

# UNG Honors Program

## Fundraising, Purchasing, and Event-Planning Guidelines

*The Honors Program provides a rich environment for its students. These experiences come, thanks not only to the hard work of its administrators, directors, officers, and students, but also through money provided by the taxpayers of Georgia and many kind donors.*

*The stewardship of these funds is the responsibility of the Dean, the directors, the HP Administrative Assistant, and the officers of the Honors Program. The rules for raising and spending money are complicated and strictly enforced.*

*This packet is intended as a guide for the directors and officers. It includes:*

- *Description of Honors Program Accounts*
- *Fundraising Guidelines*
- *Purchasing Procedures*

*It is our expectation that Honors Program officers will plan events that require the raising and spending of money. Not only does this give other students the benefit of the officers' talents and creativity, it also gives the officers valuable real-life experience. This packet also includes information that will help with event planning.*

*Anyone handling funds related to the UNG Honors Program is required to read this packet. He/she will be asked to sign the Acknowledgement Page and submit it to the campus HP Director.*

## Honors Program Accounts

All money spent in support of the Honors Program will come from one of the following accounts:

- Operation and Supplies (O&S)
- Foundation Accounts (#1630 & 5478)
- Community Bank Campus Club Accounts

Each type of account has its own function and set of rules. The O&S and Foundation Accounts are administered by UNG and the rules governing their use are extremely strict, inflexible, and specific. The manner in which funds are raised for these accounts, the way the money can be spent, and the mechanisms for spending the money are restricted.

For this reason, Honors Program students often form a student organization and create an "Unincorporated Association Account" at a local bank. This account, any money deposited into it, and the dispersal of that money are the sole responsibility of the account holders. However, the money raised for this account may be spent with minimal restriction to support the activities of the group.

One other resource that is often available to members of the Honors Program at the Dahlonega campus is Aramark credit. The amount of this credit varies from year to year.

**Chart A describes these types of accounts in greater detail.**

# Fundraising Guidelines

*The money that the Honors Program receives from the state of Georgia is designated for basic operations. This means that almost all of our enrichment activities are paid for through donations and fundraisers, rather than by the state Operation and Supplies fund.*

There are two basic types of fundraisers:

- **Whole Program Fundraisers** – These are planned by the Dean of Honors and the proceeds are used to support the UNG Honors Program as a whole. Students can earn service hours by helping with these events. Proceeds from these fundraisers go into the Honors Program’s Foundation accounts. Examples of such events include the Summer Soiree and Road Atlanta events.
- **Campus-Specific Fundraisers** – These are planned and carried out by the Director and members of the Honors Program on one particular Campus. The proceeds will support the Honors Program on that particular campus. Money raised will be deposited into either the Honors Program Foundation account or a Campus Club account.

Funds raised by these efforts will be deposited into either a Foundation account or a Campus Club account. Both accounts have their advantages and disadvantages. Donations given to a Foundation account are tax-deductible. The donor also receives an acknowledgement from the Foundation.

**Chart B shows the rules and procedures for Foundation-related fundraisers.**

Fundraisers for deposits into Campus Club accounts are much more flexible. The primary restriction is that donations to the Club account are NOT tax deductible.

# Purchasing Procedures

*The Honors Program and its students draw from several accounts to support our activities. These accounts are governed by specific policies.*

**Purchasing from the UNG Honors Program Operation and Supplies Account:**

The student expenses that may be paid for out of these funds require the specific and prior approval of the Dean of the Honors Program. Further, this account is managed by the HP Administrative Assistant. The possible expenses are very narrowly defined and may include:

- Conference registration
- Fuel/mileage for academic travel
- Conference accommodation (hotel)
- A small daily per diem for conference travel days (to cover meals, generally)

Also, common office supplies for the Honors Program can be paid for out of these funds. So, within reason, the printer cartridges and paper for your campus Honors Program printer can be purchased out of these monies.

**Note:** Group meals cannot be reimbursed out of this fund, including those paid for by Directors.

### **Purchasing from Foundation Accounts:**

The rules for money spent out of Foundation accounts are specific and strictly enforced. These purchases require the prior approval of a Director of the Honors Program and notification of the Honors Program Administrative Assistant.

To pay for food from Foundation funds, we now have to list, by name, each person who ate the food and justify our expenditure of the money on any food not eaten by those people. For example, if the Dean plans an Honors Program banquet for fifty people and only forty show up, she must account for the food expense of the ten people who did not RSVP for the banquet.

Expenditures that are generally NOT allowable from Foundation accounts include but are not limited to

- Gifts
- Gift cards
- Cash gifts
- Awards (except in specific circumstances)

Foundation reimbursement for expenses must be requested (via the proper forms) within 45 days of the expenditure. In other words, if an Honors Program officer buys a tank of gas for her car and, as an approved HP activity, transports five of her Honors Program peers to Atlanta to watch a play, she must fill out and submit the travel expense form within 45 days of the travel-date in order to qualify for reimbursement.

Making charitable donations from a Foundation account is forbidden. The Foundation, which is a 501(c)(3) organization, cannot donate to another 501(c)(3) account. So, for example, we cannot request a check from our Honors Program Foundation account to make a donation to the Lumpkin County Literacy Coalition, even if we raised the money for the donation ourselves through a community spelling bee.

### **Purchasing from Campus Club Accounts:**

Campus Club accounts are the responsibility of their student organization. However, the following guidelines are strongly recommended:

- The most important rule with community Campus Club bank accounts is to be sure that your “club” is being informed about 1) funds raised, 2) expenditures on behalf of the group, and 3) the account balance.
- The account ledger is an important record of your club’s spending activities. Be sure to keep thorough and accurate records of fundraisers and account activity.
- To protect account officers, be sure to include two witnesses to all fundraising and account activities. For each transaction, have both witnesses (officers) sign off on a record detailing the transactions.
- With the money your group raises for this account through sales and fundraising activities, you can plan group excursions to the Shakespeare Tavern, whitewater rafting trips, Honors Program dinners, etc. There are no restrictions on these funds against spending the money on food or gifts on behalf of the club. However, be certain to record information showing that the funds are being spent on behalf of the group and not one individual. Embezzling charges can be brought against anyone who misuses the funds raised by the group. For example, the HP Treasurer could go to jail for paying her personal electricity bill with the Campus Club account funds.

### **Redeeming Aramark Credits:**

This credit is generally for events held on the Dahlonega campus for Honors Program purposes. For example, if the Dahlonega group plans an Honors Program awards banquet, to be held in the campus Dining Hall, the officers must coordinate event plans with the Honors Program Administrative Assistant, who will work with Aramark to order the food to be covered by HP Aramark credit. In order to ensure that Aramark credit covers the catering bill, the officer in charge will need to keep records of

- The order invoice (which can be obtained from the HP Administrative Assistant)
- A brief statement of justification for the event (how the event supports UNG's function as a regional university)
- The number and names of those who sent RSVPs for the event. **(The order should not exceed the number of people who sent RSVPs for the event.)**

## **Event Planning**

Please see Chart C.

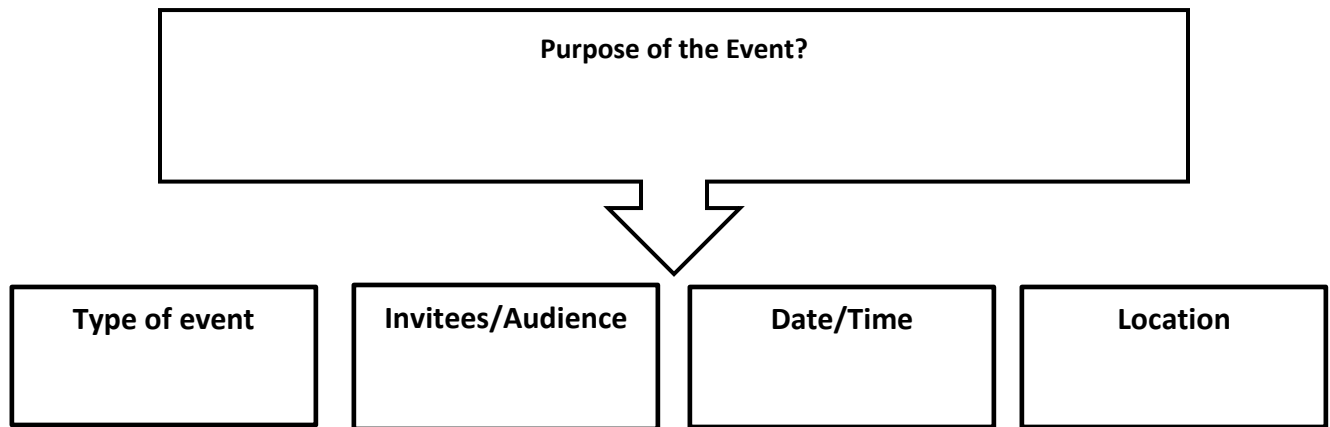
## Chart A: Honors Program Funding Accounts

	<b>Source of Funds</b>	<b>Uses of Funds</b> (Expense not listed here are likely not allowable)	<b>Purpose/Restrictions</b>
<b>HP Operations and Supplies</b>	Allotted annually by the state and UNG administration	Professional travel, conference registrations, office supplies, printing, postage, student assistant pay	This account is provided by UNG for the basic operations of the department.
<b>HP Foundation Account #1630</b>	Allotted by the Provost	Academic enrichment travel, academic enrichment tickets/fees, research posters, “whole program” community events (food included), campus-specific HP banquets, graduation medallions, program brochures, faculty stipends	Directly or indirectly, this money <u>must</u> support activities that enrich the educational experience of students.
<b>HP Foundation Account #5478</b>	Raised by HP Donors (Usually “whole program” events)	Academic enrichment travel, academic enrichment tickets/fees, research posters, “whole program” community events (food included), campus-specific HP banquets, graduation medallions, program promotional materials, faculty stipends, study abroad scholarships	Promotional materials must be UNG approved.
<b>Aramark Credit</b>	Credit allotment with Aramark food service (Dahlongega only)	Catering for events that support and/or enhance UNG’s function as a regional university	This credit is not guaranteed from year-to-year. The HP must account for constituents who benefit from the credit redeemed.
<b>HP Campus Club Accounts</b>	Raised and managed by HP students.	Travel, social events, events at which food is provided, Honors Program “bling” (can be student-designed and does not require UNG approval unless UNG is represented in the design), charitable donations to 501(c)(3) organizations, Honors Program supplies, gifts (for HP members, faculty, staff, Directors)	Any student-designed items that employ UNG logos require UNG approval.

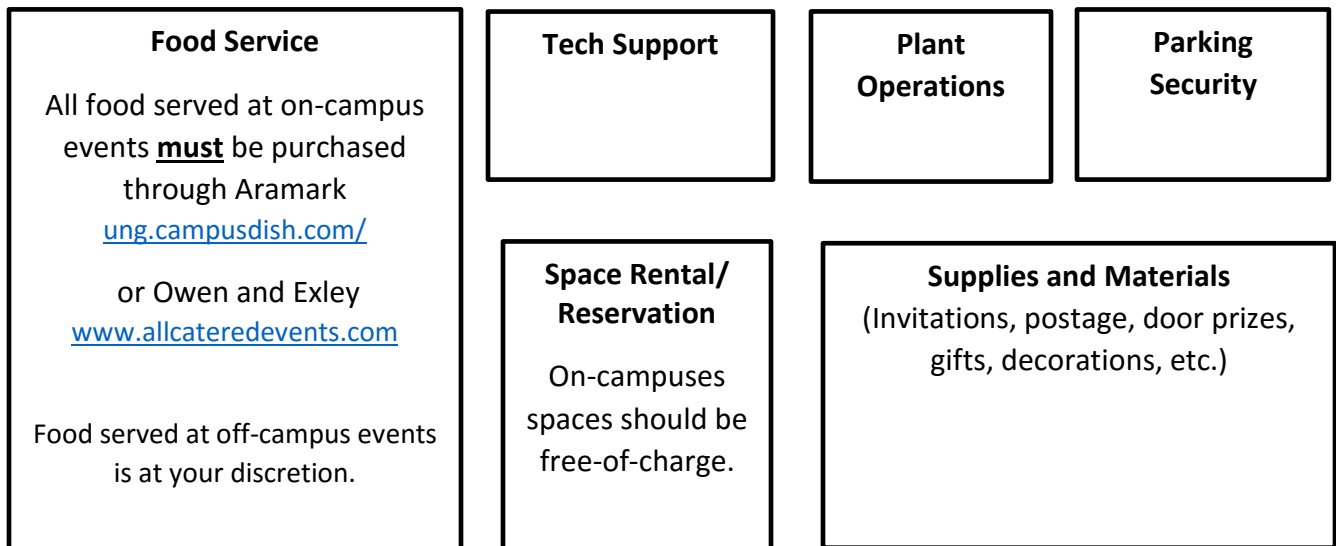
## Chart B: Fundraising for Foundation Accounts (Whole Program or Campus-Specific)

	<b>“Pure” Donation</b> (Nothing exchanged such as a meal, a t-shirt or a ticket)	<b>Purchase</b> (From which the “profit” will be a donation)
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Make out a check to the “UNG Foundation,” and write in the memo line, “Honors Program.” If the check is not made out this way, the money may end up in the UNG Foundation but <u>not</u> in the account designated for our Honors Program; or</li> <li>• Go online to <a href="https://unggive.org/foundation">https://unggive.org/foundation</a> and click “Give Online.” After entering the amount of the donation, the donor should click on the “Designation” pull-down menu and click on “Honors Program.”</li> </ul> <p>In response to a pure <u>donation</u>, the Foundation will send the donor a “thank you” and will provide a record of the <u>tax-deductible donation amount</u> for the donor’s annual tax form.</p>	<ul style="list-style-type: none"> <li>• The donor/purchaser can make out a check to the “UNG Foundation,” and write in the memo line, “Honors Program.” If the check is not made out this way, the money may end up in the UNG Foundation but <u>not</u> in the account designated for our Honors Program.</li> <li>• The seller <b>must</b> work with a Foundation officer to ensure that the price of the item purchased is subtracted from the overall check amount to determine the actual donation amount.</li> </ul> <p><i>For example, if an Honors Program student sells a \$25 ticket to his professor for an Honors Program dinner event, the cost of the dinner (let’s say \$15) must be subtracted from the \$25 check, so that the Foundation can send the professor a record of his/her \$10 donation to the Honors Program (for tax purposes).</i></p> <p><i>For small ticket items, this type of fundraiser can be complicated. Writing and sending “thank you” notes and donation receipts for \$10 donations is time-consuming and not always cost-effective.</i></p>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Call-a-thons, in which Honors Program students call people on a list and ask them to make a donation to help support undergraduate research, study abroad, and other such programs</li> <li>• The Dahlonega Gold Rush Festival, at which Honors Program students work all day to help run the event, and at the end, the Gold Rush organizers make a <u>donation</u> to the Honors Program Foundation account</li> <li>• Road Atlanta race events—handled much like Gold Rush</li> </ul>	<ul style="list-style-type: none"> <li>• A raffle for corn-hole boards</li> <li>• A Barbecue Picnic for which a dinner ticket is required</li> <li>• T-shirt sales</li> </ul>
<b>Funds Use</b>	For campus-specific fundraisers (approved by the campus Honors Director and the Dean of the Honors Program) the Dean will earmark the amount raised by each specific campus HP group and will “save” it for them to spend on allowable, campus-specific activities.	

# Chart C: Honors Program Event Planning Worksheet



## Services and Materials Needed?



## Budget

The services you use are being paid for by someone. Help us use these resources efficiently and respect the generosity, time, and effort of those who support the event.

## Coordination and Accountability

Work closely with your Honors Director and the Honors Program Administrative Assistant. **Please note** that your Director and the Dean are held accountable for the event and any problems that it may generate.

### Your Director **must approve** (in print or by email)

- Honors Program event plans for your campus
- Room reservations
- Information Technology (IT) services
- Expenses and purchases

## Honors Program Event-Planning Approval Form

To be submitted, upon completion, to the HP Administrative Assistant.  
Directors, please keep a copy of this document (and attachments) for your files.

Campus \_\_\_\_\_

Honors Program Officer leading plans for the event: \_\_\_\_\_

Title of event: \_\_\_\_\_

Date and time of event: \_\_\_\_\_

Location requested: \_\_\_\_\_

Will technology support be needed? If so, please describe what type of support will be needed.

What set-up is needed? (Include description of table/desk/chair arrangement requested.)

Will food be ordered? If on campus, it must be ordered with Aramark or Owen and Exley.  
Describe any catering plans here: (Include caterer name and estimated cost.)

Director's signature to confirm reservation of the space for the date and time requested (includes approval of set-up and IT support, if requested):

\_\_\_\_\_

Director's signature and date approving catering plan: \_\_\_\_\_

**Note:** Once approved by the Director, unless this event is being paid for out of a Campus Club account, the order must be submitted to the caterer through the Honors Program Administrative Assistant. In such cases, the HP Administrative Assistant will secure approval by the Dean of the Honors Program (by signature or by email) before the order is placed with the caterer.

Honors Program Directors, please staple the above-described approval email(s) to this form as a record of the event details and the approvals granted.

For any expenses associated with this event, please fill out and submit the Expense Approval Form along with the Honors Program Event-Planning Form.



## Expense Approval Form

Name of Honors Program student officer requesting expense approval:

Home Campus:

Date of request:

<b>Expense Item</b>	<b>Estimated Cost</b>	<b>Account to which the item will be charged:</b> <ul style="list-style-type: none"> <li>• Honors State Budget</li> <li>• Foundation Account</li> <li>• Aramark credit</li> <li>• Campus Club Account</li> </ul> <p>Note: Please consult the Purchasing Procedures section of the Guidelines for Event Planning, Fundraising, and Purchasing to ensure that your request is allowable.</p>	<b>Director's Approval</b> (Initial below for State, Foundation, and Aramark items only.)  Note: For Campus Club account expenses, an HP student officer should initial below.	<b>Dean's Approval</b> (Initial below for State, Foundation, and Aramark items only.)  Note: Dean's signature is contingent on <b>notification</b> of the <b>HP Administrative Assistant</b> of the expense request.

For **Honors Program Campus Club Accounts**, please keep a copy of this completed and approved form for your records.

# Honors Program Fundraiser Event Form

(page 1)

## Pre-Event Section

Campus HP group:  Dahlonega  Gainesville  Oconee

Fundraiser Event Title:

Student Officers Coordinating the Event:

---

---

Date(s) of Fundraiser:

---

Type of account into which funds raised will be deposited:

Honors Program Foundation Account

Honors Program Campus Club Account

**Note:** For raffles, you must apply for and receive a permit from your local sheriff's office, as well as from the UNG Student Involvement Office.

Will a service or product be sold for this fundraiser?  Yes  No

If "yes," what service or product?

If "yes," what is the dollar value of the service or product?

### **If funds raised will be deposited to an Honors Program Foundation Account:**

If you plan to deposit fundraiser proceeds into an Honors Program Foundation Account, please submit one copy of this form to your Director and one copy to the Dean of the Honors Program. The Dean will deposit the funds and report the information to the Foundation. The Foundation is required to provide each donor with a receipt for the amount donated.

### **If funds raised will be deposited to an Honors Program Campus Club Account:**

If you plan to deposit fundraiser proceeds into a community bank "Campus Club" account, please provide a copy of this completed form to your Director and retain one copy in your Campus Club Account ledger.

## Honors Program Fundraiser Event Form

(page 2)

**Post-Event Section**

- If funds received were pure donations (with no service or product provided), leave the “Cost of service or product” column blank.
- If the fundraiser event proceeds will be deposited into an HP community bank “Campus Club” account, rather than an Honors Program Foundation account, no UNG-issued receipts will be provided to contributors, so the last column in the chart (far right) will be left blank.

Donor name	Donor mailing address (if UNG Foundation receipts will be sent)	Check or cash amount	Check number (if applicable)	Cost of service or product	Donation Amount to be receipted by Foundation staff (Cash or check amount minus <u>cost of service or product</u> )

Total amount of deposit: \_\_\_\_\_

(Includes all of the funds received, regardless of service or product provided)

Honors Program student officers verifying deposit information (two signatures required)

\_\_\_\_\_  
Name (print please)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print please)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Guidelines Signature Page

Please provide your name, signature, and the date to indicate that you have read the **UNG Honors Program Fundraising, Purchasing, and Event-Planning Guidelines**.

Honors Program Directors, as well as Honors Program student officers who will be coordinating fundraisers, requesting purchases, and/or planning events are required to submit a signed and scanned copy of this Signature Page to the Honors Program Administrative Assistant at [honorsprogram@ung.edu](mailto:honorsprogram@ung.edu) before engaging in the activities described in these Guidelines.

Please sign below in the appropriate section.

Honors Program Director

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**OR**

Honors Program Student Officer

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date