

STUDENT ORGANIZATION MANUAL

KENNESAW STATE UNIVERSITY

2016-2017

Forward

Student Organizations are important!

Organizations at Kennesaw State University actively participate in and contribute to a vibrant university community. The more than 300 organizations at KSU provide invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. The debates, social and cultural events, lectures, and many other activities organized by organizations contribute to making Kennesaw State a very dynamic and exciting place.

The Department of Student Activities works to be proactive in guiding organizations by providing education, training, and consultation. Student Organizations and the Department of Student Activities exist as partners in the University community. Student Activities staff strive to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision-making process. We work to help Registered Student Organizations appropriately manage their risks and achieve their goals.

Additionally, student organizations add an important component to campus life at KSU by providing an outlet for the student voice to be heard and a vehicle for students to have a substantial impact on campus. Secondly, students gain valuable experience in the practical aspects of leadership, communication, risk management, and teamwork. Finally, it is our experience that students who are involved on campus are more likely to be successful in college and to gain more from their time at KSU.

About this Manual

This manual is intended to outline the expectations and responsibilities of RSOs at Kennesaw State University as well as assist RSOs with their operations during the 2016-2017 academic year. It is by no means exhaustive, but it is a great place to start if you are new to student organizations or leadership in one. In it you will find lots of helpful tidbits regarding the organization and operation of RSOs, but if you have questions that can't be answered here, don't hesitate to reach out to the Department of Student Activities staff.

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Registered Student Organizations Requirements

All student organizations are expected to abide by a number of policies and protocols emanating from the University through a number of offices and departments. The requirements outlined here are those set forth by the Department of Student Activities (a part of the Division of Student Affairs), the host department chiefly responsible for the oversight of all registered student organizations (RSOs).

The following are the requirements of all RSOs at Kennesaw State University:

- *Annual Registration*- The Department of Student Activities requires each RSO to re-register with the University once a year to ensure the renewal and sustainability of organizations as well as to stay informed on changes to organizational leadership, membership, and governing documents.
- *On-Campus Advisor*- All RSOs are required to have an advisor who is employed full-time by the University. This advisor may be identified by the group or appointed by the University depending on the organization's classification.
- *Officer/Advisor Agreements*- Along with annual re-registration, new officers and advisors for RSOs are required to sign an agreement with the Department of Student Activities. This agreement outlines expectations for compliance with University policy and identifies the officer/advisor as a responsible party to ensure compliance for members of the organization(s) for which they are affiliated.
- *Applicable Trainings*- Members may be required to complete trainings in order to access certain resources for RSOs (i.e. room reservations). The purpose of these trainings is to assist with liability protection for the University as well as assist the support staff that provides these resources in their duties.
- *Attendance at the RSO Leadership Conference*- The annual RSO conference is a one-day educational conference focused on multiple aspects of organization operations and leadership. It also serves as the vehicle whereby University-wide RSO trainings and policy announcements are made. Each organization is required to have two members in attendance to ensure the timely training and communication with the group.
- *Utilization of Owl Life*- Owl Life serves as the officially recognized record of all organizational activities per the Department of Student Life. This includes officer information, membership rosters, and organizational events among other aspects of operations. As the official record, all organizations are required to utilize Owl Life to document organizational activities, especially those which will be submitted for review by University bodies (i.e. SABAC)
- *Abide by other University Policies*- All RSOs are bound by all applicable policies set forth by the University. In addition to the policies outlined in this manual, other policies which apply may include, but are not limited to, the Student Code of Conduct, the University Hazing policy, the University non-discrimination policy, and the University alcohol policy.
- *Student Run/Democratic*- All RSOs must function through student governance and leadership. On or off campus advisors are able to assist with training, operations, and/or mentorship, but are not able to make decisions for the group. Student governance is the central tenet of the RSO model. Any group that has a non-student entity making decisions for the group (e.g. academic department, off-campus church, etc.) is not considered an RSO. All RSOs must engage in democratic style governance as evidenced in their governing documents (e.g. must hold regular elections, demonstrate checks and balances for leadership). No RSO is allowed to give its student leader(s) unilateral control over organization decisions.
- *Open to all students*- All RSOs must be available for membership to all KSU students currently enrolled in degree-seeking programs. Student organizations may use a few basic expectations to meet and sustain membership in their organization such as attendance at meetings or payment of dues. With prior approval, performing arts groups that have ongoing ensembles may conduct an audition process if they also provide some educational opportunities for all interested students. ****Exceptions may be made for "selective-membership" organizations; however, this will impact those organization's ability to receive SABAC funding****

- *Student Members Only*- Faculty, staff, dual-enrollment students, and other non-student community members may participate in activities but cannot serve as leaders, members or engage in decision-making on behalf of the group; nor can they represent the group or the university. Some groups may elect to allow Georgia Highlands students to be members of their organization (identified in their constitution), but it is not a requirement.

Student Organization Types

Every student organization at Kennesaw State falls under a classification and a category. These two factors identify what types of privileges and requirements an organization has as well as what types of events and programs each organization offers.

Classification (to be adopted during the 2016-2017 Academic Year)

All RSOs are assigned to one of four classifications. An organization's classification is directly related to the size and scope of the organization as well as the strength of connection it has to University operations. Each classification has its own rights and privileges as well as annual requirements. Classification is approved by the Department of Student Activities, and is established at the time of creation of a student organization. As organizations change and evolve in their operations over time, they may request a new classification that better captures their operations through written request to the Department of Student Activities. If at any time an RSO wishes to appeal their classification as handed down by Student Activities, they may do so to the Assistant Dean for Student Life. An additional appeal may also be sent to the Dean of Students after the appeal to the Assistant Dean. The decision of the Dean of Students is final. The four classifications and their respective rights and privileges are outlined below.

University Chartered– The organization and its activities are critical to the mission and culture of the University, inherently linked to the university, or are an integral part of the institution. The organization is closely aligned with a University department or office. The activities and events are University-wide and complex, and the organization will have an assigned full-time professional staff advisor whose role as primary advisory will be included in a job description. Chartered organizations may request office space, receive priority space reservations, request an annual budget, are eligible to provide stipends to officers within established guidelines, and may submit special requests to SABAC for longer-term financial planning if activities may span multiple fiscal years. The organization leaders will be required to complete training, and if serving in any official representative capacity of the university, may receive funding for uniforms. As appropriate, the organization may also request funding for promotional items, expanded travel funds, University-wide coordinated programming and functions, and awards/banquets that represent the entire university in coordination with the Division of Student Affairs. Chartered organizations are eligible for all benefits afforded to the other three organizational classifications.

Sponsored – The organization contributes to the mission and culture of the University, and activities and events are moderately complex. The organization could have responsibility for functions and/or events that are specifically linked to Chartered Organizations. The organization will have an assigned full-time advisor who is affiliated with a specific department, office, or function, but serving as an advisor may or may not be a specific function included within a job description. Sponsored organizations may request office or shared workspace, receive priority reservations for coordinated large-scale programming, request an annual budget, request expanded travel funds, and receive group training. Affiliated organizations are eligible for all benefits afforded to Affiliated and Recognized organizational classifications.

Affiliated – The organization is one of common interest among a group of students, open to all students, typically requires minimal support from the University to function, and remain consistent with the mission and culture of the University. The nature of the organization's activities are less complex but still serve the needs

and interests of segments of students. The organization must have a full-time employee advisor, chosen by the group, and must be registered for at least one calendar year to become eligible to request funding from SABAC. These groups may reserve space and receive funding for specific purposes that are open to all students and serve a greater programmatic function than just specific and limited organizational activities. These groups may charge membership dues to fund their desired group-specific activities and self-manage those funds. There are no registration and training requirements for these organizations beyond those applicable to all groups as assigned by Student Activities.

Recognized – The organization functions in the most basic way as a student club that represents a common interest among some group of students, or a narrow and specific common affiliation that may only apply to a subset of students. These clubs typically require minimal to no support from the University to function, select their own advisor (who must be employed full-time at KSU), and are not eligible for SABAC funding. These general interest clubs may reserve rooms, identify their affiliation with KSU within the guidelines established in this manual, and charge membership dues to fund their desired club-specific activities and self-manage those funds. These clubs may hold meetings and sponsor limited-scope activities, but typically will not independently host large-scale events seeking a broad university-wide audience. There are no registration and training requirements for these organizations beyond those applicable to all groups as assigned by Student Activities.

Category

All RSOs fall into one of 11 categories. The category of an organization describes the type of organization and the common purposes that exist among similar organizations. Organizations can request a category affiliation during the annual registration process, and some organizations may fall into multiple categories. An assigned category is independent of classification.

Categories can include:

- Academic or Professional- Organizations with the purpose to promote the attainment of academic and professional excellence by focusing on a particular major or academic program
- Applied Academic Competition teams- Main mission is to compete on a local, state or national level in primarily applied academic competitions. These organizations may be associated with a national competitive organization.
- Publications and Media- An organization that exists in order to provide information related to their purpose through means of mass communication, such as newspapers, magazines, radio, or television.
- Fraternities and Sororities- Fraternities, Sororities and Supporting Councils include the Greek-lettered organizations that are recognized as part of the College Panhellenic Council, Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council. These organizations and councils are supported by the Department of Fraternity and Sorority Life, a unit of the Department of Student Life.
- Faith-Based and Spiritual- Organizations that act as a means for students of a particular denomination or religious affiliation to interact with others of the same affiliation or to explore ideas and topics related to faith and spirituality.
- Graduate- Organizations that exist to provide benefits, support and services to graduate students
- Honors Societies- Organizations that recognize students and select membership based on academic achievement
- Cultural and Global- Share their respective and other cultures with the campus community. Participate in committees, or workshops of cultural organizations and other programs and activities to foster communication, understanding, and positive relations among cultural groups.
- Political- A Political student organization relates to or deals with the structure or affairs of government, politics, or the state; and/or is influenced by partisan interests.
- Social Action- A Social Action student organization usually exists to encourage some sort of socioeconomic reform

- Community Service- Provide a wide variety of safe, well-planned volunteer and community service opportunities. Foster a lifelong commitment to civic engagement and provide opportunities for students to reflect on their community service experience.
- Performance and Fine Arts- Organizations that promote the enjoyment and/or performance of the arts and music
- Military - Organizations with a purpose to support and advocate for military veterans and military members
- Special Interest- Organizations that focus on a specific set of interests or topics and work to advance members understanding in that specific area of knowledge, learning, and technology in a particular past time or leisure pursuit.

Starting a New RSO

Starting a new student organization can be difficult, but ultimately very rewarding, endeavor. That being said, it is highly recommended that students who are interested in starting a new organization start by doing two things: 1) researching existing RSOs to make sure that there isn't already an organization that performs the same mission, and 2) review the entire process for starting a new RSO and familiarize themselves with this manual. If, after taking these two recommended steps, students are interested in starting a new organization, the following steps must be taken. Once recognized, the newly formed RSO will be bound by all applicable policies for all RSOs. New organizations may only be started during the months of September-April.

Steps for Creating a New RSO

** Please complete the first four steps before beginning step 6**

1. *Find Interested Students*- Groups will need at least 8 currently enrolled KSU students (cannot be dual enrolled students or GA Highlands students). You will minimally need their contact info and KSU email.
2. *Recruit an Advisor*- All RSOs are required to have a full time faculty or staff member to serve as the organization's advisor. Groups are highly encouraged to have at least one in-depth, in-person meeting with their potential advisor to discuss roles and responsibilities as well as the nature of the new organization's mission and activities.
3. *Draft a Constitution*- All RSOs are required to have a constitution that outlines their purpose and governance structure. There are several great examples of sample constitutions online, including the KSU version found on studentlife.kennesaw.edu
4. *Determine Officers*- Minimally groups will need to identify who will serve as President, Treasurer, and Reservation Delegate for the organization. These positions are built into the Owl Life system. Groups may call these officers by a different name within the organization, but for the intended purposes of Student Activities, the President is the chief executive, the Treasurer is the person who handles finances, and the Reservation Delegate is the person who will have access to the reservation system to make reservations on behalf of the organization (in addition to the President).
5. *Design a Logo (optional)*- During the registration phase, groups will have the opportunity to submit a logo for their organization that will be displayed on their Owl Life page. This step is optional
6. *Complete the Registration Process*- On the owllife.kennesaw.edu page under the "Organizations" tab, you will see a button to "Register a new organization" on the left hand side of the window. This registration will walk groups through uploading all of their information and documents. After submitting your materials, you will be contacted by a member of Student Activities as to whether there are any issues with your submission.
7. *Complete Officer Training*- The President and the Reservation Delegate are required to complete officer training on the VEMS system for making reservations. This training can be found at campustraining.kennesaw.edu under "Student Life" after logging in with your CAS credentials

8. *Complete Officer Agreements*- The President, Treasurer, Reservation Delegate, and Advisor will all have to complete Officer/Advisor Agreements that cover applicable University policy. These agreements can be found at studentlife.kennesaw.edu under the “Forms” section.
9. *Have the “Getting Started” Meeting*- After submitting your materials, you will receive notification from a member of Student Activities to attend a “Getting Started” meeting. This meeting must be scheduled between leadership of your organization and a member of Student Activities. The organization’s President and Advisor are required to attend this meeting. During this meeting, you will review your organization’s registration materials including your constitution as well as learn more about the rights and responsibilities of being an RSO at KSU. Once this meeting is complete (pending any necessary edits to the group’s constitution), you will be listed as an RSO and should receive access to VEMS and other systems within 3-5 business days.

RSO Resources

The following are resources associated with RSO status at KSU. This list is not exhaustive, and groups are encouraged to check with Student Activities or other offices to see what other resources may exist.

- Owl Life- This is the online organization management software used by the University. In addition to serving as an official record for the University, there are many other benefits for organization function and practice available through the system
 - About/Primary Contact/etc.- Your organization’s basic info, primary contact, cover photo, etc. can all be updated to better describe and market your organization and ways to contact your group.
 - Roster- Your organization’s roster can be maintained through Owl Life. You can invite members to join or have them request to join (the “join” button may be removed if needed, contact Student Activities). Through the online roster, you can message members or share documents/events/forms pertinent to group activities.
 - Events- Your organization can create events to market to non-members or create events specifically for members only. Events open to the public will be displayed on the Owl Life main page and the Corq app. With created events, you can track attendance, invite attendees, and follow up with people who attended your event
 - Documents- Your group can store documents online on your Owl Life page. You can create permissions so that only officers or members may be able to access/edit these documents. One benefit to storing the documents here is that the group will never lose access in the event that an officer steps down.
 - Forms- Similar to documents, your group can create forms that can be used for organizational activities such as applications, interest forms, officer election forms, etc. You can also set permissions for who will have access to submit and review submissions.
 - Gallery- The gallery is a place to store photos for the organization
 - News- The news tab is a place for organizations to share updates with members or non-members on organizational activities.
- Reservations- All RSOs have the ability to request space for meetings and events on campus through the VEMS website (reservations.kennesaw.edu). Not all spaces are available for reservation by student groups (i.e. the Jolly Lodge), and not all spaces can be reserved through VEMS (i.e. ARC Amphitheater). More information about how to access the VEMS system, what spaces can be accessed, and what rules/regulations exist for space use can be found in the online training at campustraining.kennesaw.edu.
- SABAC- The Student Activities Budgetary and Advisory Committee (SABAC) is an advisory body to the VP for Student Affairs that assists with the distribution of Student Activity Fee money to RSOs through the form of annual budgets (chartered and sponsored groups) and specific event/travel funding

(affiliated groups). For a more exhaustive list of things SABAC will allocate money for as well as the process to receive those funds, please go to the SABAC website: sabac.kennesaw.edu

- SOS Office- The Student Organization Services (SOS) Offices are located in the Student Center on both Marietta and Kennesaw Campus. Both locations are open M-F 8:00am-5:00pm during the fall and spring semesters. These offices serve as a one-stop shop for RSO assistance with computers, work space, and knowledgeable student assistants that should be able to assist with most RSO questions
 - Kennesaw SOS Office: Carmichael Student Center Room 338, (470) 578-6275
 - Marietta SOS Office: Wilson Student Center Room 230P, (470) 578-3976
- RSO Conference- Every year in the fall the Department of Student Activities hosts a conference for members of RSOs. Each RSO is required to send at least 2 representatives but may send more to take advantage of the workshops. The conference features helpful workshops focused on everything from Owl Life and reservations troubleshooting to leadership development and marketing strategies in addition to a keynote speaker and other sessions geared towards helping equip RSOs to be successful.
- RSO Workshops- Throughout the fall and spring semesters the Department of Student Activities will be hosting workshops on both campuses focused on developing skills and providing networking opportunities for RSO members. Check out studentlife.kennesaw.edu for more details and a list of upcoming events and topics.
- Copies- Each RSO is able to make 50 free single-sided black and white copies at the SOS Office on either campus. The organization must supply the original copy.
- Banners- Each organization is allowed to print 3 free color banners each semester (fall and spring only). In order to submit a banner for printing, please fill out the banner printing form located on the studentlife.kennesaw.edu.
- Card Reader Checkout- RSOs may check out tap card readers for their events to track attendance. To do so, please fill out the form located on studentlife.kennesaw.edu. Card readers must be picked up in the Student Activities Office during normal business hours and returned within 2 business days of the event.

Frequently Asked Questions

- 1) I can't get into a space on campus that my organization has reserved, what do I do?
 - a. Access to reserved space is only granted to full-time faculty or staff. For most groups, this will be their advisor, but any faculty/staff member may request space. Once an organization's reservation has been approved, it is the staff member's responsibility to contact Gary Garner (wgarner5@kennesaw.edu) from the locksmith office to get access to the space for the event added to their KSU ID. This must be done at least 3 business days prior to the event for access to be granted. If for some reason the staff member's KSU ID will not open the space, the staff member may contact the KSU PD via the non-emergency number (470) 578-6206 to have an officer come and unlock the space. If for whatever reason the staff member cannot make it to the event due to some unforeseen circumstance, the organization officer listed on the reservation confirmation can contact KSU PD via the non-emergency number (470) 578-6206 and have an officer come and unlock a space. This is the last ditch option. Groups that continually request access via KSU PD run the risk of losing their ability to reserve spaces on campus.
- 2) How do I update my roster on Owl Life?
 - a. Only an officer or advisor may update your organization's roster on Owl Life. From your organization's Owl Life page, you can update your roster via the "Manage the Roster" button on the roster page. From the management side, you may change officer positions (except President/Advisor/Reservation Delegate), invite new members, and remove old members.
- 3) How do I update President/Reservation Delegate on Owl Life?
 - a. During the period of annual re-registration, organizations can update their officer info in the re-registration process. If the organization has already re-registered for the year, then they can fill out the change of officer form on studentlife.kennesaw.edu.
- 4) How do I change the name of my org?

- a. If you want to change the name of your organization, use the form located on studentlife.kennesaw.edu. The name of the organization must be reflected in a new constitution and must then be approved by Student Activities.
- 5) How do I change my advisor?
- a. During the period of annual re-registration, organizations can update their officer info in the re-registration process. If the organization has already re-registered for the year, then they can fill out the change of advisor form on studentlife.kennesaw.edu.
- 6) Can I hold a large event tomorrow?
- a. Probably not. Most events, unless they are simple meetings require as much as two weeks to be approved and have access and other details worked out. Simple meetings where the layout of the existing furniture in a space does not need to be changed may be scheduled up to 3 business days prior to the meeting.
- 7) I'm having a problem with Owl Life, what do I do?
- a. Contact the SOS Office on your respective campus first either via phone or in person. If they cannot address the problem, they will connect you with Jordyn Clark or Drew Harvill, depending on your campus.
- 8) Can I use the University name or logo?
- a. Yes, with permission. Registered student organizations (RSO) may represent themselves as agents of the university and use names, official logos or symbols of the university with the written consent of Office of Strategic Communications and Marketing. Requests and artwork must be submitted for approval to Office of Strategic Communications and Marketing at designapproval@kennesaw.edu. Approval must be received prior to printing, manufacturing and distributing. To assist in the approval process, the RSO must submit a copy of its current logo at the time it applies for registration or renewal. Requests or artwork that do not reflect the logo on file will not be approved. Student organizations are not permitted to use the university's official seal.
- 9) My organization is having [insert leadership/membership crisis here], what can I do?
- a. If there is an imminent danger to any person or property, contact KSU Police, 470-578-6666 or 770-423-6666. If not, contact Student Activities and detail your issue. A staff member will be happy to help troubleshoot or connect you to other resources.
- 10) Do RSOs have office/storage space on campus?
- a. Yes and no. At this time, only chartered and sponsored RSOs are able to have office/storage space on either campus.
- 11) I want funding for an event/travel, where can I get it?
- a. You have several options: fundraise, charge dues to members, or seek funding from SABAC. For more information on how to request funds from SABAC, visit the SABAC website: sabac.kennesaw.edu.
- 12) I want to set up an off-campus bank account, how do I do that?
- a. Contact a local bank and indicate you would like to set up an account with them. The representatives should tell you what documentation is needed to open an account. If they ask for a letter of recognition from the institution, you can request one by emailing Student Activities.
- 13) What if I need to make changes/cancel an existing reservation?
- a. If you need to make changes/cancel a reservation, please use the form on studentlife.kennesaw.edu. Organizations that fail to cancel space for a reservation that they do not use run the risk of losing their reservation privileges.
- 14) I'm getting an error message from Owl Life when I try to use [insert page/form]?
- a. Contact the SOS Office on either campus, if they are unable to address the problem, they will redirect you to a Student Activities representative.
- 15) How soon will I know if my reservation request has been approved?
- a. Most reservation requests will be approved or denied within 5 business days of submission. If your organization is making a reservation request less than 5 days before the event date, there is no guarantee that your request will be approved.

16) Where is my mailbox?

- a. Organizations must indicate which campus they would like to receive their mail at during re-registration every year. Organizations' mail is then delivered to the SOS office on the respective campus the organization chose for mail.

Glossary of Terms

- Advisor- This is the full-time faculty or staff member that serves as the Advisor for an RSO. The Advisor is selected by the RSO members and is responsible for advising, not supervising, the group.
- Classification- All RSOs are split into one of four classifications (chartered, sponsored, affiliated, and recognized). Each classification has its own rights and privileges as well as annual requirements. Please see the Classifications page for more details.
- Category- All RSOs fall into one of 11 categories. The category of an organization describes the type of organization and the common purposes that exist among similar organizations (i.e. Academic/Professional)
- Owl Life- This is the online organization management software used by the University. It serves as the official record for the University with regard to officers and contact info.
- President- The person identified as the President in Owl Life is viewed by the University as the top executive of the organization and is one of two officers that have access to VEMS to make reservations on behalf of the organization. An organization may refer to their President by another name inside the organization (i.e. Captain), but the positional name in Owl Life is fixed.
- Reservation delegate- The person identified as the Reservation Delegate in Owl Life is one of two officers that have access to VEMS to make reservations on behalf of the organization (the other being the President). An organization may refer to their Reservation Delegate by another name inside the organization (i.e. Secretary), but the positional name in Owl Life is fixed.
- RSO- Registered Student Organizations (RSOs) are groups that have registered with KSU and have met all of the expectations of RSOs.
- SABAC- The Student Activities Budgetary and Advisory Committee (SABAC) is an advisory body to the VP for Student Affairs that assists with the distribution of Student Activity Fee money to RSOs through the form of annual budgets (chartered and sponsored groups) and specific event/travel funding (affiliated groups).
- Student Activities- The Department of Student Activities is a department within Student Life which is housed under the Dean of Students within the Division of Student Affairs. This department is the primary department responsible for the registration, support, and oversight of RSOs.
- Treasurer- The person identified as the Treasurer in Owl Life is viewed by the University as the person responsible for financial operations of the organization. An organization may refer to their Treasurer by another name inside the organization (i.e. Finance Chair), but the positional name in Owl Life is fixed
- VEMS- the Virtual Event Management System is the online portal used to request event space for RSOs. It can be found at reservations.kennesaw.edu.

Student Activities Contact Info

Student Activities- Kennesaw	General Assistance	(470) 578-6280 STA 274
Student Activities- Marietta	General Assistance	(470) 578-2716 A 230
SOS Office- Kennesaw	RSO support Banners Copies Computer Lab	(470) 578-275 STA 338
SOS Office- Marietta	RSO support Banners Copies Computer Lab	(470) 578-3976 A 230P
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Jordyn Clark Student Organizations	RSO support Marietta	(470) 578-5448 A 230N jclar186@kennesaw.edu
Janice Malone Reservation Specialist	Reservation Assistance	(470) 578-3163 STA 274 jmalon17@kennesaw.edu
Buck Harris Business Manager (K)	Funding SABAC	(470) 578-6015 STA 274 wharrisi@kennesaw.edu
Trecee Burison Business Manager (M)	Funding SABAC	(470) 578-4534 A 230J wburison@kennesaw.edu