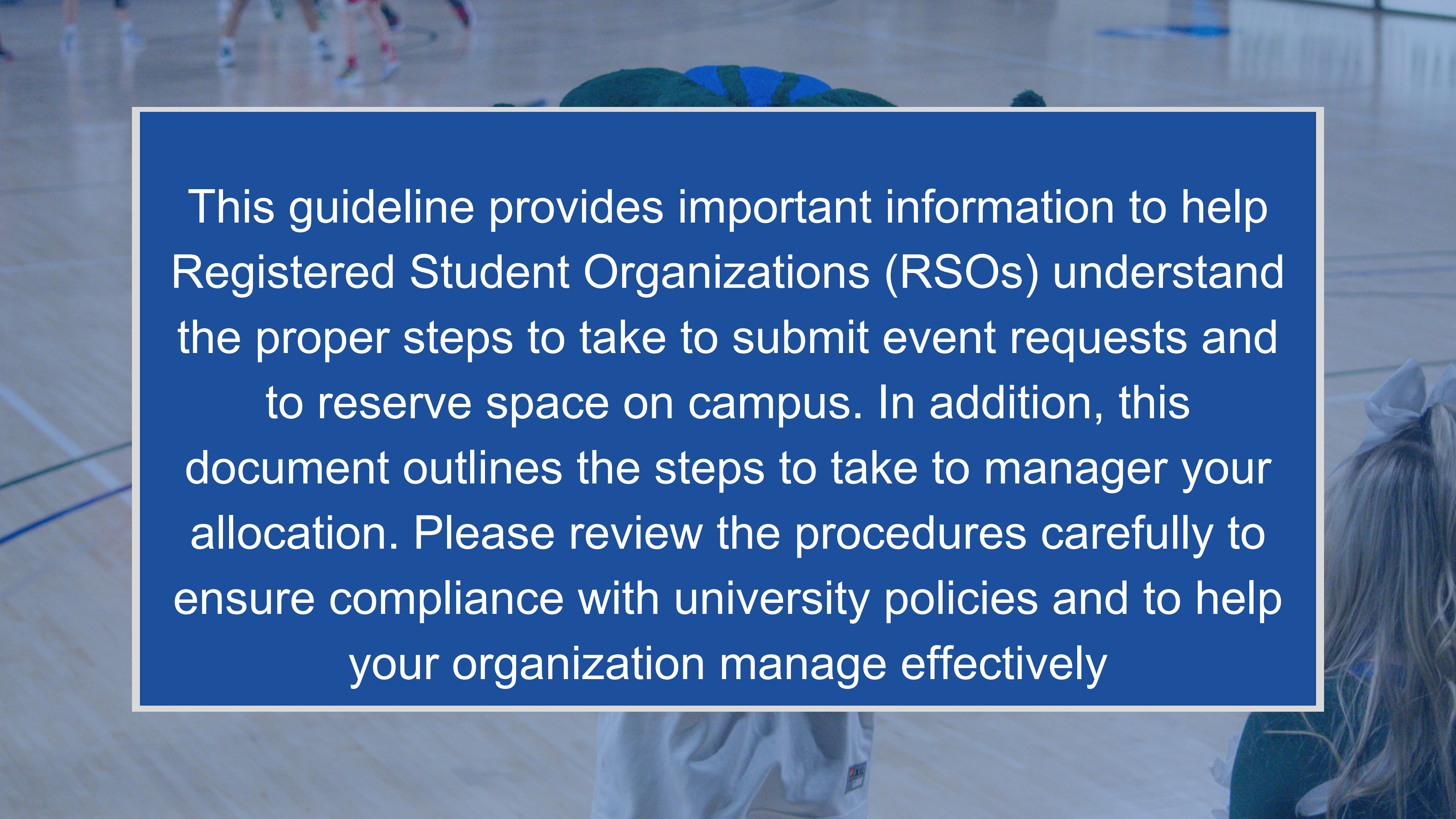




REGISTERED STUDENT ORGANIZATION LEADER TRAINING

Office of Student Engagement

The background image is a blurred photograph of a basketball court. In the upper left, several basketball players in white and red uniforms are visible. In the lower right, the back of a cheerleader with long blonde hair and a large white bow is visible. The text is overlaid on a semi-transparent blue rectangle in the center.

This guideline provides important information to help Registered Student Organizations (RSOs) understand the proper steps to take to submit event requests and to reserve space on campus. In addition, this document outlines the steps to take to manager your allocation. Please review the procedures carefully to ensure compliance with university policies and to help your organization manage effectively

The RSO Handbook outlines the policies, procedures, expectations and responsibilities of registered student organizations and assists them with operations. The Office of Student Engagement oversees the manual, which includes information regarding the organization and operation of RSOs and policies that impact their work.



The Student Government Association leadership
for 2026-2027

Event Submission

Submit all event requests a minimum of 5 business days prior to the date of the event. If you plan to have alcohol present, you must submit the request at least 7 business days in advance

Step 1: Submit Event Request on GC Connect

Step 2: Office of Student Engagement will review and approved accordingly

Step 3: Screenshot your approval email that you receive from GC Connect

Event Submission

Step 4: Go into 25Live to create your space request

- Make sure you list at least two contacts
- Attach the GC Connect approval
- Add any additional information in the comments
- If event is ongoing, please add each date on the same submission

Step 5: Once you receive your 25Live confirmation, please complete the Smartsheet if you need resources such as tables, electricity, or audio/visual

Please pay attention to your approval email and open up the attachment to verify that all dates are confirmed and look for alternate assigned locations

Tabling

Tables are checked out from the Office of Student Engagement

Monday - Friday: 9:30am - 3:30pm

If table is not returned by 3:30pm, your organization could lose future privileges to check out a table

REIMBURSEMENTS & PURCHASES

What Can RSOs Use Their Budget For?

Use must comply with SABC Guidelines posted on the Student Government Association (SGA) website.

Common uses include:

- Supplies and materials
- Travel (with pre-approval)
- Event costs (with pre-approval)

Note: Airbnb is not an allowable expense per USG Travel Policy.

SUBMITTING PURCHASE REQUEST

Topics to Discuss

- Accessing and Creating Purchase Request Page in GC Connect
- Amazon and Walmart Purchase Requests
- Food Purchases
- Travel Reimbursements

- Login to GC Connect at <https://unify.gcsu.edu>

Explore GC Connect

nts



GC Cheer Practice

Thursday, July 8 at 5:00PM EDT
Centennial

Georgia College Cheerleading



GC Cheer Practice

Thursday, July 9 at 5:00PM EDT
Centennial

Georgia College Cheerleading



GC Cheer Practice

Friday, July 17 at 5:00PM EDT
Centennial

Georgia College Cheerleading



Kappa Delta Summer Workshop

Saturday, July 18 at 10:00AM EDT
285 W Montgomery St

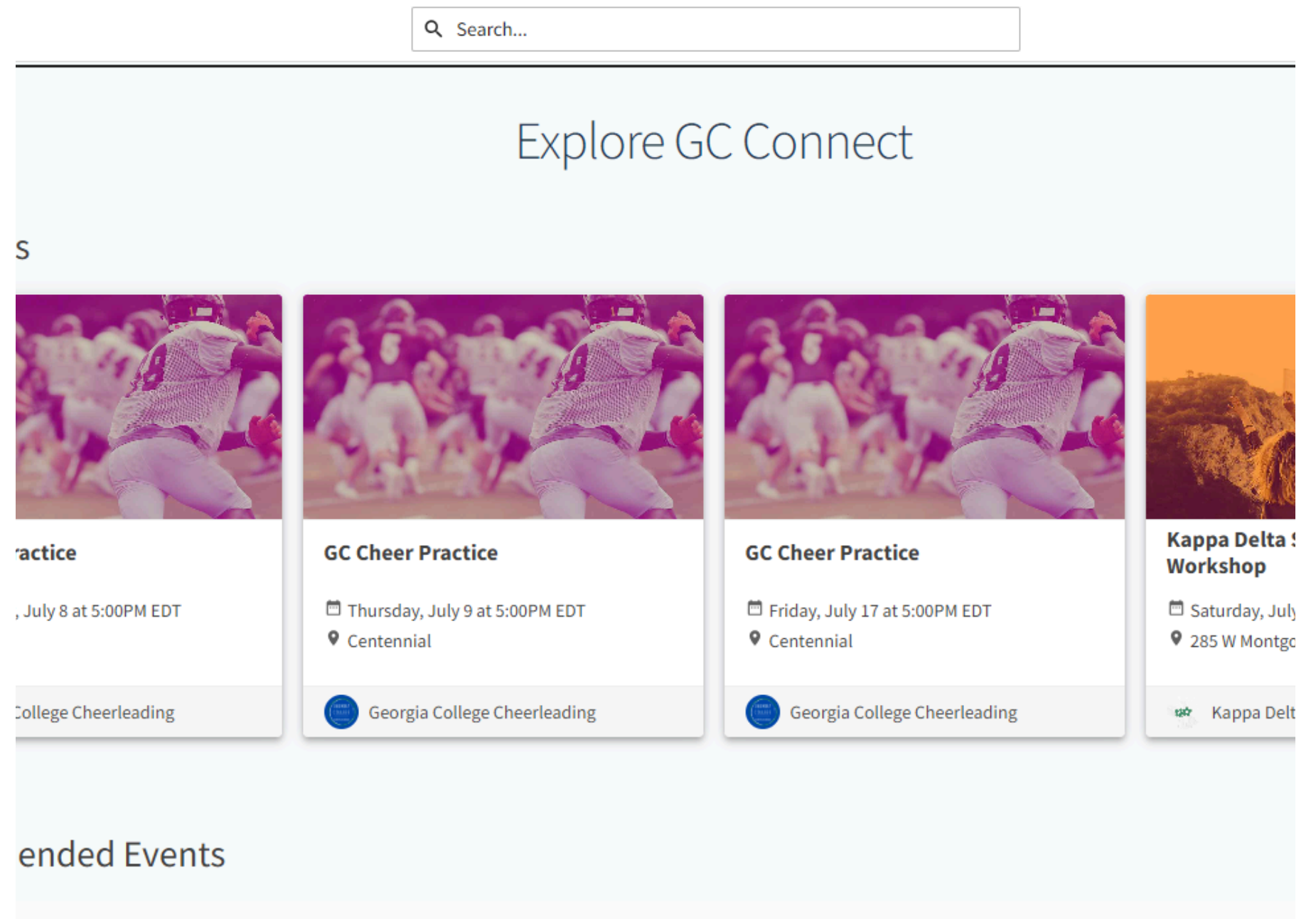
Kappa Delta

Recommended Events

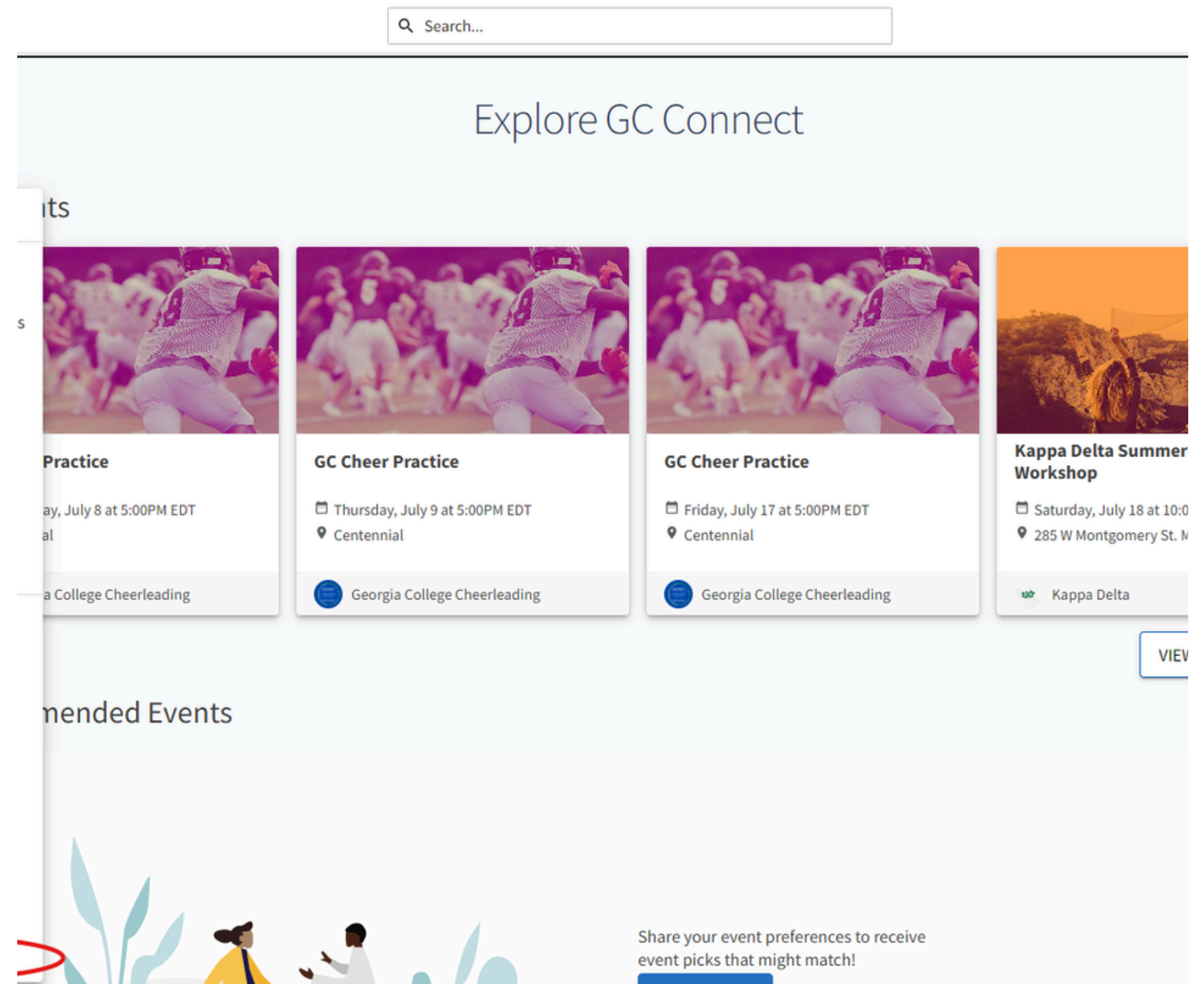


Share your event preferences to receive

- Click on Navigation Panel button (upper left side; 3 horizontal lines) to open panel
- In Navigational Panel, under “My Branches” section, click on dial next to RSO name to open “Manage Home” panel.



- In Manage Home panel, select “Finance” under the Organizational Tool section to open Purchase Request Page.



- Create Purchase Request Section
 - Subject
 - Describe your request (i.e. Supplies for Event/Amazon Order)
 - Description
 - Give context of request
 - Requested Amount
 - Total amount of purchase MINUS taxes
 - Categories
 - Type of purchase being requested
 - Account
 - Select appropriate spending account

Create Purchase Request

Request Details

POPULATE FROM BUDGET

Subject

Description

Requested Amount

0

Categories

---- Select Category ----

*Account

SELECT...

Requester Information

First Name

Last Name

- Payee Information Section
 - Usually intended for individuals/vendors who will be paid

ories

elect Category ----

*Account

SELECT...

ee Information

ame

Last Name

Continued (Optional)

State/Province

ZIP/Postal Code

tional Information

- Additional Information Section

- Food

- Invoice/receipt
 - Event flyer/announcement
 - List of attendees

- Travel

- Hotel folio
 - Gas and/or per diem for meals
 - Event flyer/program
 - Travel expense statement
 - W9 form

- Quotes/Estimates

Q Search...

ditional Information

Please read completely and refer to the [Financial Management](#) section in the Student Organization Handbook for any questions or additional information.

You need to make a purchase: Please upload quote(s) or estimate(s) for this request in a single document if you are requesting the university to purchase something on your behalf. Please note that if you are requesting the university to purchase something from an online source via a university issued credit card, please upload the direct link for that purchase.

You have an invoice for food that needs to be paid: Please upload the invoice/receipt, event flyer, and list of attendees. All documents are required to be paid.

UPLOAD FILE

You traveled as part of university business and are requesting reimbursement for a hotel, gas, and/or per diem for meals, please complete and attach the travel expense statement and upload itemized receipts. [Travel Expense Statement](#).

UPLOAD FILE

To receive a reimbursement for travel, Georgia College needs a W-9 on file. Please fill out this form and upload below. <https://www.irs.gov/pub/irs-wf9.pdf>.

Please note that digital signatures are NOT accepted. Please sign the W9 form with a blue or black pen.

UPLOAD FILE

Additional receipts/documentation, if applicable

UPLOAD FILE

Acknowledgment of Responsibility

Student organization leaders are responsible for reviewing and understanding the established financial and purchasing regulations and policies of Georgia College and the University System of Georgia. You can find this information in the Student Organization Handbook under the section, "Financial Management."

- Acknowledgement of Responsibility Section
 - Include email address of point of contact for purchase
 - Enter your name to confirm
 - Select “Submit Request” button to complete

to receive a reimbursement for travel, Georgia College needs a W-9 on file. Please fill out this form and upload below.[https://www.irs.gov/pub/irs-1041-fw9.pdf](https://www.irs.gov/pub/irs-1041/1041-fw9.pdf).

Please note that digital signatures are NOT accepted. Please sign the W9 form with a blue or black pen.

UPLOAD FILE

Additional receipts/documentation, if applicable

UPLOAD FILE

Acknowledgment of Responsibility

Student organization leaders are responsible for reviewing and understanding the established financial and purchasing regulations and policies of Georgia College and the University System of Georgia. You can find this information in the Student Organization Handbook under the section, "Financial Management."

I hereby attest that this purchase request is in compliance with the aforementioned policies and regulations, is an appropriate use of student activity fees, and that this request is a betterment to the organization and the campus community.

Please provide an email address of the student who will be the point of contact for this purchase should any questions arise from this request.

To confirm the Acknowledgement of Responsibility, please enter your name below.

REQUEST

CANCEL

Amazon and Walmart Purchase Requests

- Amazon Information Needed

- Name and direct link(s) of the item(s)
- Quantity
- Amount per item
- ASIN
 - Amazon Standard Identification Number (ASIN)
 - Unique 10-character identifier used by Amazon to organize and catalog products.
- No guaranteed delivery date. Usually, a 1-to 2-week arrival.

- Walmart Information Needed

- Name and direct link(s) of the item(s)
- Quantity
- Amount per item
- Date & time of pick-up
 - Orders never delivered to Student Engagement

- Orders must be \$35 or more

Food Purchase Requests

Information needed:

- Itemized receipt/invoice (no tax)
 - Alcohol/gift cards NEVER reimbursed
- Proof of purchase for official GCSU event
 - Flyer
 - Email announcement
 - Program agenda

For additional information on food purchasing policy:

[GCSU Policy on Purchasing Food](#)

Timeline for Purchase Submissions

Approved Vendor

- 10 business days before purchase is needed

Non-approved Vendor

- 30 business days before purchase needed
 - If unsure vendor is approved, contact Office of Student Engagement

Travel Reimbursements

Documentation Needed

- Original, itemized receipts
- Hotel folio with a \$0 balance from an eligible lodging provider
- Event flyer/program or notice Completed Expense Statement with handwritten signature
- W-9 Form if you have not received any reimbursement from GCSU
- Travel Expense Statement Form



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Date	Breakfast	Lunch	Dinner	Lodging	Fuel (receipts needed)
Sub Totals					

Other Expenses:

[illegible]

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses in the discharge of my official duties for the state.

Submitter Signature and Date

Approver Signature and Date

Travel Reimbursements

Considerations & Reminders

- Meals are reimbursable up to/less than per diem
- Alcohol is NOT reimbursable
- Airbnb, VRBO, or similar lodging platforms are not reimbursable
- Gas, not mileage, is reimbursable
- Reimbursement requests MUST be submitted within 15 days of returning from trip to meet GCSU internal requirements

For additional information on travel reimbursement policy:
[Policy for Travel Reimbursement](#)

The background of the slide features a blurred outdoor scene with people. On the left, a person is partially visible wearing a camouflage hat and a light-colored shirt. In the center, a person's hand is seen holding a string of lights. On the right, a young woman with blonde hair is looking upwards. The overall scene appears to be a social gathering or event in a park-like setting.

IMPORTANT NOTICE:

State Travel Policy Overview & RSO/Club Sports Purchasing Guidelines

State Travel Policy Overview & RSO/Club Sports Purchasing Guidelines

This is not a comprehensive training on the State of Georgia travel policy. Rather, it is intended to highlight commonly used information to assist with your travel reimbursement process.

You are responsible for complying with all applicable regulations, which can be found at:

- [State of Georgia Travel Policy](#)
- [USG Business Procedures Manual – Section 4: Travel](#)

Additional Information

[RSO OFF-CAMPUS BANK ACCOUNTS & EIN GUIDELINES](#)

[RSO ADVISOR ROLE](#)

[FAQ's FOR REGISTERED STUDENT ORGANIZATIONS](#)

A large crowd of students is gathered outdoors, likely at a university event. In the foreground, several young women are visible, some wearing red t-shirts with "XTC" and "at Georgia College" printed on them. They are standing around a table covered with a green cloth, which has various items like water bottles and cards on it. The background shows a street lined with brick buildings and trees, with many other students walking around. The overall atmosphere is lively and social.

THANK YOU FOR ATTENDING

studentengagement@gcsu.edu