

USG Terms

A collection of defined USG terms/phrases that people have been/have the potential to be confused about.

Ad Hoc - a temporary committee, formed for a specific task & purpose.

Advisor - A USG supervisor. Also helps students with life skills and questions regarding USG.

Agenda - a schedule of a meeting

All in favor - a cue for senators to vote on items up for discussion

Allocation - to set aside/give to someone

All Opposed/Abstain - a cue for senators to vote against a motion

Amend - to make a minor change in a motion

Budget - the amount of money we have per semester

BR (Budget Request) - A request for money sent by club leaders, usg members. Is voted on at USG meetings.

Cabinet - Term that we use to describe the members of the executive board and all senators

CCO - Chief of Communications

Committee Definitions

- **Advocacy** - The **Advocacy Committee** works to support students on campus with regards to concerns including but not limited to parking, space, and fees. Helps students to recognize the importance of diversity, inclusion, and speaking up on behalf of themselves and their fellow students.
- **Programming** - The **Programming Committee** works to plan, schedule, and facilitate events on campus. Helps to better the student environment on campus through social events, food-related events, entertainment, etc.
- **Communications** - The **Communications Committee** works to communicate USG's information to students on campus through USG's website, UConntact and Social Medias along with advertising USG events.
- **Finance** - The **Finance Committee** works to regulate the student budget by managing funds on campus. Approves budget requests and Voucher Check Requests.

Committee Chair - the leader of a committee (note: does not have to be a Senator).

EBoard (Executive Board) - Term that UConn uses to describe the President, Vice President, Treasurer, and Secretary of an organization. However, for USG this means President, Vice President, Treasurer, CCO, (and committee chairs for our EBoard meetings).

Events Calendar - a calendar (can be found at <http://calendar.uconn.edu/2019/week/38/all>) showing all important events/meetings on campus

Gopher - an event volunteer, who is assigned to help out at an event (specifically a programming event)

Involvement Fair - an event in which all clubs table & get the word out about their clubs.

Minutes - Formal notes taken at every meeting to serve as records of what happened at the meeting.

Motion - a proposal offered for a group decision/discussion

New Business - Topics of discussion that are new to discussion.

Notetaker - a person, who is not CCO, who takes notes at meetings

Old Business - topics that were tabled from last meeting/we did not get to last meeting. Basically anything that was not resolved last meeting.

Parking lot - When people bring up new topics of discussion at a meeting, we make sure to talk about them by adding them to the end of the agenda (or the “parking lot”)

Quote - a non taxable, itemized list of an order - tells you the total price of the order, which you will send in a budget request. Is almost like a receipt before you pay.

Rescission - the cancelation of a motion

RSO (Registered Student Organization) - used to describe all clubs on campus

Seconded - when someone says “second” after someone says “so moved” it means that there is at least 1 *other* person at the meeting (in addition to the first person) who wants the motion to be considered for discussion.

Senator definition - a voting, fee-paying undergraduate student is elected into office by the student body

So Moved - when someone says “so moved”, it means that there is 1 person at the meeting who wants the motion to be considered for discussion

Spring Fest - The last week of the Spring semester before finals week. USG holds spring-related events to wish students good luck on finals and during the summer.

SUBOG - event planning organization on the storrs campus. Mainly focuses on programming.

Tabling (during a meeting)- moving a discussion to the following meeting

Tabling (advertising)- advertising something by physically being present and talking to people (ie: someone may set up a table in the atrium in order to advertise a trampoline park event)

UConnctact - website that has all of UConn’s RSO’s listed. This website is where you can go to see any clubs on campus or info regarding clubs on campus.

VCR (Voucher Check Request) - documentation that shows where the money that we’re spending is going.

Vendor - a supplier (company/person) of items or services, should be approved by the University of Connecticut

Winter Fest - The last week of the Fall semester before finals week. USG holds winter-related events to wish students good luck on finals & winter break.

1:1 (one on one) - a meeting with 2 people, consists of one person checking in on another

USG - Undergraduate Student Government

WOW (Week of Welcome) - The first week of the semester, in which USG holds events to welcome students back to school.

Finance Terms

Below is a collection of terms SPECIFICALLY related to finance

Amount - The student activities fee is \$30 per semester/\$60 per year. Every cent is for USG use.

Budget Request (BR) – [On-line form](#) completed by knowledgeable member of an organization familiar with event and request, to seek funding from USG. See [Funding Policies and Procedures ` FY19`](#) for additional guidance.

Finance Committee - Consisting of the Treasurer, President, and two staff advisors, review budget requests over \$250, and make a recommendation to the USG Senate for voting purposes.

Fiscal Year – A fiscal year (FY) is a period that a company or government uses for accounting purposes and preparing financial statements i.e. July 1 – June 30.

Itemized Receipt - Required for *all* purchases. Itemized means: *specific*. (Example: 10 Pizzas @ \$7.99 each, total of \$79.90, with Delivery charge and tips showing, and no tax charged.)

Kuali Financial System (KFS) - Financial management system, used by UConn and other colleges, to oversee money transactions. Through KFS, USG has access to: Authorized Vendors, Credit Card, Purchase Orders, volume discounts on bus rentals and clothing sellers, Direct Ordering and in-house billing for Dairy Bar truck, UConn Athletics, etc.

Pro-Card (Credit Card) - University Credit Card issued to staff member for highly regulated use by USG and clubs. Requests for special use of the card are handled by SAO staff.

Purchase Order (P.O.) - A UConn document, issued in advance, promising payment for a specific purchase. Payment is directly to seller, by check or Electronic Funds Transfer (“EFT”).

Quote – A sales quote allows a prospective buyer to see what costs would be involved for the work they would like to have done.

Student Activities Business Services (SABS) - Helpful Storrs contacts who assist USG in abiding by regulations and policies, to ensure fiscally-responsible use of Student Activities funds. Our main contact is University Accountant [Sylvie Godbout](#).

Student Fee - Each student enrolled as a full time Undergraduate student, pays a Student Activities Fee. USG oversees the responsible use of these funds to plan big events, fund clubs, and advocate for change.

Student Fee Advisory Committee (SFAC) - University committee, comprised of Students, Staff and Administrators, who make recommendations to the Board of Trustees and the University President, about creating, eliminating, increasing or decreasing a student fee. The last fee increase took place 6/30/2002.

Voucher Check Request (VCR) - Form used to pay a supplier, company or person, after funding is approved. It is submitted before the event, but payment will not be made until services or items are received here. This document activates payment.

Tax Exempt - USG funds are tax exempt. USG cannot pay or reimburse sales tax. Quotes showing sales will be rejected. Receipts showing tax require someone to go to the seller, and fix the mistake, Stress this to USG and Club leaders.

Workbook - UConn-specific excel document, used daily by USG Treasurer and USG. See separate Workbook Manual- FY '19 for help with the Worksheets (Q drive- see: Finance Committee)