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 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 Vice President of Student Affairs. 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 Vice President for Student Affairs)

Application Approved (Please circle one):  Yes            No

__________________________________________  ____________________________  _____________
VPSA Name                                      Signature                                   Date

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