Club/Organization Policies & Procedures
For Student Officers & Faculty/Staff Advisors

2012 – 2013

Join    Participate    Experience

Westchester Community College
Office of Student Involvement
Student Center
www.sunywcc.edu/getinvolved
(914) 606-6731
An integral part of the College’s mission is to foster environments of student success, academic excellence and lifelong learning. By sponsoring dynamic meetings, lively discussions and exciting on and off campus events, our clubs/organizations are some of the primary means by which students can meet these objectives in complement to their classroom experiences.

I want to thank you for taking the initiative to get involved in a club/organization as a student officer or as a faculty/staff/administrator advisor. In order to better support you in your role, the Office of Student Involvement and the Faculty/Student Association of the College have created this document. We have detailed some of the major areas that our clubs/organizations work in, including: off-campus travel, budgetary information, purchase orders, event/meeting planning, and so on.

For each of these areas, we have detailed the pertinent policies and procedures to help you excel as a club/organization. In some cases, you may find a step-by-step procedure to complete a task or guidelines to help you execute your plans. We encourage you to keep this document in a safe place this academic year as in our communications, we may refer you to certain pages for further reference.

Think of this document as a road map to help guide your club/organization on a successful journey! If you have any questions or require further support and assistance, please do not hesitate to contact the Office of Student Involvement at (914) 606-6731 or the Faculty/Student Association at (914) 347-3910.

Thank you and we wish you great success with your club/organization!

Sincerely yours,

Adam Frank
Director of Student Involvement
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**Club/Organization Recognition**

The student community at Westchester Community College is rich in diversity. Its demographics represent a wide array of individuals who have an even wider variety of interests and hobbies. To help students become actively involved, the College provides opportunities for students to formulate clubs/organizations.

**Procedure for Initial Recognition**

1. Students who are interested in starting a new club/organization at the College must pick up a *New Club/Organization Packet*. These packets can be picked up in the Student Involvement Office or at [www.sunywcc.edu/newclub](http://www.sunywcc.edu/newclub).

2. In order to become a recognized club/organization, interested students must: (1) draft a Constitution which will serve as their official operating charter; (2) recruit a faculty/staff advisor; (3) recruit potential club members; and (4) receive approval from the Student Government Association.

3. After students complete the necessary paperwork, they must submit their completed documents to the Office of Student Involvement (Student Center, Room 109).

4. The Student Government Association (SGA) will be notified that a proposal for a new club/organization has been submitted. Using policies and procedures that incorporate the spirit of equal access and opportunity, the SGA may recognize and incorporate clubs/organizations into their Association. Once recognized by the SGA, the club/organization will have all the rights and responsibilities detailed in this packet.

**Procedure for Maintaining Recognition**

1. At the start of each semester, all clubs/organization must submit a list with the names and contact information of their student officers and advisor(s) to the Office of Student Involvement.

2. When submitting budget requests at the end of each academic year, club/organizations must submit an end of the semester report with their budget requests. The appropriate paperwork for the club reports will be found in the budget request packets, distributed by the Office of Student Involvement in the spring semester of each year.

3. Clubs/organizations must adhere to the policies and procedures set by the Office of Student Involvement. Failure to follow these policies as detailed in this document may result in sanctions ranging from a formal warning to loss of club/organization recognition.

**Recognized Club/Organization Policies**

1. All clubs/organizations must keep a current copy of their constitution on file with the Office of Student Involvement.

2. All changes to a club/organization’s constitution must follow the proper procedure and be confirmed by and filed with the Office of Student Involvement.

3. All clubs/organizations that are officially recognized have the right to:
   a. Utilize campus facilities for club/organization meetings and events.
   b. Post advertisements around campus
   c. Petition the Student Government Association (SGA) for funding.
   d. Have a webpage on the College’s website. Clubs/organizations may not have independent webpages, separate from those of the College.
Student Participation

Student Participation in Clubs and Events
It is the right of each eligible student to participate in the activities and events of the College’s co-curricular environment. In order to be eligible to participate, students must meet the following criteria, unless approved by the Director of Student Involvement:

1. Remain in both good judicial and academic standing.
2. Maintain a cumulative GPA of at least 2.0
3. Be enrolled in at least one (1) credit bearing course at the College.

Student Officer Requirements
In order to serve as a club/organization Officer, students must meet all of the above criteria for participation in clubs and students events and the additional stipulations, unless approved by the Director of Student Involvement:

1. Earn at least a 2.0 GPA during each semester they are in office.
2. Attend all officer training workshops hosted by Office of Student Involvement.

Alumni & Non-enrolled Individuals
Alumni and individuals not currently enrolled at the College are not eligible to participate in clubs/organizations or in the events sponsored by these organizations. Alumni interested in being active in the campus community may contact the Office of Alumni Affairs at 914-606-6559 or email wcc.alumni@sunywcc.edu to learn of opportunities available to them.
Club/Organization Advisors

Clubs/organizations often find themselves facing various challenges in achieving their goals and missions. As such, each club/organization is required to have a member of the faculty, staff or administration serve as their Advisor.

Roles & Responsibilities
Advisors of clubs/organizations are to:

1. Serve as a resource in goal setting, decision making, event planning, etc. for student officers and members of the club/organization.
2. Help create environments of educational exploration and self-discovery, to help students attain personal growth and development in areas of leadership development, planning, and budget management. Advisors will also help students work toward mastery in the functional area supported in the club/organization’s charter.
3. Ensure the club/organization remains in compliance with College, Faculty/Student Association (FSA), and Student Government Association (SGA) policies and guidelines.
4. Exercise fiduciary responsibility to the club/organization, by: (a) approving Purchase Orders with the club/organization treasurer or designee to process authorized payments; (b) initialing FSA contracts for payment approval; and (c) providing guidance to club members in spending allocated funds in their club budget.
5. Be present at meetings of the club/organization.
6. Attend all off-campus travel with the club/organization and serve as the official College representative.
7. Promote and uphold the Student Code of Conduct.

Training and Support
1. At the start of each semester, all club/organization advisors will be invited to attend a training workshop. All new advisors will be required to attend this workshop.
2. On-going support will be provided to club/organization advisors by the Office of Student Involvement. Monthly bulletins will be sent with important information and reminders for club/organizations advisors. Advisors may contact the staff in the Office of Student Involvement whenever they have questions or concerns.

Additional Advisor Policies
1. The selection and removal of a club/organization advisor must adhere to a club/organization’s constitution and be sent to the Office of Student Involvement for confirmation.
2. Advisors for clubs/organizations that are related to a curriculum at the College should be associated with the relevant academic Department of the club/organization.
3. Staff members in the Office of Student Involvement shall serve as the advisors to the Westchester Events Board and the Student Government Association.
4. Advisors will not receive monetary compensation for their services.
Club Budgeting

Budget Request Process

1. The budget process will officially begin the week before Spring Recess each year. At this time, notification will be sent to all clubs/organizations as to: (1) the materials that must be submitted to request a budget for the next academic year; and (2) the deadline to submit these requests.

2. Following the deadline, the SGA Budget Committee will meet to review and discuss each request. The SGA Budget Committee will approve a “bottom-line budget” for each club/organization. A “bottom-line budget” indicates the total budgeted amount allocated to a club/organization for use during the academic year.

3. The “bottom-line budgets” will be sent to the SGA Senate for confirmation.

4. Following confirmation by the SGA Senate, clubs/organizations will be given until the last day of spring classes to submit line-items for the budget. Line-items are specific areas that identify how much money a specific expenditure/event has been assigned in a club/organization’s budget. For example, if the SGA Senate confirms a $1,000 “bottom-line budget” for a club/organization, they can create line-items as follows:

   - Food for Club Meetings: $500
   - Fall Guest Speaker: $250
   - Spring Guest Speaker: $250
   - **TOTAL:** $1,000 (the bottom line)

5. Once clubs have submitted their respective line-items, these budgets will be forwarded to the Faculty/Student Association Board for approval. Clubs who do not submit line-items will have lines created for them.

6. Following approval by the Faculty Student/Association Board, the proposed budgets will be sent to the College President for confirmation.

7. Once confirmed by the President, club/organization budgets will be deemed official.

General Policies

1. Club/organizations may not exceed their allocated budgets.

2. All clubs/organizations should budget for all events/expenses they anticipate incurring during the academic year. This includes: trips, programs, supplies, etc.

3. Expenditures may not be budgeted for the summer months of June – August unless approved by the Office of Student Involvement prior to the last day of classes in the spring semester.

4. Failure to follow the policies and procedures found in this packet may result in a club’s loss of access to their budgeted funds.
Club/Organization Purchases

After clubs/organizations have been issued approved budgets by the Student Government Association, they may then begin to utilize their funds to support the missions of the respective groups.

Use of Funds

Per the Faculty/Student Association of Westchester Community College, funds used from a club/organizations budget may be used in support of the following programs for the benefit of the campus community:

1. Programs of a cultural or educational enrichment
2. Recreational and social activities
3. Tutorial programs
4. Athletic programs, both intramural and intercollegiate
5. Student publications and other media
6. Recognized student organizations
7. Insurance related to conduct these programs
8. Administration of these programs
9. Transportation in support of these programs
10. Student services to supplement or add to these provided by the College
11. Reimbursement for travel expense to students for service to government
12. Campus based scholarships, fellowships and grant programs, if administered on campus
13. Payments for contractual services provided by a non-profit organization
14. Salaries for professional non-student employees

Requesting a Purchase

1. A purchase is defined as any exchange or usage of funds allocated to a club/organization for goods or services.

2. To request a purchase, clubs/organizations must submit the appropriate form, known as a Purchase Order to the Office of Student Involvement. This form must be filled out in its entirety before it can be accepted.

3. Whenever a Purchase Order is submitted, supporting documentation must be included. This can include invoices, print outs from magazines/webpages, etc. These supporting documents should provide evidence/proof as to the purchase being requested.
   a. **NOTE**: Clubs/organizations should do the legwork for a purchase. Meaning they should contact vendors or businesses and have invoices prepared for the purchase they would like to make. This will allow the most efficient and fastest method of processing and payment.
   b. **NOTE**: When contracting for services (speakers, performers, etc.) please see the “Contracts for Performers/Speakers” on page 8.

4. All Purchase Orders must be sent to the Office of Student Involvement for approval. Purchases cannot be purchased until approval is given.
5. All payment must be facilitated and processed by the Faculty/Student Association.

6. All Purchase Orders should have detailed instructions for the Faculty Student Association either written on or attached as to how payment can be processed, should the purchase be approved.

7. Payment for a purchase may take up to ten (10) business days from the time it is submitted to the Office of Student Involvement for processing.

**Requesting a Reimbursement**

1. All clubs/organizations are encouraged to plan ahead as much as possible and have the Faculty/Student Association make the necessary purchases for them. Clubs/organizations are discouraged from having to incur personal charges and thus be reimbursed.

2. To request a reimbursement, clubs/organizations must submit a *Purchase Order* to the Office of Student Involvement. This form must be filled out in its entirety before it can be accepted.

3. Attached to the Purchase Order must be an original, itemized receipt or invoice to demonstrate a cost was incurred.

4. Reimbursements will not be issued if insufficient funds remain in a club/organization budget. Clubs/organizations are strongly encouraged to obtain prior approval for a reimbursement from the Office of Student Involvement, to ensure that sufficient funds remain in their budget to permit a reimbursement.

5. The Faculty/Student Association will not reimburse for tax. If you plan to make a purchase on your own, you may pick up a “tax-exempt form” from the Faculty/Student Association.

6. Payment for a reimbursement may take up to ten (10) business days from the time it is submitted to the Office of Student Involvement.

**Contracts for Performances/Speakers**

1. If a club/organizations wishes to hire an individual or group of individuals to provide a service to the College, a contract must be submitted within ten (10) business days prior to the service. Examples of these services include, but are not limited to: lectures, live performances, etc.

2. All contracts must be created using the template created by the Faculty/Student Association. To obtain a copy of the Faculty/Student Association contract template, please contact the Office of Student Involvement or the Faculty/Student Association or by downloading it at [www.sunywcc.edu/clubcontract](http://www.sunywcc.edu/clubcontract).

3. Contracts should be filled out in their entirety. Original signatures should appear on each contract when submitting it, except that of the FSA Executive Director.

4. Once a contract is signed by the individual or group whose services are being hired, it must be submitted with a completed *Purchase Order* form to the Office of Student Involvement. The contract will serve as the supporting document for the Purchase Order.
5. No club/organization official is eligible to sign a contract. Only the Executive Director of the Faculty/Student Association may sign a contract to formally enter the Faculty/Student Association and the College into the agreement.

6. For assistance with contracting, please contact either the Office of Student Involvement at (914) 606-6731 or the Faculty/Student Association at (914) 347-3910.

**Major Equipment Purchases**

1. All equipment purchased using Student Activity fees are property of the College and are to be available for student use.

2. If a club/organization intends to make a purchase for a major piece of equipment (electronics, furniture, etc.) the club/organization must contact the Office of Student Involvement to see if the College or FSA already has these or similar items available for student use.

3. If the requested purchase is not available, a club/organization may request to purchase this item.

4. All major pieces of equipment are to be stored in secure locations that must be approved by the Office of Student Involvement. The club/organization may ask the Office of Student Involvement to store the item. Club/organization members will be able to sign out the newly purchased equipment from the Office of Student Involvement.

5. At the end of each academic year, either FSA or the Office of Student Involvement may ask all clubs/organizations to take inventory, to ensure all purchased items are secured for the summer.

**Requests for Payment for Travel Expenditures**

1. See the *Off-Campus Travel* section of this document on page 13.

**Other Purchasing Policies**

1. All forms of payment should be facilitated by the Faculty/Student Association.

2. All Purchase Orders must have the signature of a staff member of the Office of Student Involvement before they can be processed by the Faculty/Student Association.

3. All purchases and reimbursements can only be made for goods/services that are allocated for in a club/organization’s budget and are consistent with the mission/purpose of a club/organization, as detailed in their club charter/constitution.

4. Clubs/organizations will have access to their budgets during the academic year, from the first day of classes in the fall semester through the last day of classes in the spring semester.

5. Clubs/organizations may not make purchases or host events during the summer months unless approved by the Office of Student Involvement prior to the close of the academic year.

6. Failure to follow the policies and procedures found in this packet may result in a club’s loss of access to their budgeted funds.
Fundraising and Club FUF Accounts

Clubs/organizations have the right to petition the SGA Budget Committee for funds to finance events, trips, meetings, or other expenses they may incur. However, clubs/organizations can also fundraise to collect money for their own club/organization use.

Fundraising Policies
1. A club/organization may conduct fundraising activities for their own benefit to supplement their approved SGA budget or to raise funds for special purposes (charitable causes, special projects, etc.).

2. These activities are generally planned and approved by the club/organization members in consultation with their Advisors.

3. Clubs/organizations may not solicit donations from outside business, agencies, companies, etc unless approved by the College’s Foundation.

4. Clubs/organizations are encouraged to meet with the Office of Student Involvement to discuss their fundraisers before moving forward to ensure compliance.

5. All monies collected by a club/organization must be deposited in a timely manner with the FSA. The FSA will safeguard and maintain accounting control over the fundraised monies. These monies will be placed into Facilities Utilization Funds (FUFs) and can be accessed by clubs/organization at any time.

FUF Account Policies
1. If all the budgeted funds are expended in the SGA account, then the club should look at available funds within their FUF accounts to fund future activities and events.

2. Any and all decisions on the disbursement or use of FUF funds should be voted on by the membership of the club/organization with input from the advisor.

3. Requests to use FUF funds should be made directly to the Faculty/Student Association and do not require a Purchase Order.

Bake/Food Sales
Bake sales are permitted on campus only when the following criteria are met:

1. Club members may provide baked items such as cookies, brownies, breads, etc.

2. Items such as sandwiches, soups, hot entrée items, or other items “prepared on-site” are not permitted.

3. All money collected from the bake sale must be deposited in the Faculty/Student Association after each day of the sale.

4. Cash boxes are available in the Office of Student Involvement for club/organization use.
Raffles

In order for clubs/organizations to host a raffle, they must register with the NYS Racing and Wagering Board and obtain a NYS Racing and Wagering Board ID number. Other forms of charitable gaming are not permitted. Charitable gaming information, requirements, and forms can be found at: http://www.racing.state.ny.us/charitable.php. Once all paperwork and approval has been submitted and approved through the process described by the NYS Racing and Wagering Board, the clubs receive final approval from the Director of Student Involvement before being allowed to host a raffle on campus.

General Policies

1. All money collected by a club/organization must be placed in a FUF account and may not be placed in a private bank account.

2. The funds given to clubs/organizations by the Student Government Association should be the primary means of making appropriate and authorized purchases.

3. Funds issued from the SGA cannot be transferred into a FUF club account for any reason.
On-Campus Meetings, Events & Activities

All recognized clubs/organizations have the right to host meetings, events & activities on
campus at Westchester Community College. In order to ensure the equity of resources and the safety of
students, the following policies and procedures are in place:

Club/Organization Meetings

All clubs/organizations are assigned a room to use for meetings during the Wednesday Common
Hour from 11:00am – 12:50pm. These rooms are assigned by the Office of Student Involvement. If
clubs/organizations wish to meet outside of the Wednesday Common Hour, the club/organization must
reserve the space on their own. For a listing of assigned club/organization meeting spaces, visit the
Office of Student Involvement in Student Center, Room 109.

Event Planning Assistance & Support

If clubs/organizations need assistance and/or support when planning an event for their
club/organization, they may make an appointment to meet with a member of the Student Involvement
staff. Student Officers can stop by the Student Involvement Office or call (914) 606-6731 to schedule an
appointment.

Reserving Rooms On Campus

1. One of the first steps in planning for a successful event is to reserve the proper space on
campus. Space is at a premium on campus, so it is always important to reserve your space as
early as possible for any event or meeting (outside of Common Hour) you wish to host.

2. Here is a helpful listing of who to contact when making a reservation for a space on campus:

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Building</th>
<th>Who to Contact</th>
<th>Campus Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center Event Room**</td>
<td>Student Center</td>
<td>Sue Hoffman</td>
<td><a href="mailto:susan.hoffman@sunywcc.edu">susan.hoffman@sunywcc.edu</a></td>
</tr>
<tr>
<td>Student Center Cafeteria**</td>
<td>Student Center</td>
<td>Sue Hoffman</td>
<td><a href="mailto:susan.hoffman@sunywcc.edu">susan.hoffman@sunywcc.edu</a></td>
</tr>
<tr>
<td>Faculty/Staff Dining Room**</td>
<td>Student Center</td>
<td>Sue Hoffman</td>
<td><a href="mailto:susan.hoffman@sunywcc.edu">susan.hoffman@sunywcc.edu</a></td>
</tr>
<tr>
<td>Student Center Conference Room**</td>
<td>Student Center</td>
<td>Sue Hoffman</td>
<td><a href="mailto:susan.hoffman@sunywcc.edu">susan.hoffman@sunywcc.edu</a></td>
</tr>
<tr>
<td>Instructional Dining Room**</td>
<td>Student Center</td>
<td>Emmy Creskey</td>
<td><a href="mailto:emmy.creskey@sunywcc.edu">emmy.creskey@sunywcc.edu</a></td>
</tr>
<tr>
<td>Conference Room (C-50)</td>
<td>Classroom Building</td>
<td>Jeanette Corbi</td>
<td><a href="mailto:jeanette.corbi@sunywcc.edu">jeanette.corbi@sunywcc.edu</a></td>
</tr>
<tr>
<td>Location</td>
<td>Building</td>
<td>Contact Name</td>
<td>Contact Email</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------</td>
<td>----------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>C-100</td>
<td>Classroom Building</td>
<td>Suzanne Paribello</td>
<td><a href="mailto:suzanne.paribello@sunywcc.edu">suzanne.paribello@sunywcc.edu</a></td>
</tr>
<tr>
<td>C-200</td>
<td>Classroom Building</td>
<td>Suzanne Paribello</td>
<td><a href="mailto:suzanne.paribello@sunywcc.edu">suzanne.paribello@sunywcc.edu</a></td>
</tr>
<tr>
<td>AAB Theater</td>
<td>Academic Arts Building</td>
<td>Adam Frank</td>
<td><a href="mailto:adam.frank@sunywcc.edu">adam.frank@sunywcc.edu</a></td>
</tr>
<tr>
<td>Science Lounge</td>
<td>Science Building</td>
<td>Sue Hoffman</td>
<td><a href="mailto:susan.hoffman@sunywcc.edu">susan.hoffman@sunywcc.edu</a></td>
</tr>
<tr>
<td>Library Lounge</td>
<td>Library</td>
<td>Sue Hoffman</td>
<td><a href="mailto:susan.hoffman@sunywcc.edu">susan.hoffman@sunywcc.edu</a></td>
</tr>
<tr>
<td>Technology Building Lounge</td>
<td>Technology Building</td>
<td>Susan Hoffman</td>
<td><a href="mailto:susan.hoffman@sunywcc.edu">susan.hoffman@sunywcc.edu</a></td>
</tr>
<tr>
<td>Technology Room 130</td>
<td>Technology Building</td>
<td>Laura Nudi</td>
<td><a href="mailto:laura.nudi@sunywcc.edu">laura.nudi@sunywcc.edu</a></td>
</tr>
<tr>
<td>Classrooms</td>
<td>Various</td>
<td>Laura Nudi</td>
<td><a href="mailto:laura.nudi@sunywcc.edu">laura.nudi@sunywcc.edu</a></td>
</tr>
<tr>
<td>Administration Conference Room</td>
<td>Administration Building</td>
<td>Jane Kojac</td>
<td><a href="mailto:jane.kojac@sunywcc.edu">jane.kojac@sunywcc.edu</a></td>
</tr>
</tbody>
</table>

**Media Services**

1. Student clubs/organizations can utilize audio/visual owned by the College.

2. To request use of audio/visual equipment (speakers, microphones, TV’s, DVD players, laptops, LCD projectors, etc) contact Suzanne Paribello in Media Services at 914-606-8114 or at suzanne.paribello@sunywcc.edu to check availability.

3. Student Involvement has a microphone and speakers available for student club/organization use. To request usage of this sound system, please contact the Susan Hoffman at susan.hoffman@sunywcc.edu.

4. When calling to make your request to either Student Involvement or Media Services, please have the following information ready: (1) name of the event; (2) location of the event; (2) time event starts; (3) time event ends; (4) specific equipment items requested; (5) who is in charge of the event; (6) what the equipment is being used for.

5. You must make requests for audio/visual equipment by ten (10) days of the requested event.

6. A representative from the club/organization must remain with the borrowed equipment at all times.

7. If borrowing equipment from Student Involvement, the club/organization will have to return it to the Office immediately after the event ends. If the club/organization is borrowing equipment from Media Services, Media Services will send a representative to pick up the equipment and a
club/organization representative must remain with the equipment until Media Services staff member arrives to get the equipment.

8. Media Services will only accept requests for equipment usage from club/organization advisors.

Food
1. When ordering food for any on-campus event or activity, FSA Dining Services reserves the right of first refusal, meaning that a club/organization must contact them first when placing any order for food. If FSA Dining Services cannot accommodate a request, then a club/organization may contact an outside service.

2. Clubs/organizations seeking ethnic or cultural cuisine that is clearly outside of the scope of offerings provided by FSA Dining Services are not held responsible to this policy.

3. To order food from FSA Dining Services, a club/organization advisor must contact Don Hennessey (donald.hennessey@sunywcc.edu) and/or Georgianna Anderson (georgianna.anderson@sunywcc.edu) of FSA Dining Services. Requests should include the following information: (a) date of the event; (b) location of the event; (c) time of the event; (d) number of people attending the event; (e) specific food and beverages being requested; (f) estimated time of the event’s end.

4. At the time the order is placed, a club/organization’s budget will be charged. Clubs/organizations must submit a Purchase Order form, following the same process as other purchases, after receiving the invoice for food service from FSA Dining Services.

Reserving Table Space in the Student Center or Classroom Building
1. NEW: For the fall 2012 semester, the Student Center will remain under construction; as such, no student clubs/organizations will be able to have table space in the building.

2. Clubs/organizations may request table space in the Classroom Building by contacting Jeanette Corbi at jeanette.corbi@sunywcc.edu.

3. If you would like to request a table to be set up in the hallway of the Student Center, you must contact Sue Hoffman in the Office of Student Involvement at extension 6731.

4. All requests for tables must be submitted within five (5) business days of your desired date. There is a very limited amount of table space on campus, so it is important to book early.

5. Due to fire code, only one table will be permitted in the hallway outside the cafeteria.

Advertising & Posting Policy
1. All recognized clubs/organizations may advertise on campus on any public bulletin boards. The sponsoring group must be identified on the posted materials.

2. All promotional materials to be posted from groups outside the college community must be approved by the Office of Student Involvement.

3. All postings should be of good taste and positively promote the club/organization or a sponsored meeting/event.
4. All fliers must be removed within two (2) business days after an event has concluded.

5. Posters and flyers may not be placed on walls, doors, windows, trees or painted surfaces. Flyers and postings may not cover any other item already posted.

6. Clubs/organizations who wish to advertise on the College website or on the College’s computer screen savers may email Adam Frank (adam.frank@sunywcc.edu), Director of Student Involvement with this request. All fliers submitted for electronic posting must be submitted in a JPG image.

7. Clubs/organizations may not advertise off-campus for events unless approved by the Office of Student Involvement.

8. Student organizations or individuals who violate the above policy may lost posting privileges and/or face disciplinary action.

Films on Campus

Clubs/organizations who are interested in showing films on campus as part of an event or a meeting must adhere to the following:

1. In order to hold a public screen of any film on campus, the rights to hold the screening must be obtained from a film distributor and a licensing fee must be paid. Fees for films can range from $100 to as must as $1,000.

2. Renting or buying a DVD or video only covers the right to show the movie in a private home and does not cover the right to show it on campus, this includes in classrooms.

3. The Office of Student Involvement can assist clubs in obtaining the rights for a film.

4. If a club shows a film may advertise on campus on any public bulletin boards.

Events During Finals Week & Class Breaks

All clubs/organizations are prohibited from holding any events during finals week, during the winter and summer recesses and when the College is closed. This includes club meetings, on-campus events and off-campus travel, unless otherwise approved in writing by the Director of Student Involvement.
Off Campus Travel

In order to afford students a richer and more experiential learning opportunity, student clubs/organizations are able to participate in off-campus travel. In order to ensure that an enriching, educational and safe experience is provided, student clubs/organizations are to adhere to the following policies and procedures when arranging for their trips:

**Off-Campus Policies & Guidelines**

1. A club/organization trip is defined as any off-campus travel in which a club/organization utilizes student activity fees (budgeted funds) or monies from their FUF (fundraised) accounts.

2. All trips are subject to the approval of the College. The *Off-Campus Travel Preparation & Procedures* packet detail the approval process and can be found in the Office of Student Involvement or online at [www.sunywcc.edu/clubtravel](http://www.sunywcc.edu/clubtravel).

3. Clubs/organizations must receive approval for off-campus travel before any purchases are made.

4. The club/organization advisor should take the lead with the student officers when planning and preparing for off-campus travel.

5. All clubs/organizations must complete and submit all the necessary forms, in their entirety, to the Office of Student Involvement within ten (10) business days prior to a requested trip’s departure date.

6. The club/organization’s advisor must travel with the student group unless permission is granted by the Vice President and Dean of Student Affairs or designee within ten (10) business days prior to the requested trip’s departure date.

7. The Faculty/Student Association and the College will only pay for the hotel room and will not pay for incidental charges from a hotel stay. Incidental charges not covered include, but are not limited to: room service, ordering in-room movies, damage to rooms, etc. Some hotels may require students/staff to leave a credit card upon check-in to cover any incidental costs incurred during the stay. The student/staff will be responsible for providing this and will not be reimbursed for any incidental charges, unless approved by the Office of Student Involvement.

8. Once a student has submitted their individual paperwork to attend an off-campus trip, the student will be considered having committed to attending. If the student is unable to attend or fails to attend a trip, a hold will place on their academic record for any monetary value that the Faculty/Student Association was not able to be reimbursed for as a result of their non-participation on the trip, i.e. airline tickets. The hold will be lifted after the student reimburses the Faculty/Student Association for the amount.

**Meal Cash Advances**

1. When students are travelling overnight, clubs may request meal cash advances. Clubs are encouraged to make pre-arranged dining arrangements at restaurants where meals are pre-paid by the FSA.
2. Meal cash advances will be issued to club/organization advisors in the form of a check. It is the advisor’s responsibility to ensure that students receive their cash advance and that they are informed of the cash advance policies and procedures. Advisors will be responsible for returning all funds (in the form of itemized receipts or unused cash) upon return from the trip.

3. Meal cash advances may not exceed the following amounts for each meal, per day:
   a. Breakfast: $8
   b. Lunch: $15
   c. Dinner: $25

4. Requests for meal cash advances must be submitted with a Purchase Order form. Attached to the Purchase Order must be a separate sheet of paper that lists the following:

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NAME OF CLUB/ORGANIZATION
TRIP NAME
TRIP DESTINATION
Cash Advance Request

Names of Participants:
  1. Name 1
  2. Name 2
  3. Name 3

TOTAL PARTICIPANTS: #

Meals to be Purchased with Cash Advance:
DAY, & DATE:
  -Breakfast ($8.00)
  -Lunch ($15.00)
DAY, & DATE:
  -Lunch ($15.00)
  -Dinner ($25.00)

TOTAL PER PERSON: $63

TOTAL MEAL PER DIEM REQUEST: $189
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5. Meal per diem requests must be submitted ten (10) business days or more prior to the trip’s departure.

6. All monies spent must be adequately documented with original, itemized receipts.

7. Following the trip, the club/organization advisor must submit all the original receipts collected and all unused money to the Faculty/Student Association within two (2) business days after returning from a trip. The total amount of money presented on receipts and in returned cash to the FSA must total the original amount issued to the club/organization.
8. Students and/or faculty advisors are not permitted to keep unused cash advance funds.

9. The purchase of alcohol is prohibited.

10. Failure of a club/organization to abide by the appropriate cash advance policies may result in the loss of privileges to access the club/organization’s budgeted funds and/or loss of a club/organization’s recognition.

**Single Half Day Trip Procedure**

1. A half day trip for clubs/organizations is an off-campus excursion that: (1) utilizes student activity fees or FUF (fundraising) monies; (2) occurs within Westchester, Putnam, Rockland, or Orange Counties; and (3) lasts 1-4 hours in duration.

2. Personal vehicles may be used for single-short day trips.

3. Clubs attending single, short day trips will be required to complete the following: (1) Travel Request Form; (2) List of Participants Form; and (3) the Advisor Agreement Form.

4. All Purchase Orders must be submitted at the same time as the travel documents.

5. The club/organization should prepare the following: order forms for tickets/event admission, meal reservations, etc.

6. The club/organization should not make or commit to purchases, but prepare the documents needed so that the Faculty/Student Association may process the purchase.

7. A club/organization requesting to travel off-campus will need to pick up the *Single Half Day Off-Campus Travel Preparation & Procedures* packet from the Office of Student Involvement (Student Center – Room 109). This packet will detail all the steps necessary to plan, coordinate, and have approved all half day trips. This packet will also contain the necessary paperwork that needs to be completed.

**Single Full Day Travel**

1. A single, full day trip: (1) utilizes student activity fees or FUF (fundraising) monies; (2) is in or out of Westchester County; (3) is over 4 hours in duration; and (4) does not require overnight accommodations.

2. Personal vehicles for single full day trips may only be used when travelling to a local train station or other mass transit location.

3. Clubs attending single, short day trips will be required to complete the following: (1) Travel Request Form; (2) List of Participants Form; Advisor Agreement Form; (3) Liability Release Agreement/Code of Conduct Agreement (one from each student participant).

4. The club/organization should prepare the following: order forms for tickets/event admission, meal reservations, etc.
5. The club/organization should not make or commit to purchases, but prepare the documents needed so that the Faculty/Student Association may process the purchase.

6. A club/organization requesting to travel off-campus will need to pick up the Single Full Day Off-Campus Travel Preparation & Procedures packet from the Office of Student Involvement (Student Center – Room 109). This packet will detail all the steps necessary to plan, coordinate, and have approved all full day trips. This packet will also contain the necessary paperwork that needs to be completed.

**Overnight Travel**

1. An overnight trip: (1) utilizes student activity fees or FUF (fundraising) monies; (2) is in or out of Westchester County; and (3) requires an overnight accommodation.

2. Personal vehicles for overnight or international travel may only be used when travelling to a local airport, train station or other mass transit location.

3. Transportation for overnight trips can be arranged with the Office of Student Involvement.

4. If a club/organization is requesting overnight travel with airfare, the club/organization is required to contact one of the recognized FSA travel agencies. The travel agency will prepare travel itineraries, complete with pricing information for the club/organization. These arrangements will include, but are not limited to: hotel, airline, meal reservations, tickets to events, etc.

6. The club/organization should not make or commit to purchases, but prepare the documents needed so that the Faculty/Student Association may process the purchase.

7. All Purchase Orders must be submitted at the same time as the travel documents.

8. A club/organization requesting to travel off-campus will need to pick up the Overnight & International Off-Campus Travel Preparation & Procedures packet from the Office of Student Involvement (Student Center – Room 109). This packet will detail all the steps necessary to plan, coordinate, and have approved all overnight trips. This packet will also contain the necessary paperwork that needs to be completed.

**International Travel**

International for clubs/organization is prohibited. Clubs/Organizations may only travel in the continental United States.
Use of FSA Vans

The Faculty/Student Association and Office of Student Involvement provides vehicles for student club/organization usage. In order to ensure a well coordinated and safe process for van utilization, the following policies and procedures have been established.

Procedures

1. To request use of the FSA vans and/or an FSA approved driver, clubs/organizations should email the Assistant Director of Student Involvement, Rachele Hall (rachele.hall@sunywcc.edu) to make the request.

2. All requests should include the following information: (1) date of trip; (2) destination (name & address of location); (3) pick up time; (4) number of passengers; (5) Advisor Name; (6) cell Phone Number of Advisor who is going on the trip; and (7) estimated return time.

3. FSA vans will only be issued to student clubs/organizations that have submitted the appropriate forms and received the necessary approval for off-campus travel.

4. All requests for vans and/or drivers must be made by ten (10) business days before the date of departure for a trip.

Policies

1. There is no guarantee that vans or drivers will be available for dates requested. In the event that requested van(s) and/or driver(s) are not available, clubs/organizations will have the option to rent a privately chartered vehicle at the expense of the club/organization. The Office of Student Involvement can help with chartering transportation.

2. Only approved drivers may drive an FSA vehicle. To register to become an approved driver, please contact the Office of Student Involvement at (914) 606-6731.

3. All vans must be returned with a full tank of gas. To request use of a gas credit card to use for your trip, please contact the Faculty/Student Association within five (5) business days prior to your trips departure.

4. These vehicles are to be used only for official College business and may not be used for personal reasons.

5. All gas, driver fees, and other associated tolls will be taken from the club/organization’s budget who is utilizing the vehicles. Clubs/organizations must make sure they have properly allocated these travel expenses prior to making a request for an FSA van.

6. When travelling overnight, the club/organization will be responsible for paying for the FSA driver’s hotel room and meals.