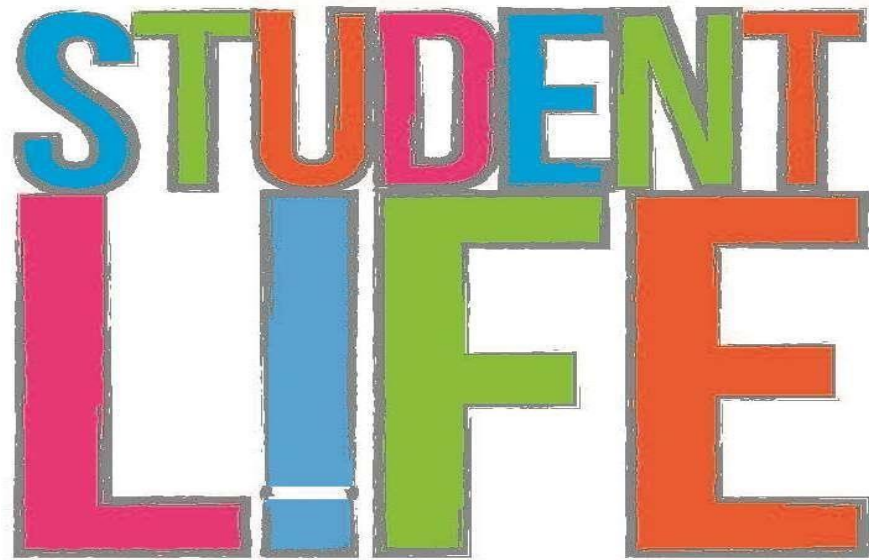


DALTON STATE
COLLEGE



REGISTERED STUDENT
ORGANIZATIONS
MANUAL

COVID-19 Guidelines Included

Additional information in response to
COVID-19 is marked in **red**.

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SECTION 1: Dean of Students Office

Mission

The Dean of Students Office promotes student engagement, learning, and development through intentional programming, support services, and resources. Your journey starts here!

Goals

Engage

Participation is pivotal for student connectedness. We will engage the diverse student population through an array of programming and initiatives.

Educate

Opportunities for learning exist everywhere. We will enhance student learning through transformative and intentional co-curricular experiences.

Develop

Holistic student development is vital for students to achieve their full potential. We will assist students in fostering their comprehensive growth through extensive engagement, leadership opportunities, and campus wide/community involvement.

Student Life Mission Statement

Student Life is dedicated to both student and organization development through diverse, community centered programs and active leadership experiences.

Student Life Staff and Contact Information:

Amber Lesicko

Associate Director, Student Life

alesicko@daltonstate.edu

706.272.2595

Heather Williams

Assistant Director, Student Life

hwilliams@daltonstate.edu

706.712.8234

Alma Hurtado

Office Manager

ahurtado@daltonstate.edu

706.272.4428

SECTION 2: THE PURPOSE OF REGISTERED STUDENT ORGANIZATIONS

Mission of Registered Student Organizations

Registered Student Organizations will allow students to build communities through connections made by common interests and identities. These communities will provide opportunities for students to develop their leadership, promote awareness of issues, expand professional and personal competencies, and engage with Dalton State and local communities outside of the classroom.

Learning Outcomes

Through involvement in a Registered Student Organization, students will be able to:

1. Build relationships with students who share similar interests and identities.
2. Promote issues pertinent to their RSO through activities such as meetings, events, scholarship, presentations, campus/community involvement, and fundraisers.
3. Develop organizations through the cultivation of leadership.
4. Develop knowledge-based skills which will expand upon their understanding of issues pertinent to their RSO.

What is an RSO?

Registered Student Organizations, also referred to as RSOs, shall be defined as a group of at least ten currently enrolled Dalton State students that are united by a common purpose as defined by the organization's governing documents. An RSO is formed to contribute to those students' educational growth, recreation, and/or personal development. Most importantly, a Registered Student Organization is registered with the Dean of Students Office. RSOs can be academic, social, honorary in nature, and they are inclusive of sororities and fraternities.

Categories of RSOs

Academic	RSOs with ties either to an academic program on campus or to a professional organization/honor society off campus
Common Cause	RSOs in which members share a common social, philosophical, artistic, or political interest
Fraternity/Sorority	Social Greek letter organizations
General Population	RSOs targeting all Dalton State students through programming and events for any and all members of the student population
Multicultural	RSOs existing to promote a common cultural identity or increase intercultural awareness
Religious	RSOs existing to connect students of shared faith communities

College-Affiliated Organizations

College-affiliated organizations are those organizations that are open to all students on campus, and that have regular annual operating budgets. It is the obligation of these organizations to provide programming in the way of entertainment and education for all DSC students.

At DSC, College-affiliated organizations are:

- [CAB: Campus Activities Board](#)
- [ODK: Omicron Delta Kappa](#)
- [SAVE: Students Advocating for Volunteer Efforts](#)
- [SGA: Student Government Association](#)

SECTION 3: RIGHTS AND RESPONSIBILITIES

RSO Rights and Privileges

All Registered Student Organizations have the following rights and privileges:

Dean of Students Office Support	The Dean of Students Office provides support administratively through a staff liaison whose job it is to support all RSO efforts. Further, Student Life staff help RSOs navigate the processes for purchasing, advertising, fundraising, and other tasks.
Student Life Funding	RSOs have the right to request Student Activity Fee funding each year, but funding is not guaranteed.
Advertising	RSOs are the only student organizations which may advertise throughout campus and through official DSC channels.
Advisor Support	All RSOs must have a full-time DSC faculty/staff advisor to support their student members and to help them be successful.

RSO Policies and Regulations

All Registered Student Organizations have the following responsibilities and obligations:

Annual Registration	RSOs must be registered annually in order to continue to receive the benefits of RSO status.
Budget Management	RSOs are responsible for managing any funds allocated to them through Student Life funding, dues, or fundraisers. While RSOs do not physically hold their funds, they are responsible for knowing how much money is available to them, as well as the policies and procedures for spending the allocated funds.
Member GPA	RSO members are required to maintain a 2.0 GPA. RSO officers are required to maintain a 2.25 GPA. Advisors are responsible for checking and submitting member GPA's at least once a semester.
SGA Participation	A designated student representative (usually the RSO President) is responsible for serving on Student Government Association. Failure to be present for SGA Meetings will result in the loss of RSO funding. See the SGA Constitution for more details.
Student Code of Conduct	All RSO members must follow the DSC Student Code of Conduct at all times, whether on or off campus.
**COVID-19 Response	RSOs must follow DSC's current COVID-19 response plan

Dalton State College Notice of Nondiscrimination

All of the programs, activities, and organizations of Dalton State College are open for the participation of all employees and all individuals enrolled as students. Admissions policies, activities, services, and facilities of Dalton State College do not exclude any person on the basis of race, color, age, sex, religion, national origin, disability, or veteran status. Dalton State College is an Affirmative Action Program Institution.

The Board of Regents and Dalton State College prohibits unlawful discrimination, harassment, and retaliation based on any characteristic protected by law.

Incorporated in this policy are the applicable provisions of Title VII of the Civil Rights Act of 1964 and Executive Order 11246, as amended; of Title IX Regulations Implementing Education Amendments of 1972; of Section 503 and Section 504 of the Rehabilitation Act of 1973; of the Vietnam Era Veterans Readjustment Assistance Act of 1974; of the Age Discrimination Act of 1975, as amended; of Title II and other provisions of the Americans with Disabilities Act of 1990, as amended; and of any other federal laws or regulations regarding equal opportunity, affirmative action, and nondiscrimination with respect to employees and students to which Dalton State College is subject. Any person who requires assistance under these measures for admission to or participation in any program, service, or activity of Dalton State College should contact the designated Title IX and Section 504 Coordinator:

Lori McCarty
Assistant Vice President of Human Resources
706.272.2034
lmccarty@daltonstate.edu

SECTION 4: STUDENT ORGANIZATION REGISTRATION

Annual Registration Process

To be considered registered, an organization that is already recognized must annually complete/submit the following:

- RSO Annual Registration Form
- RSO Constitution
 - A constitution must be submitted without regard to whether or not changes have been made.*
- Membership Roster with grades added by advisor
 - Membership Rosters must be submitted in Microsoft Excel and include student names, DSC emails, and ID#s*
- RSO President Training
- RSO Advisor Training

Without completing the registration process annually and submitting the above materials to Student Life by the registration deadline, all RSO privileges are relinquished.

Registering a New Organization

All potential new RSOs must be approved by the Student Government Association (*The Constitution of the Student Government Association, Article X: Section I. Application and Approval*). Potential RSOs must submit the following items to Student Life before being considered for registration by the Student Government Association (SGA):

- New RSO Application
- Provisionary Startup Budget Request for the rest of the academic year (only if requesting funding from the Student Government Association)
- Constitution
- RSO Roster (must be in Microsoft Excel)

All materials must be submitted by the Friday prior to an SGA meeting. At the SGA meeting, a representative of the potential RSO is required to speak to SGA about their organization. SGA will then vote on whether or not to recognize the group. If approved, the budget request will be reviewed and voted on by SGA. After the meeting, the new RSO can function with full rights and responsibilities. The SGA recognition process also serves as the RSO registration for that academic year.

RSO Membership Requirements

To qualify for membership in RSOs, members and officers must be currently enrolled Dalton State students. Students must have a minimum 2.0 cumulative GPA. The only exception shall be first semester freshmen who shall be considered probationary members for one term until a cumulative GPA is calculated. RSO members that fall below a 2.0 will be removed from the roster. Faculty and Staff may not serve as members or officers of Registered Student Organizations (*The Constitution of the Student Government Association of Dalton State, Article X: Section III. Conditions of Membership*).

RSO Executive Officer Requirements

RSO officers must have and maintain at least a 2.25 cumulative GPA. If at any time the cumulative GPA should drop below 2.25, the officer will be removed from office. If a student is president of more than one (1) club or organization, he/she may cast only one vote at SGA and be counted present for only one organization. A member from each RSO must serve as designee to have a vote and be counted present

SECTION 5: ADVISORS

Role of an Advisor

The role of the faculty/staff advisor for an RSO is to provide mentorship and guidance to the student members of the organization. All RSOs are required to have a DSC faculty or staff advisor. If RSOs need help finding an advisor, they may contact the Dean of Students Office for assistance. Responsibilities of advisors can include attending organization meetings, meeting with organization officers as a group or individually, overseeing budget and financial transactions, serving as an advocate for the organization, serving as a liaison between the institution and students, assisting the organization in problem-solving, and overseeing the election and/or appointment of new officers. Advising can take place through face-to-face meetings or via telephone, email, instant messaging, or other communication methods (*from the Council for the Advancement of Standards*). Further, CAS suggests advisors should meet the following standards:

1. Be knowledgeable of student development theory and philosophy to appropriately support students and also to encourage learning and development.
2. Have adaptive advising styles in order to be able to work with students with a variety of skill and knowledge levels
3. Have interest in the students involved in the organization
4. Have expertise in the topic for which the student group is engaged
5. Understand organizational development processes and team building

Who Can Be an Advisor?

Full-time faculty or staff members are eligible to serve as RSO advisors. Student Life staff members cannot be an RSO advisor unless it is otherwise stated within their job description.

Advisors and Liability

The Board of Regents of the University System of Georgia strongly recommends the use of the following instrument to protect instructors and others in the administration of athletic and recreational activities.

Student Trip Registration and Waiver

1. Notice to all persons participating in activities
2. Release, Waiver of Liability, and Covenant Not to Sue
3. Verification of Health and Accident Insurance coverage

To be effective, this document must be completed and signed for each activity by all persons who participate in extracurricular athletic and recreational activities. (Memorandum from Henry G. Neal, May 7, 1990) The [Student Trip Registration Form](#) can be located on the Dean of Students 'Forms/Resources' website.

The Dean of Students Office at Dalton State College requires that students fill out the Student Trip Registration Form for each organization each semester. This is done so that students are made aware that risks may be different in attending a club meeting versus intramural participation or versus participating in novelty events. Therefore, the same student may have waivers filed under RSOs, a special event, and for intramural participation.

There are additional ways an institution may reduce liability, which are listed below:

1. Emphasize to students participating in group trips and special events that the student assumes the risk. Make sure the hazards involved are clearly stated. This can be done in a group meeting before the event, such as a ski trip, or through the use of a written statement, which each student signs after reading.
2. Use waivers to show that the student was forewarned about the specific event.
3. Use licensed professionals whenever possible, as in rafting, skiing, rock climbing, etc. Make sure the professional is covered under Workman's Compensation and Liability Insurance.
4. Insist that participants provide their own, personal insurance.
5. Distribute handouts stating that the participant, and not the institution, assume hazards and risks.
6. Have students and student groups generate their own funds so that student activity fees are not used for certain events.

SECTION 6: FUNDING AND BUDGETS

Annual Budget Request

During the spring semester, all RSOs which want funding for the next academic year complete a Budget Request Form. Budget Request Forms for the upcoming academic year will be due at the last March SGA Meeting. Current academic year spending as well as expected spending for the next academic year must be provided, so please keep accurate financial records throughout the school year.

An RSO's entire proposed budget submitted may be approved. However, **this does not mean that every event, trip, meeting, etc. listed on the proposed budget request was approved.** All events still require pre-approval on an individual basis by both the RSO advisor and Student Life according to the current year's RSO Manual.

Budgets run from when an RSO is registered in the Fall to the SGA meeting in April. All unused funds roll over into Student Activity Surplus.

Final approval of the budget is obtained from the Board of Regents' Office. Please see the SGA Constitution for additional funding request policies.

RSO Membership Dues

RSOs may require dues of their membership, if their constitution includes such a provision. Dues should be collected by the RSO treasurer or the advisor and submitted in one deposit to the Dean of Students Office. Dues will be deposited into the RSO Agency Account. If an RSO is required to submit dues on a state, regional, or national level, they must also be collected by the treasurer or advisor and submitted in one time for deposit. The RSO then must submit the appropriate information so a check may be cut to the appropriate place.

Requesting Additional Funds through the Student Government Association

A [Request for Funding form](#) can be found on the Student Life webpage. The following must be included in a Request for Funding form:

1. Written documentation of all funds being requested
2. Contact information for the vendors
3. W-9 for all vendors (call the vendors for this information)

Additional paperwork will be necessary if the funding requested is for off-campus travel. Requests for funding may be submitted by a faculty/staff member on behalf of their class, office, or organization in which students are involved. Funds may be requested for guest speakers, class trips, or conferences. RSOs may submit a request for additional funding for an unplanned event. An unplanned event does not include an annual event or annual conference. RSOs cannot submit a request for additional funding to fund programs not approved in annual funding or to help with poor budgeting of funds. Those requesting funding must also show how the event or purchase directly relates to their class, office, or organizational purpose or mission statement as well as the Dalton State College mission statement.

Proposals are due to SGA the Friday before the SGA meeting when it will be reviewed by the Student Government Association's Budget and Fee Committee. The Budget and Fee committee will provide a recommendation to SGA at the next scheduled SGA meeting. SGA will vote on the proposal during the

meeting it is proposed. A representative of the organization is required to attend the SGA meeting on behalf of the proposal to answer any questions SGA may have related to funding.

Fundraisers

RSOs may raise funds for philanthropic or organizational development purposes. While the types of fundraisers vary, successful fundraisers typically take a great deal of planning and preparation. With that, it is recommended that RSOs interested in conducting fundraisers plan them well in advance. The [Fundraising request form](#) must be approved two weeks in advance of when the proposed fundraiser is to take place. Fundraiser approval can be a lengthy process if RSOs do not plan their efforts properly. RSOs must have all aspects of their Fundraisers planned by the time they submit their request. Within five days of the completion of a fundraiser, all receipts and the appropriate completion form are due to Student Life. In order to prevent constant fundraising, RSOs can only hold four fundraisers per year with a maximum of two per semester. Anything purchased for the fundraiser must come out of their agency account. Fundraised money will be deposited in the RSO Agency Account.

Donations

RSOs may seek monetary donations to assist in the promotion of their organizations. RSOs wishing to seek donations (funding, food, gift cards, etc.) must first consult Student Life before contacting potential donors.

Sponsorships

Solicitation of sponsorships from an outside individual, company, institution, or organization must obey by the following guidelines:

1. Sponsorship cannot exceed \$1000
2. Consult with contracted groups affiliated with Dalton State College before consulting other parties.
3. Businesses whose core focus is alcohol or tobacco shall not be used for sponsorships
4. Sponsorships must get approval from Student Life, prior to initial solicitation.
5. A Memorandum of Understanding (MOU) must be signed by sponsor, organizational president, Student Life representative, and Vice President for Fiscal Affairs. MOUs must be approved by Student Life before signed. All signors must receive a copy.

RSO Budget Management

RSOs are responsible for the management of their own budget. Mismanagement or improper use of funding may result in the removal of the use of the organization's remaining budget for the current fiscal year and/or the loss of privileges for requesting funds for the following fiscal year.

RSO Participation

RSOs must host and document with Student Life (submitted attendance sheets) at least 3 meetings/events each semester (fall and spring) to be eligible for Student Activity Fee Funding for the following year. Please see the SGA Constitution for additional funding policies.

SECTION 7: PURCHASING

Board of Regents Policy on Student Activity Fee Use

In the state of Georgia, each institution must recommend to the Board of Regents the Student Activity Fee proposed to charge each student. The Board, after investigation by its staff, shall approve or disapprove the recommendation. When approved by the Board, such fees are mandatory, and the fees so collected are subject to the control and audit of the Board of Regents and the institutions concerned.

To insure the legal expenditure of such funds, the president and the chief business officer of each institution shall annually review the budget for the proposed use of such fees and the president shall certify to the Board of Regents that the proposed expenditures for such fees are for **educational, cultural, recreational, or social purposes for the benefit of the students.**

The Treasurer of the Board of Regents shall cause an annual audit to be made of such expenditures at each institution and shall determine whether such fees have been expended for the limited purposes intended. Title to all property purchased from Student Life funds shall vest in the Regents of the University System of Georgia.

All Student Activity fees collected by an institution shall be budgeted and administered by the President, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least fifty percent students (Dalton State College Student Advisory Council- Budget and Fee Committee). All payments from Student Activity Fee funds shall be made according to the appropriate business practices of the institution. All payments from Student Activity Fee funds shall be made by the chief business officer of the institution upon receipt of a properly approved invoice or contract. (BR Minutes, 1948-49, pp. 291-92; 1981-82, pp. 92-93; 1982-83, pp. 124-25; 1982-83, p. 303)

Dalton State College Fee Guidelines

Student Activity Fee funds can be used for supplies, honoraria for speakers (who are not University System of Georgia Faculty or Staff), contracted performers, refreshments for events or programs (as specified in the following pages in accordance with Board of Regent's policy) and approved travel expenses. Funds are not carried over from year to year and are only available on a fiscal year basis for Fall and Spring Semester, unless upon special request, upon completion of required paperwork and training necessary to function as a Registered Student Organization. Student Activity Fee Funds cannot be used for gifts (including, but not limited to graduation pins and stoles). All items purchased with Student Life funds by the organization become the property of the College and must be housed on campus. Items may not be removed from campus for use on either a loan or rental basis for personal gain (*According to Board of Regents of the University System of Georgia Policy Manual 910.09*). Only goods and services for the organization's basic function will be funded. All goods, services, or activities bought or funded by Student Life funds must be available to all members of the organization. **No Student Life funds may be used to purchase alcoholic beverages, personal items, or to support political candidates.** It is the policy of Dalton State College to purchase goods utilizing the State Purchasing guidelines regardless of the source of funding. This includes purchases supported by Student Activity Fees.

Purchasing General RSO Supplies

Purchases can be made for supplies or items used to further the purpose of the RSO. Proper documentation stating the price of items to be purchased and the name, address, telephone number, fax number, and W-9 (ask the vendor) of the company from which to be purchased must be submitted at least two weeks prior to expected purchase date, using the RSO [Purchase Form](#). The Wal-Mart tax exempt number is 18027. The [tax exempt](#) form can be found here.

Purchasing T-Shirts

The on-campus bookstore is the preferred vendor for RSO shirts. However, RSOs may purchase t-shirts from the company of their choosing. Student Life must approve the design before the order is placed. If the t-shirts are being purchased with RSO funds, the design must have Dalton State College's name printed on the t-shirt. The official colors of Dalton State College are Blue (PMS 539) and Silver (PMS Cool Gray #10). RSO annual operating funds can only cover 50% of the cost of the t-shirts. Students or an agency account must cover the remaining cost.

To obtain approval of the t-shirt design, the RSO must submit the following to Student Life prior to placing order:

1. Completed Purchase Form
2. Artwork/Design
3. Back-up Information (why shirts are needed, who will receive a shirt, etc.)

Funding Student Travel → All non-essential travel must be avoided.

All travel, whether local or long distance, during which students are functioning as representatives of the Registered Student Organization or Dalton State College, must be approved in advance. Any request for funds while traveling will be requested on the [Travel Request Form](#) rather than through channels used for making a purchase. Any request for reimbursement for faculty/staff for approved travel must be submitted on a Travel Form and approved by the RSO advisor prior to submitting the form to Student Life. All travel reimbursements for faculty/staff must adhere to the State of Georgia travel regulations and will be conducted online using PeopleSoft software. As with all trips, funding will only be approved for quad (if possible), same-sex rooms for students staying overnight.

Contracted Events

Sometimes a purchase requires a contract to be signed. All contracts should be reviewed by the faculty/staff member requesting the purchase. After review, the contract should be forwarded to Student Life. A DSC Contract and/or Contract Rider are signed by DSC (VP for Fiscal Affairs) and the artist. Liability insurance, workers' compensation verification, and a W-9 are required from the artist. Contracts need to be submitted to Student Life at least **one month** in advance. Please include E-verify information if the contract meets, or exceeds, \$2500. If you have questions concerning contracts, please contact Student Life.

Movies

Movies that are shown as part of an RSO event must have the rights purchased prior to viewing. Please contact Student Life with questions about this process at least **one month** in advance of proposed movie viewing date. For more information on the need for movie rights, please see the Appendices.

Banquets and Ceremonies

RSOs may use their Student Life funding to put on a banquet for their members. At least half of Student Activity Fee funding used to pay for a banquet must be used on current Dalton State students. Exceptions to these rules may be made for honor society initiations or other reasonable exceptions at the discretion of Student Life.

Purchasing Food

All food for events on campus must go through the current campus catering vendor. Please contact catering@daltonstate.edu to begin the ordering process. The only exceptions to this are for pizza. All food requests must be submitted to Student Life using the RSO [Purchase Form](#), and must be submitted at least two weeks in advance of the date needed. The agenda, a flier advertising the event, and RSVP list must be attached to the form at that time for it to be considered complete. No forms will be accepted after this time. **Please remember that food should only be ordered from your budget for special events, such as kick-off events, end of the year banquets, etc. and cannot be purchased for meetings. An attendance sheet must be submitted 24 hours after the event to Student Life. Purchases must stay within the per diem and have appropriate documentation to be processed.**

<p>Purchasing Food for Student Events</p>	<p>“Institutional funds may be used to purchase food for students at sanctioned student events. Sanctioned student events include events sponsored by recognized student groups, athletic team events, and other campus events open to the general student body and designed to further the development and education of students,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.1). An agenda stating the purpose of the meeting, a flier advertising the event, and a list of students in attendance must be provided (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.4). Meals will need to stay within the state per diem limit \$6 breakfast, \$7 lunch, and \$15 dinner (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.1 and 4.3). Per diem rates include all applicable taxes and tips (According to the University System of Georgia Business Procedures manual 4.1.9). Please see: https://sao.georgia.gov/meal-allowances for updated per diem rates.</p>
<p>Purchases of Food in Excess of Per Diems</p>	<p>“In the event that an employee expends funds in excess of the authorized per diem contained in BPM (Business Procedures Manual) 4.3, then the amount spent in excess should be reimbursed by the employee making that expenditure,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.4.) For RSO purchases, the employee responsible will be the RSO advisor.</p> <p>High cost area per diem rates can be found here: https://sao.georgia.gov/meal-allowances. Please print out, highlight, and attach when using these rates.</p>

Purchasing Food for Potential Students	<p>“Potential students and their guardians may be provided food at an event designed to encourage the student to attend the institution,” (<i>According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.1</i>).</p>
Purchasing Food for Employees	<p>“Employees include temporary, part-time, and full-time staff, faculty, administrators, Resident Assistants, student assistants, and other student workers,” (<i>According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.3</i>). “When conducting a program, event, or meeting involving predominantly non-employees (of any institution of the Board of Regents) where attendance by the employee is essential and in furtherance of an official institutional program, and the meal is an integral part of the meeting, an employee can partake in the meal and be reimbursed for his or her actual meal cost up to the per diem limits established in BPM (Business Procedures Manual) Section 4.3. An employee will not be paid a reimbursement unless the employee actually incurs a cost,” (<i>According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.3.2</i>). A student worker participating in an event while being paid would be considered an employee. DSC considers the one RSO advisor as essential and any other faculty/staff members who are listed speakers on the program/agenda. Exceptions can be made by the Dean of Students Office or the Vice President for Enrollment & Student Services.</p>
Purchasing Food for Contracted Speakers/Performers	<p>Any food purchase, such as a reception for a guest speaker, must be available to all members of the organization. If a meal is required through a performer’s contract, the reimbursement is limited to the performer and one host/hostess. This reimbursement is subject to the meal per diem rates for our area (Breakfast \$6, Lunch \$7, Dinner \$15).</p>

Purchasing Food for Volunteers	<p>“Volunteers include individuals that provide benefits to the institution (serving on an advisory board, student mentors, etc.) without receiving compensation,” (<i>According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.2</i>). “For example, volunteers might include employees or students if the individual is operating in a capacity separate from their employee or student role. An employee or volunteer attending a student event in a capacity of a student would be considered a student. Note: Employees working additional hours in their own area, using work time to provide volunteer service, or otherwise participating in activities expected of employees, are not volunteers for the purpose of this policy,” (<i>According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8</i>).</p>
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Food Signature Form

Anytime that food is served at an RSO event when Student Activity Fee Funds or Agency Funds are used to purchase the food, an attendance sheet must be submitted to Student Life within 24 hours of the event. Only students and the advisor need to sign in on the Food Signature Form, since per diem rates are calculated by student and essential faculty/staff numbers.

Unallowable Purchases

- Gifts of any kind to anyone (includes students, faculty, staff, off-campus interested parties, donors, etc.). The term “gift” includes any and all items, including cash, given in any situation (i.e. Plants, flowers, cash, silver bowls, food, stoles, etc.). Purchases of a similar nature from the campus bookstore and charged back to the RSO are also prohibited.
- Food or meals served at a meeting or any function that does not have an official DSC business purpose (as supported by an agenda, etc.)
- Door prizes (regardless of intent for giving)
- Expenses associated with a purely social event (RSO Socials must still have an agenda)
- **Alcohol is never an allowable expense** (*According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8*).
- No Student Activity Fee Funds may be used for partisan political purposes or to support political candidates to include those on a federal, state, local, or college level (*According to the Board of Regents of the University System of Georgia Policy Manual 910.06*).
- Gas, fundraisers, miscellaneous items, and anything an organization can keep
- Food as part of traveling unless it is included in the conference registration or part of a required honorary banquet or food as part of a regular RSO meeting
- Any campaigning for political parties or candidates, RSO positions, and/or homecoming court representatives
- Individuals honor cords, plaques, certificates, etc. (w/the exception of the Annual Student Leadership Awards Banquet)
- Travel Expenses for Speakers/Programs (must be all inclusive price)

- Faculty Expenses (unless absolutely essential to the program/ event)

Agency Account Purchases

- Money fundraised, dues, or otherwise given to an RSO will be deposited to an Agency account.
- Agency account money can be spent on gifts.
- Purchases made from Agency accounts are not tax exempt.
- Meals purchased from Agency account money must still follow meal guidelines for Student Activity Fee money.

Reimbursements

When expenditures arise for your organization, if you or your advisor choose to spend personal money, you will **not** be reimbursed. **Purchases should be planned in advance so that this option is not necessary.** Please be advised that you run the risk of not being able to purchase items with your RSO budget if requests are not submitted and completed two weeks prior to your planned purchase.

SECTION 8: EVENTS, ACTIVITIES, AND MEETINGS

Definition of an RSO Event

An RSO event is defined as any activity hosted or sponsored by a Registered Student Organization or any activity during which students are functioning as representatives of a Registered Student Organization. Events can include meetings, membership drives, ceremonies, fundraisers, and on- or off-campus activities. ****As a reminder, all RSO events and meetings hosted on campus must follow DSC's current COVID-19 plan.**

RSO Recruitment Event

An RSO Recruitment event is defined as any activity hosted or sponsored by a Registered Student Organization that is designed to recruit new members. For RSO Recruitment Events to be approved, a recruitment plan must be submitted with the RSO Event Request. RSOs may host one recruitment event each semester. ****As a reminder, all RSO events and meetings hosted on campus must follow DSC's current COVID-19 plan.**

RSO Event Request

At least two weeks prior to hosting an event, the RSO must submit an [Event Request Form](#). [Note: Fall 2020 event request forms can be found here: [Event Request \(Fall 2020\)](#).] The request must be approved by the RSO Advisor and Student Life. The form can also be found under "Forms/Resources" on the Dean of Students website.

RSO Event Sign-In

All RSOs must take attendance at each of their events. You may check out a Student ID Scanner from Student Life. If a scanner is unavailable, the sign in sheet must be submitted via email in Microsoft Excel to Student Life.

Room Reservations

To reserve any rooms or spaces on campus (including the bell tower area and quad), the organization should fill out an event request form online. Once the [Event Request Form](#) has been approved, the organization may then complete a [Facility Request Form](#). Please note that in order for a Facility Request to be processed, the Event Request Form **must first be approved**. All requests should be submitted a minimum of **two weeks in advance**. Any forms received inside of the two-week window will be denied. Please see the Appendices for instructions on completing the Facility Request.

Due to a larger number of students and student organizations and a larger number of classes being offered throughout the day, reservable spaces are in high demand. Be sure to reserve your room as far in advance of your event as possible. Do not advertise the location of an event until it is confirmed as reserved. ****Please be aware of updated occupancies for on-campus spaces in accordance with DSC's current COVID-19 plan.**

SECTION 9: TRAVEL AND OFF-CAMPUS EVENTS

Definition of Travel and Off-Campus Events

Travel is defined as any off-campus events, whether local or long distance, during which students are functioning as representatives of the Registered Student Organization. If you have questions about if an event would be considered an RSO off-campus event, please contact Student Life.

Required Documentation for Off-Campus Events and Travel

The following documentation is needed for any RSO travel to be approved. Travel must be approved at least **two weeks** before a trip. *Please note that no travel will be approved until ALL forms are completely and correctly submitted to Student Life.* The following must be submitted for RSO travel to be approved:

1. **Travel Request Form** – RSOs planning to travel must complete a Travel Request form. Only one form is needed for all students, with a list of student names and ID numbers attached. If a faculty or staff advisor is also traveling, a separate Travel Request Form will need to be completed by each advisor traveling. Detailed instructions on how to fill out a Travel Request Form can be found in the Appendix.
2. **Student Travel Registration and Waiver** – Each student traveling must fill out the Student Travel Registration and Waiver online.
3. **Event/Conference Registration Confirmation** – If the purpose of travel requires any registration or confirmation of attendance, you must submit a copy of the registration. If the event registration costs money that you intend to pay for with RSO funds, make sure to complete your registration as early as possible and select the payment option for a check to be made out to the event organizers. You will need to make sure to get the event organizer's W-9 and an address of where to mail the payment, if registration is supposed to be pre-paid. If registration payment can be made upon arrival, only the W-9 is required and you will be able to pick up the registration payment from the Business Office before you leave.
4. **Agenda/Schedule** – You will need to submit an agenda or schedule for the event you are attending. If there is no formal schedule available, you must create one for your group. Most conferences have an agenda that is published before the conference. If it is not, contact the event organizers to see if one can be sent to you.
5. **Lodging Information** – If you will be staying in a hotel during your RSO travel and plan to use RSO funds to pay for your lodging, you will need to reserve the hotel first and submit your confirmation with the hotel's W-9. Student Life will only pay for quad (if possible) same-sex rooms. DSC will pay by check (hand deliver or mail) for the hotel. If the RSO is taking a check, we do not pay hotel/motel tax or state tax in the state of Georgia.

DSC Vehicle Usage

If your RSO has an eligible driver who has gone through the online driver training, completed a background check, and has a Motor Vehicle Driver Acknowledgement form on file, he or she can drive a state vehicle. The RSO advisor must complete the [reservation form](#) online.

If a DSC vehicle is available, employees can put gas on the DSC gas card. An employee ID number (different from your 9000#) is needed in order to use the DSC gas card. This number can be obtained through Payroll in Fiscal Affairs. If a DSC Vehicle is not available or if no employee ID number is available for a DSC gas card, then no gas reimbursement will be provided. Exceptions can be made by

Student Life. Any vehicle requests that are not cancelled within a day of their requested use and go unused will cause the RSO to forfeit later reservations.

All student drivers must be included in the Travel Request Form and have filled out the Student Travel Registration and Waiver and Alcohol Policy before departing Dalton State College. Student drivers must be at least 18 years of age and have a valid driver's license. A driving records check must be done through Public Safety to ensure a good driving record. Any student drivers must submit a photocopy of their driver's license prior to serving as the driver.

Student drivers who drive vehicles rented by Dalton State College for an outing must be 21 years of age or the required age the rental company has stated. DSC vehicles must be driven by a faculty, staff, or student. A copy of the driver's license must be provided to Public Safety prior to the date of the trip, if the driver is a student. If a college vehicle is unavailable and/or the student(s) chooses to transport themselves, mileage will NOT be reimbursed. Exceptions can be made by Student Life.

To be a registered driver, please contact the Dean of Students Office.

Meals While Traveling

Since students would normally pay for their meals even if they are not on a college sponsored trip, meal expenditures on student trips are not reimbursable.

After You Return from Your Trip

Once you return from a trip, please make sure to do the following (if necessary):

- **Submit all receipts** (hotel, registration fee) to Student Life with the remaining petty cash.
- **The Advisor must complete the online travel expense report** to be reimbursed for his/her individual costs. Student Life needs to be contacted before filling out the form so that accounting defaults can be changed if essential for registration and hotel.

Trip Deposits

Students who attend optional trips may be required to submit a deposit before the trip. If a student fails to attend a trip in which Student Activity Fee funds have been used, the student will be required to reimburse the full amount of funds paid to Dalton State College. The cost of the trip will be placed on the student's account and can be paid in the Dean of Students Office, located in the Pope Student Center.

Alcohol and Tobacco Policy

All students participating in a Dalton State College sponsored activity must adhere to the Code of Student Conduct as described in the Student Handbook located within the Course Catalog. Students are required to sign a Student Travel Registration and Waiver before departing on a trip. Any violation of this agreement will result in disciplinary action against the student. Students of legal drinking age, as designated by the state in which the activity is being held, are permitted to purchase, possess, and consume alcoholic beverages at off-campus activities that are not being funded through student activity funds, institutional funds, or the utilization of campus resources (i.e. State Vehicle). If alcohol is present, attendance must never be required. If an event is mandatory, no alcohol may be served. Even the perception of, or encouragement of, required attendance must always be avoided. Persons under

the legal drinking age are strictly prohibited from purchasing, possessing, or consuming alcoholic beverages. Since Dalton State became a Tobacco Free Campus on August 1, 2009, students are required to abide by the Tobacco policy on all Dalton State property, which includes any Dalton State vehicles requested for travel.

Effective August 1, 2014, Dalton State implemented an extended policy mandated by the Board of Regents of the University System of Georgia that all colleges and universities within the system become tobacco free and smoke free. [The policy can be found here.](#)

As stated in the policy, "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. The prohibition includes but is not limited to all areas indoors and outdoors, residence halls, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates and applies to all employees, students, and visitors. The use of tobacco products is prohibited in all vehicles, private or public, located on USG properties.

Our Dalton State College campus begins at the Ottinger Athletics Center and extends past the Brown Center. It includes the trails behind the college and extends to the fence that borders I-75. Also, we need to be good and considerate neighbors of our surrounding homes and businesses and not go to their streets and properties to use forbidden products.

SECTION 10: PUBLICITY

General Advertising Policy

All publicity and promotional material for on- and off-campus events and activities sponsored by campus offices, departments, or organizations, including but not limited to: posters, fliers, painted banners, A-frames, notices and signs must be approved by Student Life. These forms of publicity also must carry an approval stamp before being posted. All publicity and promotional material must carry the name of the sponsoring organization responsible for the event or activity as well as the date of the event. Signs and fliers should not contain words, images, or anything else that are meant to harass, demean, degrade, intimidate, or discriminate. Flyers promoting events or services not sponsored by Dalton State College may be posted only on the community bulletin board located in the lower level of the Pope Student Center near the main entrance, and do not need to bear approval signature prior to posting.

All material that has been submitted for approval to Student Life will need to be posted in one of the allowable places by the organization. The approved locations for posting include but are not limited to the Pope Student Center and the Student Life bulletin boards located around campus. An organization can request to use an A-frame from Student Life. Publicity posted in the Pope Student Center on walls must be posted ONLY using painter's tape or sticky tack. No other kind of adhesive should be applied to painted surfaces or glass. No signs or flyers are to be posted on the building exterior except in approved suction holders, as posted by Student Life. Flyers, banners, and A-frames should not impair the safety of traffic or pedestrians.

Dalton State College's input as to the relocation and timing of posting advertisements may be required in certain circumstances. Dalton State College reserves the right to remove, and/or to request the removal of, any signs/posters/advertisements and the student organization may be restricted from further postings due to not following these policies. Any material posted in unapproved locations, not bearing an approval stamp, or otherwise not in compliance with these regulations will be removed.

Bulletin boards for offices and departments not mentioned in this policy carry their own requirements for posting and should be approached on an individual basis to seek approval.

Any obvious disregard for this policy by an individual or organization warrants referral to Student Conduct.

Campus Advertising

***No advertising for an event should take place until the event has been approved by Student Life, confirmation has been received on room reservations, and any money for food or items used for the event are approved.

<i>Advertising Policy for Hopeful RSOs</i>	A student or group trying to reach ten members or attain an advisor may advertise for three weeks each semester, prior to receiving RSO recognition.
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Chalking	Chalk may be used in moderation by student organizations on the uncovered sidewalk areas around the Student Center. The chalking must be located where it will wash off easily with rain. No chalk is permitted in any other location on campus, including the residential areas. Chalk may not be used on pillars of buildings, sides of buildings, or any other similar area. "Paint chalk" is not to be used under any circumstances. Organizations found guilty of chalk-abuse will be asked to clean the violated area and are subject to revocation of RSO privileges for a minimum of one complete semester.
Community Press	If you want a press release to go out about your organization's upcoming event, you will need to submit a copy of the document to Student Life for approval and submission. If you are ever notified by any public press that they will be attending your event or that they want to interview you about something related to your RSO, please notify Student Life immediately.
Fliers/Signs	All materials must be submitted at least two weeks in advance. Students are expected to create a flier and either email it to Student Life or bring by a hard copy for approval. All publicity must receive prior approval before being posted. If material has not been approved by Student Life, it will be removed. Fliers must state the RSO with which they are affiliated.
Painting the Rock	Paint to paint the rock can be purchased through your RSO budget. As with any other purchases, your RSO will need to price out your planned purchase. You do not need to ask permission to paint the rock (For more information, see the Posting and Publicity Policy).
Poster Printer and A-Frames	The Dean of Students Office has a large poster printer and A-frames in which to display them around campus. As with fliers, this will not charge your account. To check out the A-frames, you will reserve them at the front desk in the Dean of Students Office just like any other equipment check out. Also, just like any other equipment check out, if the A-frames are lost, stolen, or damaged, your RSO will be held accountable with the cost of replacing them.
Involvement Fair	The Involvement Fair is to showcase the RSO and to recruit for membership and is always held during the first week of the fall and spring semesters.

<p><u>Stall Wall</u></p>	<p>Student Life posts a weekly calendar of events in all student restrooms across the campus. If you would like to publicize on the Stall Wall, you must submit a Stall Wall Request Form online.</p> <p><i>Submitting materials does not guarantee you will be in the Stall Wall. There is limited space. Therefore, space in the Stall Wall is on a first come first served basis.</i></p>
<p>Banners</p>	<p>If you would like to hang a banner, just like posters and fliers put up on campus you will need to have your banner approved by Student Life. All banners must be hung with string or ribbon.</p>
<p>Table Reservations</p>	<p>To reserve a table in a building to set up to advertise an event, you must first reserve the space to make sure there is not an event already taking place when you plan to use the table. You will reserve the space using the Facility Reservation Form (see reservation section in this manual for more details). In your reservation state the number of tables and chairs you will need set up and their specific location.</p>
<p>Social Media</p>	<p>RSOs are free to utilize social media (Facebook, Twitter, etc.) to promote their activities. If you choose to create a page for your RSO, you must include the following disclaimer somewhere on the group's page: <i>"The page author or authors are solely responsible for the content, and the content does not necessarily reflect the views or mission of the College. Dalton State College does not accept responsibility for the content of sites accessible through the Internet, nor does it accept responsibility for the content of secondary links."</i></p> <p>If you would your information to be posted on the Dean of Students Facebook page, please submit the information to Student Life for posting.</p>

SECTION 11: RISK MANAGEMENT

Failure to Adhere to Dalton State Policies

If an RSO breaks any policy contained in this manual or campus policies, the organization may be placed on probation by Student Life, revoking any privileges deemed as appropriate for the situation. If RSO members are found in violation of the Student Code of Conduct while representing their RSO, they may face sanctions related to their behavior. These sanction can be assigned by Student Life, the Student Conduct Board, or the Dean of Students.

Emergency Procedures

The campus emergency plan and procedures are available online at the Public Safety website:

<https://www.daltonstate.edu/about/safety-overview.cms>

Hazing

- Any practices, ceremonies, behaviors, rites of initiation which tend to cause, require, or allow mental or physical suffering, even if such activity is said to be voluntary. All rites, ceremonies, or practices of initiation or orientation into the life or membership of any college group or organization should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at Dalton State College
- Any action taken or situation created intentionally or unintentionally, on or off-campus, which could be reasonably expected to produce emotional or physical discomfort, embarrassment, harassment, ridicule, the violation of college policy, and/or the violation of any local, state, and national laws, even if the activity is said to be voluntary. (All policies of Dalton State College as well as local, state, and federal laws shall supersede those policies of national or local organizations.)
- Any practices, ceremonies, behaviors, or rites of initiation in connection with, as a condition of, or precondition of, gaining acceptance, membership, office, or other status in a recognized student organization or other college-sponsored activity.
- All assessments to the appropriateness of an action in regards to hazing will be considered within the context of the College community as a whole, not just within the organization, and shall be determined by the Dean of Students or designee. Individual students and organizations as a whole can be held responsible for their actions in attempted or actual hazing.
- Any other activity that meets the definition of “hazing” under applicable law, including but not limited to the “Max Gruver” Legislation Senate Bill 85 (see the following link for full policy: [Max Gruver Legislation](#)).
- Individual students and/or the organization as a whole can be held responsible for their actions in promoting and/or actually hazing other students. For more information, see *the Dalton State College Student Code of Conduct*.

Campus Security Authorities

RSO officers and Advisors are a Campus Security Authority. The U.S. Department of Education defines a Campus Security Authority as: “Any college official who has significant responsibility for student and campus activities” (*US Department of Education, The Handbook for Campus Safety and Security Reporting, Chapter 4, How to Identify your Institution’s CSAs*). For more information about Campus Security Authorities, please refer to the Public Safety website.

Title IX & Sexual Misconduct

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination against students and employees of educational institutions. Educational institutions that receive federal funding must provide equal opportunity to both sexes. The law reads in part:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

-Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

The Board of Regents of the University System of Georgia has issued the [Sexual Misconduct Policy, Number 6.7](#), which the College adheres to. You can also find the Sexual Misconduct Policy in the [Dalton State Student Code of Conduct](#). The Sexual Misconduct Policy addresses dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment, and stalking.

Inquires or complaints related to Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the college's Title IX Coordinator and/or Deputy Title IX Coordinator. You can also file a report through the [online reporting form](#).

Title IX Coordinator

Lori McCarty

Assistant Vice President of Human Resources

lmccarty@daltonstate.edu

706-272-2034

Deputy Title IX Coordinator

William Mast

Assistant Director for Student Conduct

wmast@daltonstate.edu

706-272-2999

Responsibility for Drug Abuse – BOR Policy 4.6.3

Student Organizations including Fraternities and Sororities are responsible for complying with local, state, and federal laws including the Student Organization Responsibility for Drug Abuse Act. Student organizations that knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at ANY affairs, function, or activity after being afforded due process, the organization shall have its recognition withdrawn and be expelled for a minimum of one calendar year. See the [BOR Policy Manual 4.6.3](#) for the full policy)

Appendices

A. Further Definition of a Dalton State College Sponsored Event

1. Dalton State College sponsored events are not required to have a faculty/staff advisor present; however, faculty/staff advisors are strongly encouraged to attend. Exceptions can be made by Student Life.
2. All activities, on or off campus, in which the RSO budget or agency account funds are accessed will be considered as college sponsored and must receive approval from the advisor and Student Life as stated in this manual.
3. All off-campus events that use college-provided transportation are considered college sponsored.
4. All events that are formally publicized through Student Life will be considered college sponsored and must have an advisor's preapproval and approval from the Student Life.
5. Any event that is considered to be part of a class or offered for class credit will be considered college sponsored.
6. Any event involving Dalton State College (DSC) students, faculty, or staff which does not access the college or Student Life budget, does not use college-provided transportation, and does not formally advertise through Student Life is not classified as a college sponsored activity.
7. For ALL DSC Student Life sponsored events, the college will provide, if available, appropriate access to funds, publicity, transportation, waivers, and travel requests.
8. For ALL DSC sponsored activities, on or off campus, students must sign a waiver and abide by the Student Code of Conduct as listed online on the DSC website.

B. The Travel Request Form is completed as follows:

Page One: Travel Request Form

Dates	Fill in the dates of your travel in the "From" and "To" spaces.
Name of Traveler	If traveling with a group of students list "see attached". Include with your travel request a list of all students' names, emails, and student ID#'s.
Department Name	Student Life
Department Number	3100 if RSO A44 if Agency 9203 if request for funding
Nature of Business	What are you traveling for? (For example, Criminal Justice Conference).
Destination	List the city and state or the campus as your destination. A printed map with directions from Dalton State to your destination must be attached.
Expenses Requested	If you will be using any money on your trip, check "yes" for expenses requested. If you travel but do not need money, you still need to fill out the Travel Request.
Lodging	Write in the total cost for the lodging. Be sure to include a written quote with conformation from the hotel with the full cost of the hotel (excluding tax if in GA). The address, phone number, and Federal ID number (contact the hotel for this) of the vendor must also be attached.

Registration Fee	List the total cost of registration fees, or event tickets in the Registration Fee line. Attach a written quote of the per person per event cost. The address, phone number, and Federal ID number (contact the event's sponsoring organization for this) of the vendor must also be attached.
DSC to prepay registration fee	If you want your registration fees mailed in, check "yes". All other registration materials should be submitted by the advisor prior to the check being mailed in. If you want to pick up the check indicate that you will pick up the check and the date you will pick up the check on page 2.
Airplane	If a flight is involved, list the cost of the flight, and attach a written quote with confirmation. If flight is being purchased by Student Life with a P-card, please indicate that.
Mileage	Mileage is not reimbursed for RSOs. If a Dalton State vehicle is being driven, mark "DSC Vehicle."
Total Requested	Total the Lodging, Airplane, Registration, and miscellaneous lines.
Employee/ID#/Date	If this is an advisor form, he/she should sign his/her name on the Employee line. If this is a student form, write "see attached list" and attach a list of all the students traveling, and their 9000#s. Do not use any Social Security numbers.
Submission	If this is a student form, it can be submitted to Student Life for signature. If this is an advisor form, the advisor's supervisor must sign the form, then it must be submitted to Student Life for signature.

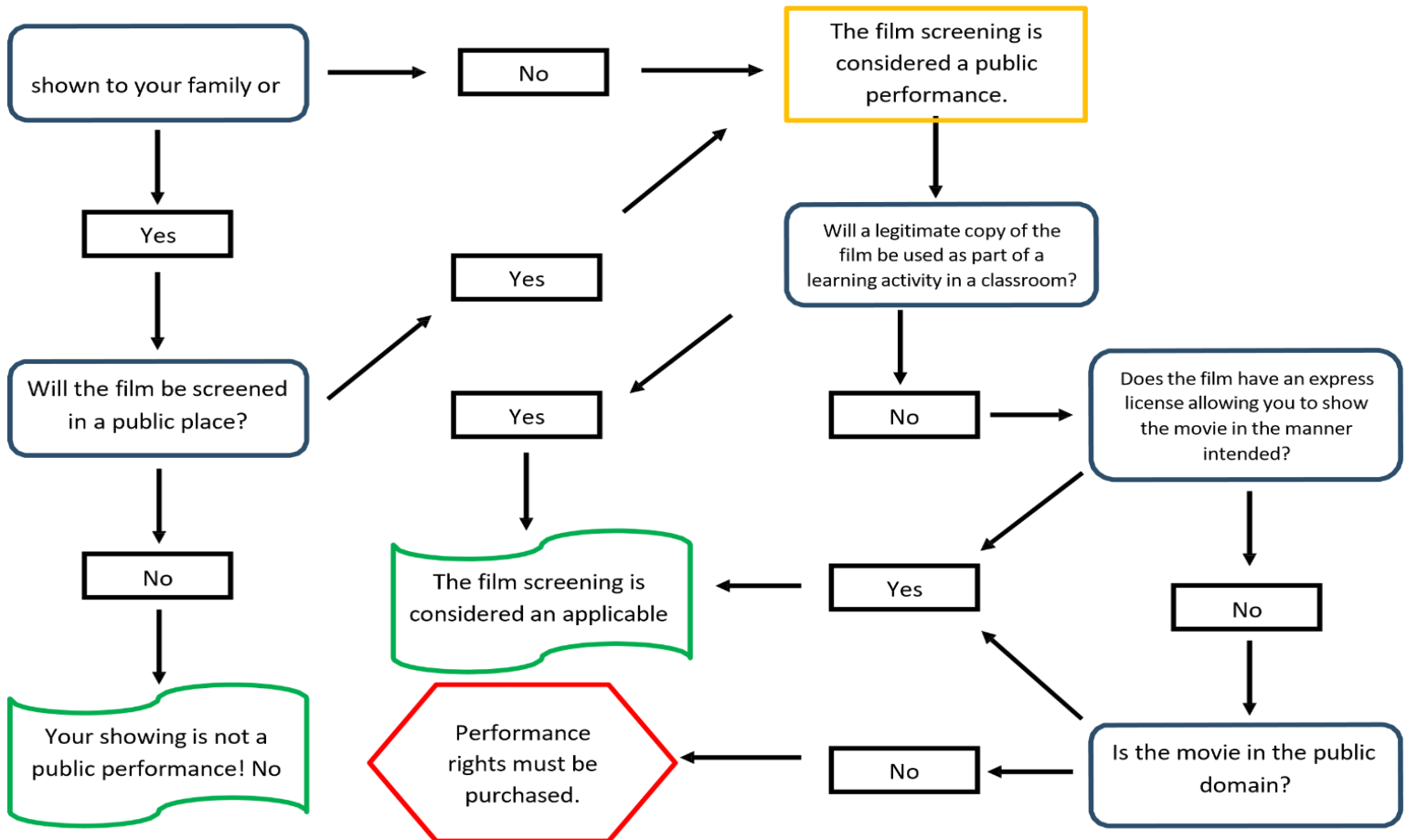
Page Two: Prepaid Registration/Lodging Form

Name	Enter the name of the Faculty member, staff member, or student that is submitting the request.
Department Number	Student Life
Department Name	Enter the name of the department the faculty member, staff member, or student is affiliated with.
Payee Name	Enter the name of the person or business the check should be made out to.
Payee's TIN	Enter the business's Tax ID number or the person's social security number. Be sure to mark the correct checkbox as to whether you entered the Tax ID or SSN. If the check is for a business, enter a completed W-9 in the space provided. A copy of the W-9 must be attached.
Mailing Address	Enter the Street Address, City, State, and Zip Code for the person or business receiving the check. This address must match the address on the provided W-9.
Payee Amount	Enter the amount that needs to be prepaid.
Comments	Please give directions on what to do with the check. (Mail it for pick up, hand deliver, etc.)

**If the College prepays and the student, faculty or staff member does not attend, that person is responsible for reimbursing DSC for the prepaid fee within two weeks of the scheduled travel.

C. Showing a Movie on Campus

Showing a Movie on Campus



D. Student Government Association Funding Policies



SGA Funding Policies for Organizations, Individuals, or Academic Student Requests

SGA DOES FUND	SGA DOES NOT FUND
Registration fees, plane tickets, shuttle services, and lodging	Gas or Mileage
Food/drinks for RSO new member recruiting events (max. one per semester), mandatory trainings, required induction ceremonies/banquets, and/or events open to the entire student body (excluding regular meetings).	Food as part of travel unless it is included in the conference registration or part of a required honorary banquet OR Food as part of a regular RSO meeting
Advertisements (printing fees), promotions, and/or other materials for campus-wide events (e.g. Involvement Fair, Fall Family Festival, etc.)	Any campaigning for political parties or candidates, RSO positions, and/or homecoming court representatives
Contractual Agreements for Speakers/Programs	Fundraisers
	Anything an organization can keep
	Individual honor cords, plaques, certificates, etc. (w/ the exception of the Annual Student Leadership Awards Banquet)
	Gifts
	Travel Expenses for Speakers/Programs (must be an all-inclusive price)
	Miscellaneous items
	Faculty Expenses (unless absolutely essential to the program/event)

Request for funding submissions must be submitted at least one week prior to the next scheduled SGA meeting. Request for funding are not usually funded at 100%. Someone knowledgeable about the proposal must be present to present the proposal to SGA. Failure to present will result in an automatic denial of the request.

a. Organizational Funding

1. The maximum amount an organization can receive for the academic year via the Budget Request is \$500. If funds are appropriately depleted and if additional funds are available, organizations may submit a Request for Funding.
 - a. The maximum an RSO can receive in Request for Funding is \$3,000 for the academic year.
 - b. If an organization is requesting a budget of more than \$500, the organization must present their requested budget to the SGA. The presentation should mirror the style of a request for funding (RFF) and include the following: All forecasted activities, their costs, and estimated impact on the student body.
2. Organizations must attend a minimum of 75% of the SGA meetings during the current academic year. If an RSO fails to meet this requirement the RSO will not be allowed to request money from the SGA for the next academic year through a budget request. However, RSOs which are denied funding in the fall due to not meeting the above criteria can request money from the SGA via a "Request for Funding" at any point throughout the spring semester if they have met the requirements listed in Section V of the SGA Constitution.
3. Organizations must be registered and recognized by Dalton State College and Student Life as an active organization.
4. If an organization is receiving travel funds, the student(s) receiving the funding must meet with Student Life prior to traveling and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
5. If an organization is receiving travel funds, the student(s) receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least a 2.0.
6. If an organization is receiving travel funds, the organization must present at the next SGA meeting immediately following their trip/conference on their learning experience and how the organization plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
7. If an organization is receiving travel funds, the student(s) receiving the funding must be in good academic and conduct standing.
8. Organizational budgets can be spent on apparel, if deemed as a mandatory uniform and/or essential to a program/event/mission/etc., that includes the organization name and the DSC logo. All designs must be preapproved by Student Life. Request for Funding cannot pay for any apparel items.

b. Individual (Non-RSO Related Requests)

1. If a student is attending a conference and not presenting, the maximum award amount is \$500. If a student is attending a conference and is presenting, the maximum award amount is \$1000.
2. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.

3. If a student is receiving travel funds, the student receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least 2.0.
4. If a student is receiving travel funds, the student must present at the next SGA meeting immediately following their trip/conference on their learning experience and how s/he plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
 - a. Failure to comply will result in a hold on their account. If the funds are requested on behalf of a group, the president or representative who requested the funds will be held accountable.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. If a student is receiving travel funds, the student receiving the funding must be in good academic and conduct standing.

c. Academic Related/Faculty Requests for Students

1. Academic related funding should be requested through the Office of the Provost Vice President of Academic Affairs.
2. SGA will only fund co-curricular types of trips that are purposely academic related (e.g. academic fieldtrips, etc.).
3. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
4. Under no circumstances will SGA pay for faculty travel, unless that faculty member is essential to the student trip.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. Funding for academic purposes must explain how this funding will directly benefit Dalton State College students.

*** If needed, the Dean of Students, Student Life, and/or the SGA President may make allowances for special circumstances. ***

E. Facility Request

To submit a facility request, use the form here:

Step 1: Go to <https://www.aaiscloud.com/DaltonStateC>

Step 2: Type in your DSC **username** (student1234, NOT student1234@daltonstate.edu) and password

Step 3: Click the button “Dalton State Users: Request an Event.”

Step 4: Fill out all starred boxes.

A brief overview of the form:

Contact Name	The person organizing the event who will hear from Event Management
Customer Name	The business or organization you represent
Email / Phone	Best email and phone number of your Contact Name above
Event Title	What is the title of your event
Event Description	Briefly explain what your event will be
What type of event will this be?	Some ideas you could put here: Meeting, RSO event, Formal Dinner, Reenactment, etc.
How many attendees are expected?	Estimate how many people you think may attend
Please describe your services.	Please note here if you need Audio/Visual, tables/chairs, drop cord, security, climate control, or other needs. If you need catering, Alladin is the required caterer for campus events. You can contact them directly at 706-272-4441 or catering@daltonstate.edu . A FOOD SAFETY FORM IS REQUIRED and is available at www.daltonstate.edu/environmental-occupational-risk/ or EHS departmental website through My Dalton State.
Additional Comments or Questions	Please provide any additional comments you think Event Management should know or ask any questions you may have for the Event Management staff.

Add Meetings


Click “Add Meeting,” then choose single, multiple, or recurring meetings.

Note: You must schedule your meeting at least 1 week in advance—otherwise, you **CANNOT** book a room!

1. Single

- Choose Start and End Time
- Choose which dates your event will be.
- Click “Add Meeting”

2. Multiple – multiple meetings at different times without a set schedule

- Choose Start and End Time
- Select the date(s) on the calendar you wish to schedule the meetings.
- Press the right-pointing arrow: 
- Enter a name to identify the created cluster of meetings

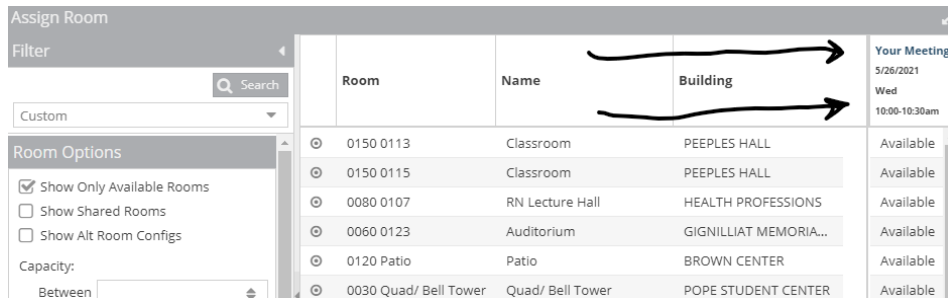
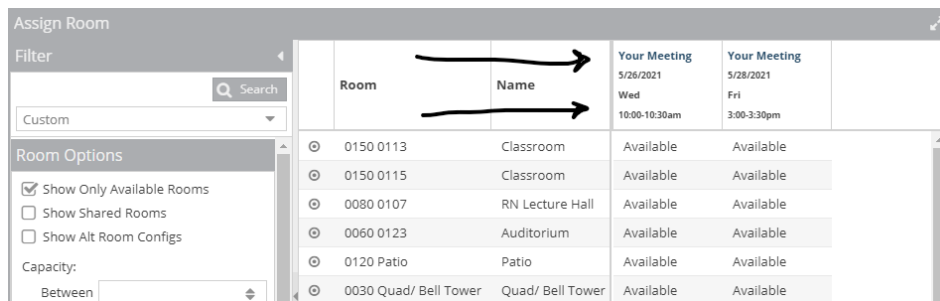
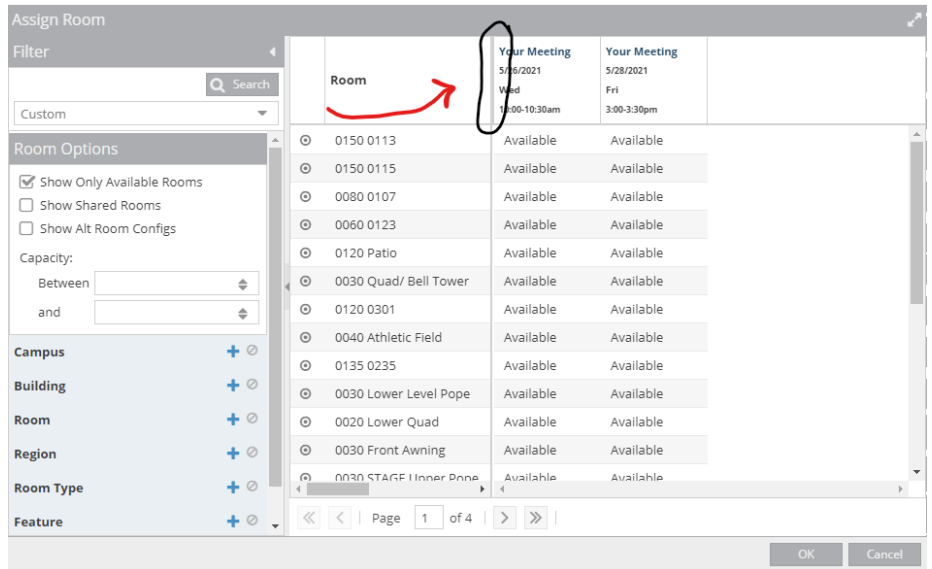
- e. Change Start/End Time and add more meetings as needed.
 - f. Click "Add Meeting."
- 3. Recurring** – recurring meetings at the same time
- a. Choose Start and End Time
 - b. Select the frequency of your meetings (Daily, weekly, etc.)
 - c. Put in Start and End Date
 - d. Click "Add Meeting."

Assign Rooms

To assign a room to your meeting(s), follow the steps below.

1. Click "Assign Rooms"
2. To see the Room names, move your meeting column to the right.

To do this, click the grey bar (see images below) and drag it to the right.



3. Click on the room you'd like to reserve.
4. Use the filters on the lefthand column to narrow down your search, if needed.
5. Press "OK" to confirm your choice.

Make sure to review the entire form one last time before hitting "Submit"!!

Once you've submitted the form, you should receive an email confirmation to the email you provided.

F. Available Event-Related Services at Dalton State College

Catering: State the source of the food that will be served and/or what the food item(s) will be. Note: Aladdin is the required caterer for on-campus events. See **Food Services** below.

Climate Control: Specify heat, air conditioning or specify degree setting for the room(s) especially if the event is before or after usual weekday business hours or on weekends.

Custodial: State whether there will be food served and/or name any particularly messy activity that will be a part of your event so that there will be extra custodial care given to the room afterwards.

Electrical: Request use of electricity for lights and other uses in event locations before or after regular business hours OR power needs that require drop cords for additional electrical outlets or above average amps and volts. Stipulate the specific amp and voltage requirements if above average and the specific location for the cords.

Event Setup: Request a podium, additional food service and/or registration tables, number of extra trash cans, room set-ups for BizHub, Eddie Miller, or Brown 105, and room access before or after regular business hours on weekdays or anytime on weekends. Give specific instructions for where you want requesting items to be placed verbally in your request or by submitting a drawing. For custom set-up or complicated setup, please submit a drawing to Event Management at events@daltonstate.edu or in Campus Services, Pope 124.

Food Services: Indicate whether food will be served and if Aladdin will be the caterer (required for campus events). Aladdin can be reached by calling 706-272-4461 or by email at catering@daltonstate.edu. Indicate specifically where the food/drink service tables should be located. Completion of the Food Safety Form is required for all events at which food or drink is served. The [food safety form](#) can be found online or by contacting the Event Management at events@daltonstate.edu or 706-272-4493. The completed form should be sent to Paul Tate and Event Management.

Grounds: Request mowing or other grounds keeping services for outdoor events or building exteriors when expecting external event guests especially.

Security: Indicate that Public Safety will need to provide building access if the event occurs outside of regular business hours during the week or on weekends. Reserved parking may also be requested. If the building is closed when you arrive, contact Public Safety at 706-272-4461 for assistance.

Information Technology: An event technician may be requested for set up and break down of the event or/and to assist for the duration of the event. Assistance provided consists of supplying a Guest PC login or use of a workstation to access the projector in a room and guest WIFI. A/V setups and portable sound system are available in some non-classroom locations. Technical assistance must be requested and is required for the duration of any events in Memorial Goodroe Auditorium, opening in early 2019. A checklist of technical services is available at [https://www.daltonstate.edu/skins/userfiles/files/DSC%20Food%20Safety%20Form-Fillable%20\(2\).pdf](https://www.daltonstate.edu/skins/userfiles/files/DSC%20Food%20Safety%20Form-Fillable%20(2).pdf). You may wish to complete this checklist and send it to events@daltonstate.edu in addition to completing the School Dude form.

Other needs: This text section is for requesting anything not included in the above categories or for special notes about the event.