Armstrong State University

Student Organization Policies

Preface

The following policy statement was approved by the University Activities Committee, hereafter referred to as the Committee, during the Spring quarter of 1972 and serves as the policies by which organizations operate at Armstrong, hereafter referred to as the University. It was amended in the Spring of 2004 by the Committee to incorporate new philosophies and amend old guidelines. The renewal process was added in the Fall of 2015.

General Philosophy

Student organizations at the University exist as an integral part of the total educational program. Their general purpose is to contribute to the development and welfare of the students and to benefit the entire community. Student organizations are established and managed by students and are subject to the regulations of the University. As an integral part of the University community, they have certain responsibilities including, adherence to the organization's announced purposes and sound business management. Basic democratic operational procedures are expected of all student organizations. Student organizations must have an advisor and be approved by the University before they can function as recognized organizations of the University. The Assistant Dean of Student Life and the organization advisor are available to advise and assist organizations, but the final responsibility for performance rests with the members themselves. In addition to other policies and regulations, organizations are responsible for complying with the following fundamental regulations:

Regulations for Active Organizations

I. Basic Regulations

No student organization will be permitted to affiliate with any outside group or organization without approval of both the Student Activities Committee and the President of the University.

All student organizations are under the year-round supervision of the University whether the University is in session or not.

Activities are limited to students, faculty, and staff of the University and their families or guests for both on and off campus events.

II. Social Regulations and Conduct

The organization's advisor, or a faculty or staff member approved by the Assistant Dean of Student Life, must serve as a chaperone at all events both on and off campus.

Sponsoring organizations are also responsible for making certain that the Code of Student Integrity is followed by individual participants for both on and off campus events.

III. Location

Student organizations are encouraged to use University facilities for social functions.
Permission to use the Student Union, Jenkins Hall, Fine Arts and most campus facilities is requested through the R25 Reservation System by the organization's advisor. The use of facilities at the Armstrong Center must be reserved directly through the Center. Organizations are responsible for removing all signs, decorations and materials related to their event. Care should be taken to leave the facility in the same condition it was found. Failure to do so will result in the assessment of a fee to cover the cost of cleaning or resetting the facility.

IV. Financial Responsibilities

The responsibility for organizational funds rests with the individual organizations. Each organization should plan to periodically audit its financial account.

IV. Sanctions

Denial of recognition of the group as an organization, and possible forfeiture of charter.

Denial of use of the University's facilities and/or offices.

Denial of social and other activities for a specified period. When any of the above actions are taken, the organization involved may appeal the decision, within 15 days to the Vice President for Student Affairs. Further appeal may be made to the President of the University in accordance with the Policies of the Board of Regents of the University System of Georgia.

RSO Policy for Outside Guests at University Functions

The University encourages meetings, programs and activities by recognized student organizations (RSOs) but must also ensure that such activities do not disrupt educational activities or violate Board of Regents policies. Therefore, no RSO may invite an outside guest, speaker, or organization to the campus without first obtaining approval from the Vice President for Student Affairs (or designee). For purposes of this policy, an outside guest, speaker, or program participant is any person who is not a student, faculty member or staff member of Armstrong State University, and who is invited to speak, appear or participate in a presentation or program.

Such requests must be made using the online Outside Guest Approval Form by an officer of the RSO no fewer than ten calendar days prior to the event and must include the name of the RSO, the proposed date, time and location of the proposed event, anticipated attendance, and the topic or activities of the program.

When deemed necessary or appropriate, the Vice President for Student Affairs or designee may stipulate conditions for approval. Such conditions may include but are not limited to: a statement on all event publicity that sponsorship does not necessarily imply endorsement by either the RSO or Armstrong; a requirement that the event be closed to all persons other than Armstrong Faculty, staff or students; or restriction of the event to a specific venue or area of campus.

This policy applies only to outside guests, speakers and program participants invited by RSO’s. Uninvited speakers should refer to Armstrong’s Freedom of Expression Policy.

Single Sex Organizations

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are
specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university.

Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows:

- the organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- members must be limited to students, staff or faculty at Armstrong State University;
- the organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of both sexes. Questions regarding this policy can be directed to the professional staff in the Office of Student Life.

**Procedures for Becoming a Recognized Organization**

I. Procedure for Submitting an Application

A finished copy of a proposed constitution must be submitted to the Office of Student Life, Memorial College Center (MCC), room 201. The constitution should embody principles hereafter set forth, should be in an acceptable form and should be free of grammatical, spelling and typographical errors.

The draft of the constitution should be accompanied by a brief statement incorporating the following (NOTE: This statement should not be made part of the constitution. It should be drafted on a separate page and attached to the individual copies of the constitution submitted):

A. The names, addresses, and telephone numbers of two individuals who may be contacted by the Committee and who can be responsible for answering questions about the proposed organization and its constitution.

B. A brief assessment of the interest expressed by potential members of the organization, i.e. how much support you think the organization, if approved, will get from the student body.
II. The Form of the Constitution

In drawing up a constitution the applicants should bear in mind that the function of a constitution is to set forth the general ground rules for the conduct of the business of an organization. As it constitutes a fixed reference on permanent file of these rules, it should be so explicit in those areas which it seeks to govern as to leave no doubt as to its meaning, e.g., the titles and general duties of the organization's officers and the manner, time and procedures for conducting elections. On the other hand, the Committee considers that it unwise for the constitution to venture into legislative matters best left to the determination of more easily alterable by-laws which can be passed by an enlarged and more representative membership.

Because important changes in the policy and leadership of an organization frequently hinge on constitutional interpretation, it is strongly suggested that the constitution be framed in outline form for easy reference. For a convenient outline form the applicants should consult an acceptable authority such as the MLA Style Book or Kate Turabian's Manual for Writers of Term Papers, Thesis or Dissertations. The committee makes the following suggestions respecting form:

Important and distinct topics such as, "elections," "amendments to the constitution," etc., should be designated by Roman Numerals and topic headings.

Distinct sub-topic areas should be treated in separate paragraphs which may, but need not necessarily, be designated by Roman Numerals and topic headings. The Committee's suggestions regarding form should not be thought of as academic arbitrariness. It is sometimes important to an organization to be able to make explicit and exact references to its constitutional document. The form we have suggested is designed to facilitate this kind of reference.

III. Content of the Constitution

There are minimal requirements for the content of submitted constitutions. Without presuming to prescribe the inclusion of other topics not listed or to dictate the general order of presentation of topics, The Committee insists that the proposed constitution of any applicant organization include explicit provision for the following (items in italics are intended as explanations):

Statement of the purpose of the organization. *What are the core values of your group and what will it do?*

Provision for choosing an adviser. *When and how will your advisor be selected. Are there special provisions or requirements that s/he must have?*

Qualifications for membership. *Membership should be open to all qualified students with no exclusion due to race, creed or national origin. Any academic major or g.p.a. qualifications should be included in this section.*

Titles and duties of officers of the organization. *This should be limited to definitions and enumerations of authority, not day-to-day operations which should be handled in the by-laws.*

Elections. *The election of officers must be free, open, democratic, and periodic. In addition, there must be a provision for filling interim vacancies of offices. Aside from these, are there any special requirements your elections have?*
Funding and Financial Responsibility. The constitution must provide for a clear and distinct delegation of financial responsibility to one or more stipulated officers of the organization. When dues are to be assessed, the constitution must provide for the manner of assessment. The constitution must include a statement that all accounts, financial records and transactions of the organization are subject to audit or review by the Student Activities Committee at their discretion.

Meetings. The constitution must provide for a minimum number of meetings annually for the membership. The constitution must provide suitable guarantees that the membership will be given advance notice as to the time and place for conducting general meetings. The constitution must provide a means for calling special meetings when the situation warrants and for notifying the membership thereof. Beyond this, are there any special requirements for your meetings?

Quorum requirements for conducting business. What is the minimum number of people required for your organization to conduct business? Typically it is a simple majority of the membership.

The method of passing bylaws. Bylaws govern daily operating procedures while a constitution provides the outline of how an organization's does business. For help in understanding the difference, see the Student Government Association's constitution. In any case, you must determine how bylaws are passed. The By-laws themselves should not be included with the submitted constitution.

Amendments of the constitution. See the above discussion on by-laws. Typically, constitutions are harder to amend than bylaws and usually require 2/3 majority support. The constitution must include a statement that any substantive amendments passed must also be approved by the Student Activities Committee.

Committees. Are there any permanent committees? What are their functions, scope of authority, and responsibilities? How are they appointed, how are ad hoc committees selected.

IV. Responsibilities of Applicants in Making a Constitutional Presentation

Responsibilities of the Student Activities Committee are such that it must confine its attention to the consideration of substantive matters. Consequently, the Committee cannot be expected to contribute in any way towards putting an organization's constitution in proper form. The entire burden of producing a constitution in acceptable form rests with the applicant organization. This means the constitution, before it will be considered by the Committee, must embody the provisions established by the Committee.

Final Recognition

The Committee meets with representatives of each organization desiring recognition by the University. After examining the constitution and after consulting the organization, the Committee votes as to whether the organization will be recognized. The President of the University has the authority to grant the final recognition to an organization.
Annual Renewal Process

In order to ensure that our student organizations will remain active on campus and to maintain a connection to organizations and their leadership/advisors, all groups must complete the renewal process by the 3rd week in each fall semester.

Steps for Organization Recognition Renewal:

- At least two officers and advisor attend a renewal training program presented by the Office of Student Life. (Several options will be offered during the 2nd week of classes)
- Submit a current membership roster listing all members, first and last name and 907 number to the Office of Student Life (MCC 201) by the 2nd Friday of the Fall Semester.
- Submit a current leadership roster, listing officers first and last names, positions, 907 number, phone number and email address, by the 2nd Friday of the Fall Semester and directly following any changes in the organization’s leadership. Current Advisor information should also be noted on this roster.

Once all steps are completed, the organization will be listed as active for the academic year.
Armstrong RSO Renewal Form

Please provide the following information for your RSO Renewal. Active Recognized Student Organizations will be able to request a mailbox, funding from the RSO Funding Board, and receive continuous education and support from the Office of Student Life. Please contact us with any questions you may have. MCC 201, 912-344-2504, student.life@armstrong.edu

Organization Name *

Name of Person Submitting form *

Email *

Phone Number *

Title/Officer Position of Person Submitting Form

Advisor's Name *

First

Last

Advisor's Email *

Advisor's Phone Number *

Attach your leadership roster, please include first and last names, office/title, email address, 907 number, and phone number. *

Browse... No file selected.

Attach your organization's membership roster. Please include student members' first and last names and 907 numbers. *

Browse... No file selected.

Would your student organization like to be assigned a mailbox in the Student Union? *
# Event To-Do List

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Time</th>
<th># Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Development</td>
<td>Related Department(s)</td>
<td>Contact Person &amp; Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

## Preliminary Details
- **Audience**
- **Purpose**
- **Desired Location(s)**

**Space reserved through R25**
- Yes  
- No

**Facility Services contacted for tents, tables, chairs, etc, or for all outdoor events**
- Yes  
- No

**Date/Time/Spoke to**

**Public Traffic?**
- Yes  
- No

**Parking (University Police Department) Notified?**
- Yes  
- No

**Other Transportation Needs**

**Date/Time/Spoke to**

**Resolution?**

**Budget(s)**

## Print Materials

**Marketing Request submitted (with at least 3 weeks’ notice) for any printed materials**
- Yes  
- No

**Guest List Provided by**

**RSVP Date**

**RSVP’s to**

**Dept RSVP Date**

**Save The Date**
- Yes  
- No

**Paper Stock**

**Designer/Printer**

**Mailing by**

**Invitation/Map**
- Yes  
- No

**Paper Stock**

**Designer/Printer**

**Mailing by**

**Program**
- Yes  
- No

**Paper Stock**

**Designer/Printer**

**Content**

**Other Print Needs**

## Catering

For events with 40 or more attendees on campus Sodexo must be used or a Catering Appeal must be submitted to the Vice President of Student Affairs.

**Company**

**Contact Person**

**Phone**

**Desired Menu**

**Tray Passing**
- Yes  
- No

**Buffet**
- Yes  
- No

**Servers**
- Yes  
- No

**Soda**
- Yes  
- No  
- No

**Coffee**
- Yes  
- No

**Punch/Signature Drink**
- Yes  
- No  
- No

**Water**
- Yes  
- No  
- No (spark/still/bottle)

**Other Beverages**
Rentals

- **Utensils**: 〇 Caterer providing 〇 Rental Company
- **Glassware**: 〇 Caterer providing 〇 Rental Company
- **Linen Color**:
- **Linen Color**
- **Tables**: 〇 In Room 〇 Rental Company
- **Chairs**: 〇 In Room 〇 Rental Company
- **Heaters**: 〇 In Room 〇 Rental Company
- **A/V**: 〇 Yes 〇 No

**Provided by**:

**Details**:

**Podium**: 〇 Yes 〇 No 〇 Provided by:

**Coat Rack**: 〇 Yes 〇 No 〇 Rental Company

Program/Communications

- **Program**:
- **Delivery Mode (lecture/performance/etc)**:
- **Student Participation**:
- **Equipment Needed**:

Special Details

- **Musician**: 〇 Yes 〇 No 〇 Kind of Music:
- **Flowers**:
- **Florist**:
- **Delivery**: 〇 Yes 〇 No
- **Signage Needed**: 〇 Yes 〇 No
- **Pictures**: 〇 Yes 〇 No 〇 Printed by:
- **Name Tags**: 〇 Yes 〇 No
- **President’s Attendance Requested**: 〇 Yes 〇 No
- **President**: 〇 Attending 〇 Not Attending
- **Dean’s Attendance Requested**: 〇 Yes 〇 No 〇 Request Submitted to Calendar: 〇 Yes 〇 No
- **Date Submitted**:
- **Dean**: 〇 Attending 〇 Not Attending
- **President’s and/or Dean’s Remarks**: Prepared by:
- **Deadline**:
- **Reserved Seating**: 〇 Yes 〇 No 〇 Floor Diagram Needed: 〇 Yes 〇 No
- **Floor Diagram Prepared by**:
- **VIP Guests**:
- **Special VIP Needs**
Staff/Volunteers

Staff/Volunteers Confirmed  O Yes  O No  Data

Notes:
RSO Event Registration Form

Please fill out the following form to register your RSO event.

RSO Name: *

Organizer's Name: *

First
Last
Organizer's RSO Officer position

Organizer's Phone Number: *

Organizer's Email: *

Event Information

Name of Event: *

Description of Event: *

Event Date: *

/  /  

MM  DD  YYYY

Event Start Time: *

Event End Time: *
Is this a recurring event? *

☐ Yes
☐ No

If this is a recurring event, please list the additional dates that you will need the space.

___________________________________________________________________________

Type of Event: *

Social

Number of members expected to be in attendance:

___________________________________________________________________________

Number of guests expected to be in attendance:

___________________________________________________________________________

Location requested:

___________________________________________________________________________

Alternate Location:

___________________________________________________________________________

Please describe any additional equipment you may need, sound, stage, tables, chairs, room set-up, etc.

___________________________________________________________________________

Advisor Contact Information:

By entering your Faculty/Staff Advisor's email and submitting this form, you are notifying your advisor of the submission of the event.

The Office of Student Life will send event approval to you and your organization advisor.

Faculty/Staff Advisor Email: *
Event Marketing Opportunities on Campus

**Posters:** Print materials may be approved by our office to be hung up on the bulletin boards around campus. Housing will also hang posters in their buildings, permission must be granted through their office.

**SGA App:** Student organizations can request to have their events placed in the SGA App Calendar and request a push notification for their event. The request form is located on the SGA page of the website.

**What’s Going on Armstrong? E-Newsletter:** Student organization may submit events/programs to this weekly newsletter by send event information (date, time, location, details, contact person, etc.) to student.life@armstrong.edu. Submissions must be received by 4 pm on Wednesday to appear in the newsletter the following day.

**Student Life Activity Calendar:** Student organizations may request to have their event/program added to the Student Life Activities Calendar on the Armstrong webpage by emailing student.life@armstrong.edu with all event details.
Recognized Student Organization Funding Requests – SGA

Recognized Student Organizations (RSO) may submit a funding request form for Operating Supplies and Expenses only. Operating Supplies and Expenses include the following, programs and activities, food and beverage, and printing and promotion. Please list each program or event in individual budget request submission. All events must be open to all Armstrong students.

Programs and Activities

Discuss the programs and activities the organization plans to sponsor for all students. All costs associated with the program including speaker, performer fees, hotel, and transportation cost, facility and equipment rental, food, printing and promotion, and decoration expenses. List each program separately.

Food and Beverages

The committee will consider requests for funding the cost of refreshments for campus wide events. Any food purchased with activity funds must be included on the event publicity and a copy attached to the payment request.

Printing and Promotion

List any publication that will be printed, including newspapers, journals, and books. Also list any purchases to promote the program and indicate the quantity and distribution plan.

Funding requests are due on the Wednesday (by 5 pm) prior to the next RSO Funding Board meeting.

Funding board meetings will be held starting on August 28th 11 am – 1 pm and will be held every other Friday during the academic year in the Tybee Conference RM.

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Request due</th>
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<tbody>
<tr>
<td>August 26th</td>
<td>August 24th</td>
</tr>
<tr>
<td>September 9th</td>
<td>September 7th</td>
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<tr>
<td>September 23rd</td>
<td>September 22nd</td>
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<td>October 7th</td>
<td>October 5th</td>
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<td>October 21st</td>
<td>October 19th</td>
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<tr>
<td>November 4th</td>
<td>November 2nd</td>
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<tr>
<td>November 16th</td>
<td>November 14th</td>
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</table>

Approved Funding: Allocation for approved funding will be processed through the Office of Student Life. Funding will be allocated either by paying for an invoice directly with a check request or university purchasing card. Invoice must be submitted to Office of Student Life for payment. Funds can also be allocated through reimbursement, originals receipts must be submitted and the university is unable to reimburse taxes. Reimbursement paperwork is available in the Office of Student Life. Approved funds may only be used for the event/program that was included in the request form. Any remain funds will stay in the RSO Funding Board Budget.
Recognized Student Organization Funding Policies

Recognized Student Organizations (RSOs) may request funding from the Armstrong State University RSO budget for programs and conference registrations at any time during the academic year (August-May). The RSO Funding Board meets bi-weekly during the academic year to review requests. The Board will evaluate requests based upon the educational purpose, number of students served, the general value and scope of the event, and whether the event falls within RSO Finance Policy as derived from the Board of Regents Student Fees: Purposes and Uses Policy 24.3

- Program funding is available for RSOs during the academic year through an online application process to the RSO Funding Board. Requests must be completed and submitted four (4) weeks prior to the event. Exceptions will be made for those events that occur early in the following semester.

- Conference registration funding may be requested once for up to $400 per RSO per semester. Registration funds are available only to student members of the organization. Funds are available for registration only and will not cover lodging, travel, or meals.

The RSO Funding Board:

- Will consist of at least 5 senators and the SGA treasurer
- Quorum (2/3) must be present to run meetings

Basic guidelines for requests are as follows:

- Programs must be on campus and open to all students.
- Programs must be visibly advertised across campus at least one week prior to the event and all advertising must display the SGA logo.
- Programs should be free to students.
- Programs must not include alcohol, tobacco, or any illegal substance.
Programs must not be a charitable fundraiser.

If an organization requests 10% or more of the initial RSO budget, the organization will receive a maximum of 75% of the requested amount.

Funds granted must be used for the program or convention for which they are allocated.

Separate requests must be made for individual programs.

An individual organization may not receive more than 15% of the initial RSO budget per academic year.

RSOs are limited to a single request for funds per event.

After the Recognized Student Organization’s application is submitted to the Office of Student Life, the process for receiving funds is as follows:

- The SGA Treasurer will schedule a time for a representative to present the request to the RSO Funding Board.
- A representative of the organization must be present at the time of that meeting to share the request with the RSO Funding Board.
- The Board will then (1) approve the request, (2) approve it with amendments, or (3) deny the request.
- If the amount is approved the request will go to the next SGA Senate meeting for final approval.
- A representative may be required to speak before the SGA Senate on behalf of their organization prior to the approval of funds.
- If the amount approved is 10% or more of the initial RSO budget, a representative from the organizations must speak at the following SGA senate meeting.
- If funding is approved, a representative of the funded RSO must work with the Office of Student Life to successfully complete the planning and funding of the event within University approved procedures.
When a request is being reviewed by the Senate:

- If a representative is to misspeak on behalf of an RSO by providing incorrect calculations, false information, or attempts to request an amount greater than that approved by the RSO Funding Board, the motion will be immediately tabled until the following SGA Senate meeting. At the following meeting, the representative will be asked to return with an itemized cost list (or expense report) before a motion for the requested amount is approved.

- If a representative is to misspeak by providing incorrect calculations, false information, or attempts to request an amount greater than that approved by the RSO Funding Board for a second time (at the following SGA Senate meeting), a new request must be made through the RSO Funding Board.

Amendment:

- This policy may be amended by two thirds vote of the senate and must be in compliance with Georgia Board of Regents policy.

Mathias Downs
SGA President 2015-2016
9 February 2016
Catering Appeals Process for RSOs

1. Catering Appeal Process
   a. Obtain two quotes one from Sodexo and one from the alternative vendor from which you wish to use
      1. Quotes need to be itemized and must have a final total
      2. Quotes need to be typed and printed for more legible understanding
   b. Speak with your advisor to get support on the catering appeal and event
      1. Advisor needs to sign off on the quotes showing their support for the appeal
   c. If funds are needed, the formal process to obtains funds for RSOs will need to be followed
   d. Once funds have been allocated and advisor has approved the appeal, a meeting can then be set up with Dr. Lewis through his administrative assistant
      1. When meeting with Dr. Lewis the following information is needed:
          i. Quotes from both Sodexo and the alternative vendor with advisor approval
          ii. Affirmation that at least 40 people will be attending the event
          iii. Be prepared to answer any question Dr. Lewis may have regarding your event and this appeal
      2. After meeting with Dr. Lewis your appeal will either be approved or denied
         1. If denied, another appeal may not be made for this particular event. However, an appeal needs to be made for every event in which alternative catering is requested
         2. If approved, RSO may move forward with event using outside catering
# CHECK REIMBURSEMENT REQUEST

**MAKE CHECK PAYABLE TO**

Name of Payee: ___________________________  SS#: ___________________________  DATE: __________

Address: __________________________________________

City, State ZIP: ___________________________  Phone Number: ___________________________

Email: ___________________________

☐ W9 Attached  (Student has never worked on Campus)  ☐ W9 on file (Student has/is working on campus)

(Check One):  ☐ Mail to Above Address  ☐ Call for Pick Up

**DESCRIPTION AND SIGNATURES**

All receipts must have line by line itemization and support documentation of the amount requested. **Armstrong State University is tax exempt and will not reimbursement sales tax.**

Amount Requested: $_________________________

Student Organization: __________________________________________

Reason for Payment: __________________________________________

**APPROVALS**

This section to be completed by the Office of Student Life.

FUND CODING: __________________________________________

Additional Notes:

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**PLEASE ALLOW 2-3 WEEKS FOR CHECKS TO BE ISSUED BY THE BUSINESS & FINANCE OFFICE.**
ARMSTRONG STATE UNIVERSITY

VENDOR: Complete and fax to: (912) 344-3466 OR mail to: Armstrong State University, 11935 Abercorn Street, Savannah, GA 31419 Questions? Call (912) 344-2907 or (912) 344-2647

<table>
<thead>
<tr>
<th>Company Name or DBA</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>

Company Name on IRS Record (if different from above)

Company Mailing Address (Street or P.O. Box, City, State, Zip Code)

Contact Name and Title

E-Mail Address

Remit to Information (if different):

Phone Number  Fax Number

Where to send Payment/Rental (P.O. Box or Street, City, State, Zip Code)

Contact Name and Title

E-Mail Address

Customer Service Information (if different):

Phone Number  Fax Number

Contact Name and Title

E-Mail Address

Check the box below that best describes your organizational type:

- Domestic (U.S.) sole proprietorship (not incorporated)
- Domestic (U.S.) partnership
- Domestic (U.S.) corporation
- Domestic (U.S.) other
- Foreign (non-U.S.) sole proprietorship
- Foreign (non-U.S.) partnership
- Foreign (non-U.S.) corporation
- Foreign (non-U.S.) other

Definitions from IRS Publication 515:

Domestic Entity - One that was created or organized in the U.S. or under the laws of the U.S. or any of its individual States.

Foreign Entity - One that does not fall under the definition of a Domestic Entity.

Federal Employer Identification Number __________ OR

U.S. Social Security Number __________

The U.S. Taxpayer Identification Number and Residency Status Information is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you.

SIGNATURE AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that the above information is correct and that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Signature __________________________ Date ________
PLEASE COMPLETE THE FOLLOWING QUESTIONS CONCERNING YOUR ORGANIZATION:

**DEMOGRAPHIC INFORMATION**

Section A:
Is your company a SMALL BUSINESS? YES NO (circle one)
[Small business means an independently owned and operated entity (including sole proprietorships and other unincorporated businesses) that has either fewer than one hundred (100) employees OR less than one million dollars ($1,000,000) in gross receipts per year. (GA State Statute 50-5-121)]

If you answered YES to the question above, please check the following reason(s) that apply:

| Less than 100 employees’ | Less than $1,000,000 in gross annual receipts |

Section B:
Are you a FEMALE OWNED Business? YES NO (circle one)
[Female owned means that the business is owned or controlled by one or more female persons.]

Section C:
Are you a MINORITY OWNED Business? YES NO (circle one)
[Minority owned means that the business is owned or controlled by one or more minority persons.]

If you answered YES to the question in Section C, please complete the following:

<table>
<thead>
<tr>
<th>Percentage of Ownership</th>
<th>African American</th>
<th>Asian American</th>
<th>Native American</th>
<th>Pacific Islander</th>
<th>Hispanic/Latino</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
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</tr>
</tbody>
</table>

**Instructions:**

1) Enter the name in which you want your organization to be recognized, the legal name of your entity on IRS records (must be exact for verification purposes), your complete address, and the contact name and e-mail address of your company’s primary contact with Armstrong State University.

2) Enter Remit to Information only if different from #1 above.

3) Enter Customer Service Information only if different from #1 above.

4) Check the box that best describes your Organizational Type.

5) Enter your U.S. Taxpayer Identification Number (TIN). If your entity utilizes a U.S Social Security Number (SSN) for tax purposes, and does not have a TIN, please enter the owner’s SSN. Make sure to sign and date this section. **We cannot process this form without the verification signature!**

6) Please enter confidential demographic information on page two as required by the State of Georgia.

7) Fax this form to the number listed on the top of page one.