

Club Sports Off-Campus Bank Account
Request Form

**This form should be used by student organizations with Club Sports affiliation, which receive a Recreation Fee allocation, seeking approval to have an off-campus bank account, per the UGA Recreation Fee Guidelines.

Club Sport _____
Organization President _____ Email _____
Organization Treasurer _____ Email _____

Account Signatories _____

The following guidelines apply for all approved off-campus bank accounts:

1. Club Sports wishing to use "UGA" in their name on the outside bank account must reflect reflect the name as follows: the _____ club/organization/association at UGA. It is not permissible to list your organization as: the UGA _____ club/organization/association.
2. Club Sports must disclose the balance of their off-campus bank accounts during the annual Club Sports Budget Hearing process. They should also provide a copy of their most recent bank statement and a summary of the revenue and expenses administered through the off-campus bank account during the prior fiscal year.
3. Advisors employed by the University of Georgia may advise organizations concerning management of their off-campus bank accounts.
4. No advisors or coaches have the authority to open a bank account in the name of or for the benefit of any student organization, nor should they be included as an allowable signatory on any off-campus bank account of any Club Sport.
5. Organizations are encouraged to abide by the Recommended Business Practices for Student Organizations with Private Funds, which are listed on the Tate Student Center Business Office website.

The most current bank account statement must be submitted with the request form.

Club Sports that are allocated Recreation Fee funds should seek approval from the Director of Recreational Sports. Please direct any questions to the Department of Recreational Sports (706-542-5060; 201 Ramsey Student Center)

I have reviewed the guidelines listed above. I understand the guidelines that have been set and agree to abide by them.		
_____ Printed Name	_____ Signature	_____ Date

(To be completed by the Director of Recreational Sports)

Application Approved (Please circle one): Yes No

Director of Recreational Sports Signature Date

****Original documents must be submitted to the Competitive Sports Office (Ramsey 201)****