

PROGRAMMING MANUAL

Student Government Cabinet



Student Government
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STUDENT GOVERNMENT CABINET

Cabinet Division Chairs

The Division Chairs serve as the day-to-day leadership of Cabinet. They serve immediately under the Student Body Vice President, and manage the daily operations of all the Cabinet Directors. They are responsible for coordinating meetings as-needed (or as directed by the Student Body Vice President) within their Cabinet Division, overseeing each Cabinet Director within their Division and scheduling bi-weekly meetings with the Student Body Vice President to report on the progression of the respective Cabinets they oversee. They will provide initial approval/disapproval of all proposed Cabinet programming events. The Division Chairs will execute reviews of Cabinet Directors at the end of the summer, fall, and spring semesters. Division Chairs are further responsible for tasks and duties as dictated by the Student Body Vice President in the area of furthering the mission of Cabinet.

The Divisions are as follows:

Diversity Division Chairperson cabinetchair1@sg.ufl.edu

Campus Division Chairperson cabinetchair2@sg.ufl.edu

Community Division Chairperson cabinetchair3@sg.ufl.edu

Operations Division Chairperson cabinetchair4@sg.ufl.edu

Scholarship Division Chairperson cabinetchair5@sg.ufl.edu

Freshman Leadership Foundation Division Chairperson cabinetchair6@sg.ufl.edu

Cabinet Divisions

Each member of SG Cabinet will be assigned to a Division; each Division will be composed of one Division Chairperson and two to five related Cabinets. This is useful, as working with smaller Divisions allows for more productivity and a greater flow of ideas and suggestions.

Campus Division Chairperson

- Greek Affairs Cabinet
- Housing Affairs Cabinet
- Orange and Blue Cabinet
- Student Organizational Outreach

Diversity Division Chairperson

- Disability Affairs Cabinet
- International Student Affairs
- LGBTQ Student Affairs Cabinet
- Multicultural Affairs Cabinet
- Women's Affairs Cabinet

Scholarship Division Chairperson

- Academic Affairs Cabinet
- Career Development Cabinet
- Graduate & Professional Affairs Cabinet
- Research Cabinet

Community Division Chairperson

- Health Affairs Cabinet
- Involvement & Service Cabinet
- Political Affairs Cabinet
- Satellite Affairs Cabinet

Operations Division Chairperson

- Advertising Cabinet
- Internal Communication Cabinet
- Public Relations Cabinet
- Technology Cabinet

Freshman Leadership Foundation Division Chairperson

- Freshman Leadership Council Cabinet
- Freshman Leadership Outreach Cabinet

STUDENT GOVERNMENT DIVISIONS

Campus Division Chairperson

Oversees the following Cabinets: Greek Affairs, Orange and Blue, Career Development, Housing Affairs and Student Organizational Outreach. This Division Chairperson works along with the Divisions of Student Affairs, Reitz Union Board of Managers and other departments to find ways to improve campus life for present and future Gators. This Division Chairperson oversees the assigned Cabinet Directors to ensure they provide exemplary events that help students gain pride for their university.

Community Division Chairperson

Oversees the following Cabinets: Involvement & Service, Political Affairs, Health Affairs and Satellite Affairs. This Division Chairperson has a great responsibility in ensuring Student Government Cabinet reaches out to the Gainesville/Florida community at large, and remains current with local and national political happenings. This Chairperson ensures that the assigned Cabinets provide related programming that encourages student involvement and activity outside the campus borders.

Diversity Division Chairperson

Oversees the following Cabinets: Women's Affairs, LGBTQ Student Affairs, Multicultural Affairs, Disability Affairs and International Student Outreach. This Division Chairperson acts as the point person regarding any diversity-related affairs dealing with university officials or different cultural organizations. The Chairperson ensures that the assigned Cabinet Directors work closely with student organizations specific to their Cabinet mission to provide exciting events that promote the embracement of diversity at the University of Florida.

Operations Division Chairperson

Oversees the following Cabinets: Advertising, Internal Communication, Technology and Public Relations. This Division Chairperson acts as the head of all internal communication within the Executive Cabinet. The Chairperson ensures that the Advertising and Public Relations Cabinets work with other Cabinets to promote all Student Government programs to the Student Body and any related faculty. The Chairperson also coordinates tasks and plans strategic agendas in ways to promote Student Government through mass media communication outlets.

Scholarship Division Chairperson

Oversees the following Cabinets: Academic Affairs, Graduate & Professional Affairs and Research. This Division Chairperson directly works with university departments such as the Academic Advising Center and other departments dealing with curriculum and academic-related affairs. This Chairperson is the point person for Student Government in all related academic student dealings. The Chairperson ensures that the assigned Cabinets provide programming that fulfills the mandate of promoting an environment of top quality academic achievement.

Freshman Leadership Foundation Division

Oversees the following Cabinets: Freshman Leadership Council and Freshman Leadership Outreach. This Division Chairperson works with University departments such as New Student Programs, UF Preview and other departments dealing with first year student-related affairs. This

Chairperson is the point person for Student Government in all interactions related to freshmen. The Chairperson ensures that the assigned Cabinets provide programming that fulfills the mandate of welcoming all freshmen, as well as ensuring that both Cabinets provide programs that promote leadership, professional success and personal development.

STUDENT GOVERNMENT CABINETS

DIRECTORS

Academic Affairs

Works to ensure that the voices of students are heard and that they are informed on academic issues and opportunities. This Cabinet is responsible for researching and informing students about academic issues and is the main body to inform and speak on behalf of students regarding these issues. This Cabinet is responsible for putting on the 4th Annual Majors Fair. This Cabinet also serves to bring educational opportunities to University of Florida students.

Advertising

Responsible for working with all Cabinet Directors and Student Government officials to create and organize advertisements and advertisement strategies for various SG programs. This includes, but not limited to, print, radio and television advertisements. Knowledge in Photoshop or equivalent program is required. The Director organizes programs and focus groups to research and strategize for Student Government's various advertising campaigns, while also providing a means of marketing for Student Government and its entities.

Career Development

Works to provide students with a guide in taking ownership of their job search while at the University of Florida. This Cabinet works in conjunction with the Career Resource Center to assist students in bringing their education to the workforce, and is responsible for facilitating development-training forums that engage students in a wide range of useful career building activities. Topics include financial investment skills, interviewing skills and résumé building, among others. This Cabinet aims to actively match the academic endeavors of the University and the needs of the business community as a whole.

Disability Affairs

Responsible for promoting the needs and voices of the disabled population at the University of Florida campus. The Cabinet is used primarily as a means of connecting the various forces, including administrators, faculty, and students, on campus devoted to the social amelioration of people with disabilities. Furthermore, this Cabinet is charged with raising awareness among the student population of the different disabilities their peers may be dealing with and how to be sensitive to their needs. To achieve these goals, the Cabinet hosts various events to develop student awareness towards the needs of disabled students. This Cabinet oversees SG Disability Awareness Month in the month of October.

Freshman Leadership Council

This Cabinet works to provide programming targeted towards the freshman population that works to ease the transition from High School to College. It is comprised of an extraordinary collection of freshman leaders that are selected based on their leadership experience, charisma and potential for personal and professional growth. Throughout the year, members participate in community service and are exposed to leadership opportunities on campus, all while building upon their own personal leadership skillset. Through interaction with the other diverse members of the class, alumni, mentors and directors, a positive community of future leaders is formed.

Freshman Leadership Outreach

This Cabinet works to provide personal, professional and leadership growth available to the entire University of Florida Freshman class. Through a series of bi-weekly speakers, projects, leadership training seminars and curriculum, freshmen are encouraged to be transformed into a stronger leader. A shadowing program also allows freshmen to observe other leaders on campus and find their own individual niche. The program culminates in qualifying freshmen receiving a Leadership Certification stating that they have met the requirements of the year.

Graduate & Professional Affairs

Accountable for the representation of all graduate and professional student populations at the University of Florida. The Cabinet's main responsibilities include providing relevant programming to graduate and professional students, sitting on the Executive Board of the Graduate Student Council as an invited ex-officio member and representing the interests of graduate and professional students on campus. The Cabinet hosts graduate and professional student socials and professional development presentations by prominent speakers. The Cabinet maintains communication with graduate and professional student Senators and graduate and professional student organizations. The Cabinet also works to inform the graduate student population about various activities, involvement opportunities and any other relevant issues.

Greek Affairs

Establishes and maintains strong relationships within and among the four Greek Councils (the Panhellenic Council, Interfraternity Council, National Pan-Hellenic Council and Multicultural Greek Council). This Cabinet strives to create greater cohesion throughout the UF Greek community and inform other students about Greek life at the University of Florida through campus programming. The Director also acts as a liaison between the office of Sorority and Fraternity Affairs and Student Government.

Health Affairs

Implements informative programs and activities related to prevalent health issues that affect students and members of the Gainesville community. Events include a Freshman 15 Health Fair, a 5K Health Run and a candle-lighting ceremony for National Eating Disorders Awareness Week. The Cabinet is charged with the responsibility of ensuring that health services provided by the University reflect the needs of the Student Body. The Health Affairs Cabinet Director also serves as the Co-Chair of the Student Health Advisory Board (SHAB) and works directly with the Director of the Student Health Care Center and the President of SHOT in discussing pertinent health issues.

Housing Affairs

Works to serve students living on- and off-campus by providing solutions to issues, problems and concerns relating to housing, such as leasing and roommate selections. This Cabinet works to increase awareness about housing options, developing a supportive network among students living on campus and creating a collaborative relationship between the University's Department of Housing and Residence Education, Off-Campus Life and Student Government. It serves as a link between students who live off-campus and those on campus. The Cabinet is also responsible for coordinating the semesterly Housing Fair. This event attracts apartment complexes in the surrounding community to the University campus in order to provide immediate access for students to explore living options in Gainesville.

Internal Communications

Responsible for establishing communications between Student Government and the student body by coordinating Student Government tabling events, updating the official display case and planning extracurricular Student Government events, such as the Awards and Inaugural Ceremony and Holiday Get-Together. This Cabinet notifies all Student Government members of Cabinet activities, meetings and events. It serves as the chief of communication between and among all branches of Student Government. This Cabinet is further charged with the responsibility of creating and sustaining a more student-friendly, accessible Student Government area.

International Student Affairs

This Cabinet works to ensure a smooth transition for international students from their home countries to the Gator Nation. The Cabinet coordinates outreach to all international students at the University of Florida, specifically related to issues surrounding transportation and orientation to campus. This Cabinet works with Division of Student Affairs and the Department of Housing and Residence Education to ensure that all international students experience a smooth transition into their new learning environment. This Cabinet also works with the UF office of International Student Services in an effort to offer services to the university's international student community.

Involvement & Service

Works to create, organize, inform and facilitate community service projects for UF students and abroad. This Cabinet works along with the Center for Leadership and Service to accomplish this. Students can also use this cabinet as a resource to reach out to local non-profit organizations in need of volunteers. This Cabinet is also charged with coordinating service projects for members of Student Government.

LGBTQ Student Affairs

Works to promote equality at the University of Florida campus and in the Gainesville community through efforts of education and advocacy of issues relating to gender and sexuality and their interplay with ability, class, ethnicity, race and other affiliations. This Cabinet works on behalf of individuals who Lesbian, Gay, Bisexual, Transgendered and Questioning/Queer (LGBTQ). The Cabinet organizes outreach and awareness programs and coordinate efforts with other LGBTQ organizations to promote positive change on the UF campus and in Gainesville.

Multicultural Affairs

Works to bridge the gap and encourages cultural unity between and among the different cultures at the University of Florida campus. In an effort to expand student and community awareness of various cultures, the Cabinet encourages collaborative efforts among all cultural organizations at the University of Florida, and provides students with resources and dialogues on equity, social justice and diversity education. This Cabinet addresses issues such as stereotypes, prejudice and discrimination where it relates to ethnicity, race and religion.

Orange and Blue

Works with the overall mandate of promoting school spirit and a sense of unity throughout the entire University of Florida community. Orange and Blue Cabinet members work hard to ensure that every Gator has the opportunity to maximize his or her college experience. By organizing pep rallies, maintaining student safety through FL/GA sideline student safety zones, providing cold drinks and ice cream on hot days and ensuring all students wear the good ol' orange and blue. This Cabinet strives to establish a common thread among all members of the University of Florida family.

Political Affairs

Promotes student awareness of government at the campus, local, state and national level through programming and collaborative efforts with organizations such as Chomp the Vote and various Supervisors of Elections. This Cabinet encourages students to register to vote and become involved with the city and county commissions. Cabinet members observe commission meetings when possible in order to gather more information relevant to students and increase student presence at these meetings. If necessary, cabinet members further report on the issues discussed during these meetings to the student senate and to the general student body by hosting forums. The Cabinet promotes student awareness of political issues by using various resources.

Public Relations

Responsible for coordinating media relations and maintaining an informative relationship between Student Government and members of the Press and Student Body. This Cabinet is charged with distributing information to the student body via SG listservs, contacting gatekeepers of other listservs, meeting with Cabinet Directors to create joint press releases for media outlets in Gainesville and updating the Student Government handbook. This Cabinet is also responsible for the dissemination of information on the Student Government Facebook fan page and Twitter.

Research

Acts as the official research option for any student group on campus that requests assistance in receiving information regarding any issue. This Cabinet provides qualitative and quantitative data regarding the results of the research conducted and serves as a resource to advise student groups on relevant research projects when limited by manpower and resources. This Cabinet also serves as the official source of qualitative and quantitative research for UF Student Government.

Satellite Affairs

Coordinates the needs of students at all Satellite Campuses and UF Institute of Food and Agricultural Sciences (IFAS) Extension locations. This Cabinet also provides these students with

information about upcoming Student Government events and any new services that may be provided to them in the future. There is one Director who oversees affairs relating to Satellite Campuses, and one Director who oversees the needs of IFAS Extensions. The IFAS Extension Director works to coordinate outreach to each of the Extensions in all 67 Florida counties.

Student Organizational Outreach

Acts as the liaison between campus organizations/clubs and Student Government. This Cabinet serves as a resource to any student interested in organizational involvement. In addition to serving as a personal connection to Student Government, this Cabinet helps smaller organizations learn how to table, facilitate co-sponsorships, host recruitment fairs for prospective members and other necessary tasks. The Director also acts as a liaison between the Center for Student Activities and Involvement.

Technology

Serves as a technical resource to Student Government to develop programs that encourage students to embrace and utilize technology. The Cabinet is responsible for collaborating with various other entities to disseminate information to the student body, and works directly with Student Government Professional Staff in maintaining the Student Government website.

Women's Affairs

Promotes awareness and education on various issues relating to women. The Cabinet provides insightful and interactive programs, seminars, and events in order to broaden students' awareness of current issues such as topics of health, career success and equality. The Cabinet is charged with the responsibility of facilitating roundtable discussions with female faculty, leaders in academia, and student leaders throughout the year.

ASSISTANT DIRECTORS

Student Government Cabinet is always looking for students to help lead the promotion and production of Executive Cabinet programs. Assistant Directors are appointed by the Student Body Vice President to assist each Cabinet Director in the performance of his or her duties. Assistant Directors provide an integral leadership role in the functioning of the Executive Cabinet that allows the Executive Branch of Student Government to effectively reach every single niche community in the Student Body.

CABINET STAFF

Student Government Cabinet is always looking for students to assist in the promotion and production of Executive Cabinet programs. Staff members have an opportunity to work alongside and the Executive Cabinet to serve the UF Student Body through the 23 different Cabinets dedicated to distinct student communities. Cabinet Staff members also work through the planning and production stages of event programming, giving them the exclusive opportunity to learn the ins and outs of how to put on successful large and small programs.

OPERATION OF CABINET

Chain-of-Command Protocol

The Division Chairpersons, under the guidance of the Chief of Staff of the Student Body Vice President, are responsible for the day-to-day operations of the Executive Cabinet. Cabinet Directors should address any questions, concerns, problems, or issues with their Division Chairpersons first. Beyond that, if there is any question, concern or issue that the Division Chairperson cannot address or if further clarification is needed, Directors should feel free to consult with the Student Body Vice President during posted office hours or via appointment.

Coordination with Others

On-Campus Organizations

For many of the Cabinets, there are campus organizations that parallel various aspects of the Cabinet's duties. To avoid duplication of work duties and ease programming by collaboration, it is essential to maintain close communication with these organizations. It is the Director's duty to identify all relevant organizations. This information may be gleaned from your prior final reports, discussions with the Student Body Vice President, the Division Chairperson, CSAI personnel, as well as by scanning through the organization list on the CSAI Web site. Once you have identified all relevant organizations, it is your duty to have a member of your staff attend meetings and report on their plans and activities or contact a member of this organization to stay aware of their overlapping events. These organizations should be aware of the activities that your Cabinet is planning for the upcoming year.

University Administration

Many of your Cabinet's goals will bring you into close interaction with University Administrators engaged in overseeing various activities on campus. Make yourself known to these Administrators. Set up meetings early in your term to discuss relevant issues with them. Many of these Administrators have been in their positions for years. Use this knowledge of history to your benefit. Several meetings with key Administrators can do wonders as far as orienting you to your duties. Always treat these people with respect, even if you disagree with their opinions. Remember, you are representing SG. Anything you say should be well thought out and indicative of the current SG Administration perspective. Do not commit SG to anything you cannot back up. ***Be sure to notify the Student Body Vice President in advance of any meetings with University Administration, faculty or personnel.***

Contact List

Save a comprehensive contact list to your records. Include the name of the organization, contact person name, phone number and description of the role of the organization. This should be saved to the SG Vault.

Meeting Attendance

All Executive Cabinet meetings are mandatory. There will be no excuses for a missed meeting without having given a Cabinet excuse form to a Division Chairperson in advance. Please plan your schedule around them.

Office Hours

Each Cabinet Director is required to hold a minimum of 2 office hours per week as mandated by Student Government statutes. This is certainly the bare minimum, as a committed and professional Cabinet Director or Division Chair will consistently be in the SG workroom to complete everyday SG tasks. All office hours must be documented every week by using the Official TimeKeeper Mechanism, located in the Cabinet Workroom. It is each individual Director's responsibility to sign in and out every day. These numbers will be checked and totaled weekly. Because you hold such an important and crucial position, you may actually spend more than three hours per week in the offices. Therefore there will be no exceptions to this rule. Continuous failure to complete the required weekly office hours will result in dismissal.

Selection of Assistant Directors and Staff Members

Assistant Directors: As already mentioned, the selection of Assistant Directors depends on the specific functions of individual Cabinets. Assistant Directors will be assigned to Cabinet Directors based upon their applications and interviews. Cabinet Directors and Division Chairs will conduct interviews with Assistant Director applicants, and submit their recommendations to the Student Body Vice President. The Student Body Vice President will then make the official appointments.

Staff: Staff involvement varies each year; the Student Body Vice President will announce his/her specific guidelines regarding Cabinet Staff at his/her discretion.

University Committees

There are over 50 university committees appointed by the President of the University. These are very important and most are comprised of faculty, staff and students. Many of them pertain directly to Cabinets, and therefore Directors are highly encouraged to apply for such committees. The Office of the Vice President for Student Affairs can provide further information about Committees. Some committees have a specific SG seat assigned to a Cabinet. Therefore, some Directors are automatically members of University Committees.

DESCRIPTION OF FORMS AND REPORTS

Absence Excuse Form

Any time that you know you will miss a Cabinet Meeting, a Cabinet Division Meeting, or a scheduled Cabinet event, you must turn in an Absence Excuse Form. This form must be turned in no later than 24 hours before the meeting and/or event in order to be approved. Approved excuses include illness, death in the family, or scheduled tests. Forms are to be sent to the Division Chair for review, then forwarded to the Student Body Vice President Chief of Staff for approval.

Event Proposal Form

Directors must complete and submit an Event Proposal Forms to their Division Chairperson before any work on the event begins. The Chairperson will conduct an initial review, then submit the form (with his/her comments) to the Student Body Vice President for actual approval. Only when the Proposal receives actual approval by the Student Body Vice President can work begin. An official Event Number, used to track each event's progress, will be assigned at the time of approval.

Cabinet Money Requisition Form

Once an Event Proposal receives actual approval by the Student Body Vice President, work can begin on the event. Directors must submit a Cabinet Money Requisition Form any time a purchase needs to be made. The Division Chair will conduct an initial review, then submit the form (with his/her comments) to the Student Body Vice President for actual approval. Be sure to complete ALL information on the form. When a Director/Assistant Director is requesting a reimbursement, he/she must fill out the Vendor Information area with THEIR personal information (money will be paid to the Director/Assistant Director, NOT the store where the goods were purchased).

Event Program Permit

Once an Event Proposal receives actual approval by the Student Body Vice President, the next step in the approval process involves applying for an Event Permit. As a duly appointed Student Government Official, you are authorized to apply for permits on behalf of Student Government. Permits are obtained by submitting a "Program Planning form," which is an online form you use to provide CSAI support staff with information about the event. To submit the form, you must navigate to the CSAI website. The support staff will review the program planning form, and contact you if "tentative approval" has been given. **The form will need to be approved by the Student Body Vice President, the SG Office Manager and the CSAI Assistant Director, among a few other individuals. You may be asked to print a paper form and obtain signatures from various campus individuals.** Once all signatures are obtained and the form is turned in to the CSAI office, your permit should be ready within 2-3 days.

Event Final Report Form

Every time you finish an event, program, publication, etc...an "Event Final Report" must be turned into your Division Chairperson within one week. This will be written in report form and will include all relevant information from start to finish of the project. Make sure to elaborate on everything that happened and include specifics. This report is important for many reasons. It

gives the Director next year a detailed description, it allows the Student Body Vice President to track and evaluate successful/unsuccessful events, and it provides information for the Staff final reports. Event final reports should contain all information necessary for future directors to duplicate the projects. The report formats will vary depending on the project but there are several items common to all projects that should be found in all final reports.

End of Semester Reports

You will need to compile an overall report at the end of each semester; this will be compiled as you go throughout the semesters. Fill out as you complete events or achievements. These are due at a time indicated by the Student Body Vice President. Make sure all records have been saved to the SG Vault.

Additionally, prior to the last day of Spring classes you must:

- Completely Empty Your Mailbox.
- Return All Material That Belongs to Student Government

STUDENT GOVERNMENT EXECUTIVE SUPPORT STAFF

Student Government employs several staff members on a permanent basis. Most of these staff members have been here a long time and have a readily available working knowledge of Student Government. Because of their extensive knowledge base, each one of these staff members is vital to the success and organization of Student Government. Therefore, over the next year, while you utilize their skills and expertise to complete your Cabinet projects, be sure to get to know each one of these staff members and treat them with the utmost respect and courtesy.

Sandy Vernon

Mrs. Sandy is the SG Office Manager. As SG Office Manager, Sandy works closely with the Student Body President, the Student Body Vice President, and the Cabinet Directors on their budgetary needs for various projects. Sandy is responsible for budget preparation, approval of transactions for purchases on SARs, travel, payment authorization. She is the person who signs all of the necessary paperwork and approves expenditures for Cabinet projects (via Cabinet Requisition Form). She really loves working with students and always maintains an open-door policy for anyone seeking her assistance. Her office is at the front across from the front desk in the SG Office. Because she oversees the entire office and because of her extensive experience with Student Government, Sandy can give you a lot of advice concerning the operations of the Executive Branch of Student Government.

Tara Rovolis

Tara is the Senior Administrative Secretary for the Executive Branch of Student Government. She deals directly with the administrative work (appointments, filing, correspondence) of both the Student Body President and the Student Body Vice President and also works very closely with the Office Manager. Her desk is behind the glass wall in the front office. Tara's primary responsibilities include preparing administrative travel forms, operating the copy machine and maintaining a copy log, assisting the Office Manager with Student Government Elections in the Fall and Spring, and training the student assistants. You can also go to her with any general

questions. However, Tara is often busy with people coming in and out of the office as well as answering the phones, so please be considerate of her time.

Glenda Frederick

Glenda serves as the Senate Secretary and her responsibilities include overseeing the day-to-day operations of the Senate Office; assisting the Senate President, Pro Tempore, and committee chairpersons with the operation of Senate; preparing agendas and bills for the weekly Senate meetings; and recording the weekly Senate meeting minutes. Additionally, Glenda is also responsible for maintaining the Student Body Statutes, Senate Rules and Procedures, laws, authorizations, resolutions, rosters, attendance records, budgets (A&S Fee/Special Event/and Organizational), and Senate e-mail accounts.

Sarah Cunningham, CSAI

Sarah serves as the staff advisor for Student Government and the Assistant Director for Student Organizations and Outreach in the Center for Student Activities and Involvement. Sarah manages the registration, training and development of student organization leaders and faculty advisors for the registered student organizations at UF. She also works with the Student Body Vice President, the Cabinet Division Chairs, the Student Body Treasurer, the Senate President, the Senate Pro-Tempore, the Senate Executive Board, Agencies and Student Government Elections staff.

OFFICE POLICIES

Access

Division Chairs and Cabinet Directors have access to the office during CSAI hours only. If there is a circumstance in which access is needed to the SG area after hours, supervised access can be granted by the Reitz night manager. Any after-hour access to the SG area must be reported to the Student Body Vice President Chief of Staff the next immediate business day.

Computers

There are computers available for use in the Cabinet Workroom. One of the six computers will have special publication software loaded onto it. Cabinet Directors have priority on all computers in the Cabinet Workroom at all times. Those Directors who have upcoming events to plan for have elevated priority. Do not tamper with the software or programming even if you think you know what you are doing. If you have any difficulties with any of the computers or printers, ask SG Staff for assistance or speak to the IT Manager.

Fax Machine

Student Government officials have access to a dedicated fax machine. Directions for operation are on the wall above the machine. All faxes are to be sent out with a Student Government fax cover sheet which can be found in the folder on the cabinet to the left of the podium. If you plan to receive any faxes, please notify the sender that they need to clearly state your name and position on their cover sheet so that it can be properly directed. All incoming faxes will be put in your mailbox. The SG Office Fax number is (352) 392-8072.

Letter Approval

Since every letter that leaves the SG Office **MUST** be placed on SG letterhead, no letters, memos, press releases, flyers, brochures, etc. on behalf of Student Government should leave the SG Office without first being approved by the Student Body Vice President. After you have completed a document, proofread it for any errors and place it in the “SBVP IN” folder located on the door of the Student Body Vice President’s office. You must notify the Student Body Vice President via email about the pending document, its purpose/recipient, and any other relevant information. Additionally, the Student Body Vice President must always get a copy of any outgoing material.

Long Distance Calls

Long distance calls cannot be made without the proper access code. Whenever you need to make a long distance call **for Student Government** in the office, ask the SG STAFF for assistance.

Mail

If you need to mail anything for Student Government official business, place the addressed envelope on the SG Secretary’s desk; she will take care of the postage. Any bulk mailings that need to be sent must be presorted, grouped and affixed with the proper mailing sticker according to Campus Mail guidelines. Please ask SG STAFF for assistance when you are doing bulk mailing because failure to do so may result in the entire mailing being returned.

You should have all of your incoming Cabinet mail sent to the following address:

**Your Name, Title (ex: John Doe, Cabinet Director)
University of Florida Student Government
305 J. Wayne Reitz Union
PO Box 118505
Gainesville, Florida 32611-8505**

Any incoming mail for you will be placed in your official SG Mailbox.

Mailboxes

You will receive a lot of mail from day to day. It is imperative that you keep essential items and discard everything else. Therefore, you will need to check your mailboxes frequently. Make sure that you stay on top of maintaining your mailboxes in an orderly fashion.

SG Vault

**All documents, records, pictures, files, etc. that you use
in your capacity as an SG Official MUST be saved to the SG Vault.**

A shortcut icon to the Records Folder should be on the Desktop of each computer in the SG office. Please see staff if you can’t find it.

1. Open the SG Vault folder and follow the correct path to your Cabinet folder
 - a. (ex: Cabinet Directors – Research – 11-12)

2. ALL records must be saved here.
 - a. Hard copies can be scanned and emailed to you by the front desk assistant.
 - b. Please be sure to keep up with documents you need scanned and DON'T wait until the end of the semester/year to updated your records.

Work Room

The Student Government Office should be kept in a neat and orderly manner at all times. Leave the work room as you found it: clean. Do not leave any cups, papers, supplies, or any other items lying on the counters when you exit the office. Additionally, please make sure that all recycled items end up in the recycle bin and not all over the floor. Even if the workroom was already a mess when you arrived, please be sure to clean it up before you leave. Remember, we are all working on the same team, and our work will be so much better if the environment we are working in is kept neat and clean.

PROGRAMMING PROCEDURES

The planning of events is critical to SG Cabinet. There is no easy way to describe all of the components involved in planning an event. Planning an event begins with identifying the need for a program. This university is saturated with programs that receive little or no attention. Programming for the mere purpose of engaging in some form of activity is wasteful both of time and money. Attempt to put on programs you deem worthwhile for students to attend and unique to the University. Once you identify a need for the student body, plan the program to address the need.

The Workbook

1. Download "Programming Workbook.xls" from <http://www.sg.ufl.edu/resources.aspx>.
2. Save the file under your event's name in the SG Vault.
3. As you complete the different forms on the Excel Sheet you can email them individually by following these steps:
 - a. Right click on the tab of the form
 - b. Select "Move or Copy"
 - c. Under "To Book", select NEW BOOK
 - d. Save As: FORM in Documents
 - e. Attach to email
 - f. You don't have to delete this temporary folder, just reuse the name and save over as the form will be permanently saved in your Excel document.
4. If changes are made to a Form and send back to you, you can copy and paste the entire form over the old one in the Excel sheet without saving another document.
5. Keeping everything in one document will ease the research of records.

ADA Compliance

Please make sure this text is on all print advertising, posters, etc. and in all radio and TV ads:

- For persons with disabilities requiring special accommodations, please contact 392-1665 or 392-2567 (TDD), or e-mail accomodat@sg.ufl.edu or contact the Florida Relay System at 1-800-955-8771 at least 72 hours prior to the event.

Deadlines

Many departments on campus require a certain amount of time to process requests. To ensure you have a successful event please adhere to the Programming Checklist so that these offices can provide you with the service you need. If there is an area not covered by the Checklist or Manual, see SG STAFF for assistance or the office of the service in question.

Expenses

Absolutely no one is allowed to spend money on Student Government's behalf without following proper procedure and getting the proper authorization as listed below:

1. Once you have actual approval from the Student Body Vice President for your event, you must complete a Cabinet Requisition Form and submit the form to your Division Chairperson for initial review. The Division Chairperson will then pass the form on to the Student Body Vice President for approval.
2. The SG Office Manager will then complete an SAR Form which, after being approved by the Student Body Vice President, will be forward to the SG Finance Office for authorization.
3. If the SAR is authorized, the SG Office Manager will give you a Purchase Order number and a blue slip and tell you where to buy your supplies. If applicable, she will provide you with the Student Government "P-Card" (similar to a credit card). *Do not purchase supplies or reserve rooms with a charge until you receive official approval from the SG Office Manager.*
4. Save your receipts and make a copy for yourself; give the original to the SG Office Manager with a note about what it was for. The SG Office staff will need a DETAILED/ITEMIZED receipt.
5. For purchases over \$1,000 you need three verbal quotes (email the information to the SG Office Manager).
6. For purchases over \$5,000 you need three written quotes (give the information to the SG Office Manager).

You must not buy anything or sign a contract and expect SG to reimburse you. If you do this, you will be responsible for the bill personally. Nobody has the right to spend SG money (which belongs to the students) for anything that has not first been authorized. To avoid this situation, plan things well in advance, think out all problems and start coordinating and organizing EARLY!

Food

- Catering: You can get an invoice from Classic Fare to attach to your Cabinet Requisition Form. DO NOT confirm the order until the SG Office Manager or SG Secretary confirms a blue slip has been delivered to Classic Fare.
- Reimbursements: We MUST have itemized receipts (details of what was ordered)
- What is NOT covered by A&S fees
 - Alcohol & Tips (gratuity)
- See Appendix A for more information on food policies in the J. Wayne Reitz Union.
 - You may be able to use other food vendors (non-Classic Fare) if your event is not in the Reitz Union. See the SG Office Manager for more information.

Insurance

See Appendix B for information on when insurance is needed and who to contact.

Permits

A permit must be completed for EVERY SG event

- The Assistant Director of the Center for Student Activities and Involvement will manage Student Government permits
 - All Cabinet permits must be approved by the Student Body Vice President or his/her designee and the SG Office Manager
- A permit must be submitted at least 4 weeks prior to each event
 - Accessing it:
 - www.union.ulf.edu/involvement
 - Enter Gatorlink information
 - Select Program Permit
 - The site will take you through a tutorial the first time you logon

Photocopies

Student Government owns photocopiers for official use. These machines are for official Student Government business only. In order to have copies made for a meeting, event, program, etc., you must submit a Copy Request Form to the front desk attendant at least two days (48 hours) prior to the date that the copies are needed. It is recommended to make 50 copies if your fliers are quarter-page flyers. Requests can be emailed with details and attachments to copycenter@sg.ufl.edu.

If you are copying anything that is leaving the office (i.e.-letters, flyers, brochures, etc.) you MUST have them proofread by the secretaries and approved for content by the Student Body Vice President before you submit a Copy Request Form. Make sure you make all corrections the secretaries point out and return it to them to be proofread again until it is satisfactory.

Absolutely nothing is to leave the office without approval by the Student Body Vice President. Be especially careful when copying a lot of flyers or other announcements to confirm ALL times, dates, locations, sponsors, etc.!

Promotional Items: Cannot be over \$1.00 per item/unit.

Reimbursements: You MUST have submitted a Cabinet Money Requisition Form and received approval to spend money from the SG Office Manager BEFORE you purchase any goods you want to be reimbursed for. Always overestimate the amount you may spend, as you will NOT be reimbursed for more than your initial request. We MUST have receipts and those receipts MUST be itemized. Receipts must be submitted within 30 days of purchase or you will NOT be reimbursed.

T-Shirts: Student Government cannot pay for T-shirts under any circumstances! If you need t-shirts for an event, you must solicit the cost of the t-shirts from a sponsor. If a sponsor agrees to provide the necessary money, that sponsor's name and logo must be on the t-shirt and all advertisements and/or publications for that event. People can also pay for their t-shirts.

Contracts

<p>A contract is needed: <i>(This takes a MINIMUM of 15 days)</i></p>	
<p>A) For speakers, and concerts</p>	<p>Work with ACCENT or SGP</p>
<p>B) When SG pays someone for service</p> <p>Examples: DJ, bus, equipment rental, room rental, off campus rental, etc.</p> <p>(a consultant sheet is also needed for this)</p>	<p>Schedule a meeting with Shontae White or Sarah Cunningham (352-392-1671) at least 15 business days before the event, but only after SAR is approved by the SG Treasurer.</p>
<p>A consultant Worksheet is needed:</p>	
<p>When SG pays an individual for service</p> <p>Examples: DJ, bus, equipment rental, room rental, off campus rental, etc.</p>	<p>Go to www.fa.ufl.edu/forms, look under University Tax Services, and find the Consulting & Professional Services Worksheet and click on the last box in that row.</p> <p>You can email this to the person and have them email it back to you, or have them fax it to the SG Office (352) 392-8072. If they email it to you, you MUST submit it to the SG Office Manager.</p>
<p>A Vendor Application & W-9 is needed:</p>	
<p>When SG pays a Vendor and not an individual (examples: Businesses, Band, Agency, etc)</p>	<p>Go to www.fa.ufl.edu/forms, look under Purchasing and Disbursement (both forms are under this) and click on the last box in that row.</p> <p>You can email this to the person and have them email it back to you, or have them fax it to the SG Office (352) 392-8072. If they email it to you, you MUST submit it to the SG Office Manager.</p>

Please note: For expenses requiring a contract, all paperwork (Vendor App, Consultant Worksheet, w-9) must be completed and approved by SG Finance at least 15 business days in advance of event or contracts may not be completed. Please do not schedule a meeting to do a contract until after SAR is approved. Under no circumstances will contracts be done a week prior to an event or after an event has happened.

Publicity Needs

It is essential that each and every project, event and service that Student Government arranges or produces gets excellent publicity and advertising. You must submit events to the online SG calendar. Login, click on events and add an event. See the SG Secretary for assistance. You must send out notifications about events to all available list-servs. If office staff is to answer questions from the public about events, the office staff must be notified of the details.

The Advertising Cabinet and the Public Relations Cabinet are responsible for providing all advertising and publicity for cabinet events or programming. They will provide and produce ALL press releases, Alligator ads, radio ads, flyers, posters, banners, programs and pamphlets as well as attempt to gain coverage in the appropriate publications.

Reserving Venues

J.Wayne Reitz Union (JWRU)

Rooms in the JWRU include those in the basement, the second floor meeting rooms, JWRU Auditorium and the Ballrooms on the second floor, and the meeting rooms on the third floor. Meeting rooms are available to all Student Government sponsored organizations free of charge on a first come, first serve basis. There is a charge for the ballrooms. No priority is given to Student Government over any other groups, so prior planning is key for reserving rooms. This is especially relevant in the case of the Auditorium, Grand Ballroom, Rion Ballroom and second floor meeting rooms since these tend to be reserved rapidly and far in advance. Tables and chairs for use in the Reitz Union may be obtained from the Reitz Union through the event services office. Other equipment available for your use in the Union include TV/VCR, overheads and other AV materials. These materials cannot leave the premises of the Union. Make reservations at www.union.ufl.edu/eventservices. Please see SG office staff if you have any questions about this process.

Colonnade/North Lawn

The exterior portion of the Reitz Union, including the Colonnade and plaza outside the Union, as well as the North Lawn of the Union, may also be reserved for events. These reservations are also made through the events services office at www.union.ufl.edu/eventservices. If you are planning events on the North Lawn, be mindful of regulations governing noise in these areas during classes. Tables and chairs for use in the Reitz Union may be obtained from the Reitz Union through the event services office. Other equipment available for your use in the Union include TV/VCR, overheads and other AV materials. These materials cannot leave the premises of the Union.

University Auditorium/Plaza of the Americas

The Plaza of the Americas may be reserved on a first come, first serve basis through the CSAI via the online event permit (www.union.ufl.edu/involvement). If you would like to reserve tables and/or chairs for the Plaza of Americas, you must contact Physical Plant at 392-1121 *at least 10* working days prior to the event in order to reserve the tables and/or chairs and to make arrangements for Physical Plant to place the tables and/or chairs before the event and take them

up after the event is over. See the SG Office Manager of Secretary for the account number in order to make the reservations. The University Auditorium through the Auditorium Manager (352-392-2346). Directors can also rent out a podium with a public address system and extension cords for use in these functions. If you are planning events on the Plaza, be mindful of regulations governing noise in this area during classes.

Turlington Plaza

Turlington Plaza may be reserved on a first come, first serve basis through the CSAI via the online event permit (www.union.ufl.edu/involvement) No public address systems, extension cords, stages or vehicles of any kind are permitted in this space. If you are planning events on the Plaza, be mindful of regulations governing noise in this area during classes.

Graham Gallery

The Graham Gallery is located in the commons building of Graham Residence Hall on the 2nd floor. It is a quiet and convenient place for meetings and events of medium size. Reservations can be made by calling the Graham Area Office (352 392-6021).

Rec Sports Fields / Lake Wauburg

The Department of Recreational Sports facilities are primarily for use by University of Florida students, faculty and staff, and can be reserved by Student Government Officials. All requests are processed on a first-come, first-served basis. The earlier you turn in your request, the better your chances at reserving the facility. A minimum processing time of three weeks is required for all outdoor and indoor requests. Reservations cannot be made for open play or practices, which are on a first come basis at Norman, Flavet and Pony fields. Visit the Rec Sports reservations page to learn more and reserve venues (www.recsports.ufl.edu/facilities/reservations).

Campus Classrooms

Classrooms on campus may be used for events as a last resort if all meeting rooms in the Reitz Union are occupied. Campus classroom reservations may be made through the Registrar's office. Visit www.registrar.ufl.edu to reserve rooms.

Reserving Tables, Chairs, and other Supplies

Permission for Banners

Banners Reservations for banner space will be approved no more than twenty (20) school days before the day the banner is to be hung. A student group may reserve a maximum of five (5) days of banner space per month. The organization requesting approval of the banner must defray its cost, and be responsible for the erection and removal of, and any damage caused by the banner. Go to the CSAI to make Reservations.

AV Services

Some projects will necessitate technical supplies such as a PA system, lights, music, amplifiers, microphones, stereos and other materials. AV Services can set up these materials at the Reitz Union only. In order to receive technical support services you must reserve the location first, through Event Services at least three weeks prior to event, and complete an Event Services form. However, use of the AV Services by SG outside of the JWRU will cost money depending on the

time required for transport and set up. Estimates may be provided upon request. If your event is outside of the JWRU, you have to rent the equipment from the Office of Informational and Technology (352-392-0381) or a rental company.

Speakers and Entertainment

Any collaboration with SGP or ACCENT must be clearly indicated on your Event Proposal Form for initial review by a Division Chairperson and actual approval by the Student Body Vice President. After receiving approval:

- If you would like to bring a speaker for one of your programs and/or events, you may notify the ACCENT Chairman of your intentions.
- If you would like to bring (non-speaker) entertainment for one of your programs and/or events, you may notify the SGP Chairman of your intentions.

Only after you have consulted with your Division Chairperson, the ACCENT or SGP Chairman, and the Student Body Vice President, *and they have given you the okay to do so*, can you make any type of contact with the speaker or entertainment agency. Once you have contacted the speaker or agency, arrange a meeting with the SG Office Manager to go over the specifics of the contract, fill out the appropriate forms (SAR, University Contract, Consulting Worksheet, Contract Expense Sheet), and to get any last-minute feedback. Be sure to plan ahead if you are planning on inviting a speaker or entertainment. All forms must be complete *at least* one month in advance of the event. Consult the Programming Workbook.

Special Event Parking

On rare occasions, you might plan events that necessitate the invitation of off-campus organizations to the University campus. These guests will need parking during the day to avoid ticketing. To obtain permits, you must submit a Parking Permit Request at least three weeks prior to the date you need the passes. See the SG Office Manager or Secretary for more information. These passes are not for use by students, staff, or administrators who may purchase parking privileges. Abuse of these privileges by Cabinet Directors will result in disciplinary action. Keep in mind that Student Government pays for these passes.

Waivers

Waivers are needed:

1. When you have an event that can cause an injury or there's a liability - (ex: bounce houses, dunk tanks, rope climbing, etc.).
2. When a student is traveling on behalf of Student Government.
3. For students under the age of 18
4. When participating in a media video.

Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform people.

Appendix A

Food Policy – J. Wayne Reitz Union

Authorized Food Service Provider: Aramark, d/b/a Gator Dining and Classic Fare Catering, is the only organization authorized to engage in the sale of food and beverages within the JWRU. All food served at functions within the JWRU must be purchased from a JWRU food vendor or through Classic Fare Catering.

Student Group Meetings: Exceptions will be made for general meetings of registered UF student organizations where food is being provided for group members only. Large events such as assemblies or banquets, or events that are open to the public will require food to be catered by Classic Fare Catering. Student groups providing their own food must comply with the following policies:

Approved foods: Student Groups will be permitted to bring in nonperishable snacks and beverages, and similar “store-bought” prepared foods. Items such as cookies and birthday cakes are also approved. Due to campus contract obligations, only Pepsi products are allowed to be brought in to the Reitz Union.

Prohibited food items: Student Groups are prohibited from “pot-luck” type items that require refrigeration, heating, or similar temperature control in order to preserve food quality and safety. Items such as pizzas, deli trays, and other prepared or hot foods are prohibited as these are readily available from approved JWRU vendors at market prices.

Locations: Food items noted above will be only permitted in public lounge areas, meeting rooms, the Amphitheater, North Lawn, and the Colonnade. Outside food is prohibited in the Grand Ballroom, Rion Ballroom, Arredondo Room, 404/Matthews Suite, Food Court, or Orange & Brew.

Use of Building Facilities: Student Groups will not have access to University or JWRU food preparation facilities or related equipment and supplies, including but not limited to: kitchens, refrigerators, ice machines, ovens, and/or stoves

No cooking or reheating: Use of hot plates, crock pots, open flame burners, canned heat (Sterno), chafing fuels, or similar methods or products by students or student groups is prohibited at all times.

Cleanup: Student Groups are responsible for cleaning up following activities where food is brought in. All trash will be disposed of in approved containers. The JWRU will assess cleaning charges or deposits if JWRU personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.

Game Room: Groups (student and non-student) will be permitted to bring food items into the game room for group activities associated with use of Game Room facilities with prior approval of the Game Room Manager.

Appendix B

GUIDE FOR PURCHASING INSURANCE COVERAGE FOR SPECIAL EVENTS AT UF

Special events insurance is designed to provide financial protection should there be damage to UF property or injury to attendees/spectators during a special event. Most events are insurable by the University carrier and the insurance aspect will be processed by your venue and included in the cost of the event. Many events proposed by potential users include activities that the University's carrier specifically excludes from coverage. These include:

Aircraft or Balloon Events	Tractor Pulls/Truck Pulls	Pyrotechnical or Firework Shows
Pro-Sporting Events	Rap Concerts	Circus and Carnivals
Heavy Metal Concerts	Rock Concerts	Mechanical Amusement Devices
Motorized Sporting Events with non-students	Boxing, Wrestling, Hockey, Contact Karate	Other events as determined by the carrier

In cases where the normal carrier denies coverage, alternate coverage must be purchased. The inability to obtain appropriate special events insurance for a planned event will result in disapproval for the event. Begin the process of securing insurance coverage early in your event planning process to ensure all aspects of the event are insurable. Some specialty vendors may provide insurance for their portion of an event but the entire event must be covered.

The alternate insurance must meet the following requirements.

- Limits \$1,000,000 on Bodily Injury and Property Damage.
- The carrier must be licensed to do business in the State of Florida and possess at least a "B" Best Rating.
- The policy must name as additional insured:
 1. the State of Florida
 2. Florida Board of Governors
 3. **University of Florida Board of Trustees and**
 4. the University of Florida

Insurance certificates must be provided for review and approval seven (7) business days in advance of the event. These certificates must be provided directly by the agency or carrier by mail or fax to:

**Office of Risk Management
Environmental Health and Safety
University of Florida
P. O. Box 112190
Gainesville, FL 32611
fax 352-392-3414**

LOCAL INSURANCE AGENCIES THAT MAY PROVIDE THE NECESSARY SPECIAL EVENT COVERAGE

Scarborough Company Insurance Inc.	377-2002
Sunshine State Insurance	371-9696
Johnson & Fletcher Insurance Inc	373-4381
Rubicon Insurance & Risk Management	377-0474

If you have any questions, please contact: Bill Properzio (bill@ehs.ufl.edu) or Shontae White (swhite@ufl.edu).

Appendix C

When security is needed by University Police Department:

Security

The sponsoring student organization must take adequate precautions for the security of attendees at an event, as determined by the University Police Department, in conjunction with the CSAI. Failure to adhere to these security policies may result in an administrative and/or disciplinary sanction.

In general, the required number and type of security personnel for an event will be determined based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. Final determination as to the appropriate number of security personnel will be made by the University Police. You must contact Bill Gainey – he can be reached at wgainey@ufl.edu or 352-273-3314.

Other factors which may be determined are as follows:

- **Advertising:** Dependent upon the content and nature, advertising can either increase or reduce the need for security. Advertising which indicates that the attendance will be limited in number and/or restricted to UF students and their guests may reduce security needs.
- **Closed vs. Open Event:** Closed events (restricted to the members of the sponsoring organization and their guests) may require less security than events open to all UF students and their guests. If your organization is SG funded, your events must be open to all UF students.
- **Expected Crowd Size:** Larger crowd size will dictate the utilization of additional security personnel.
- **Event Staff:** Individuals must be designated by the sponsoring organization to assist with conducting the event in an orderly fashion. The greater the number of event staff and the higher their level of expertise in performing assigned functions, the fewer number of security positions required.
- **Money Collection:** The collection of money for any purposes (ticket sales, souvenir sales, refreshment sales, etc.) could require additional security personnel.
- **Nature of Crowd or Program:** Individuals affiliated with the University generally require less security than those not affiliated; lectures may require less security than concerts.
- **Risk Assessment:** Increased risks (e.g., threats received, demonstrations planned) will increase the security requirement.
- **Written Invitations or Prior Ticket Sales:** Events which are restricted to persons with written invitations or advanced ticket sale holders will usually require less security than events selling tickets at the door.

Controversial speakers who enjoy high popularity or profile may influence the type of security needed for the program. The organizations may be required to discuss the details of the program with the University Police Department who will decide if security is necessary to insure the success and safety of the event and its participants. The CSAI must assist your organization in making offers to agencies/speakers. For SG funded student organizations, please note that an SAR for the performance fee must be submitted before contracts can be negotiated. All contracts for lectures and performances must be reviewed by the CSAI and signed by the Director of the Reitz Union. **STUDENTS MAY NOT SIGN ANY CONTRACTS.**