



**Abraham Baldwin
Agricultural College**

Abraham Baldwin Agricultural College

Recognized Student Organizations Resource Guide 2026-2027

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Student Affairs

Student Affairs staff seek to support and advance the mission of ABAC to provide an excellent education by engaging, teaching, coaching, mentoring, and providing relevant experiences that prepare the graduate for life. Our goal is to serve as a student advocate and focus on the education students receive outside the classroom.

The Student Affairs team is committed to promoting the resources, programming, and opportunities available in order to maximize student involvement on the Tifton and Bainbridge campuses. Primarily this is accomplished through our Recognized Student Organizations, Student Activities, Athletics, Campus Recreation, Campus Activities Board, Residence Life and Housing, Student Government, and Greek Life. Resources such as Student Conduct, Vector Solutions, UWill, the Counseling Center, CARE Team, Food Pantry, and Orientation are available to serve all students. We are excited to promote signature engagement events such as Welcome Week, Club Rush, Town & Gown, Fall Carnival and Spring Festival, Haunted Trail, Homecoming, Green and Gold Gala, and Family Day.

Whether you attend the Tifton campus or take classes in Bainbridge, you have access to the resources of Student Affairs. Our goal is to help you make the most of your college experience! Please reach out to us at deanofstudents@abac.edu, call 229-391-5130, or stop by to visit us in Branch Hall, Suite 201.

Get involved! Find your path! Take time to explore opportunities!

Student Affairs Directory

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Privileges of being a Recognized Student Organization (RSO)

ABAC provides various types of student activities that offer training and leadership, afford opportunities for fun recreation, and promote the growth and development of the student. These activities enhance and support the academic life of the College, and students who participate in college-sponsored extra-curricular activities generally perform better in the classroom than students who do not participate.

Every student organization wishing to operate at Abraham Baldwin Agricultural College must apply for and secure official recognition status. RSOs must complete the registration process annually in order to maintain recognized status. Officially recognized student organizations shall have the following privileges:

- May use Abraham Baldwin Agricultural College's name to identify institutional affiliation.
- May recruit members on campus.
- May use College facilities and equipment for meetings and functions, subject to ABAC and Board of Regents' policies and approval by the Office of Student Affairs.
- Will have access to publicity resources on Abraham Baldwin Agricultural College's campus.
- May conduct fundraising efforts within College policy.
- May be eligible to apply for Student Activity Fee funding subject to Board of Regents' policies, College regulations governing allocation of student activity fees, and available funds.
- May participate in institutional engagement opportunities such as Homecoming Stallion Cup, Club Rush, Club Day, Student Leadership Reception (Green & Gold Gala), etc., as well as be eligible for *Club of the Year* recognition.

Current RSOs

With approximately 60 student clubs and organizations, ABAC should have at least one group to match the interests of every student. Most major fields of study have an affiliated club, which sponsors activities and programs to supplement students' learning in the classroom. Phi Kappa Phi and Phi Theta Kappa cater to honors students. The History & Government Club, Judiciary Law Club, and Criminal Justice Club provide opportunities for students to debate, discuss, and participate in current events and historical reenactments. The Cultura Latina Club, MANRRS, and International Student Association focus on various cultural interests. Other clubs, such as the Baptist Collegiate Ministries (BCM) emphasize the spiritual side of college life. So, choose a club (or start a new one!) that looks interesting.

*ANR = Agriculture & Natural Resources. SEA = Social Sciences, Education and Arts. SSB = Stafford School of Business. NHNS = Nursing, Health, and Natural Science.

Organizational Requirements & Responsibilities

In order to maintain active status, organizations must abide by the following:

- Organizational Advisors and Presidents must complete required trainings.
 - Organizational Presidents must attend the annual RSO Review Training held at the beginning of Fall semester.
 - Organizational Presidents must complete the Vector Solutions course mandated by the University System of Georgia.
- Organizational Representative must attend joint SGA/RSO meetings (see SGA Constitution).
 - Every Category 2, 3, and 4 club or organization shall have one (1) representative at each meeting, with alternates available in the absence of the representative. The representatives shall be either the President or Vice-President of the recognized club or organization. Alternates shall be members of the club or organization Executive Committee (Secretary, Treasurer, Parliamentarian, etc.) or an advisor of the club represented.

- No one person can represent more than two clubs for attendance purposes.
- No one person can vote for more than one club or organization.
- Update organizational information at the start of each semester including updated Constitution, Advisor(s), leadership information, and membership numbers.
- Participate in Club Rush each semester (counts as a mandatory SGA/RSO meeting).
- All organizations must adhere to all local, state, and federal laws and regulations. In addition, all organizations are expected to adhere to the rules and regulations set forth within the ABAC Student Handbook and any other College designated guidelines (i.e., Coursedog).
- Organizational Representative must attend organizational meetings.

*If a recognized club or organization should be absent from any two (2) joint SGA/RSO meetings during a semester, the organization will be placed on warning. If the recognized club or organization logs continued absences for a second consecutive semester, the registered club or organization will be placed on probation. After a third consecutive semester of absences, the registered club or organization will be placed on suspension.

Suspension includes, but not limited to, removal of the club from ABAC affiliated outlets (i.e., ABAC website, Coursedog, social media) and the inability to host any club events and meetings including participation in Club Rush, Homecoming, and other major campus events. The club may re-register with the Office of Student Affairs as outlined under “Registering a *new* Student Organization.”

Suspension can be appealed through the Office of Student Affairs by submitting justification for missing the SGA/RSO meetings and for both the club advisor and at least two (2) student representatives to meet at a date and time to be determined with the Coordinator of Student Activities, SGA Chief and Associate Justices, RSO Chair, and if applicable, the SGA Vice President or Senators affiliated with the club’s campus or school.

Upon review of the club’s justification and supporting documentation, the RSO and SGA representatives will vote to approve or deny the appeal. The suspended club representatives will receive the result of the vote within one (1) business day once the vote has been confirmed. If the suspended club’s appeal is denied, the club may re-register with the Office of Student Affairs as outlined under “Registering a *new* Student Organization” or appeal the decision to the Assistant Vice President for Student Affairs within five (5) business days after receiving the denial of the initial appeal. If the suspended club’s appeal is denied again, the club may re-register with the Office of Student Affairs as outlined under “Registering a *new* Student Organization.”

If the suspended club’s appeal is approved, the club will need to submit all club registration documents within two (2) weeks of receiving the appeal approval. Once the registration documents are received, the representatives of the Recognized Student Organizations shall vote at the next RSO meeting to reinstate the suspended club effective immediately or for the next semester.

Student Code of Conduct

Abraham Baldwin Agricultural College (ABAC) has the dual responsibility of educating students and helping them develop into mature citizens who take their place in the larger community. In order to accomplish this mission, the College seeks to develop an environment which fosters respect and integrity among its members. To facilitate this environment and to meet its educational goals, the College has adopted conduct regulations for students and student organizations and has established an administrative process for dealing with alleged violations of those regulations.

The Student Code of Conduct represents the expectations of student and organizational behavior at Abraham Baldwin Agricultural College. When a student becomes a part of the College community, they agree to abide by the Code of Conduct. This code is based on the principles and beliefs that students and/or organizations are responsible adult learners, capable of making informed decisions and are accountable for their behavior and consequences of their decisions. Students and organizations are expected to conduct themselves in accordance with the policies and regulations set forth by Abraham Baldwin Agricultural College. Conduct which is of a disorderly nature and in violation of written policy shall subject the student or student organization to disciplinary action.

All students and student organizations are subject to the regulations outlined in the Code of Conduct, College Catalog, and Student Handbook. Unfamiliarity with these regulations is not a valid excuse for infractions of the regulations. These rules and regulations are outlined in the Student Code of Conduct found online at <https://abac-conduct.catalog.prod.coursedog.com>

Registering a New Student Organization

Registering a new Student Organization

Any organization which uses the Abraham Baldwin Agricultural College name or operates in any official capacity as a student organization at ABAC must register as an RSO. Students seeking to become a new club should meet with the Coordinator of Student Activities to begin the process. Once all paperwork has been completed, the group will be recognized as an interest group and should start attending joint SGA/RSO meetings. Upon approval of all paperwork, the interest group will be recognized as a club.

To obtain recognition, a prospective club must follow these established procedures:

- Must be comprised solely of students currently registered at Abraham Baldwin Agricultural College. Non-students may participate in club activities as guests but may not vote, hold office, nor pay dues. Non-students may be called "associate members," or, if they are graduates of ABAC, they may be called "alumni members," but they may not vote, hold office, nor pay dues. Associate members include, but are not limited to, University of Georgia Tifton and Georgia Southwestern students.
- Must have a minimum of eight (8) students to form a club (Bainbridge clubs must have a minimum of three (3) students).
- Must have on file a current Club Constitution approved by the Office of Student Affairs (email deanofstudents@abac.edu).
- Must secure a faculty/staff advisor.
- Must have on file a current **Memorandum of Understanding** and **Advisor Agreement Form** (email deanofstudents@abac.edu).
- Must agree to send a club, Executive Board representative (President, Vice President, etc.) to joint SGA/RSO meetings throughout the academic year. Members and officers must agree to accept ABAC and campus regulations including, but not limited to, the Student Code of Conduct. Please review the SGA Constitution for additional information.

**The requirements for registration do not apply to existing, or future, Greek organizations as there are specific guidelines for governance of existing Greek organizations and for colonization and charter of new, Greek organizations.*

Returning RSOs (in good standing)

Returning RSOs (in good standing)

Returning RSOs must register with the Office of Student Affairs by completing the [Club Registration](#) at the beginning of each academic year and executing a current **Memorandum of Understanding** and **Advisor Agreement Form**. A student organization may be removed from the registry of clubs for misuse of the college name, violations of laws and the student code of conduct, failure to register with the College, or non-compliance with expectations of ABAC's recognized clubs. Students may appeal to the Vice President of Student Affairs if denied registration or removed from the registry.

RSO Training Course

RSO Training Course

At the beginning of each Fall Semester, RSO Presidents and Advisors are required to attend a mandatory RSO training session either in-person or participate in an online equivalent. This initial training will discuss protocols and procedures that RSOs must follow.

Student Leadership Development Series

Throughout the academic year, ABAC hosts a variety of training courses open to the ABAC student body. These trainings encompass multiple topics including, but not limited to, Leadership and Professional Development, Courserdog Procedures, Campus Safety Protocols, Hazing Prevention, [Mental Health QPR Training](#), and Social Media Presence and Branding, RSO Presidents are encouraged to attend these trainings or to designate a representative of the club to attend in their place.

Front Runner Incentive Program

The Front Runner Incentive Program was established to recognize those organizations who make it a priority to improve themselves as a whole, and the experience of each of their members. The Front Runner Incentive Program aims to provide opportunities for organizations to earn points from meaningful and productive experiences. Organizations will earn points that eventually will lead them to achieve either a bronze, silver, gold or platinum status.

The 2026-2027 academic year, will serve as the pilot year for the Front Runner Incentive Program. Following this year, all student organizations will be required to achieve bronze status with a minimum number of points in order to be eligible to renew their active status. Each level of recognition includes great rewards for the organization.

Vector Solutions USG Training

All ABAC students need to complete the AlcoholEdu for College, Sexual Assault Prevention for Undergraduates , and Hazing Prevention online courses as provided by the University System of Georgia.

Vector Solutions USG Training

All ABAC students are asked to complete the AlcoholEdu for College, Sexual Assault Prevention for Undergraduates, and Hazing Prevention online courses as supported by the University System of Georgia.

Source: <https://www.vectorsolutions.com/solutions/vector-lms/higher-education/student/alcohol-drug-misuse-prevention-training/>

Source: <https://www.vectorsolutions.com/solutions/vector-lms/higher-education/student/sexual-assault-prevention-training/>

Source: <https://www.vectorsolutions.com/solutions/vector-lms/higher-education/campus-hazing-prevention-colleges/>

Non-Discrimination and Anti-Harassment

Abraham Baldwin Agricultural College ("ABAC") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents Policy 6.06, Non-Discrimination and Anti-Harassment, provides as follows: "Equal opportunity and decisions based on merit are fundamental values of the University System of Georgia (USG). The Board of Regents prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any USG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except that preferential treatment may be given on the basis of veteran status when appropriate under federal or state law."

Joint SGA/RSO Meetings

The Student Government Association oversees mandatory bi-monthly joint SGA/RSO meetings (see SGA Constitution) during Fall and Spring semesters with ABAC's student club/organization leaders. Joint SGA/RSO meetings on the Tifton and Bainbridge campuses serve as a resource, leadership forum, and advocacy group for recognized student organizations and are open for the ABAC student body, faculty, and staff to attend. The joint SGA/RSO meetings strive to ensure that student groups at ABAC work cooperatively and within the guidelines set forth by the institution. The meeting schedule is communicated in advance to the students via Office of Student Affairs and SGA communications and is subject to change based on the ABAC academic calendar.

Purpose

The purpose of these joint SGA/RSO meetings is:

- To provide a forum for communication among recognized organizations on campus.
- To provide guidance to the various clubs and organizations in planning, executing, and evaluating activities.
- To represent recognized organizations on campus issues in the form of recommendations to the Office of Student Affairs.

- To organize and promote joint organizational events for the benefit of ABAC students.
- To increase the quality of campus social, cultural, and educational life through organizational activities.

Meeting Reporting Structure

Meetings will follow the SGA Constitution and Bylaws with Guidance from this RSO Resource Guide. Generally, the SGA President will preside over meetings. The SGA-Vice Presidents will provide a report for all Category 2 organizations on their respective campuses.—Senators from each School will report on all Category 3 organizations in their School. The RSO Chair will be elected at first SGA meeting in the Fall semester and will represent and report on all Category 4 organizations. The Secretary of the Recognized Student Organization will serve as the recorder of the RSO meetings.

Category 4 RSO Chair and Elections

- RSO Category 4 organizations will elect one (1) student representative Chair from among the Category 4 RSO membership.
- The Category 4 RSO Chair position shall be (1) nominated from the Category 4 RSO membership at the first meeting of the Fall semester; (2) be approved by a majority of the Category 4 RSO members present at the first meeting; and (3) take office immediately for a term of one academic year. In the event that the elected member is unable to continue in office for Spring semester, a new Chair will be elected at the beginning of the second semester and take office immediately for the remainder of the academic year.
- The elected Category 4 RSO Chair shall meet and maintain the following minimum academic standards:
 - o Non-probationary academic status as set by the College.
 - o Enrollment is six (6) credit hours or more at ABAC.
 - o A 2.25 cumulative and current grade point average.
- Each period of service shall be for one (1) academic year unless re-elected.
- No student representative shall hold the office for more than four (4) consecutive semesters.

Category 4 RSO Chair Duties

- The performance of duties related to RSO function as assigned by the RSO Advisor.
- Represent Category 4 RSOs at ABAC meetings.
- Responsible for promoting attendance and participation at all joint SGA/RSO meetings by Category 4 RSO club representation.
- Serves as the liaison between Category 4 RSOs, all other RSOs, the SGA Team, and RSO Advisor.

RSO Secretary and Elections

- RSO Category 4 organizations will elect one (1) student representative Secretary from among the Category 4 RSO membership.
- The Category 4 RSO Secretary position shall be (1) nominated from the Category 4 RSO membership at the first meeting of the Fall semester; (2) be approved by a majority of the Category 4 RSO members present at the first meeting; and (3) take office immediately for a term of one academic year. In the event that the elected member is unable to continue in office for Spring semester, a new Secretary will be elected at the beginning of the second semester and take office immediately for the remainder of the academic year.
- The elected Category 4 RSO Secretary shall meet and maintain the following minimum academic standards:
 - o Non-probationary academic status as set by the College.
 - o Enrollment is six (6) credit hours or more at ABAC.
 - o A 2.25 cumulative and current grade point average.
- Each period of service shall be for one (1) academic year unless re-elected.
- No student representative shall hold the office for more than four (4) consecutive semesters.

RSO Secretary Duties

- The performance of duties related to RSO function as assigned by the RSO Advisor.
- Shall be the recorder of the joint SGA/RSO meetings.
- Shall maintain attendance records of RSO representatives and guests to meetings and notify the RSO advisor of any RSO representatives whose official attendance record may fail to maintain the activity requirements of RSO clubs and organizations.
- Shall deliver meeting minutes to the RSO advisor and SGA Vice President of Tifton in a timely manner.
- The performance of duties related to RSO function as assigned by the RSO Advisor.

Student Government Association (SGA) Constitution

Student Government Association (SGA) Constitution can be found at https://www.abac.edu/campus_life/get-involved/clubs-organizations.html.



Student Government Association (SGA) By-Laws

[Student Government Association \(SGA\) By-Laws \(PDF\)](#)

can be found at https://www.abac.edu/campus_life/get-involved/clubs-organizations.html



RSO Advisors

An RSO advisor is a member of the faculty or staff of the College who provides assistance, direction, and continuity to the officers and members of a student organization. The advisor serves both as a representative of the group in an official capacity as well as a student advocate. Advisors should provide guidance, direction, encouragement, perspective, and support. An advisor should also be aware of potential issues which student members may overlook. Advisors should also become familiar with the College policies and regulations that govern student organizations and student activity fee usage. An advisor's role does require active participant or guidance at some events and activities.

All RSOs must have at least one faculty/staff advisor. At a minimum, advisors should be in communication with the organization president on a regular basis to have a pulse on the status of the organization. It is very important that the advisor and the organization leaders communicate their expectations to each other. The minimum criteria to be an advisor to an RSO are:

- The advisor must have the approval of his/her Dean, Department Chair, or direct supervisor.
- Participation in a mandatory training session sponsored by the Office of Student Affairs and compliance with the policies, procedures, and operations reviewed in the session as well as outlined in this Resource Guide.
- All advisors must sign the Advisor Agreement form before the club registration deadline acknowledging acceptance of the roles and responsibilities as an RSO advisor.

Advising Responsibilities and Benefits

Advising a student organization is an effort that benefits both the students and advisor. Through our interactions with students outside of the classroom, advisors provide a fullness to the college experience. This extracurricular interaction with students allows advisors the opportunity to promote skills such as academic and professional skills, community development and civility, leadership, personal identity, and wellness that are invaluable to the students when they leave Abraham Baldwin Agricultural College.

RSO-related Policies and Procedures

Coursedog

ALL student events and functions whether on or off-campus must be placed into Coursedog at least 3 days prior. Coursedog requests all information needed for both the event itself and the space to be approved. The process provides students the opportunity to attach their leadership's contact information to the request so that the club/organization leadership can be notified (1) if there are questions regarding the event and (2) when the event has been approved.

For extenuating circumstances in missing the 3-day deadline, you may submit a request at https://abac.bosssdesk.io/service_requests/54 for approval consideration.

Coursedog can be accessed directly from the [ABAC Calendar](#):

For assistance in navigating the reservation software, please use the following links for an online tutorial for Coursedog:

Faculty/Staff- https://watch.abac.edu/media/Coursedog%20Event%20Walkthrough/1_tqow4mt9

Students- https://watch.abac.edu/edit/1_lfdhu7w7

Advertising

Flyer Creation, Approval Timeline, and Posting Guidelines

To maintain consistency in branding and communication, all flyers intended for campus event promotion must be submitted through the Coursedog Event Request process, which includes flyer approval as part of the submission.

Flyer Creation and Approval Timeline:

For new flyer creation, please allow a minimum of three (3) weeks for development and design. For approval of a previously created flyer, the Marketing & Communications Office will review and respond within two (2) business days of submission.

Organizations must provide the name of the sponsoring organization and event contact information when submitting a flyer for approval. Flyers may be uploaded directly through the Coursedog request or submitted separately using the designated flyer approval form. Once a flyer is created and/or approved, it will be returned to the original requestor via email with an official approval stamp, authorizing it for posting around campus.

Alternate Submission Option:

If an ABAC club or organization has already received Coursedog approval for the event and only needs flyer approval, the following form may be used:

Flyer Approval Form: <https://forms.monday.com/forms/98ba1b053c718fd728fcfc5a5e9e06d8?r=use1>

For questions regarding flyer status or the approval process, please contact marcomm@abac.edu.

Posting guidelines

- No flyer may be posted for a period longer than 21 days. It is the responsibility of the sponsoring organization to remove outdated materials.
- Flyers may not be placed on any painted surfaces, nor may flyers be posted in such a manner in which visibility is obscured through glass doors or windows.
- Unless otherwise noted in specific area, flyers should only be posted on bulletin boards.
- Any flyer found in violation of this policy will be immediately removed.
- Flyers may not be placed on the ground due to walkway safety hazard.
- Materials may not be placed excessively in one area and may not cover other posters or signs.
- Chalk, paints, and markers may not be used on any building surface without permission from the Office of Student Affairs.
- Sidewalk chalk may only be used on concrete sidewalks exposed to rain and not on brick pavers.
- Destroying/defacing of others' publicity may result in administrative or disciplinary action.
- Directional signs for meeting and conferences being held on campus may be posted at specific locations after approval by Dean of Students.
- Sheets/Fabric signs must be approved by the Dean of Students. A picture of the sign and request should be sent to deanofstudents@abac.edu.
- Materials must not violate College policy or federal, state, or local laws.

Digital Signage Announcement Request

After receiving Coursedog approval, Faculty/Staff advisors may request digital signage by completing the appropriate request form through ABAC Marketing & Communications. Digital Signage and other marketing projects can be requested at <https://www.abac.edu/marketing-communications/>.

Minors on Campus

Abraham Baldwin Agricultural College periodically conducts, sponsors, or hosts programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs, and activities. The safety and well-being of these visitors to our campus is of the highest concern. The USG is committed to best practices that will provide a safe and healthy environment for all who participate, volunteer or work in these activities.

All employees, students, and volunteers who work in programs serving non-student minors and who have direct contact or interaction with minor program participants must be appropriately pre-screened and trained. Any program serving minors, including virtual programming, must be approved, and registered per USG policy. Program Directors (those organizing such events) are responsible for reading and following ABAC's Minors on Campus (MOC) Institutional Procedures, completing the program registration form, requesting background checks on all staff/volunteers working with minors, training of staff/volunteers, and maintaining all staff, volunteer, and participant records. Contact the Minors on Campus (MOC) Coordinator, Richard Spancake, for further guidance (229) 391-4887 and visit ABAC's [Minors on Campus](#) website for more information.

Mixed Community Event

Once Coursedog approval is confirmed, communicate with ABAC Police so they know there is a mixed community/student event. Waiver forms should be completed on all participants and submitted to the Office of Student Affairs within 48 hours of completion of event to be placed on file. There must be a club/org designee appointed who (1) is the face of the event, (2) handles all event issues, and (3) in the event of any injuries, contacts ABAC Police to complete the police report. Noise ordinance must be followed. Check with Mrs. Amanda Dow adow@abac.edu to see if the event will require a 3rd party contract.

ABAC Venues

ABAC Venues offers a variety of indoor and outdoor venues perfect for student events, from small meetings to large campus programs. Our goal is to make the planning process simple, clear, and successful from start to finish.

This following guide applies to the following venues:

- Cordell Conference Rooms (East, West, Atrium)
- Peanut Museum & Conference Room
- Pole Barn
- Gallery & Ford Spinks Museum
- The Mercantile
- Opry Shelter
- Fulwood Garden Center
- Forest Lakes Golf Club
- ABAC Chapel

The ABAC Venues Booking Guide - [Final ABAC Student Event Booking Guide 2026](#)

Howard Auditorium

Starting Spring 2026, requesting Howard Auditorium as an event venue will now incur a venue rental fee. ABAC clubs may request a venue rental waiver to the Student Government Association. Upon approval of the SGA waiver process, the rental fee for Howard Auditorium will be waived for the club. More information on the Howard Auditorium waiver process can be found by contacting the Student Government Association.

Movie/Film Copy Rights

Since we have a contract with Swank, you may show a title from them assuming **ALL** of the following criteria are met:

- 1) The event is indoors.
- 2) The event takes place inside an on-campus Residence Hall lounge (or another area on campus).
- 3) The purpose of the event is for educational or programming purposes.
- 4) The title is available in the Residence Life Cinema movie library for the programming month. In order to identify if a movie is cleared to show for free you may want to visit the [Swank](#) website.
- 5) The attendance does not exceed 50 people in total per showing.

*You must email DeanofStudents@abac.edu PRIOR to showing and verify that ALL 5 of the above criteria will be met. If a movie title is not on this list, you will need to identify the company who retains the movie rights and secure permission from them. Proof of this permission will need to be submitted to deanofstudents@abac.edu prior to showing.

Purchasing

Guidance for purchasing can be located on the Business Office website [Business Office website](#). Guidelines for purchasing can be found in this [Purchasing 101 presentation](#).

Budget Tracking

- All clubs and organizations must carefully track the spending of their Student Activities Fees allocation. Each year club and organization advisors receive the amount allocated to their club along with the club budget number. This number can be provided by the Business Office.
- The Office of Student Affairs tracks purchases for each club, which is why it is important to keep track of expenditures. See Budget Tracking Form. All expenditures should benefit the college community and relate to the organization's purpose.

Expenditure Guidance

https://www.usg.edu/business_procedures_manual/section24/manual/C2050/

- Examples of acceptable projects/items to be funded (see USG Policy)
- Supplies (general office supplies, poster board, paint, paper, etc.)
- Speakers/lecturers
- Conference/Competition Travel
- Service Projects (direct donations from allocated funds are not permitted)
- Events open to entire campus

Examples of unacceptable funding requests (see USG Policy)

- Parties for club members
- Material/equipment/supplies for individual use
- Alcoholic beverages
- Tobacco products
- Food (unless it is in conjunction with a special program or event)

Direct Purchase Payment Voucher

When larger amounts of money are required, a check should be requested using the Direct Purchase Payment Voucher.

Petty Cash

Petty cash may be used by a club or organization through an agency or student activities account for amounts under \$150. Please refer to Petty Cash Procedures on Business Office website for more information. Example guidelines include:

- Only the Advisor may receive petty cash from the cashier.
- Petty cash receipts and/or change must be returned within 30 days. See Petty Cash Requisition Form.

Prizes/Giveaways

No prizes or giveaways may be purchased with Student Activity Funds (exceptions do exist but very few allowances). Examples of possible permissible and impermissible items include:

- No gift cards.
- When food is served, must have signature of each current student eating the food.
- Promotional items (no t-shirts) must be reasonable and should include sponsoring student organization or event.

Only current ABAC students are allowed to receive prize/gifts purchased with Student Activity Funds. Programming Prize/Gift Form is required to be completed in detail (i.e., include name, 918#, contact information and signatures of current student and staff) for each permissible programming prize/giveaway and filed in Office of Student Affairs within 48 hours of completion of event.

Fundraising

Student Activity Fee (SAF) funds may NOT be used to enter a contest nor purchase supplies.

Agency Club Account FAQ

Raffles

All raffles must be submitted in Coursedog. ***Raffles may not be advertised or begin until the following steps are completed.***

Steps:

- 1) Complete raffle packet from Office of Student Affairs on 2nd floor of Branch (room 208).

- 2) Submit completed raffle packet to Mrs. Shirley Wilson's in Office of Student Affairs.
- 3) Mrs. Wilson will provide Dean's letter of packet approval.
- 4) Org/Club takes packet and Dean's letter to Tift County Sheriff's Office and will also include detailed memo from previous year's raffle including winner of raffle, amount raised, etc.
- 5) Pending approval of Sheriff's Office, they will provide a raffle permission Permit.
- 6) Org/Club will bring Permit back to Office of Student Affairs and secure permission from the Dean of Students...this will complete the approval process.

Raffle tickets CANNOT be sold until the raffle permission Permit is returned to the Office of Student Affairs.

An advisor of the club hosting the raffle must maintain a record of the raised funds and number of tickets sold. A club advisor must also be present at the time of the raffle drawing to complete the Programming/Prize Gift Forms.

All Programming/Prize Gift Forms must be completed for raffle winners and on file in the Office of Student Affairs within 48 hours of completion of raffle event.

Food

https://stallionsabac.sharepoint.com/sites/Business_Office

If serving food to others, the preparer of food and/or organization needs to be communicated throughout the entirety of event and ingredients should be listed in order to communicate possible allergens. It is important that the personal safety of the preparing organization and the safety of others when serving food is addressed (i.e., no self-service food, servers wear masks and gloves, no reusing plates, individually pre-wrapped foods and snacks, etc.)

Food Trucks on Campus

To maintain consistency and ensure compliance with campus event procedures, any organization wishing to include a food truck as part of their event must complete and submit the Approved Food Truck Vendor Form at the time of their event request submission.

Submission of this form constitutes a formal request for the vendor to be considered for inclusion on ABAC's Approved Food Truck Vendor List. Only vendors that have been reviewed and approved through this process may be selected for campus events.

Vendor Approval Timeline:

Upon submission of the Approved Food Truck Vendor Form, the requesting organization will receive a response regarding the vendor's approval status within three (3) business days. If approved, the vendor will be added to the official list of approved food truck vendors.

Once a vendor is approved and listed, organizations may select from this verified list to participate in their campus events.

ABAC Catering-First Right of Refusal

ABAC Catering – First Right of Refusal Procedures

Purpose: To ensure all food services at campus events align with institutional standards and that ABAC Catering is given priority consideration.

Campus events that must follow these procedures include:

- A campus event that has more than 10 planned for attendance.
- Any event held on the Tifton campus facilities that is funded using institutional dollars. This includes clubs and organizations

Campus events that are exempt from these procedures include:

- Outside sponsored events or meals for employee, clubs and organizations

Procedure Steps

1. Determine Catering Needs

- Identify the food and beverage requirements for your campus event.
- If you decide to use an external catering provider instead of ABAC Catering, complete Step 2.

2. Submit First Right of Refusal Request

- Complete and submit the [ABAC Catering First Right of Refusal form](#).
- Ensure submission is made **at least 10 business days** prior to the event date.

3. Await Response

- ABAC Catering will review the request and respond within 3 business days.
- The response will include availability and next steps for catering arrangements.

4. Proceed Based on Response

- If ABAC Catering **can accommodate** the request:
 - Coordinate directly with ABAC Catering to finalize event catering.
- If ABAC Catering **cannot accommodate**:
 - You will be approved to go off campus to secure catering.

Publicity

Publicity

The Director of Marketing and Communications and his/her designee are the only persons other than the President authorized to give to the public and representatives of the press and of radio and television stations official information pertaining to Abraham Baldwin Agricultural College.

Branding Overview (Brand Kit)

As Abraham Baldwin Agricultural College continues to grow, the strength of our marketing communications is increasingly important. One of the basic components of a strong, institutional marketing-communications effort is a unified graphic identity. The Office of Marketing and Communications will provide each Registered Student Organization with their own personalized branding kit. This kit will include an official logo, the ABAC color palette, and the ABAC approved fonts. This kit will also provide guidance on the appropriate usage of these tools. Any content created that uses an ABAC RSO logo (tablecloths, t-shirts, etc.) **MUST BE APPROVED** by the Office of Marketing and Communications by emailing brand@abac.edu.

Do not modify, redraw, or otherwise alter any graphics downloaded from this guide. Unapproved modifications to our branded graphics confuse and diminish our institution's consistency. When in doubt, refer to the appropriate and inappropriate usage rules associated with each graphic. You can also refer to the ABAC brand page for more information at www.abac.edu/brand. Need a graphic that isn't available? Have a question about appropriate usage? Email brand@abac.edu for support.

Fonts

ABAC has two fonts in all forms of communications: Bookmania and Libre Franklin. As an RSO, you will use Libre Franklin as your font because Bookmania is reserved for the ABAC website and official publications from the institution. To download to use the Libre Franklin font, please visit www.abac.edu/brand.

Color

Our institution's color palette is White, Green, and Gold. Applying color appropriately and consistently helps people instantly recognize our brand.

ABAC Gold Hex: #FEBE10

ABAC Green Hex: #006834

White Hex: FFFFFFFF

The scale below indicates the proportion of each color in use for communications. Though green and gold are important colors, they should not be the only colors used. A majority white base color allows green and gold to call more attention to specific details and stand out in contrast to the background. Letting green and gold breathe with white makes them stand out more, instead of filling an entire design with green. Usage

Legibility is the highest priority when applying our brand to any medium. Ensure logos are readable by following these guidelines on sizing and background color.

Student Announcements

After receiving Coursedog and flyer (if applicable) approval, Students, Faculty/Staff may request announcement to be sent out to students by sending a specific message as you would want students to receive to deanofstudents@abac.edu. Student Announcements are reviewed and sent on Tuesdays and Thursdays. Please plan accordingly when submitting student announcements for distribution. Be sure to check dates, times, events, and spelling for accuracy prior to submitting request.

Digital Signage

Visit <https://forms.monday.com/forms/18ae32c35e44fdb5bd8d91c568547500?r=use1> on [Marketing and Communications website](#) to request digital signage.

Speaker Approval

1. Guest lecturers for classes – Since classrooms are not part of the public forum and faculty are given deference as to matters that occur in the classroom that are germane to the subject matter being taught, guest lecturers are exempt from requirement for approval unless:
 - a. The guest speaker is defined as a dignitary under Category 7 (below), or
 - b. Persons other than students enrolled in the class will be invited to attend, in which case the faculty member should provide advanced notice to the Department Head and Dean.
2. Visiting speakers, lecturers, and invited guests for clubs that operate under the auspices of the Dean of Students and are funded with Student Activity Funds under Institutional Programs (Category 2) – Shall be subject to written, advanced approval by the Dean of Students.
3. Visiting speakers, lecturers, and invited guests for clubs that operate under the auspices of the Deans and are funded with Student Activity Funds under Academically-Allied Programs (Category 3) – Shall be subject to written, advanced approval by the Dean of the school to which the club is assigned.
4. Outside speakers – Speakers who are neither students enrolled at ABAC nor employees of ABAC and who wish to speak in a designated public forum on campus should submit a completed Forum Reservation Request Form to the Dean of Students as set forth in [ABAC's Freedom of Expression Policy](#).
5. Campus-wide public events – Speakers for campus-wide, public events, such as the Arts and Culture Series at ABAC, the Carter Series (Bainbridge), convocation, commencements, and other public events shall be approved by the President's Cabinet.
6. Political campaigns – The use of USG materials, supplies, equipment, machinery, or vehicles in political campaigns is prohibited. Thus, any use of institution facilities for political speeches in connection with political campaigns must be approved by the President to ensure compliance with Board of Regents' Policy and state law.
7. Appearances by dignitaries – The invitation of certain dignitaries to visitor speak on campus is subject to additional protocol and approval simply as matter of decorum and not based on the viewpoint of the expression. Dignitaries include, but are not limited to, elected officials (former or present), members of the Board of Regents, governors, judges, or presidents, or other persons who may require advanced preparation, security, and other preparations. If you have questions about the invitation of dignitaries, please consult the Office of the President or the Director of Marketing and Communications.

Travel

https://stallionsabac.sharepoint.com/sites/Business_Office

After receiving Coursedog approval, the following will need to be secured.

1. Travel Forms submitted to Office of Student Affairs prior to departing campus.
2. Waiver Forms submitted to Office of Student Affairs prior to departing campus.
3. All employee travel must follow ABAC Business Office travel guidelines (i.e., Prior Approval to Travel). Employees who plan to travel within the State of Georgia and who do not have blanket travel authority shall:

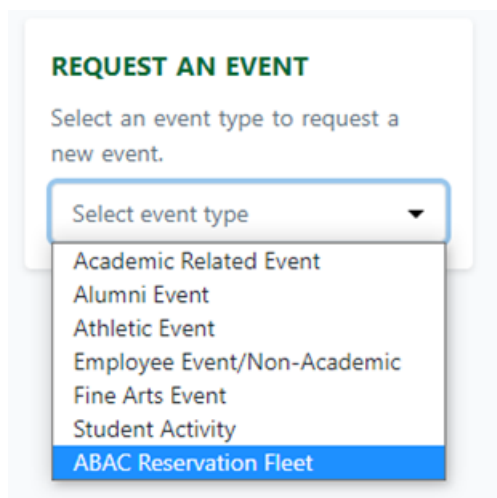
1. Complete Travel Prior Approval form found on ABAC Business Office website for Travel Authorization, and
2. Receive approval according to the guidelines as follows:
 - a. Academic areas must have department approval and Dean final approval before travel occurs.
 - b. All non-academic areas will require approval by your immediate supervisor and your supervising vice president before travel occurs.
3. If you have questions about this process, contact your supervising vice president.
4. Failure to comply with all steps above will make you ineligible for travel reimbursement.

Request Travel

Travel Training PowerPoint

Vehicle request should be made a minimum of 3 days in advance of the date needed. This will ensure all requirements have been completed to be approved to use a fleet vehicle.

Vehicle reservations can be found under ABAC Reservation Fleet:



Request an Event

Consent, Release, Waiver of Liability and Covenant not to Sue

[link to dynamic form](#)

Sexual Misconduct

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to

ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined in the [USG Sexual Misconduct Policy](#).

About Title IX

Abraham Baldwin Agricultural College is committed to ensuring a safe learning environment that supports the dignity of all members of the ABAC community. ABAC does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The College prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. ABAC will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking.

ABAC strongly encourages members of the College community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner. For more information, please visit ABAC's [Title IX](#) website.

A faculty member, staff member or student who observes sexual misconduct of any person or persons who may be ABAC students should immediately report the matter to ABAC Police at (229) 391-5060, and/or reporting to https://www.abac.edu/campus_life/student-affairs.html. Students who know, or suspect, that sexual misconduct has taken place are strongly encouraged to report it. Employees of ABAC are mandatory reporters and are required to report such information.

Club of the Year

To be eligible for the annual *Club of the Year* (awarded in the Spring), clubs must submit the completed Club of the Year Application and include documentation supporting completion of the following: registration and participation in Fall and Spring Club Rush, registration and participation in either Family Day's Family Fun Festival or the Haunted Trail at the Georgia Museum of Agriculture (Fall), registration and participation in the Homecoming Stallion Cup Competition (Spring), and at least one Community or Institutional Service event. Verification of Community Service should be completed for this requirement.

Stallion Cup

The Stallion Cup is an exciting competition that takes place between clubs during Homecoming. Qualifying events and point allocations are announced prior to event. Registration is required.

Student Activity Fee (SAF)

In 2013, through a process that involved input from students, faculty, and administrators, ABAC developed a structured (tiered) approach to the allocation of funds received from Student Activity Fees. The goal was to develop an allocation model that:

1. Funds a range of current and future student activities that meet the student life and learning environment needs of students,
2. Provides a simple and transparent allocation process that meets BOR and ABAC policy requirements with

respect to allocation of SAF, and

3. Assigns fiscal accountability and responsibility to the deans for the expenditure of funds for Student Activity Funds that are associated with certain co-curricular activities.

Revenues received from Student Activity Fees are allocated to three (3) categories:

1. Category 1 - Budgeted reserves - to be used to support capital needs in support of student activities. Management for this budget category shall reside with the Vice President for Finance and Operations.
2. Category 2 - Institutional programs - salary, benefits, and operating funds to support student activities associated with Management for this budget category shall reside with the Dean of Students.
3. Category 3 - Academically-allied student activity programs - programs that are tied directly to academic programs. Management for this budget category shall reside with the Academic Deans. Qualifying criteria for Category 3 are:
 - a. Clubs, teams, groups, etc. linked directly with the offering of an academic program;
 - b. Clubs, teams, groups, etc. that are linked to regional or national organizations that have collegiate education as a part of their mission; and
 - c. Clubs, teams, groups, etc. that contribute to at least one of the following: leadership, career development, or scholarship.

Student Handbook

ABAC Student Handbook

The Student Handbook is a resource for campus activities, student life, student services, and college policies and procedures. It is your responsibility to become aware of its contents. This handbook is prepared for the convenience of students, faculty, and staff at ABAC and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

Student Code of Conduct

Student Code of Conduct

Abraham Baldwin Agricultural College (ABAC) has the dual responsibility of educating students and helping them develop into mature citizens who take their place in the larger community. In order to accomplish this mission, the College seeks to develop an environment which fosters respect and integrity among its members. To facilitate this environment and to meet its educational goals, the College has adopted conduct regulations for students and student organizations and has established an administrative process for dealing with alleged violations of those regulations.

The Student Code of Conduct represents the expectations of student and organizational behavior at Abraham Baldwin Agricultural College. When a student becomes a part of the College community, they agree to abide by the Code of Conduct. This code is based on the principles and beliefs that students and/or organizations are responsible adult learners, capable of making informed decisions and are accountable for their behavior and consequences of their decisions. Students and organizations are expected to conduct themselves in accordance

with the policies and regulations set forth by Abraham Baldwin Agricultural College. Conduct which is of a disorderly nature and in violation of written policy shall subject the student or student organization to disciplinary action. The student is also subject to city, state, and federal law.

Student accused of violations of local, state, or federal laws that adversely affect the College may also be subject to the appropriate Abraham Baldwin Agricultural College disciplinary process. Pending civil or criminal matters shall not prevent Abraham Baldwin Agricultural College, at its discretion, from initiating appropriate disciplinary action. Proceedings under this Code may be carried out before, simultaneously with, or following civil or criminal proceedings, and will not be subject to a challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Generally, College conduct regulations shall apply to conduct which occurs on College premises. Further, the conduct regulations shall apply to conduct which occurs while a student or student organization is attending or participating in any College sponsored activity wherever that activity may take place, or any behavior, on or off College premises, which adversely affects the College community or the pursuit of its objectives.

All students and student organizations are subject to the regulations outlined in the Code of Conduct, College Catalog, and Student Handbook. Unfamiliarity with these regulations is not a valid excuse for infractions of the regulations. Provisions of the Student Code of Conduct may be revised, supplemented, or amended as necessary at any time by the appropriate College authorities. The students and administration of Abraham Baldwin Agricultural College are bound by the regulations set forth in the following as well as any additional rules and regulations resulting from revisions to the Code during any academic year.

Freedom of Expression

The Reservation Request Form should be completed and filed in the Office of Student Affairs a minimum of two college business days prior to event.

The rights guaranteed by the First Amendment, to the U.S. Constitution including the right to freedom of speech, the right to the free exercise of religion, and the right peaceably to assemble are of the utmost importance, and the University System of Georgia (USG) is committed to protecting those rights. In the context of higher education, the constitutionally protected right to freedom of speech includes both academic freedom and freedom of expression. USG and all of its institutions shall vigorously protect those freedoms.

USG and its institutions shall foster an environment where all members of the USG community are free to share ideas and opinions, even those that some may find offensive. Ideas and opinions should be openly and freely debated and discussed, both inside and outside of the classroom, without fear of suppression or reprisal. The USG community should promote intellectual debates, not close them off, and must uphold the values of civility and mutual respect while doing so.

While narrow restrictions to freedom of speech will apply for expression that violates the law or USG or institutional policies, freedom of expression protections are broad. Any necessary limitations will be enforced by USG or institutional administration. Individual members of the USG community shall not attempt to prevent or otherwise interfere with the free expression of others, no matter how objectionable they may find the expressed ideas or opinions.

Similarly, USG is strongly committed to protecting the academic freedom rights of faculty and students. Along with those rights comes an individual responsibility to fulfill obligations in the classroom, in research, and as public citizens.

The Freedom of Expression Policy can be found in the [Student Code of Conduct](#).