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Introduction

What is ServeUGA?

ServeUGA advances and promotes a culture of service at UGA. ServeUGA advances service by acting as a resource for the University of Georgia and Athens-Clarke County, empowering students to engage directly in the local community through service, education, and advocacy. ServeUGA promotes service by strengthening collaboration among UGA student organizations and connecting the student body with service-related resources and opportunities. ServeUGA is composed of an executive board, general members called Service Ambassadors, an emerging leaders group Service Squad, and approximately 40 student organizations that embrace advocacy, philanthropy, or hands-on service as one of their primary purposes.

How does ServeUGA advance a culture of service?

Serve UGA advances a culture of service on campus by providing one-time and ongoing volunteer opportunities for students to make a positive impact in the local Athens-Clarke county community.

One time-volunteer opportunities include: Dawg Day of Service, Rivers Alive, MLK Day of Service, Spring Into Service, and awareness events.

Ongoing volunteering opportunities are available through ServeUGA’s Serve Athens initiative. Through Serve Athens, ServeUGA partners with a small number of local non-profit organizations for reoccurring volunteering opportunities. Transportation is provided for students who participate.

How does ServeUGA promote a culture of service on campus?

ServeUGA promotes a culture of service on campus by sharing resources and providing opportunities for service-based organizations to collaborate, while also connecting students to service opportunities across UGA.

How can I get involved?

Ways to get involved are by becoming a service ambassador, being a part of the service squad, or joining one of our many service organizations. Information for all these different involvements, and how your organization be involved, can be found in this guide.
Executive Board

Alex Merritt
Executive Director
aleaejj@uga.edu
“I oversee the activities of the Executive Board, as well as plan strategically for the future of ServeUGA.”

Alexandra Case
Director of Campus Outreach
alexandra.case25@uga.edu
“I create and implement all the advertising and promotion for Serve UGA events, manages the biweekly service-oriented listserv, and helps connect students with service opportunities.”
Executive Board

Brianna Blackman
Director for Organizations
bnblckmn@uga.edu
“I serve as the primary resource for membership for ServeUGA organizations.”

Dominic Keogh
Director of Finance
dom@uga.edu
“I am in charge of the transactional side of ServeUGA, and some of my responsibilities include monitoring the budget as well as allocating the Sustainable Service Grant.”
Executive Board

Jennifer Hardister
Director of Community Outreach
jah53565@uga.edu
“I oversee ServeUGA’s service-outreach initiative, ServeAthens, and maintain relationships with our partner community service organizations in Athens. I am also committee chair for Dawg Day of Service.”

Lyndon Lee
Consultant
ilee712@uga.edu
“My role is to help the exec board and advisors determine the best way to operate to better serve the needs of the community and our member organizations.”
Executive Board

Nive Gupta
Director of Campus Impact
ngupta22@uga.edu
“Serve as the primary resource for students interested in getting involved with service on campus and provide and maintain database which tracks service opportunities through multiple organizations.”

Omar France
Director of Membership Development
omar.france25@uga.edu
“My position works internally with general body members of the organization to help build the necessary foundations such as skills needed to be a productive ambassador for service, and facilitating dialogue about social justice issue in meetings to prepare fellow members.”
Service Ambassadors

Service Ambassadors lead service experiences and serve as resources for their peers in order to make a positive impact on campus and in the community. Service Ambassadors meet weekly and serve year-long terms beginning in January and running through November.

Serve Athens

Serve Athens is a part of an initiative of ServeUGA providing ongoing opportunities during the fall and spring for UGA students to meet community needs through service. We’re currently partnering with five local non-profit organizations: Action Ministries, Athens Land Trust, Brooklyn Cemetery, Food Bank of Northeast Georgia, and SHAARE. Transportation is provided for students who participate.

For each Athens organization, a group of Service Ambassadors works them and sets up 2-3 service opportunities a month.

<table>
<thead>
<tr>
<th>Service Ambassador</th>
<th>Email</th>
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<tbody>
<tr>
<td>Allison Johnson</td>
<td><a href="mailto:ajohns14@uga.edu">ajohns14@uga.edu</a></td>
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<tr>
<td>Diane Park</td>
<td><a href="mailto:dianepark@uga.edu">dianepark@uga.edu</a></td>
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<tr>
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<tr>
<td>Hersha Iyer</td>
<td><a href="mailto:hi04021@uga.edu">hi04021@uga.edu</a></td>
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<tr>
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<td><a href="mailto:jykim205@uga.edu">jykim205@uga.edu</a></td>
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<tr>
<td>Vira Ogdanets</td>
<td><a href="mailto:vira.ogdanets25@uga.edu">vira.ogdanets25@uga.edu</a></td>
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Action Ministries

Action Ministries mobilizes Clarke County communities to address the challenges of poverty by focusing on hunger relief, housing and education.

For additional information, visit their website:  http://actionministries.net/locations/athens/

Service Ambassadors to contact:

Joshua Dunn  Olivia Bowman  Autumn Nobles
Athens Land Trust

Athens Land Trust conserves, empowers, and sustains communities through responsible and visionary land use.

For additional information, visit their website at: http://www.athenslandtrust.org/.

Service Ambassadors to contact

Stephanie Stathos
Shivani Rangaswamy
Angela Suh
The S.H.A.A.R.E for Athens Program was developed by the Senior Home Assistance and Repair (S.H.A.A.R.E) organization to assist seniors citizen homeowners 65 and up who are low income and living in a Athens, GA area

For additional information, visit their website at: http://www.shaare.info/

Service Ambassadors to contact

Rachel Hall
Vera Ogdanets
Michala Le
The Food Bank of Northeast Georgia works toward ending hunger as part of an overall community effort to alleviate poverty.

For additional information, visit their website: http://www.foodbanknega.org/.

Service Ambassadors to contact

Hersha Iyer

Dhairya Shukla
Concealed by vines and brambles, Brooklyn Cemetery is an African American cemetery which was used primarily from the 1880s to the 1990s.

For additional information, visit their website: http://brooklyncemetery1.wix.com/brooklyncemetery

**Service Ambassadors to contact**

Elizabeth Hardister

Diane Park

Jason Kim
The mission of Keep Athens Clarke County Beautiful (KACCB) is to educate and empower citizens and businesses with the resources to take action as environmental stewards of litter prevention, waste reduction, and beautification.

For additional information, visit their website: www.keepathensbeautiful.org/
Service Squad

Service Squad members are emerging leaders who are passionate about service and want to expand their leadership skills. They serve as site leaders for days of service and participate in and promote ServeUGA initiatives. Service Squad members meet once a month and serve year-long terms beginning in January and running through November.

Email Amanda Torrence for more information at amanda.torrence25@uga.edu.
In order to help promote and advance a culture of service on UGA’s campus, ServeUGA works with approximately 40 different student organizations whose mission is dedicated to service through hands-on service, advocating, and philanthropy.

While many of our organizations work with different communities in Athens creating intersectionality in their organizations, putting them in different categories allow visitors to specify their interests.

**General Service**

These organizations tend to do a wide range of service that students can get involved and may vary from year to year.

**Social Justice**

These organizations learn about current issues in social justice through acts of service.

**Youth Empowerment**

These organizations work with different youth groups through mentorship, creating programs, or working with children in their service.

**Advocacy and Awareness**

These organizations either advocate for a group or bring about awareness to a cause through their service opportunities.

**Health and Wellness**

These organizations promote health and wellness through various service opportunities.
General Service

Alpha Phi Omega
President: Krystal Evans  bzpresident@gmail.com
Alpha Phi Omega is a national coeducational service organization founded on the principles of Leadership, Friendship, and Service. It provides its members the opportunity to develop leadership skills as they volunteer in their community. Email president about information for recruiting. Chapter held on Mondays at 6:00.

Camp for A Cause
President: Sujay Sreenivasan  presidentcfacuga@gmail.com
Camp For A Cause strives for everyone of every shape, age, ability, etc. to have a place to feel comfortable and at home in his or her own skin. We truly want to see people’s “challenges become triumphs.” We want to share the infectious spirit of every inspirational person we encounter at camp with the University of Georgia because of how we have seen children’s lives, as well as our own, impacted in such an incredible, positive way. You can join by either coming to our meetings and signing in with your email or you can email campforacausectluga@gmail.com and ask to be in our listserv.

Circle K International at UGA
President: Brianna Blevins  bdb21776@uga.edu
We are a student service organization focused on bettering our homes, schools, and communities. We are part of the college version of Key Club, and a member of the Kiwanis family. Thursdays at 6:30 pm in Tate. Email Brianna Blevins at bdb21776@uga.edu to learn more about the club and sign up for membership. You must have a GPA of 2.5 or higher.

Designated Dawgs
President: Katie Cregg  designateddawgs@gmail.com
Designated Dawgs is a 501 3(c) nonprofit organization staffed by student volunteers that provides safe, free, nonjudgmental rides home to students and individuals in Athens. The mission of Designated Dawgs is to make the University of Georgia and Athens community a safer place by providing safe, free, nonjudgmental rides home. Over the past thirteen years, we’ve provided over 80,000 rides home! We operate on most Thursday and Friday nights.

Front Row
President: Ben Park  Bcp59789@uga.edu
Our organization has two missions: One is to encourage students on campus to live their lives in the front row. The second is to fund-raise to provide front row experiences for patients braving critical health challenges. “We meet once a month through either meetings or fun group activities, dates TBD. You can join by emailing Ben Park at Bcp59789@uga.edu”
**Gamma Sigma Sigma**  
President: Caylor Riemenschneider  
gammasigatuga@gmail.com  
Service sorority made up of a diverse group of women focused on friendship, equality, and service to the community.  
*We meet on Tuesdays at 8 PM. To be a member a rush process is involved, beginning on September 14.*

**Habitat for Humanity**  
Presidents: Credo Djedje and Leena Annamraju  
credo200@uga.edu and leena94@uga.edu  
UGA Habitat for Humanity strives to eliminate substandard housing through the use of our four pillars: building, education, advocacy and fundraising. We do this by fundraising and volunteering to build homes for families in need. We work with affiliates from Athens Area Habitat for Humanity and Barrow County Habitat to arrange builds on a regular basis. During “Act! Speak! Build! Week,” we strive to raise awareness about homelessness and the lack of affordable housing in addition to advocating for Habitat as a whole.  
*Meetings at Thursdays at 7PM; email uga.habitat.pres@gmail.com or nap27203@uga.edu*

**UGA Home**  
President: Jahnavi Parikh  
jpp46891@uga.edu  
Home is a branch of a nonprofit organization named WTFC (Working Together For Change). This is a nonprofit dedicated to helping the homeless, anywhere around the country and hopefully eventually the world, and make a lasting impact.  
*Meetings typically held on Wednesdays at 6:30 pm.*

**Manna Project International**  
President: Jeff Jenkins  
jkjenkins@uga.edu  
Manna Project International is a non-profit organization founded on the principle of “communities serving communities.” This three-word slogan itself is a picture of what MPI stands for, two communities joined by service. Day to day, it means a host of situations: college groups traveling and volunteering together, our MPI site teams working with locals, or our organization partnering with existing programs and missions.  
*Executive Board Meeting weekly and general member meetings monthly. Contact manna.uga@gmail.com for any questions.*

**Simply Me**  
President: Ramoni Barnhart  
Rkb94@uga.edu  
We seek to empower and motivate young women. We provide service to the community as well as seek ways to improve our personal lives so that we can better help others.  
*We can be reached through any of our social media outlets, specifically SimplyMeatUGA on Facebook or our email!*


**IMPACT**

**President: Bobby Alaimo**  
ugactls.impact@gmail.com

The mission of the IMPACT program is to engage University of Georgia students in an affordable, week-long, substance-free, experiential service learning project that encourages an understanding of pressing social issues in a significant way.  

Check the CLS website on information on applying for a trip.

**RefUGA**

**President: Prabhjot Minhas**  
refuga14@gmail.com

RefUGA is committed to educating the Athens and Atlanta areas about the refugee process, refugee resettlement, and refugee background. Through community outreach and education we hope to create a welcoming environment for incoming refugee families. We also hope to increase awareness about refugee-related issues on local and national levels.  

Social Media: https://www.facebook.com/refugauga/?fref=ts”

**Undocumented Student Alliance**

**President: Mark Dyer**  
usa.atuga@gmail.com

Undocumented Student Alliance is a service and advocacy organization that works in solidarity with the undocumented community, focusing primarily on equal secondary education opportunities for all students, regardless of legal status.  

Meeting times are on Monday 6:15-7:30.

**Youth Empowerment**

**Aces for Athens**

**President: Ellis Bunn**  
eb6767@uga.edu

Aces for Athens is a University of Georgia based volunteer student-run organization dedicated to mentoring and educating local special-needs and Elementary school students through the sport of tennis. As an organization, we understand the importance of role models in a child’s development and aim to support and engage these children outside of their classroom environments. We partner with local organizations to host fun and free weekly tennis lessons in which we teach the fundamentals of tennis to special-needs and Elementary school students.  

Meeting Times Vary by Semester, but are usually weekdays from 2:45-4:00 at the schools we are holding lessons with that particular semester.  

To join, check out our website (acesforathens.org) or our Facebook page and email one of our executive board members and we will get you involved!
Asian Children Mentoring Program
President: Hanna Yu  hannayu2@uga.edu
This organization is to allow Asian children adopted by non-Asian parents to be exposed to Asian cultures and heritages through mentoring and cultural events. The meeting time is usually Thursday evenings at 7. Anyone is welcome to join by sending a message through our facebook page (Asian Children Mentoring Program) or by coming to a meeting.

Camp Kesem UGA
Presidents: Ethan Gallagher and Catherine Coakley
reg95@uga.edu
The UGA chapter of a national organization driven by passionate college student leaders supporting children through and beyond a parent’s cancer. Meeting Times/Applications are linked to our Facebook: Camp Kesem at the University of Georgia

Collegiate Candidates
President: Mi’Kayla Scott  mscott22@uga.edu
A mentoring program dedicated to increasing enrollment of underrepresented high school makes into higher education. Facebook group for interested UGA students.

Extra Special People @ UGA (ESP @ UGA)
President: Peter Cates  ugaesp@gmail.com
ESP@UGA exists to help connect UGA students with Extra Special People, an organization in Watkinsville that serves individuals with developmental disabilities. ESP@UGA also supports Extra Special People through fundraising and raising awareness. General body meetings on Tuesday evenings. Email for more information.

FirstBook UGA
President: Alexandra Case  firstbkuga@gmail.com
First Book UGA is dedicated to raising the children’s literacy level in Athens by providing kids with brand new books and supporting schools with volunteering. We strongly believe in the power of books to foster imagination, provide an escape from the world, and lead to success in school and beyond. Meetings every other Tuesday at 7pm in Tate, first one on August 23rd, follow us on Facebook!
I am Enough
President: Sydney McCall  iamenoughuga@gmail.com
The mission of our organization is to empower teen girls as they grow into their destiny. Each young lady will be matched with a mentor however, we are not strictly a mentoring program. We provide an intimate group of young ladies with a number of experiences based off of our 3 pillars - Service, Empowerment, and Sisterhood - that will challenge them mind, body and soul. Meeting times are Wednesdays at 5:00pm and you can become a mentor by attending one of our mandatory information sessions, completing an application and background check, and being interviewed for the position.

Project H.O.P.E.
President: Sarah Landman  projecthopeuga@gmail.com
The purpose of Project HOPE shall be to serve as a liaison between Pinewoods and the University of Georgia students, staff, and faculty. It shall be dedicated in serving and supporting the community. Meetings held on Tuesday at 6:30.

Students for Latin@ Empowerment
President: Adiel Santibenz  as20012@uga.edu
Students for Latin@ Empowerment (SLE) an activist, advocacy, and community outreach group comprised of students from the University of Georgia. Students hold on campus meetings to inform UGA students about current events regarding education, Latino relations, as well as political and social events affecting Latino youth. SLE also gives UGA students the opportunity to volunteer and serve as mentors to Georgia High Schoolers who come to SLE's bi-anual empowerment and leadership conferences of “Sigueme” (Fall) and “Si Se Puede!” (Spring). Meetings held on Tuesdays at 7:30.

UGA HEROs
President: Caroline Scruggs  ugherosed@gmail.com
UGA HEROs works to fulfill the mission statement of H.E.R.O. for Children, Inc. Hearts Everywhere Reaching Out (H.E.R.O.) for Children, Inc. is a non-profit dedicated to improving the quality of life of children infected with and affected by HIV/AIDS through enriching programs, unforgettable experiences, and connections to the community. If it's not WOW it's not worth doing! Meeting times vary but there are many ways to get involved on many different levels. Look for us the first month of school and we'd be happy to help you get involved. Feel free to email ugherosed@gmail.com for more information.

Whatever It Takes @ UGA
President: Will Landrum  witatuga@gmail.com
The goal of WIT is to reduce educational inequity in Athens in a hands-on way. We have an after-school tutoring program for elementary-aged children in the Athens community. This program takes place Monday-Thursday from 3-5 at two community centers. We also have a mentoring program that is run through Clarke Middle School. For both of these programs, we aim to promote academic success, serve as role models for the children involved, and build relationships with the surrounding families and communities. For more information email witatuga@gmail.com
Asha for Education
Presidents: Anuj Sharma/Siva Venkatachalam
ashauga@gmail.com

Asha (Hindi word for hope) is an non-profit educational organization that provides educational resources to underserved regions in India. Volunteers of Asha work closely with the project partners in India, while locally organizing fundraisers and community awareness events. To join our mailing list and become an Asha Volunteer, please contact one of the board members or send an email to ashauga@gmail.com.

AutismUGA
President: Maggie Naughton maggien@uga.edu

AutismUGA seeks to increase awareness and knowledge of autism spectrum disorder on the University of Georgia’s campus and the larger Athens community. We also work to provide support to individuals and families affected by autism. Meetings are generally Wednesdays around 7pm. Follow our Facebook page for up to date information (facebook.com/autismuga).

Be the Match
President: Grace Ho marrowuga@gmail.com

Be the Match UGA is the campus organization of the National Marrow Donor Program. We promote awareness regarding the importance of bone marrow transplants and raise money in order to add volunteers to the national bone marrow registry, which serves as a master list of potential donors for those in need of a bone marrow transplant. Tuesdays from 6:15 PM - 6:45 PM/Email marrowuga@gmail.com for information regarding our next meeting.

CURE @ UGA
President: Alex Williams amw324@uga.edu

CURE is a non-profit organization that organizes events throughout the year to raise money and awareness for our international hospitals. We strive to make healing the sick and proclaiming the kingdom of God a reality. Each year we raise around $12,000, which is about 12 life changing surgeries! Come be a part of something really great. First WEDNESDAY of every month at 6pm in the MLC (room changes). Be sure to check out our meetings and find us on FB/insta for more information CURE AT UGA / @cureatuga”

Free the girls
President: Emily Wilhoit manasa.ped@gmail.com

Free The Girls at UGA works to support the national non profit, Free The Girls, by putting on fundraising events to support current programs as well as raise awareness about the issue of human trafficking. Free The Girls helps women rescued from sex trafficking in developing countries to re-enter the workforce selling bras in the second-hand clothing markets. Meeting times on Tuesday at 7:00.
**International Justice Mission**
President: Amanda DeLAPerriere  
mandi22@uga.edu  
IJM is a Christian faith-based human rights non-profit organization. As a campus chapter we raise awareness and resources for the headquarters in Washington D.C.  
*We meet every other Tuesday in the MLC. To join, new members should come to a meeting or email me or my co-president, Hannah Stanley. The IJM at UGA Facebook page is updated with current meeting locations and times.*

**Special Olympics**
Presidents: Jessie Hauser and Bergen Aughey  
presidentugaspecialolympics@gmail.com  
Special Olympics at UGA strives to create lasting relationships with the special needs community of Athens-Clarke County, while promoting awareness of the issues they face and growing our volunteer network through direct involvement with our athletes and their families.  
*General Body meetings are held twice a month. To get more information you can find us on social media or contact us through email.*

**UGA Age**
President: ChiChi Ijebuonwu  
cijebuonwu@augusta.edu  
We are a group that works with the elderly and we go specifically to Silverleaf, an Alzheimer’s unit in Athens. We provide different activities between students and the nursing home residents.  
*For more information to join email cijebuonwu@augusta.edu*

**UGA Miracle**
President: Amy Jones  
ugamiracle@gmail.com  
UGA Miracle is a 100% student-run philanthropy that raises funds for the Rehabilitation and Orthopedics departments at Children’s Healthcare of Atlanta. It is our mission to support our hospital, champion our families, and engage our campus.  
*Meetings held at 6:00 pm on Tuesdays.*

**Unplanned @ UGA**
President: Brenna Kinkaid  
unplanned.uga@gmail.com  
UP at UGA is a non-politically or religiously affiliated club whose goal is to support student-mothers who are experiencing an unplanned pregnancy or who already have children and wish to take on motherhood and higher education simultaneously. We believe that both the mother and child benefit from the mother’s completion of her college degree (whether that be an undergraduate, masters, or doctorate degree) and we act as a support team to help them achieve that goal. We fulfill a critical need in reproductive justice that can often go overlooked in the academic setting, though our cause deserves university-wide attention in order to promote the success of ALL of its students.  
*Visit unplanneduga.com to get involved. We have a general body meeting the first Tuesday of each month at 5:30 PM in Dawson Hall Room 208.*
Without Borders
President: Siva Venkatachalam  sivavenk@uga.edu
Without Borders at UGA is a student organization that provides service opportunities to different local non-profits in Athens and spread awareness of various global issues. Furthermore, the organization works closely with other Without Borders chapters locally and internationally. Please email sivavenk@uga.edu to learn more about Without Borders and meeting times for the semester!

Health and Wellness

Campus Kitchen at UGA
President: Gracelyn Jones  gjones15@uga.edu
Campus Kitchen at UGA is a student-powered hunger relief program of the Office of Service-Learning, focusing on food waste and senior hunger in Athens, Ga. Register to volunteer using givepulse. Open house meetings 8/23, 9/20, 10/25

FAYO (Fight Against Youth Obesity)
President: Brittany Pradere  bip61891@uga.edu
Promoting proper nutrition and physical activity in youth (children-college aged). We want to provide education on living an overall healthier lifestyle. We meet every other Tuesday at 7:30 pm in Ramsey 114. You can join by coming to a meeting or contacting an officer.

FIMRC (Foundation for the International Medical Relief of Children)
Presidents: Monisha Narayanan and Walter Asencios
fimrc@uga.edu
The Foundation for the International Medical Relief of Children is an organization dedicated to ameliorating health care conditions in developing communities around the globe, especially for women and children. UGA’s chapter works to raise funds for this mission in order to support the national organization. We organize service opportunities in the Athens area as well like the HealthyKidz After School Program, which runs biweekly activities for elementary school students on a range of health and hygiene topics. Our meetings are usually held once a month on Wednesdays at 7 pm. Please email fimrc@uga.edu for more information if you are interested in joining!

Medlife
President: Timothy Daugherty  medlife.uga@gmail.com
The mission of MEDLIFE at UGA is to help families achieve greater freedom from the constraints of poverty, empowering them to live healthier lives. We use sustainable approaches in accomplishing these goals and work on this initiative both in Athens and abroad in Peru, Ecuador, India, and Tanzania. General body meetings on Tuesday at 7:30.
UGA Red Cross

President: Jordann Tiras  jtiras26@uga.edu

We serve as a bridge between the UGA student community and the Northeast Georgia American Red Cross Chapter house. As an organization, we raise money for the American Red Cross national disaster relief program, recruit local blood donors, run monthly blood drives, recruit local disaster volunteers, train students in CPR, and promote public health awareness in the Athens community. We have four committees that welcome any student who wishes to join: fundraising, blood services, marketing, and public health and disaster awareness.

To join email our head of recruitment Sarah Ellen Williams at sew88075@uga.edu. And follow us on Facebook, Instagram, and Snapchat for updates about upcoming events.
Membership Information

ServeUGA Organization Requirements

In order to maintain active status in ServeUGA, organizations must meet the following requirements:

- At the beginning of each semester, every ServeUGA organization must submit an activity report detailing events, programs, or other initiatives they plan to implement during that semester. The Director of Organizations for ServeUGA will supply a template for this report. On this report, we will require every organization to note executive board transitions so our records can be updated accordingly to ensure communication with the appropriate student leader contacts.
  Note: ServeUGA understands that not every organization will know everything they will be implementing at the beginning of each semester. Organizations will be asked to complete this report to the best of their ability.

- One executive board member (ideally a Treasurer or President) from an organization must attend a budget workshop each semester. Budget workshops in the fall will be held within the first few weeks of a semester and are utilized to review budget protocol, including reimbursements procedures. The spring workshop is held in the middle of the semester and will include information on submitting a budget proposal for the following academic year.

- One executive board member (but more are welcome to attend) from an organization must attend a networking meeting each semester. Networking meetings will be utilized to foster collaboration and sharing of information between organizations.

- At least one, but preferably as many as possible, executive board members must attend a re-affiliation meeting at the end school year. This brief meeting is held on reading day and will provide an opportunity for organizations to share successes and challenges from the past year with the executive board, as well as offer feedback on their experience of ServeUGA member.
  Important note: if an organization fails to meet the above requirements, they risk losing their status as a ServeUGA member. The above requirements are put into place to ensure ServeUGA is obtaining necessary information from organizations in order to accomplish its mission as an organization, while also meeting budget practices that are in alignment with the UGA Student Affairs business office.
ServeUGA Organization Benefits

By maintaining active status within ServeUGA, organizations have a number of opportunities available to them throughout the school year:

- Funding allocation: every spring organizations will be invited to submit a budget proposal. On reading day, organizations will attend a re-affiliation meeting, where they will have the opportunity to explain their budget proposal and answer questions from the ServeUGA allocations committee. By the end of the spring semester, organizations will receive notification on their approved budget for the following academic year.

- If your organization is approved for print and copy expenditures, you will have access to a binder in Tate Print and Copy where you can print things and note them in the binder and not have to worry about being reimbursed. Any charges noted in the binder will be deducted later from your organizational budget by the ServeUGA staff advisor.

- Collaboration: as a part of your membership within ServeUGA, you will be able to meet leaders from other service-based organizations across campus and discuss ways to collaborate together to strengthen your work through partnerships. ServeUGA works to make formal connections between organizations during our semester networking meetings, and informally throughout the school year as opportunities arise to connect organizations.

- Marketing and communications support: ServeUGA administer a bi-weekly listserv throughout the academic year specifically focusing on promoting service work across campus. Organizations will have the opportunity to submit requests to be included within this listserv.

- Access to ServeUGA organizational resource bank: the ServeUGA Executive board, led by the Director of Organizations, will maintain a resource bank for student organizations. As a member of ServeUGA, your organization will have access to this resource bank which will consist best practices and strategies for helping to make your organization successful. We also invite submissions to this resource bank from our organizational members.

- Access to resources in the Center for Leadership and Service: As part of your membership, you will have access to the CLS resource room, which can be helpful for making banners and other marketing materials. As part of your membership, you are welcome to utilize the CLS conference room spaces for meetings for your organization. If you would like to utilize CLS spaces for a meeting, contact the ServeUGA advisor Kyle Anderson at andkyle@uga.edu.

- Recruitment support: ServeUGA seeks to promote a culture of service on campus and makes presentations to student audiences interested in service opportunities. Through these presentations and ongoing advising meetings, the executive board will direct students passionate about service to appropriate ServeUGA organizations based on their interests.

- Advising support: ServeUGA advisors are available to offer advising to all ServeUGA organizations at their request. Contact staff advisors Kyle Anderson at andkyle@uga.edu or Amanda Torrence at Amanda.torrence25@uga.edu to make an appointment.
ServeUGA New Organizational Recruitment Process

ServeUGA desires to limit its members in order to facilitate successful collaboration and ensure adequate funding is available to support all its organizations. If space becomes available for new organizations, applications will open for membership during the fall. Organizations that apply will be invited to interview with the executive board. If an organization is selected for membership, they will be granted a $100 budget for the following spring semester. As long as the organization meets ServeUGA requirements, they will be invited to submit a full budget proposal for the following academic year.

For more information on how your organization can apply email: serve.uga.athens@gmail.com
SUGA Organizations Budget Reimbursement Process

FOR REIMBURSEMENT (with a receipt):

1. Organization submits all reimbursement paperwork.
   a. Reimbursement form and original receipt (within 30 days)
   b. If food, then a food justification form and proof of event
2. Fills out the Petty Cash Disbursement Receipt Form.
   a. Tapes the original receipt to a half sheet of paper.
      Reviews the Food Justification Form (if necessary).
3. Advisor records the information in the event spreadsheet.
4. If there is any missing or inaccurate information noted on the forms, the Advisor will contact the
   individual submitting the receipts for additional information.
   a. Note: We can only make reimbursements to an individual who used personal funds to pay
      for an item. We cannot make a check out to a student organization, even if organization
      funds (from a separate account) were used.
5. Advisor makes copies of the Petty Cash Form, Receipt, Food Justification and any supporting
   documents.
6. Advisor adds information to the budget under the appropriate organization and marks the cost in red.
7. Advisor adds all documentation to the organizations budget binder.
8. Advisor signs off on all forms and submits the original paperwork to the Business Office.
9. On a monthly basis, Advisor will walk through the Status Report to ensure all expenses have been
   accounted for. Once in Status Report, cost will be changed from red to black in the budget
   spreadsheet.

FOR PAYMENT (with an invoice):

1. Organization submits all reimbursement paperwork.
   a. Reimbursement form and original invoice (within 30 days)
   b. If food, then a food justification form and proof of event
2. Advisor records the information in the event spreadsheet.
   a. Reviews the Food Justification Form (if necessary).
3. If there is any missing or inaccurate information noted on the forms, the Advisor will contact the
   individual submitting the invoice for additional information.
4. Advisor makes a copy of the reimbursement form, invoice, and any additional supporting
   documents that have been provided.
5. Advisor adds the information to the budget under the appropriate organization and marks cost in red.
6. Advisor signs off on all forms and submits the original paperwork to Temika to process a check
   request.
7. Advisor adds all documentation to the organizations budget binder.
8. On a monthly basis, Advisor will walk through the Status Report to ensure all expenses have been
   accounted for. Once in Status Report, cost will be changed from red to black in the budget
   spreadsheet.

Important Note: Any time ServeUGA is paying for a shirt, or promotional item, that includes ANY UGA
logo, wording, etc. (even having UGA written on the shirt), there will need to be a logo approval form from completed and approved and it will have to be purchased from an approved vendor.

Important Note: Any time ServeUGA is paying for travel, students need to fill out a travel authority form prior to booking. Once travel authority forms are filled out, if organizations are approved to use their budget to cover travel expenses, the advisor will work with the business office to make purchases using the purchase card.

FOR PAYMENT (Campus Reservations):

1. Organization makes a reservation through campus reservations, noting that they would like to pay with a university account number. In place of a number, they say “please send an Invoice.”
2. Organization submits all paperwork.
   a. Reimbursement Form
   b. Invoice from Campus Reservations
3. Advisor records the information in the event spreadsheet.
4. Advisor adds the information to the ServeUGA Budget under the appropriate organization and marks the cost in red.
5. Advisor emails campus reservations with approval to make the charges for the specific invoice number to the Volunteer UGA account.
6. On a monthly basis, the Advisor will walk through the Status Report and check to ensure all expenses have been accounted for. Once noted in the Status Report, the cost will be changed from red to black in the budget spreadsheet.

FOR PAYMENT (Tate Print and Copy):

1. Organization has an order or job processed through Tate Print and Copy.
2. Organization records the total amount to be charged on their specific page within the ServeUGA Organizations binder, located at the front desk of Tate Print and Copy.
   a. Note: The allocation total for each organization will be noted on their specific page within the binder. Organizations will be responsible for charges that go over this allotment.
3. On a monthly basis, Tate Print and Copy will run all of the charges for that month and send a copy of the spreadsheets to the Advisor.
4. Advisor will note all of the charges in the budget spreadsheet by organization.
5. Advisor will then update the organization sheets, noting the remaining allocation for the organization, for the Tate Print and Copy Binder.
6. Advisor will file the copies of these charges in the ServeUGA Budget Binder.