

BLUE COAT

— HANDBOOK FALL 2021 —



UNIVERSITY OF WEST GEORGIA



WHO WE ARE



The Blue Coats at the University of West Georgia are a select group of student leaders from across campus involved in a diverse range of activities and pursuing various educational disciplines. These students love the University of West Georgia and have stories to tell about their experiences at this institution, helping to bridge the gap between the student body and the alumni, friends, and donors of UWG.

The Division of University Advancement at the University of West Georgia leads the charge to advance the university and bolster its mission by securing philanthropic support in support of strategic priorities; promoting a healthy image of the university through enhanced visibility and brand awareness; engaging alumni in the ongoing life of the university; activating community leaders to advocate for the university; stewarding relationships, and recognizing key contributions that transform the educational experience at UWG.

The Blue Coats contribute to the Division of University Advancement through ambassadorship and stewardship, serving as hosts at advancement events and meetings and hosting the university's alumni, donors, and friends on campus visits. Blue Coats attend special events and serve needed tasks for the Division of University Advancement and the President's Division.

While serving the university, the Blue Coats have the unique opportunity to be mentored by the university President and First Lady, as well as University Advancement leadership. The program helps students build their professional network and develop leadership skills.

The Blue Coat organization is overseen by staff within the Division of University Advancement and the UWG First Lady.

BLUE COAT MEMBERSHIP RESPONSIBILITIES AND REQUIREMENTS

GENERAL DUTIES

Blue Coats are invited to many special events across the university, and time is also dedicated to writing thank-you letters, making phone calls, and building relationships with UWG's alumni, donors, and friends. As ambassadors, the Blue Coats serve the Division of University Advancement, alumni, donors, and friends desire to see the impact of their gifts and service to the University of West Georgia; the Blue Coats are an exemplary group to demonstrate this impact.

RESPONSIBILITIES

- Attend Blue Coat Welcome Back Retreat (held at the beginning of the Fall semester)
- Attend regular biweekly Blue Coat Meetings – held every other Tuesday at 7:30 p.m.
- Volunteer a minimum of 30 hours per academic year.
- Respectfully represent the Blue Coats, the Division of University Advancement, and the university in all areas of involvement on and off campus.

**Members must inform the president, vice president of membership, or advisor(s) at least 48 hours in advance of any meeting or event they cannot attend. Excused absences are typically granted for a member who has an academic conflict or provides a university-approved excuse.*

ANNUAL UNIVERSITY EVENTS SERVED BY BLUE COATS

1. A Day Events
2. Home Football Games
3. Homecoming Events
4. Scholarship Gala
5. Alumni Weekend/Alumni Awards
6. Board Receptions

**Specific dates for the above events will be provided each year as they are confirmed.*

OTHER VOLUNTEER OPPORTUNITIES FOR BLUE COATS

These events may occur occasionally, and invitations will be extended to one or many Blue Coats to assist, including board meetings and retreats, private dinners and other events, greeting guests upon arrival on campus, etc.

ELIGIBILITY REQUIREMENTS

To be eligible for membership consideration, students must:

- Be a full-time undergraduate student in good standing with the university
- Obtain and maintain a 2.75 GPA
- Have attended UWG for at least two consecutive semesters by the start of their first full academic year as a Blue Coat. Students may not begin their first year as a Blue Coat within the calendar year they intend to graduate.

SELECTION PROCESS

The membership selection process is as follows:

- Interested students must complete the application process as advertised by the organization in the academic year in question.
- The Blue Coats selection committee, as outlined later in the handbook, will review all completed applications and recommend to the advisor(s) a list of applicants to invite to the interview stage.
- Once interviews are completed, the Blue Coats selection committee will review feedback from interviewers in attendance and recommend to the advisor(s) a list of applicants for selection as Blue Coats members.
- As long as the student is in good standing, they will be able to maintain their Blue Coat status throughout their tenure at the university.

NON-DISCRIMINATION

The Blue Coats will adhere to the following non-discrimination policies:

- All applicant and member privileges must be extended without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.
- All applicant and member privileges must be extended as stated in the University of West Georgia Non-Discrimination and Anti-Harassment Policy. Title IX of the Higher Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of sex or handicap.

BLUE COAT CONDUCT

- Blue Coats are expected to maintain good conduct standing with the university by upholding the rules and regulations of the UWG Student Handbook and Code of Conduct.
- In addition to official university processes, conduct violations will be reviewed by the advisor(s) and may result in dismissal from the organization.
- Cell phone use during meetings and while serving at events for purposes other than the task at hand is prohibited.
- Treat the university, the organization, and fellow Blue Coats with respect, including while speaking to others outside of these groups.
- Two late arrivals to any Blue Coats function will result in one (1) unexcused absence. Two (2) unexcused absences from meetings or events in a semester will result in dismissal from the organization.

STRUCTURE OF THE BLUE COATS

The Blue Coats executive committee will consist of three (3) officers (President, Vice President of Membership, and Vice President of Communication) and advisor(s).

OFFICER ELIGIBILITY

To be considered for an executive committee position, a Blue Coat must have and maintain a cumulative GPA of 2.75 or higher, be in good standing with the organization, and in good academic and conduct standing with the university.

OFFICER SELECTION

Officers are selected by Blue Coat advisor(s) and members of the Division of University Advancement.

OFFICER TERM

The term of office for the executive committee is one (1) academic year, unless fulfilling an incomplete term left by a vacated position. Should an officer wish to remain in their position for a subsequent academic year, they must re-apply for the position.



DUTIES OF THE OFFICERS

PRESIDENT

- Preside over meetings and events
- Call meetings as necessary
- Assign duties to members for Blue Coats functions with advisor(s)
- Work with advisor(s) to plan social functions for the group
- Delegate additional responsibilities to officers
- Serve as a liaison between advisor(s) and the organization
- Invited to serve as a non-voting, ex-officio member of the Alumni Association Board of Directors and subsequent Student-Alumni Connections Committee.

VICE PRESIDENT OF MEMBERSHIP

- Work closely with the president and assist them in duties
- Preside over the organization in the president's absence
- Take roll of those in attendance at meetings
- Serve as the Chair of the Selection Committee
- Oversee the new member selection process
- Track member volunteer hours at events

VICE PRESIDENT OF COMMUNICATION

- Manage all social media accounts for the Blue Coats organization
- Capture or collect photos from events where Blue Coats serve to post on the appropriate social media channels
- Work in coordination with the selection committee to develop a social media marketing plan for promotion of the application and selection process in late fall/early spring

SELECTION COMMITTEE

In addition to the executive committee, a committee will be formed each year to participate in the selection of new Blue Coats for the following year. This committee will be led by the Vice President of Membership.

DRESS CODE POLICY

FORMAL ATTIRE

- Blue Coat blazer
- White dress shirt or blouse
- Black dress pants or knee-length black skirt
- Black, red, white, or blue dress shoes (no sandals or sneakers)
- Blue Coat tie and/or pocket square (if issued)
- Name tag

CASUAL ATTIRE

- Blue Coat Polo
- Black dress pants or knee-length skirt
- Black, red, white, or blue dress shoes (no sandals or sneakers)
- Name tag
- Optional: Blue Coat pullover or black cardigan

*At the end of your term, students may return the Blue Coat blazer back to the university or keep it. Additionally, students may swap out their Blue Coat for a different size if needed during their term.

*If a Blue Coat member resigns or is dismissed from the program, all organization-provided resources must be forfeited and returned to the advisor(s).





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