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## Annual Funding Usage Guide

### Approved/Preferred Uses

Use annual funding to supplement events in a way that makes them more intentional and adds value. Consider using annual funding on events that fundraise for the UGA Foundation – donors like to know that they are being appreciated! Preferred uses of annual funding include:

- Signage
- Advertisement/social media boosts
- Speaker gifts
- Refreshments at small or paid events
- Custom nametags for chapter leaders
- Chapter business cards
- Reusable UGA/chapter flag
- Chapter giveaways
- Venue reservations

### Unapproved/Less Preferred Uses

Try not to use large percentages of your annual funding on low-impact, low-registration, or chapter-leadership-only events. Annual chapter funding comes from the UGA Foundation, and the Foundation does not approve of certain uses of this funding. Less-preferred and unapproved uses of annual funding include:

- Other non-profit organizations\*
- Gift cards\*
- Alcoholic beverages
- Food at chapter board meetings
- Gifts for all event attendees
  - Giveaways can be requested through the Event Request Form
- Cost-to-participate events exceeding \$10/person
- Spending all annual chapter funding on one event
  - Use grant funding for large expenditures!

*\*Unapproved – we cannot reimburse you for these expenses under any circumstances*