

PRESIDENTS' HANDBOOK

**PREPARED BY
THE BUSINESS ADMINISTRATION
COLLEGE COUNCIL**

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I. ABOUT BACC

A. HISTORY

The Business Administration College Council was established to provide a central governing body for the Warrington College of Business Administration. Over the course of years, the council gained a more social focus, eventually becoming two organizations in one. One part of this hybrid organization was the original council, whose focus was on the college. The other part was BACC Internal, a more social organization focused on the development of its internal members.

During Spring 2008, the BACC President recognized that the focus of BACC as a whole had become fuzzy, due to the dichotomous nature of the organization. As a result, BACC Internal members voted to spin off from BACC to become an independent organization, Business Gator Association (“Business Gators”). The BACC title remained with the council, and a new, representative executive board was established for BACC. The new council executive board refocused toward the WCBA undergraduate student population, and BACC now serves as a collaborative force with the ultimate goal of growth of the WCBA community.

B. EXECUTIVE BOARD

- ◆ **President** (Dan Pepper) – The BACC President will serve as BACC’s representative to all BOCC meetings, and will conduct all Council meetings. The President will also work to develop and maintain relationships with WCBA and UF faculty and staff.
- ◆ **VP Admin Affairs** (Brittney Davidson) – The Vice President of Administrative Affairs will arrange the Council meeting agenda, take meeting attendance and minutes, maintain copies of the BACC constitution, and control the BACC Calendar. The Vice President of Administrative Affairs will also take the duties of the President in case of the President’s absence.
- ◆ **Treasurer** (Joel Lewis) – The Treasurer will control the BACC budget and assist funded organization in budgeting and finance. He will also attend all BOCC meetings.
- ◆ **VP Education** (Kristen Bromberek) – The Vice President of Education will maintain the presidents’ handbook, organize educational seminars for the purpose of officer training and information sharing, assists with a biannual executive board retreat and provides support with executive board transitioning.

- ◆ **VP Marketing** (Brian Halston) - The Vice President of Marketing will market all BACC and BACC collaborative events, oversee the *Warrington Times*, and assist student organizations in marketing their events. The VP of Marketing will also work to promote the council's vision of strong WCBA community.
- ◆ **VP Programming** (Patricia Allshouse) - The Vice President of Programming will organize Business Bash and any other BACC events, and will assist student organizations in their programming.
- ◆ Each position is considered a consultant and expert in that area. Go to each officer if you would like assistance in that field, including the president!

C. IMPORTANT POINTS

As member organizations of BACC, your organization will sign and submit a letter of intent stating a commitment to participate in BACC. Each participating organization can then send two delegates to every BACC meeting, those delegates being the organization President and a second designated delegate. The group of all delegates from all participating organizations will make up the voting members of BACC. This group will vote on any BACC proposals, including funding, events, and other issues. Voting members must attend every BACC meeting, and be in good standing with the University.

The BACC executive board members will not vote; rather, they offer an executive opinion. The Executive Board will be elected in late March of each year, transitioning through the end of spring semester and then taking their position the following fall. Executive board members will serve annual terms, ending just after spring break.

II. GENERAL ADMINISTRATION

A. CONSTITUTION

Every student organization must have a constitution stating the organization's purpose and procedures. This constitution must be in accordance with the guidelines put forward by the Center for Student Activities and Involvement in the Reitz Union. That list can be found at <http://www.union.ufl.edu/involvement/studentOrgs/resources>.

Common things that are included in constitutions are mission, purpose, affiliations, membership, officers, elections, advisors, meetings, statements of nondiscrimination, and any other topics specific to the organization. If writing a constitution for a new organization, using another organizations' constitution as a reference is often a good idea. Each constitution however, should be specific to the organization, its members and its needs.

If yours is an established organization, it is important for members to periodically evaluate the constitution, and make amendments or modifications based on the current needs and state of the organization. These amendments should be done by a process specified in the original constitution.

Any new or revised constitution must be submitted to the Center for Student Involvement.

B. REGISTERING WITH THE CENTER FOR STUDENT INVOLVEMENT

In order to be recognized on campus, student organizations must be registered with the Center for Student Activities and Involvement. The CSI office is located on the third floor of the Reitz Union, and can be contacted at 352.392.1671 or by email at csidesk@union.ufl.edu.

When an organization is first registering with the CSI, the organization must submit a constitution for approval. This must be dropped off at the CSI, and will usually be processed in a few weeks. Established organizations must resubmit their constitution when any changes are made, and those changes must be approved by the CSI.

When new officers are elected into office, an officers' form must be completed and returned to the CSI. The form requires the UFID and signatures of the President, Treasurer, and Faculty Advisor. Once that form is turned in to the CSI and processed, the President will be granted access to the online profile of the

organization. The President will log in using his or her Gatorlink name and password at <http://www.union.ufl.edu/involvement/login.asp>. From this website, the president can register other officers using the officers' names and UFIDs. The organization profile, including meeting date and time, contact information and organization description can all be updated.

If there is no change in officers, the president must log into the organization profile using the same steps, and reregister the organization. The constitution must also be resubmitted. This must be done annually.

If at any time besides new and re-registration you wish to update your organization profile on the CSI website, you must call the CSI desk at the number above in order to be granted access to edit the profile. This access lasts for 120 hours. After the time has lapsed, access must again be granted.

C. LISTSERV

A well-maintained listserv is one of the easiest and best ways to communicate with your members. To set up a listserv, go to <http://lists.ufl.edu>. Click "Request creation of new mailing list". Make sure the name keeps the -l at the end, for example bacc-l@lists.ufl.edu.

In order to unsubscribe from a listserv, send a blank email to nameoflistserv-l-signoff-request@lists.ufl.edu. For example, bacc-l-signoff-request@lists.ufl.edu

D. WEBSITE

Microsoft Office Live is the easiest way to create a new website. Go to <http://smallbusiness.officelive.com> and click "Get started free." Visit <http://solutionsforofficelive.com> for some cool customization tips.

Note that the service was at one time, free altogether, but they're transitioning into only offering one year free. It is still worth it, since there is no HTML coding required

Also, using Microsoft Office Live, you must use Internet Explorer to edit the web pages, or it won't work.

E. WCBA TECHNICAL SUPPORT

For tech or AV support, visit <http://www.cba.ufl.edu/itsp/>. The UF help desk at <http://helpdesk.ufl.edu/> is another resource, but is often slower in their response.

F. GENERAL MEETINGS

When meeting with your entire organization, it is best to keep meetings productive, focused, and brief. Members will be more likely to attend, pay attention, and participate when general meetings are considered a good use of people's time. Guest speakers, networking opportunities and food are all good ways to encourage people to attend general meetings.

An agenda or schedule of topics is key to achieving a productive meeting. The executive board should usually set the agenda ahead of time, and make it available to members both prior to and during the meeting.

Meeting minutes, taken by an organization secretary or other member are also helpful to many organizations. Minutes often include when the meeting began and ended, who was present, and details of what was discussed or accomplished.

1. Room Reservations

General organization meetings are often held in classrooms or in the Reitz Union. To reserve rooms at the Reitz Union, you need to complete to Room Request form online at <http://union.ufl.edu/eventservices/> Prior to completing the form, you can check room availability under the events calendar. Note that Reitz charges a no-show fee if your organization does not use the scheduled meeting space.

In order to reserve classrooms, you must go through the registrar's office. You need to go to Criser Hall and fill out a form, complete with your faculty advisor's email address. The registrar's office will not confirm a specific room reservation until after Drop-Add, but you should put in the request as soon as possible. Also keep in mind the size of the room that you will need, as well as any other features, such as computer, projector, etc.

G. EXECUTIVE BOARD MEETINGS

Executive board meetings are key to the success of an organization, as the e-board often determines the direction and progress of an organization. E-boards should meet regularly to discuss progress, develop new ideas and goals, and evaluate the direction and effectiveness of the organizations. General meeting agendas can also be set, and other tasks can be taken care of or assigned to a specific officer for him or her to oversee.

III. PROGRAMMING

A. SCHEDULING

Date and time are crucial when scheduling an event. In order for an event to be successful, it generally needs to be well attended, and for an event to be well attended, it must not be scheduled for days on which people would have a scheduling conflict. Assembly exams, Tutoring Zone reviews, sporting events, ACCENT speakers, concerts, regular organization meetings, and other organizations' events must be taken into account. The BACC calendar tracks all of these events, and can be accessed at <http://ufbacc.org/calendar.aspx>. This is a great tool to use in finding the best days to schedule your organizations' events.

If you are in need of a classroom or other location for your event, see the section on Room Reservations under General Meetings for information on reserving a location.

B. PERMITTING

All events that are held at an on-campus location must be permitted through the Center for Student Involvement. This must be done online by one of the organization's officers who are registered with the CSI. The steps for permitting are as follows:

1. Go to the Center for Student Involvement Website and log in using your Gator link (<https://www.union.ufl.edu/involvement/login.asp>)
2. Scroll down and select *Program Planning/Permit*
3. Select the organization for which you are permitting for from the drop down menu.
4. Click on the Start a New Program Permit Link



5. Read the honor code and type your name.
6. Start filling in all of the required fields (those in red). Sample permits can be found in the binder.



- i. When you are adding in the times, make sure to click the ADD button if not you will not be allowed to move forward.
7. Once you have submitted your request you wait for the approval, and e-mail will be sent to the e-mail address you provided. Moreover, this is not

the end; certain signatures must be acquired by the program of the event like the Catering signature if ordering food. Please make sure you pick up the permit and take them to the event.

Important Notes:

- This does not actually reserve the location. This application is to obtain the APPROVAL for your event. Please reserve the location directly with the appropriate office.¹

C. FOOD AND CATERING

Food is a fantastic way to encourage people to attend an event. Note that the UF Food Contract states that the Reitz Union and surrounding areas is restricted to catering only from Aramark/ Classic Fare Catering. Away from the Reitz Union, other caterers are allowed, but all food given away must be prepared in kitchens inspected by the Health Department (i.e. restaurants or caterers).

1. Casual Food

When ordering pizza, a good rule of thumb is 2.5 pieces of pizza per person. Ask for a student organization discount when you place the order. Many companies have them!

Papa John's- 1800 W University Ave- 352.376.7272

Gumby's Pizza- 2028 SW 34th Street- 352.374.8629

Hungry Howies- 3105 SW 34th Street- 352.335.8444

Domino's Pizza- 3311 W University Ave- 352. 377.4992

Five Star Pizza- 210 SW 2nd Ave- 352.375.5600

Other good options include:

Moe's - 3443 SW Archer Road- 352.384.3700

Publix- 34th and 2nd Avenue- 352.376.1217

Butler Plaza-352.367.4324

When ordering food, keep in mind that things such as drinks, ice, paper plates, paper cups, napkins, and silverware may or may not be included in the catering order. Be sure to take that into consideration when planning the event. Also, sometimes departments or offices keep a stock of paper goods. If you are affiliated with such an office, be sure to check with them to see if they have any extra before purchasing more!

¹ Campus Diplomats. "How To Handbook".

2. Professional Catering

Professional catering can be done through Classic Fare catering or Gator Dining Services. To place an order with Classic Fare, visit the Classic Fare Catering Website: <https://www.bsd.ufl.edu/cater/cater.asp> and fill out all fields.

It asks for a credit card payment, but if you are making payment by some other method contact the Classic Fare Catering Office at 352.392.3463 after submitting this form or your order will NOT be processed.

To place an order with Gator Dining Services, Go to the CSI website: www.union.ufl.edu/involvement/login.asp. Make sure you click on Program Planning/Permit under the Student Organizations section, and select which organization you are permitting for.

Then you will select Catering Scholarship Request form on the top right hand corner. Then just fill in the appropriate fields with the corresponding information. Make sure you select the correct program (a permit must be approved before this is requested) from the drop down menu. From there, they will send you an email.

D. CO-PROGRAMMING

Co-programming is a wonderful way to make an event stronger and also build community within the College of Business. If yours and another organization are interested in doing similar events, considering pooling your resources and doing one event. This often gives the opportunity for a larger budget, greater marketing, larger attendance, and more ideas, which are all beneficial for an event.

In a co-programmed event, communication is key. The two executive boards must work together to divide the necessary tasks equally between the organizations. Funding, permitting, and advertising should all be considered.

BACC's Vice President of Administrative Affairs is particularly adept at effective communication and co-programming, so make sure to contact him/her for assistance. BACC's Vice President of Programming is also available to help coordinate an event that is sponsored by one or more organizations.

E. STANDING SEMI-ANNUAL BUSINESS SCHOOL EVENTS

1. Business Bash

Business Bash is a great opportunity to showcase your organization, publicize your events and recruit new members! The event usually takes place the evening of the second Thursday of both fall and spring semester, and has in the past been held in locations including the business school courtyard, Emerson Alumni Hall, and The Reitz Union.

Each semester, make sure to RSVP to the BACC Vice President of Programming in order to reserve a table. At the event, it is a good idea to have a few members at your table to talk to students, and some sort of visual, be it a banner, poster, or other display, are always a good way to draw attention to your table and organization.

2. Career Showcase

Every fall and spring semester, many organizations plan career showcase preparation events, such as resume critiques, mock interviews, dress for success workshops and more. These events are always popular and are greatly appreciated by business students. Career showcase usually occurs during the fourth or fifth week of the semester, and preparation events begin as soon as two or three weeks before that. These events are great opportunities for co-programming because of the large turnout, and the potential for events to repeat or overlap.

IV. MARKETING

A. FLIERS

Black and white copies are included in some BACC-funded organization budgets, and can be done on the third floor of the Reitz Union.

If your organization is affiliated with a department, it may be possible to use their copy machine. Ask first.

Copies done at Target Copy, Office Depot, etc. can often be reimbursed through organization budget, or through steps outlined in SG Finance.

B. POSTERS

Posters can be printed at places such as University Copy or Target Copy. Prices can vary based on size and color.

Target Copy, 1412 W. University Ave (352)-276-3826

University Copy, 1620 W. University Ave (352)-372-7436

Large posters or signs can also be printed on campus, using the plotters at the CIRCA Computer Labs in the CSE building or at the Architecture Computer Lab across from Broward Dining. Hours and prices can be found at the CIRCA Lab website at <http://labs.circa.ufl.edu/website/>

C. GATOR TIMES

Submissions for this weekly e-newsletter can be done at <http://gatortimes.ufl.edu/submissions/> Submissions must meet certain qualifications that are listed on the website, and must be made by noon on Friday before the Monday the newsletter is to be sent out.

D. UNDERGRADUATE E-NEWSLETTER

This weekly e-newsletter goes out to all business undergraduates and is currently compiled by Kari Ward. Email her to request an announcement at kari.ward@cba.ufl.edu

1. THE ALLIGATOR

The newspaper often prints a calendar of student events in the "What's Happening" section on page 2 of the issue. Contact information can be found at the bottom of the section.

If your organization has a substantial budget for advertising on a large scale, space in The Alligator can be purchased. Contact someone within the newspaper office.

a. Newsroom: (352)-276-4458

b. Display Advertising: (352)-376-4482

2. THE GAINESVILLE SUN

Organizations can often advertise for free in the Gainesville Sun. Check <http://www.gainesville.com/addevent> or <http://gainesville.com/apps/pbcs.dll/events?Category=EVENTS&Add=1>

E. TARPS/BANNERS

Tarps on the Plaza of the Americas and the Reitz Union Lawn can be reserved through the Center for Student Involvement on the 3rd floor of the Reitz Union.

Reservations should be done as far in advance as possible, up to 20 days before the event. The best spots in Plaza of the Americas are positions 1 and 2, which face the intersection instead of the lawn. You can have the tarp up for 5 days before if must be removed by 5:00PM of the last day reserved. Tarp size is 8ft tall by 10 ft wide. Tarps are available at Wal-Mart. BACC recommends using tape when creating the banner, so you can reuse the tarp.

F. BACC CALENDAR

Place your events on the BACC Calendar at <http://ufbacc.org/calendar.aspx>. Anyone who looks at the calendar will be aware of your event, plus other organizations will know not to plan another event for the same night!

G. BACC MEETINGS

Presidents are welcome to make announcements at the end of BACC meetings. These announcements will be recorded in our minutes. Email the BACC president prior to the meeting to get your announcement on the agenda.

H. PRESIDENTS' LISTSERV

Send your announcement over the BACC Presidents' Listserv at WCBAPresidents-L@lists.ufl.edu. BACC requires that participating presidents create a permanent e-mail address (clubpresident@gmail.com, for instance) to be subscribed to this. If you do not have one, e-mail the VP Admin Affairs once an account is created.

I. OTHER ORGANIZATION MEETINGS

Use your contacts and ask your members to announce an event at the meetings of other organizations in which they are involved. Also ask other presidents or e-board members to send out the information over their organization listserv.

J. FLORIDA LEADERSHIP ACADEMY

If any of your members are also involved in FLA, announcements during lunch can be a great way to make people aware of your event.

V. FINANCE²

A. STUDENT GOVERNMENT FUNDING

The BACC Treasurer is the college's expert on SG finance. Contact him/her about any related questions.

Note that this section only applies to BACC-funded organizations.

The full SG Finance Manual can be found at <http://sg.ufl.edu/branches/finance/SGFinanceManual.doc>, but here are some of the most helpful tips for dealing with SG Finance.

As a Student Government Funded Organization, you will have two types of money: SG and Outside Revenue (O/R). Think of these as 2 separate bank accounts. Money from SG never goes into an O/R account, and O/R money never goes into an SG account. However, you can spend both types of money at the same time.

When you pay tuition, you are charged an Activity and Service fee for every credit hour you take. SG uses this money to fund various activities and services around campus including Student Organizations. SG allocates funding through different sources.

In order to receive SG Funds, student organizations must adhere to strict guidelines set forth by SG. Some of these rules include:

- Being open to all students at UF, regardless of major, age, etc.
- No outside/ off-campus bank accounts
- Alcohol purchases are prohibited
- The next fiscal year is budgeted during the Fall Semester

Note that this list is not complete. The SG 800 Codes list the details of these regulations. You can find the SG 800 Codes at <http://sg.ufl.edu/branches/finance/codes.aspx?fld=0&sId=4>.

At the beginning of the Fall Semester, you will receive a copy of your SG Budget for your organization.

Before you spend any SG funds, your treasurer should submit a Student Activity Requisitions (SAR) on the SG Docutraq online system. This request must comply with all rules of SG funding. SARs for SG money must be completely approved

² Benton Engineering College. "Presidential Handbook".

before any money is spent. Spending money before the approval of all parties in SG may result in your reimbursement being cancelled. Also, SG reserves the right to cancel any SAR if the receipts for the event or travel are not submitted within 30 days of the event/travel date.

SG money must be spent in the same line as it was allocated. This means food must be spent on food and printing must be spent on printed goods. Spending Programs Money on food is not allowed. Keep this in mind as you plan on how to use your SG funds.

B. SG BUDGET CATEGORIES

- ◆ **Programs-** The broadest of the SG budget categories. If it doesn't fit in another category, budget in Programs. Examples include Reitz Union room rentals, speaker honorarium, decorations, web domain space, materials for any building or display, games for an outdoor event, etc.
- ◆ **Advertising-** Advertising generally accomplished through a company, i.e. *The Alligator*, a magazine, Facebook, etc.
- ◆ **Printing-** Anything not covered in Advertising or Copies. This can include Banners, program booklets, brochures, posters, etc.
- ◆ **Technical-** This line is almost exclusively reserved for Spinal Tech. This is if your organization needs A/V equipment such as microphones, speakers, lighting, projectors, etc.
- ◆ **Office Supplies-** Printer ink, stapler, paper, markers, etc.
- ◆ **Copies-** Specifically for copies on the 3rd floor of the Reitz in the Center for Student Involvement. These can be either Black and White or Color
- ◆ **Awards-** Trophies, plaques, etc.
- ◆ **Off-Campus Rental-** Renting a location for an off-campus event. This category must be used if the off-campus location makes more than 50% of its money in alcohol sales (i.e. a bar or club). Any other location such as a rock gym or restaurant can be paid with a program line. This is a great tip to get more rentals out of your budget!
- ◆ **Food**
- ◆ **Travel-** SG Travel covers many aspects of travel including transportation, lodging, and conference registration. It will never include food or transportation for personal or sightseeing trips. As with all SARs, travel will be reimbursed to one person only. In order for reimbursement to occur, all receipts and the travel form must be turned in. The travel form lists all travelers and their student ID numbers. It is best to have this form, found in SG Finance, 3rd Floor of the Reitz Union, signed while everyone is on the trip.

C. OUTSIDE REVENUE FUNDING

This is the account within SG that works as a checking account. Your organization is the sole source of deposits and withdrawals. Your treasurer can find out the balance at the beginning of each month by emailing the BACC Treasurer. You can also get a list of all items deposited or withdrawn for that month.

Spending O/R is more flexible than SG Funds. You don't have to be pre-approved, you just need to keep all receipts and put in a SAR. Generally, alcohol is the only item you may not purchase with O/R.

D. TIMELINE OF EVENTS FOR ORGANIZATIONAL FINANCING

- ◆ **Fall:**
 - September- Receive a copy of Senate approved SG Funds for the new fiscal year.
 - November/December- Write budget for new fiscal year
- ◆ **Spring:**
 - January- Present budget for the following fiscal year to the BACC Treasurer
- ◆ **Programs:**
 - Submit SAR at least 2 weeks before the event occurs.
 - Present Finance Request at Finance Committee Meeting
 - Wait until status of SAR says "You may now purchase your goods"
 - Spend funds and collect receipts
 - Turn in all original receipts to SG Finance within 30 days of event
 - Receive check no sooner than 2 weeks later
- ◆ **Travel:**
 - Submit Finance request according to Treasurer's request. Usually the week before the next Finance Meeting
 - Presence Finance request at Finance Committee Meeting (approximately 1 month from date of travel)
- ◆ **Submit SAR no less than 3-4 weeks before trip begins**
 - Wait until all steps of approval are completed
 - Spend funds and collect receipts
 - Turn in all original receipts to SG Finance and signed Travel Form.
 - Receive check no sooner than 2 weeks later.
- ◆ **Outside Revenue:**
 - Spend funds on appropriate events, travel, etc.
 - Collect receipts
 - Submit SAR

- Wait until you receive notification to submit receipts
- Submit receipts and wait for check

E. OTHER ADVICE

- ◆ Docutraq allows you to search by date. If you search prior year to date, you can look up past SAR's to see how much things cost in the past, how old treasurers budgeted things, and what did or did not pass with SG Finance.
- ◆ If you follow these two rules, there should not be anything you can't overcome:
 - Put in all SAR's early - often the actual turnaround time is less than 2 weeks, but if a problem occurs, 2 weeks may not be enough time to solve it before your event takes place. Sometimes you won't know you are breaking a rule until you submit an SAR and have it denied (because some rules are unwritten rules of thumb or precedents SG Finance uses). You can resubmit and fix the mistake (or make new plans) if you have time!
 - KEEP ALL RECEIPTS - this rule is ironclad - no receipt, no reimbursement

The treasurer can keep track of the rest of the rules, but everyone involved with planning events or programs must understand these two rules. Keeping the treasurer in the loop, and all others aware of these two rules is the best way to avoid problems before they happen.

VI. TRANSITIONING THE EXECUTIVE BOARD

The transitioning period between old and new e-boards is the time to pass on all pertinent information regarding the organization and the position to be filled. There are several ways, any of which can help the new officer prepare to take their position.

A. PAPER TRAIL

A binder, CD and/or jump drive can be a great way to pass on information to a new e-board. Included in this collection of documents can be anything from meeting minutes, letters or emails, applications, budgets, calendars, contact information, constitutions, or any other helpful information acquired over the officers' term. Reports on individual events, such as pricing lists, timelines, contacts, tips for the future, or even photographs are also good things to include.

This collection of documents covers any information that often cannot be passed verbally, and also serves as a historical reference of the activity of the organization. It can be used as a guide for future activities and will give new executive boards' ideas and points of reference. For these documents to be effective, they must be well organized and easily identifiable and accessible.

B. E-MAIL ACCOUNTS

Email accounts specifically for the organization or a position within the organization can help to create continuity with organization contacts and will also give new officers access to previous communication done for the organization. As a BACC organization, you are required to have a permanent president's e-mail address, but the organization can consider creating similar email addresses for other officers if it is deemed beneficial.

Google's Gmail is free, and is simple and efficient to use. Yahoo and Hotmail are also good options.

C. MEETINGS

Candid, face-to-face meetings are something that e-boards can also use to provide the new officers with candid, more detailed advice than that which may be provided in hard records or documents. This gives the new executive board the opportunity to ask questions, and to talk over ideas or concerns.

D. END OF YEAR REPORTS

A final, end-of-term report is a great way for officers to explicitly document the year's activities and events. They may note what the goals were for the year, which of these were accomplished, which were not, and any tips for the future. Any information that the current officer may have wished he knew at the beginning of his term would also be a great section to include. This report is usually a more general review of the year and any suggestions that could be of use to the new executive board.

VII. IMPORTANT PEOPLE TO KNOW

A. DR. JOHN KRAFT

Dean Kraft is the Dean of the Warrington College of Business Administration. His office is in 100A Bryan Hall, and his email is john.kraft@cba.ufl.edu.

B. DR. WILLIAM A. (ANDY) MCCOLLOUGH

Dean McCollough is the Senior Associate Dean of the Warrington College of Business Administration. His office is in Bryan 107, and he can be reached at andy.mccollough@cba.ufl.edu.

C. DR. BRIAN RAY

Dr. Ray is the Assistant Dean and Director of the School of Business. His email is dray@ufl.edu. His office is in Stuzin 267.

D. ERICA BYRNES

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E. PROFESSIONAL DEVELOPMENT PROGRAMS (PDP)

The Professional Development Programs office is part of Undergraduate Programs in Business, and is in charge of PDP programs such as Florida Leadership Academy and PDP organizations including the Warrington Diplomats, SIFE, and the Warrington Student Integrity Team. The office also coordinates the college's participation in undergraduate case competitions. The office schedules the Bill Alcorn Undergraduate Student Center in Bryan 232, which is a great location for business events, and can be helpful in many other areas in the business college. All offices are upstairs in Bryan 232. Speak with the student assistant downstairs in 232 to meet with anyone in PDP.

- ◆ **Horace Tucker**, Associate Director of the School of Business, Director of Professional Development Programs. Email : Horace.tucker@cba.ufl.edu
- ◆ **Joshua Funderburke**, Associate Director of Professional Development Programs. Email: Joshua.funderburke@cba.ufl.edu
- ◆ **Leanna McClellan**, Program Assistant. Email: leanna.mcclellan@cba.ufl.edu

F. KARI WARD

Kari Ward writes the undergraduate e-newsletter and is also a great contact in regards to Warrington Welcome. She can also provide information on podcasts in the advising office, and many other topics. Email: kari.ward@cba.ufl.edu. Phone: 352.273.0165.