TO: Vice Presidents, Deans, and Associate Provosts

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost

RE: Procedure for Dealing with Elected and Government Officials

All contacts with government and elected officials and their staff must be cleared in advance through the Office of Government Relations (OGR), including invitations to campus functions. Also, if a UGA employee is contacted by an elected official or staff person for any reason, the employee should immediately notify OGR.

Adherence to this policy will help ensure that communications with elected and government officials are clear, coordinated, and reflect the institutional views and priorities of UGA. Moreover, working with OGR will help ensure that all UGA personnel and the University stay in compliance with disclosure laws. Failure to comply with these laws could expose individuals and UGA to civil and criminal penalties.

Since UGA is a registered lobbying organization under federal law, it must comply with the requirement set forth in the Federal Lobbying Disclosure Act of 1995. OGR is responsible for ensuring that UGA complies with this law, including filing accurate quarterly reports of all UGA lobbying-related costs and contacts.

Thank you for your cooperation in disseminating this information to those in your units. The contact list for OGR is listed below.

Toby Carr
Vice President for Government Relations
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Office: (706) 542-8096
Cell: (404) 863-5751

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at sfahmy@uga.edu.