly small account.
3) Capital Outlay – money for long-term capital investments and equipment; items purchased must last at least three years.
4) Prior year – all purchases that do not qualify for the capital outlay account and include opportunities for graduate and undergraduate participation, even if members of both groups do not participate.

Individuals and groups that are most successful in obtaining funding from SGA are looking for funding to supplement funds raised elsewhere (dues, other organization, other projects, etc.). For more information, http://sga.gatech.edu.

**Georgia Tech Student Foundation**
GTSF is one of the most unique groups on campus as it invests student donations in the stock market and then allocates the dividends from those investments to student groups or individuals. GTSF accepts applications for allocations twice a year (usually mid-fall and mid-spring) and gives priority to helping start new programs or restructuring existing programs to improve the Georgia Tech community. For more information about GTSF and the allocations process, visit http://www.gtsf.gatech.edu.

**Residence Hall Association**
RHA allocates funds in a similar fashion to SGA although it places a focus on programs for residents of Georgia Tech housing or other community-building initiatives. Less money is available through RHA than SGA, and RHA funds are divided into three accounts:

1) Programs – fund for programs put on by RHA or a housing group specifically for residents
2) Capital outlay – fund for long-term capital expenditures for residence halls or housing areas
3) Sponsorships – general fund for outside groups requesting funding for programs and events to benefit the Georgia Tech community.

For more information on RHA, please visit: http://rha.gatech.edu.

**Hall Councils**
Each of the 15 apartment buildings or dormitory clusters has a separate group of housing residents that are selected by their peers to allocate small portion of housing fees to programs for residents or general campus events. For more information on the different hall councils, please visit: http://rha.gatech.edu.

**Buzz Funds**
Buzz Funds are moneys allocated from the royalties paid to Georgia Tech for use of the buzz logo and trademark. These funds are jointly distributed by Auxiliary Services, the Alumni Association, and the Athletic Association, and almost always fund large-scale campus events. For more
information, visit, www.ImportantStuff.gatech.edu. Students must complete the Word document and send to Melissa Moore via e-mail at melissa.moore@aux.gatech.edu

**Parents Fund for Student Life and Leadership**

Parents of current students are solicited annually for unrestricted donations to the *Parents Fund for Student Life and Leadership*. Each year, a portion of the funds raised is allocated for distribution by a committee composed of the Vice President for Student Affairs, the Dean of Students, a parent representative and 4 students nominated jointly by the SGA Undergraduate and Graduate Student Body Presidents.

Funds raised are intended to promote interaction among the campus community, provide programs of entertainment to the Institute’s students, and encourage cross-cultural and artistic awareness with high-impact, high visibility projects that would otherwise have little chance of success. Successful requests for this funding will impact at least 1,000 students. Applications generally are released twice a year. For more information about submitting a proposal, contact the Dean of Students or the Student Government Association officers.

**Individual Colleges and Departments**

For requests academic in nature or catering to the students of a particular academic department or college, try contacting the Dean or department Head of that group. This funding is often difficult to obtain although it generally is available in small allocations.

**Guidelines for Seeking External Sources of Support**

The Division of Student Affairs has developed guidelines to help coordinate student fundraising efforts. These will help ensure that new solicitation efforts do not jeopardize Institute-wide proposals already being considered; that donors receive appropriate acknowledgement from Georgia Tech for their donations; and that Georgia Tech preserves and develops positive, long term relationships between individuals and corporate donors and The Georgia Institute of Technology.

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purpose of organizational budget enhancement. Fundraising is not necessarily a solution to short term financial challenges. Membership fees and/or entrance fees can be charged for events.

1) Fundraising should only be conducted under the auspices of an active student organization.
2) Student fundraising activities must comply with Institute, municipal, state, and federal policies.
3) Donations should never be made payable to an individual student.
4) Corporate gifts and gifts from individuals to the student organization should be made payable to the *Georgia Tech Foundation, Inc.* with the fundraising activity or student organization listed on the memo line.
5) Plans to solicit funds from corporations, organizations or individuals for cash donations or in-kind gifts for amounts exceeding $1,000 must be submitted in advance to the Director of Leadership & Civic Engagement who will consult with the Director of Development for Student Affairs as necessary.
6) Because of the legal complexities of definition, methodology, and distribution of monies associated with schemes or games of chance such as raffles, bingo, or other similar activities, consult with Coordinator of Student Organizations and Leadership in advance.

7) Fund raising events involving the sale of products with the name, insignia, or trademark of The Georgia Institute of Technology must be approved by the Director of Leadership & Civic Engagement PRIOR to printing or production of the product.

8) Space for conducting fundraisers, must be reserved through the appropriate Institute office.
   a) Student Center Space Reservation:
      i) http://studentcenter.gatech.edu/operations/reserve.php
   b) Event Space Reservation: http://www.space.gatech.edu/reservationform.htm
      i) Contact: Beverly Peace at beverly.peace@spaceplan.gatech.edu
   c) Alexander Memorial Coliseum or Bobby Dodd Stadium
      i) Contact: Athletic Association
   d) Fundraising in residence halls requires approval from Housing and Residence Life.

9) Food sales are restricted to home baked, non-perishable items. If food is to be sold, strict adherence to public sanitary laws is critical, especially in regard to food permits and refrigerated foods.

10) Student organizations are not permitted to run annual giving funds and should not have online giving web sites.

11) Organizations planning to host an event, for which private funds are sought are asked to prepare a fundraising plan at least four to six months prior to the event, depending on the amount of money needed. The larger the budget, the wider window needed to develop and implement the plan. Student organizations may consult with the Office of Leadership & Civic Engagement for advice on developing a budget and fundraising plan.

Institute Approval

Gifts under $1,000
Student organizations may contact interested individuals or companies for donations less than $1,000 without prior Institute approval.

Gifts above $1,000
The Office of Leadership & Civic Engagement will consult with the Director of Development for Parent Giving and Student Affairs where anticipated solicitations of any one entity are in excess of $1,000.

To request permission to solicit an individual for a gift over $1,000, submit the Individual Solicitation Request Form to the Director of Development for Parent Giving and Student Affairs.

To request permission to solicit a business or corporation for a gift or sponsorship over $1,000, submit the Corporate Fundraising Request Form to the Director of Development for Parent Giving and Student Affairs).
Corporate Donations

For most student organizations, soliciting corporate sponsorships may be one of the toughest ways to fundraise. Corporations are not in business to give money away. However, some academic groups or niche groups may be able to leverage a specific area easily through faculty and alumni contacts, recruiting tools, or high visibility.

The primary reason companies sponsor an event or make a gift is to gain access to Georgia Tech students. Supporting student organizations and engaging with students provides valuable insight for companies seeking to hire students for co-op experiences, internships, or as future full-time employees.

To request permission to solicit a corporation for a gift or sponsorship over $1,000, submit the Corporate Fundraising Request Form to the Director of Development for Parent Giving and Student Affairs (provided later).

Company Requests Sponsorship Proposal

When a company approaches a student organization requesting sponsorship information, this information must be shared with the Director of Development for Parent Giving and Student Affairs as soon as possible. Generally, approval to solicit a company when the company initiates a proposal request is granted.

In-Kind Donations

Many businesses unable to provide monetary support may be willing to assist your organization through donating material goods and services such as beverages, food, plates and cups, raffle prizes, etc. Treat these donors with the same attention and respect as your cash contributors. All types of donations are important to the success of major campus events.

Interacting with Alumni

Georgia Tech alumni who participated in student organizations while they were students may be interested in providing future support. However, the Alumni Association can only provide this information if it has been previously recorded. Membership lists have not been provided consistently in the past.

The same guidelines apply for soliciting alumni as any individual – if the ask amount is over $1,000, please submit the Individual Solicitation Request form in advance to insure this will not negatively impact the Institute.
If students are interested in promoting events to alumni, they may be able to make use of various alumni email distribution lists which are maintained by the Alumni Association. Contact Lawrence DiVito, Director, Biographical Records, at the Alumni Association (404) 894-0752 or Lawrence.divito@alumni.gatech.edu for more information.

**Donor Benefits: Ensuring the gift is tax-deductible**

IRS regulations surrounding tax deductible donations can be complicated, therefore, be careful about offering donor premiums as an incentive to acquire gifts.

To qualify as a tax-deductible charitable donation, gifts must be made payable to the Georgia Tech Foundation and processed through Latonya Culberson in the Student Organization Finance Office. **No goods or services can be promised or exchanged for the donation to be considered tax-deductible.**

Should your organization wish to offer a benefit or premium in exchange for the donation, the fair market value of the premium must be subtracted from the total amount contributed to arrive at the gifted, or tax-deductible amount. This must also be duly noted in event publicity, gift receipts and thank you letters.

**Example 1:** The XYZ Team wants to raise $5,000 to attend the national competition in Boston. A team member’s dad is willing to donate T-shirts to help raise the money.

Joe Student wants to help out by making a $50 donation. He receives a T-shirt with the XYZ Team’s photo on it. The fair market value of the T-shirt is $10, therefore the gift portion, or tax-deductible portion of the transaction is $40. This rule applies even if the T-shirts were donated to the organization to be given away, because Joe Student is receiving a tangible good, in this case, a T-shirt, in exchange for his donation. If Joe declines to take the T-shirt, than the entire $50 contribution is tax-deductible.

**Example 2:** The ABC Club is hosting their annual formal dinner dance. For a $100 donation, the student participant will receive entrance and a buffet dinner. The fair market value of the buffet dinner is $15, making the gift portion $85.

If you need assistance to determine the fair market value of a benefit or premium, please contact the Director of Development for Parent Giving and Student Affairs prior to publicizing the fundraiser.

**Accounting for Funds Raised**

The following procedures have been implemented to protect organizations and ensure the security and proper accounting of the cash collected.

1) There should always be at least two people with access to the money collected.
2) After collection each day, take donations to the Student Center Administrative Office (Rm. 209, Student Center). NOTE: Contact the Student Center Accountant prior to the actual fundraising event and ask for permission to access the vault and money counters.

3) Ask for access to the vault and use the money counters to count all dollars and change. This will save time and guarantee accuracy rather than counting by hand.

4) Separate checks by hand.

5) Using page 2 of the Deposit Remittance Form, enter check date, check number, remitter’s name, and amount. Add the total amount of all checks and list it at the bottom of the form.

6) Using page 1 of the Deposit Remittance Form, enter date, total amount of checks (from page 2), total amount of currency, and total amount of coins. Add and enter total of all money to be deposited.

7) Enter brief description of deposit (ex. Hurricane Relief Fundraiser).

8) If it is after business hours or on the weekend, leave the money in the vault. Otherwise, take the Deposit Remittance Form and the money to the SGA Accountant. She/he will enter the account number and object code, sign the form and make a copy.

9) Take the signed form and money to the Bursar’s Office to deposit the donations. Normally, all funds received by an organization should be deposited no later than the next business day following the date of receipts. For instances in which an organization receives small amounts of cash or checks (total less than $100) which would not warrant a daily trip to the Bursar's Office, the funds may be held no more than five business days. We understand that your schedule may not permit a next day trip, but please process your deposit in a timely manner.

In some circumstances, student organizations may utilize Marketplace registration venue to process credit card payments. Information on how to begin the Marketplace registration process is available on the Bursar’s Office web site: http://bursar.gatech.edu/mpstudorg.php.

**After they say yes!**

Congratulations – you are on your way toward your goal. Now what? When the donor confirms that they will provide funding for your organization/event:

1) Say “Thank You!”

2) Request the check be made payable to the Georgia Tech Foundation

3) Under memo, please indicate the student organization name
   a) include accompanying documentation stating that the donation is designated to the specific student organization or event
   b) indicate if any goods are services are being received or promised for the donation

4) Hand deliver or mail to: Latonya Culberson, 353 Ferst Drive, Student Service Building, Atlanta, GA 30332

**When Money Arrives**

Once the check is received, an official from the student organization should send a written thank you letter to the donor within 14 days of receipt confirming the date, amount and purpose of the gift. If
any goods or services were provided to the donor in exchange for the donation, the value of these goods and services are not tax deductible and must be referenced in this letter.

**VERY IMPORTANT NOTE:** To be considered tax-deductible, all gifts must be made payable to the Georgia Tech Foundation.

If a check is made payable directly to a student or the organization, a W-9 form cannot be issued. As a result, if the company asks for a W-9 form at the end of the year, the organization will have to refund the first check amount and have the company re-issue a check to the Georgia Tech Foundation, so that the Institute can issue a W-9 form. This is an arduous process that the organization does not want to put the company sponsor through, so please ask the question at the outset of this process. If the organization has specific questions regarding the gift processing, contact Latonya Culberson at latonya.culberson@vpss.gatech.edu.

**Donor Stewardship**

When developing sponsor and donor benefits, be realistic. Do not offer services or recognition that your organization may not be able to fulfill. *Under promise and over deliver.*

Students are encouraged to give donors visibility by noting their support in publications, press releases and promotions related to the activity. However, many companies and non-profit organizations do have policies regarding the use of their name and logo, so be sure to clarify this in advance.

To help coordinate future student fundraising efforts for your organization, please provide a brief summary of responses from companies solicited after the event. Include request date, purpose, names of the contact(s) at the company, amount requested and received and submit via email to latonya.culberson@vpss.gatech.edu. This will be maintained in your student organization’s file for future reference.

In some cases, your organization may be asked to provide an Impact Report for gifts received over $1,000. This is simply a follow up letter to the donor outlining the impact their gift made on the overall success of the event or program. It is best to send this information to the donor within 30 days of the event or program. Impact reports include details about how the funds were used, how many people attended (if appropriate), and may include pictures and/or quotes from participants. Send a copy to Latonya Culberson via email to latonya.culberson@vpss.gatech.edu

*Failure to properly steward a gift will likely result in loss of sponsorships for future events.*
Fundraising Contacts

Accountant – Student Government
Ninh Tran
Ninh.tran@vpss.gatech.edu
(404) 894-9118

Administrative Coordinator
Student Organization Foundation Accounts
Latonya Culberson
latonya.culberson@vpss.gatech.edu
(404) 894-2560

Civic Engagement Coordinator
Sarah Cantrell Perkins
Sarah.perkins@vpss.gatech.edu
(404) 894-3458

Director of Development
Parent Giving and Student Affairs
Joan Roeber-Jones
jrjones@gatech.edu
(404)385-0527

Director of Leadership & Civic Engagement
E. Gerome Stephens
gerome.stephens@vpss.gatech.edu

Student Organizations & Leadership Coordinator
Kelly Cross
ekelly.cross@vpss.gatech.edu
(404) 894-3458
Corporate Fundraising Request Form

Prior to soliciting any corporation or business, approval must be granted from the Institute’s Corporate Relations Office. Please submit the following information about your proposed solicitation.

Student Organization Name ____________________________ ____________________________

Primary Contact Person Name ____________________________ Class yr ______ Major ______
Email address ____________________________ Phone ____________________________

Secondary Contact Person Name ____________________________ Class yr ______ Major ______
Email address ____________________________ Phone ____________________________

Mission of the Organization ________________________________________________________
Number of Georgia Tech student members ________

Company you wish to solicit ____________________________________________________________________________
Company Address ____________________________________________________________________________________

Amount of request $ ______________ Cash or gift-in-kind of goods or service ____________________________

When are the funds needed? ________________________________________________________________________

Do you have a contact person in the company with whom you are working? ____________________________

What will the funds be used for? ____________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

If this is an event, list the date, time, and location of the event __________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Any additional background details, including previous relationships or contacts you may have with company representatives. ___________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

What you hope to accomplish as a result of this effort? ________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

What other sources of funding are you pursuing for this purpose? ______________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Please attach the budget for the event, and any additional documents backing up the level of funding requested.

Please submit to
Joan Roeber-Jones
Director of Development Parent Giving and Student Affairs
jrjones@gatech.edu

DATE SUBMITTED: ______________
**Individual Solicitation Request Form**

Prior to soliciting an individual for a donation over $1,000 approval must be granted from the Director of Development for Parent Giving and Student Affairs. Please submit the following information about your proposed solicitation.

**Student Organization**
Name__________________________________________________________

**Primary Contact Person**
Name_________________________ Class yr ______ Major__________
Email address_______________________ Phone_____________________

**Secondary Contact Person**
Name_________________________ Class yr ______ Major__________
Email address_______________________ Phone_____________________

**Mission of the Organization**
______________________________________________________________________________

**Number of Georgia Tech student members**
______________________________________________________________________________

**Individual you wish to solicit**
______________________________________________________________________________

**Address, or contact information**
______________________________________________________________________________

**Amount of request** $________________________ Cash or gift-in-kind of goods or service
______________________________________________________________________________

**When are the funds needed?**
______________________________________________________________________________

**What will the funds be used for?**
______________________________________________________________________________
______________________________________________________________________________

**If this is an event, list the date, time, and location of the event**
______________________________________________________________________________
______________________________________________________________________________

**Explain how you know this person and why you believe he or she would be interested in making this donation.**
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**What other sources of funding are you pursuing for this purpose?**
______________________________________________________________________________
______________________________________________________________________________

Please attach the budget for the event, and any additional documents backing up the level of funding requested.

**Please submit to**
Joan Roeber-Jones
Director of Development Parent Giving and Student Affairs
jrjones@gatech.edu
Advertising & Marketing
Student Licensing Guide
Banners, Posters, Flyers
Media & Publication Ads
E-Mail Newsletters
Calendar
A love of Georgia Tech among students is one of the Institute’s greatest assets, and is seen most passionately in student activities. One way students can show their love for the Institute is by using its logos and trademarks in a way that is consistent with and complements Tech’s existing identity.

Students and student organizations are encouraged to use Tech logos and trademarks upon approval from Georgia Tech’s licensing department. This guide will outline the approval process and is designed to help ensure that any potential designs are within Tech’s brand guidelines.

Approval is required for printed and non-printed materials. Whether designing an organization logo to use on a website or a T-shirt for an annual event, Institute Communications is here to help you create something to represent your organization while maintaining the integrity of Georgia Tech’s visual identity.

in this guide:
page 2: Trademarks
Licensees
page 3: Wordmarks
Tech Logos and Trademarks
page 4: Colors
Typefaces
page 5: Approval Process
Suggested Timeline
Things to Remember
page 6: Examples of Proper Use
Improper Use
page 7: Definitions
FAQs
page 8: Questions?
Contacts
Trademarks

A trademark is a word, phrase, logo, graphic symbol, domain name or color used to distinguish products and services from competitors. Georgia Tech has a number of registered trademarks, including Buzz, the interlocking “GT,” the Ramblin’ Wreck and the Institute logo, as well as numerous wordmarks (outlined in more detail on the next page).

The Georgia Tech Trademark Management Program protects the integrity and ensures proper use of the Institute’s name, logos and trademarks. The University System of Georgia’s Board of Regents (BOR) — by and on behalf of Georgia Tech — has registered many of Tech’s names, logos and trademarks with the United States Patent and Trademark Office and the state of Georgia. The BOR has authorized Georgia Tech’s licensing department to manage its trademark portfolio and licensing program.

Licensees

To ensure products bearing Georgia Tech’s logos or trademarks use them correctly, companies must become licensed to be able to produce materials with our marks. All items with Tech logos or trademarks must be produced by a licensed vendor, known as a licensee. There are more than 425 officially licensed companies — including 40 T-shirt companies — to choose from that can produce just about anything with your design, whether it’s a T-shirt, keychain, koozie or yo-yo.

Buzz Funds

Royalties generated from the sale of Georgia Tech licensed merchandise are deposited into a “Buzz Fund.” This fund is distributed by Auxiliary Services, the Alumni Association and the Athletic Association in the form of scholarships, internships and large-scale campus events such as Sting Break. Last year, more than $787,000 went back to students through this program.

Whether a product will be distributed for free to organization members or sold to others, it must still be purchased from an official licensee. You can find a full list of official licensees at licensing.gatech.edu/licensees.html, as well as a shorter list of ad specialty companies. These companies tend to be more efficient and less expensive options.

Spirit Catalog

Georgia Tech Licensing also maintains a Spirit Catalog designed for departments and student organizations. If you want to order a popular item in small quantities for low prices, take a look online at licensing.gatech.edu/spiritcatalog/index.html. Promo Entertainment Group, a local Georgia Tech licensee, fulfills these orders.

In order to maintain a quality list of licensees, the list of licensed retailers changes regularly. Be sure to check the list before each order. If you know of a retailer not listed, Aimee Anderson (aimee.anderson@comm.gatech.edu).
Wordmarks

These wordmarks are protected under federal trademark law and registered in the name of the Board of Regents of the University System of Georgia, by and on behalf of the Georgia Institute of Technology:

- Blueprint®
- Buzz®
- Buzzwords®
- Futuremedia™
- George P. Burdell®
- Georgia Institute of Technology®
- Georgia Tech®
- Georgia Tech Alumni Association®
- GT®
- GTRI®
- Ramblin’ Wreck®
- The Technique®
- TI:GER®
- Whistle®
- Tech Topics®
- Yellow Jackets®

This wordmark is registered with the State of Georgia in the name of the Board of Regents of the University System of Georgia by and on behalf of the Georgia Institute of Technology:

- Tech™

These words are protected under common law:

- Bobby Dodd Stadium™
- Jackets™
- The Gold, Navy, and White Color Scheme
- Campanile™

Tech Logos and Trademarks

The following are examples of Georgia Tech’s logos and trademarks. Variations exist in other official colors. Visit licensing.gatech.edu to see other variations.

- Buzz
- Interlocking GT
- Ramblin’ Wreck
- Wreck in Motion
- Institute Logo

Buzz Up Close

More discussion of colors is on the next page, but notice which parts of Buzz are what color. Also, did you know Buzz has four teeth?
Colors

Georgia Tech has two official colors: white and gold. However, to provide some flexibility in design, we also incorporate blue, black and a secondary gold. “Georgia Tech Gold,” as labeled below, must be reproduced in metallic format. For other purposes, “Buzz Gold” is recommended.

You should obtain color samples prior to production to ensure printed materials are closely matched with the Institute’s official colors. When a Pantone color is not available, the CMYK mix may be used. The WEB values are recommended for web, video and PowerPoint.

Official Colors

<table>
<thead>
<tr>
<th>White</th>
<th>Georgia Tech Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Pantone Number</td>
<td>Pantone 874</td>
</tr>
<tr>
<td>CMYK 0c • 0m • 0y • 0k</td>
<td>CMYK 30c • 45m • 68y • 12k</td>
</tr>
<tr>
<td>WEB #FFFFFF</td>
<td>WEB #C59353</td>
</tr>
</tbody>
</table>

Official Accent Colors

<table>
<thead>
<tr>
<th>Buzz Gold</th>
<th>Georgia Tech Navy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pantone 124 coated or matte</td>
<td>Pantone 539</td>
</tr>
<tr>
<td>Pantone 7406 uncoated</td>
<td></td>
</tr>
<tr>
<td>CMYK 0c • 30m • 100y • 5k</td>
<td>CMYK 100c • 51m • 0y • 68k</td>
</tr>
<tr>
<td>WEB #EEB211</td>
<td>WEB #00254c</td>
</tr>
</tbody>
</table>

Typefaces

It is not required that student organizations use these typefaces for their communications but, if you want your design to have a more official look, the Institute primarily uses these two fonts in its materials. Helvetica Neue is best for headline and display type, as well as online body text. Palatino is recommended for print body text.

Helvetica Neue

ABCDEF GHJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Palatino

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
Approval Process

1. Review registered trademarks and logos (See Wordmarks, Logos and Trademarks sections).
2. Create appropriate artwork using correct images, colors and fonts. The Multimedia Studio in the Library has Adobe software available for student use.
3. Review the licensee list at licensing.gatech.edu/licensees.html and contact selected company (or companies) for pricing and a timeline. If you’re having trouble choosing a licensee to use or need advice for a specific product, contact Aimee Anderson (aimee.anderson@comm.gatech.edu).
4. Email original design in a .jpg format to gtlicensing@gatech.edu, along with the name of the official licensee you plan to use.
5. You will be contacted within 48 hours with approval or suggested revisions of your design.

Suggested Timeline

First, determine what materials you need and when you need them. Timelines will vary depending on the item, but here is an example of how you can prepare:

- Six weeks prior to needing materials: Review licensing/trademark guide.
- Five weeks: Begin design for materials and identify the licensee you’d like to use.
- Four weeks: Submit name of official licensee and design to Licensing for approval (this allows time for potential revisions) to gtlicensing@gatech.edu.
- Two weeks: Submit final design to licensee for production.

Things to Remember

- If you’re using materials to represent a student organization, it must be a chartered group through the Office of Leadership and Civic Engagement (leadandengage.gatech.edu). If you’re unsure of your status, contact Kelly Cross at kelly.cross@vpss.gatech.edu or stop by the office located on the third floor of the Student Center Commons.
- Plan ahead and start early.
- Buzz should always have four teeth.
- Spirit Marks may not be used in conjunction with or to replace the official Institute logo (with the Campanile).
- The Ramblin’ Wreck is best used for internal audiences, such as alumni and current students, to promote tradition. It is not as popular as Buzz among external fans.
- Designs may not alter the colors on logos or trademarks.
- Logos and trademarks may not overlap or bump directly next to each other — leave a bit of breathing space between them.
- Be sure to include the appropriate ® and ™ symbols.
- Trademarks may not depict the endorsement of alcohol, tobacco, drugs or firearms.
- Trademarks may not be used in a way that potentially endorses a company or service.
Examples of proper use

Here are a few ways the Tech community has been able to use trademarks for their organizations or events:

- Tennis Team
- Circle K
- Earth Day
- Equestrian Club Team

Improper use

Some general things to keep in mind for proper use are to ensure your design does not alter the colors of trademarks, does not have a trademark overlapping another and does not portray the trademarks as endorsing another company or the use of drugs, tobacco or firearms.

Use of the vintage “Old Buzz,” who is pictured on the back of the Ramblin’ Wreck, is only permitted for historical purposes. Georgia Tech prohibits other references or uses of this image outside of actual photographs.

The image to the right includes the current Buzz used correctly, but the combination of Buzz with this type treatment is being phased out of Tech’s visual identity system.

Definitions

**Registered ®**
A device, as a symbol or name, that identifies a product, is officially registered with the United States Patent and Trademark Office (USPTO), and is restricted by law to the exclusive owner or manufacturer.

**Registered Trademark ™**
A device, as a symbol or name, that identifies a product, has claimed ownership, and is restricted by law to the exclusive owner or manufacturer.

**Logotype**
A distinctive identifying symbol, as of a company or publication.

**Spirit Marks**
Interlocking GT, Buzz and the Ramblin’ Wreck are considered spirit marks.
Frequently Asked Questions (FAQ)

Are students allowed to use the Georgia Tech logos and spirit marks?
Yes; they simply need to obtain permission/approval from the Licensing department.

How can students use them?
Use is reviewed on a case-by-case basis. Please review the “Things to Remember” section and submit your design to gtlicensing@gatech.edu for approval.

How long does the approval process take?
The process is made to be easy and efficient. Students are encouraged to submit their artwork six weeks in advance in order to allow time for revisions, discussion and production of their product. Read more in the “Suggested Timeline” and “Approval Process” sections on page 5.

What are the consequences if artwork is created and published without approval?
Products created using unapproved artwork or through an unlicensed vendor have the potential to be confiscated and are subject to legal action.

What is the difference between a Georgia Tech logo and a spirit mark?
The Georgia Tech logo is used for official Institute business, including academic, research and administrative use. Spirit marks are typically used for athletics, student and spirit-related activities.

What is the difference between ® and ™?
See “Definitions.”

What colors may I use?
Georgia Tech trademarks must use the colors seen in this guide. Other colors may be used in your design or organization mark, though the combination of red and black is discouraged. See Colors on page 4 for specific color information.

Questions?
The rules and guidelines in this guide are meant to provide an overview of logo and trademark use. If you’d like additional details, visit licensing.gatech.edu or review the Institute’s full Visual Identity Guidelines (pdf). You may also contact staff members for further assistance or information.

Though there are limitations to use, we encourage the appropriate use of logos and trademarks among the Tech community and are happy to work with groups to help you create something that works well for your organization and for Georgia Tech.

Contacts

Aimee Anderson
Licensing
aimee.anderson@comm.gatech.edu

Kristen Bailey
Student Communications
kristen.bailey@comm.gatech.edu

Kelly Cross
Student Organizations
kelly.cross@vpss.gatech.edu
Banners, Posters, and Flyers

The Office of Leadership & Civic Engagement has poster markers and letter cutouts you can use. If you would like printed banners/posters, Paper and Clay can take care of those printing needs.

Copying:  *Main Circulation Desk, 404-894-4500*
The Library has services provided by the Circulation Desk. Transparencies, binding, and large format printing is available in the East Commons and cost varies based on size and type of paper.

Housing Marketing:  *Katrina White-Johnson, katrina.white@housing.gatech.edu, 404-894-2472*
E-mail the flyer to Katrina for approval. If approved, you can drop off flyers with her in the Housing Office (at least 2 weeks before the event) that they will put up and then tear down the day after the event. The flyers should be grouped like this (416 flyers total):
- 141 flyers for East Campus
- 135 flyers for West Campus
- 40 flyers for North Campus
- 100 flyers for North Avenue Apartments

Banner Space/Flyers/Chalking:  *Beverly Peace, beverly.peace@spaceplan.gatech.edu*
These are great ways to advertise to students in the middle of campus. Banners may be hung on the Skiles railing, and the Tech Walkway may be chalked according to the policies listed on the Capital Planning and Space Management website. To reserve any of these spaces, you may email Beverly Peace or complete the *Request for Use of Campus Space* form on the Space Planning EMS system. If you wish to display flyers or posters in an academic building, contact the academic department’s administrative office for approval.

Student Center:
Banner/Poster Space, Room, Info Table, Display Case Reservations:
Student Center Map:  [www.studentcenter.gatech.edu/pages/facilitymap.aspx](http://www.studentcenter.gatech.edu/pages/facilitymap.aspx)
Room, Banner, Display Case Reservations:  [http://www.gtevents.gatech.edu/virtualems/](http://www.gtevents.gatech.edu/virtualems/)

Table Tents:  *Andrea Preininger, andrea.preininger@sodexo.com*
Contact Andrea for approval, 320 table tents should be created to cover all campus dining facilities.

Media and Publication Ads

Plasma Screens:  [http://www.studentcenter.gatech.edu/plasma/plasma.html](http://www.studentcenter.gatech.edu/plasma/plasma.html)
These provide an opportunity to showcase your organization’s events in either a static or moving format (powerpoint, digital video, etc.) in the Post Office area of the Student Center on two plasma screens. Submissions can be made via e-mail, CD, or tape at least one week prior to the event. This is free for student organizations.

WREK 91.1 FM:  *underwriting@wrek.org, 404.894.2468, http://www.wrek.org/underwriting/.* WREK radio is also a good tool to promote events, meetings, call for volunteers and members. All underwriting is negotiable with student organizations.

TechKnow Ads (GTCN):  *Scott Sergent, scott.sergent@housing.gatech.edu, 404-894-6017*
E-mail pertinent information (date, time, place, deadline, etc.) They will make an ad for you, or you
can attach a PowerPoint file with an ad, if you have one. Scott will be able to help through e-mail if you have any questions.

**Technique Ads:** ads@nique.net, 404-894-2830, http://mediakit.nique.net/. The *Technique* offers special rates for student groups to advertise their events, meetings, call for volunteers and members. To submit an ad request, please go to: http://mediakit.nique.net/product-category/student-organization/. The deadline to submit an ad request is the Monday of the publication week. They can also help with designing your ad, just email ads@nique.net for more information.

**Georgia Tech Cable Network:** http://www.gtcn.gatech.edu/, 404-894-6017

Campus organizations can submit ads to get information out to students. The GTCN can create the ad for you if they are given the content, which can include images, or you can send them a Flash file of your own creation. For more information, contact Scott Sergent at scott.sergent@housing.gatech.edu.

**E-Mail Newsletters**

**Women’s Center Newsletter:** Contact Colleen Riggle, Assistant Dean and Director of the Women’s Resource Center at colleen@gatech.edu with the text for your announcement and how the program or event aligns to the mission of the WRC.

**Weekly Digest:** Visit http://deanofstudents.gatech.edu/plugins/megamod/ to submit your request for approval. Please note, organizations are only allowed one submission per week and must be in Active standing to utilize the service.

**Calendar**

All students are encouraged to post their events to the Campus Calendar (calendar.gatech.edu) for maximum visibility and promotion. Students can submit information to https://www.contact.gatech.edu/submit-your-event. The more information provided in the overview of the event, the better. Submit at least a week in advance to be considered for syndication in other campus channels such as the Daily Digest. If there are any questions please contact Kristen Bailey at kristen.bailey@comm.gatech.edu. Please note only student organization in Active standing can utilize the service.
Event Planning & Scheduling

Reserving Space
Event Logistics Committee
Equipment
Security
Catering
Alcohol at events
Alcohol Event Planning Form
Reserving Space

General Reservations: https://www.gtevents.gatech.edu/VirtualEMS/

Classroom and Study Space Scheduling: https://www.gtevents.gatech.edu/VirtualEMS/

Outdoor Space Rental: https://www.gtevents.gatech.edu/VirtualEMS/
- For space overview: www.space.gatech.edu/CPSM_Outdoor_Spaces.htm
- Tech Walkway: https://www.gtevents.gatech.edu/VirtualEMS/
- Athletic Association, Chandler Field, Grant Field, O’Keefe, Atlantic Steele: Athletic Event Coordinator, Zach Brewster at zbrewster@gtaa.gatech.edu.

Student Center Reservations:
Ballroom, 3rd floor rooms, Theater, Ferst Place, Under the Couch, and Greenhouse (after hours): https://www.gtevents.gatech.edu/VirtualEMS/
- Paper and Clay: 404-894-2827
- Equipment rental rates: Please connect with Student Center staff regarding current rates for equipment rentals.

Student Success Center Room Reservations:
- For internal Georgia Tech reservations Monday-Thursday and Fridays before 5:00pm please reserve space at GTEvents: www.gtevents.gatech.edu.
- To reserve space after 5:00pm on Fridays and for Saturday and Sunday please visit our website at www.ssc.gatech.edu.
- Equipment rental rates: http://www.ssc.gatech.edu/room_rates.php

Ferst Center: http://ferstcenter.gatech.edu/plugins/content/index.php?id=30

CRC Reservations: http://www.crc.gatech.edu/content/545/crc-reservations
- CRC Aquatic Reservations: http://www.crc.gatech.edu/aquatics/content/202/aquatics-reservations

Wardlaw Center: Contact building manager for reservations.
- Building Manager - Darrell Gray, 404 894-9399, darrell.gray@dev.gatech.edu.
- Building hours: 8:00am-5:00pm
- After hours use by reservation only. After-hours access is via Buzz Card.


Student Services Building: For reservations contact Mary Brunson, 404-385-0430, mary.brunson@vpss.gatech.edu.
- Restrictions: Only chartered GT student organizations or Student Affairs events can use the atrium space with permission from the V.P. of Student Affairs. All groups and departments can reserve the auditorium for GT events.
- For other special event information please contact the building manager.
Residence Halls: https://www.conference.gatech.edu/policy.cfm

Under the Couch: http://www.gtmn.org/underthecouch/?page_id=146

Event Logistics Committee
The Event Logistics Committee (ELC) meets bi-weekly and consists of members from the various service departments like Campus Police, Parking & Transportation, Grounds/Landscaping, Recycling, the Office of Leadership & Civic Engagement and others. The ELC provides information and advice to help with event coordination and to ensure a well-planned and well-organized event. All organizations that are planning campus-wide events are encouraged to meet with the Event Logistics Committee. Please send an email inquiry to Beverly Peace at beverly.peace@spaceplan.gatech.edu for more information on the Events Logistics Committee.

Equipment
Plant Operations Division: When planning an event, POD can assist your organization in providing tables, chairs, power circuits, and many other services. Contact POD at 404-894-4114 regarding these services and any fee that may apply.

RHA Funshop: http://rha.gatech.edu/funshop/
Equipment may be rented through certain facilities on campus including the Ferst Center, the Student Success Center, and the Student Center. For rates and details see the links listed under the respective locations above.

Security
Georgia Tech Police Department: www.police.gatech.edu, 404-894-9968
Nations Fence (fences for security): Ricky Lewis, 770-603-9745

Catering
Sodexo is the approved and recommended catering for campus. However, there are other approved caterers. You can find all the information about catering options and place an order at https://gatech.sodexomyway.com/catering/index.html. The Catering Director: Opal Baker, can be reached at opal.baker@sodexo.com or 404-385-3609.

Alcohol
If your organization plans to serve alcohol at an event on campus, the Alcohol Event Planning Form (located in the Office of Leadership & Civic Engagement and on www.leadandengage.gatech.edu) must be completed with all necessary signatures and returned a minimum of one week before the event. Student organizations may not purchase or supply alcohol with organizational funds.

Key Contacts
Students
Name: Lisa White
Title: Executive Chair, PCGB
Email: lisa.white@gatech.edu
Name: Dillon Roseen
Title: Undergraduate President, SGA
Email: roseen@gatech.edu
Name: **Johnathan Lyon**  
Title: Graduate President, SGA  
Email: jgl@gatech.edu

Name: **Justin Eisenberg**  
Title: Vice President for Campus Organizations, SGA  
Email: Justin.eisenberg@gatech.edu

Name: **Trevor Lindsay**  
Title: Vice President for Finance, SGA  
Email: trevor.lindsay@gatech.edu

### Key Websites to Know

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td><a href="http://www.counseling.gatech.edu">www.counseling.gatech.edu</a></td>
</tr>
<tr>
<td>JacketPages</td>
<td><a href="http://www.jacketpages.gatech.edu">www.jacketpages.gatech.edu</a></td>
</tr>
<tr>
<td>Leadership Education and Development</td>
<td><a href="http://www.leadership.gatech.edu">www.leadership.gatech.edu</a></td>
</tr>
<tr>
<td>LGBTQIA Resource Center</td>
<td><a href="http://www.lgbtqia.gatech.edu">www.lgbtqia.gatech.edu</a></td>
</tr>
<tr>
<td>New Student and Sophomore Programs</td>
<td><a href="http://www.faset.gatech.edu">www.faset.gatech.edu</a></td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td><a href="http://www.deanofstudents.gatech.edu">www.deanofstudents.gatech.edu</a></td>
</tr>
<tr>
<td>Office of Disability Services</td>
<td><a href="http://adapts.gatech.edu/">http://adapts.gatech.edu/</a></td>
</tr>
<tr>
<td>Office of Greek Affairs</td>
<td><a href="http://www.greek.gatech.edu">www.greek.gatech.edu</a></td>
</tr>
<tr>
<td>Office of Leadership &amp; Civic Engagement</td>
<td><a href="http://www.engage.gatech.edu">www.engage.gatech.edu</a></td>
</tr>
<tr>
<td>Office of Student Integrity</td>
<td><a href="http://www.osi.gatech.edu">www.osi.gatech.edu</a></td>
</tr>
<tr>
<td>Presidents’ Council Governing Board</td>
<td><a href="http://www.pcgb.gtorg.gatech.edu">www.pcgb.gtorg.gatech.edu</a></td>
</tr>
<tr>
<td>Room Reservations</td>
<td><a href="http://www.gtevents.gatech.edu/virtualems/">www.gtevents.gatech.edu/virtualems/</a></td>
</tr>
<tr>
<td>Student Affairs</td>
<td><a href="http://www.studentaffairs.gatech.edu">www.studentaffairs.gatech.edu</a></td>
</tr>
<tr>
<td>Student Center</td>
<td><a href="http://www.studentcenter.gatech.edu">www.studentcenter.gatech.edu</a></td>
</tr>
<tr>
<td>Student Diversity Programs</td>
<td><a href="http://www.diversityprograms.gatech.edu">www.diversityprograms.gatech.edu</a></td>
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<tr>
<td>Student Media</td>
<td><a href="http://www.studentmedia.gatech.edu">www.studentmedia.gatech.edu</a></td>
</tr>
<tr>
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</tr>
<tr>
<td>Women’s Resource Center</td>
<td><a href="http://www.womenscenter.gatech.edu">www.womenscenter.gatech.edu</a></td>
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</table>