# Club & Organization Policies & Procedures

for student officers & faculty/staff advisors

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Students who are interested in starting a new club at the college must pick up a New Club Packet. These packets can be found in the Student Involvement (STC 108) or at www.sunywcc.edu/newclub.

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

After students complete the necessary paperwork, they must submit their completed documents to the Department of Student Involvement (STC 108).

Upon successful completion of the necessary paperwork, the Department of Student Involvement will assign the prospective club a meeting room during the Wednesday common hour from 11:00 am – 12:50 pm. Prospective clubs are allowed to meet to grow their membership and plan for future events if the SGA votes to recognize the club. Prospective clubs cannot reserve space, host events, or request funding until recognized as an official club by the SGA.

The 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. If recognized by the SGA, the club/organization will have all the rights and responsibilities detailed in this packet. If the SGA does not recognize the club, the prospective club may resubmit the following semester. The SGA typically reviews new club proposals at the end of each semester.

### Procedure for Initial Recognition

1. Students who are interested in starting a new club at the college must pick up a New Club Packet. These packets can be found in the Student Involvement (STC 108) or at www.sunywcc.edu/newclub.

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

3. After students complete the necessary paperwork, they must submit their completed documents to the Department of Student Involvement (STC 108).

4. Upon successful completion of the necessary paperwork, the Department of Student Involvement will assign the prospective club a meeting room during the Wednesday common hour from 11:00 am – 12:50 pm. Prospective clubs are allowed to meet to grow their membership and plan for future events if the SGA votes to recognize the club. Prospective clubs cannot reserve space, host events, or request funding until recognized as an official club by the SGA.

5. The 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. If recognized by the SGA, the club/organization will have all the rights and responsibilities detailed in this packet. If the SGA does not recognize the club, the prospective club may resubmit the following semester. The SGA typically reviews new club proposals at the end of each semester.

### Procedure for Maintaining Recognition

1. Clubs/organizations must adhere to the policies and procedures set by the Department of Student Involvement and the SGA. Clubs/Organizations must adhere to the College’s Code of Conduct. Failure to follow these policies as detailed in this document may result in sanctions ranging from a formal warning to loss of recognition as per policies found in the Student Code Conduct.

2. In order to maintain recognition, student clubs/organizations must meet the following requirements:

   a. Every club officer is required to attend all trainings hosted by the Department of Student Involvement including, but not limited to:
      - Clubs: Club Officer 101 Workshop
      - Organizations: Tier 1 Summer and Winter Retreats
      - Clubs and Organizations: Title IX Sexual Assault Prevention Workshop

   b. **Clubs**: Register with the Department of Student Involvement, in both the fall and spring semester; failure to do so by the semester deadline will result in the immediate suspension of all club activity, budget, and possibly dissolution of the club.

   c. **Clubs**: Have at least four officers: President, Vice President, Secretary, & Treasurer.

   d. **Clubs**: Submit a list of officer names, student IDs and emails to the Department of Student Involvement each semester (www.sunywcc.edu/clubregistration)

   e. **Clubs**: Meet twice per month for a general membership meeting.

   f. **Clubs**: Have updated digital copies of their constitution on file with Student Involvement. **Organizations**: Have updated digital copies of their governing documents that detail the policies regarding their organization’s mission, membership, operations, polices, bylaws, and compliance.

   g. **Clubs**: Attend every SGA Club Council meeting.
h. **Clubs:** Host at least one on-campus event each semester that is open to the entire student body.

i. **Clubs:** At the end of each semester, the SGA will assign one of the below statuses to each club.

1) **Active:**
   a. **Definition:** The club has completed all club requirements.
   b. **Outcome:** (1) The club has all rights and privileges of an SGA club.

2) **Probation:**
   a. **Definition:** Club is missing one or more club requirements.
   b. **Outcome:** (1) The club is on formal warning that they have not completed all the club requirements; (2) the club has all rights and privileges of an SGA club.
   c. **How to Change Status:** Clubs must meet all club requirements by the end of the semester in which they are placed on probation. If a club does not meet all the requirements by the last day of the academic semester in which they are on probation, the club may become inactive (if they are missing two or more requirements), be placed on probation for another semester, and/or receive sanctions from the SGA Senate.

3) **Inactive:**
   a. **Definition:** Club failed to meet all club requirements after probationary period.
   b. **Outcome:** (1) The club loses all rights and privileges of an SGA club; (2) All funding will be returned to the SGA Finance Committee.

### General Recognition Policies

1) It is the responsibility of the student group to follow all protocols when updating their constitutions or governing document and inform the Department of Student Involvement that such updates have been made.

2) The College reserves the right to issue sanctions, up to revoking recognition, to student groups found in violation of college policy. The Department of Student Involvement reserves the right to revoke a club/organization's charter found to have violated the Student Code of Conduct or any section of this document.

3) Individual student officers or club members may also face disciplinary action through the College’s Conduct process if they violate the College’s Code of Conduct. Students are required to adhere to the College’s Code of Conduct both on and off campus and may face disciplinary sanctions of their actions both on and off college property.

4) **Club/Organizations have the right to:**
   a. Utilize campus facilities for club/organization meetings and events.
   b. Post approved advertisements on campus (posting guidelines on page 13).
   c. **Clubs:** Petition the Student Government Association (SGA) for funding.

### Student Participation

#### Member Eligibility Requirements

It is the right of each eligible student to participate in college clubs, organizations, activities, and events. Hazing of any kind is strictly prohibited. Individuals or groups believed to be involved in any hazing activities will be immediately reported for disciplinary proceeding per the College’s Code of Conduct.

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 required officer training workshops hosted by Department of Student Involvement including, but not limited to:
   - **Clubs:** Club Officer 101 Workshop
   - **Organizations:** Tier 1 Summer and Winter Retreats
   - **Clubs and Organizations:** Title IX Sexual Assault Prevention Workshop
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 as their Advisor.

Roles & Responsibilities

Advisors of clubs are to:

1) Serve as a resource in goal setting, decision making, event planning, etc. for student officers and members of the club.  
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 mission.  
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 and (b) providing guidance to club members in spending allocated funds in their club budget.  
5) Be present at meetings and on-campus events sponsored by 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 College’s Code of Conduct.

Training and Support

1) At the start of each semester, all club/organization advisors are encouraged to attend the training meetings. All current club/organization policies and procedures as well as any changes/updates made will be reviewed. All new advisors are required to attend training. All returning advisors may be required to attend training as designated by the Department of Student Involvement.  
2) On-going support will be provided to club/organization advisors by the Department of Student Involvement. Monthly bulletins will be sent with important information and reminders for club/organizations advisors.  
3) Advisors should contact the staff in the Department of Student Involvement with questions or concerns pertaining to advising and the groups they advise.

General 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 Department of Student Involvement for confirmation.  
2) Staff members in the Department of Student Involvement shall serve as the advisors for the TIER 1 Organizations: Student Government Association (SGA), Westchester Events Board (WEB), Power 88.1: The New Sound and the Viking News.  
3) Advisors cannot receive monetary compensation for their services.
In an effort to ensure that each student officer has the skills and knowledge to be successful in their roles, yearlong training and support is offered by the Department of Student Involvement.

Advisors

Members of the faculty, staff, or administration serve as advisors for all student clubs/organizations. They offer guidance and support to student-run groups. For more information about advisors, please visit pg 4.

Monthly Bulletins

Each month, the Department of Student Involvement sends a Club/Organization Bulletin to all student officers and advisors. These bulletins include information on upcoming events, deadlines, college happenings, and other important information.

Trainings

Student Involvement offers several opportunities for officers to better prepare them to take on their leadership roles. All officers are required to attend two workshops in the fall of their first semester as an officer:

- **Clubs**: Club Officer 101 Workshop
- **Organizations**: Tier 1 Summer and Winter Retreats
- **Clubs and Organizations**: Title IX Sexual Assault Prevention Workshop

Club officers can also opt to attend the annual Club Officer Retreat held during the fall semester. At the fall retreat, club officers will participate in a variety of high-energy, engaging, and informative activities learning the policies and procedures for student clubs. Officers will also learn skills and knowledge they will need to be skilled leaders of their groups. Students will also have valuable networking time with officers’ form other clubs as well as with the leadership of the SGA. All expenses will be paid for by the Department of Student Involvement.

Organization officers (SGA, WEB, Viking News and Power 88.1: The New Sound) are required to attend a summer and winter retreat. These retreats function much in the same manner as the club officer retreat, but will be specifically tailored for the leadership of the four student organizations.

In Person Meetings

Students and advisors can meet in person by appointment with any member of the Student Involvement staff. They can ask questions about travel, event planning, budgeting, group dynamics etc. To schedule an appointment email getinvolved@sunywcc.edu or call 914-606-6731.

Club Budgeting

Clubs have the right to petition the SGA Finance Committee for funds. Funding is not guaranteed for clubs and it is up to the discretion of the SGA. Organizations are typically given established percentages of the student activity fee as determined by the Faculty/Student Association Board of Directors.

Budget Request Process

1) The budget process will occur each semester, in November and in March. At this time, notifications will be sent to all clubs as to:
   (1) the materials that must be submitted to request a budget for the next academic semester; and
   (2) the deadline to submit these requests.

2) Following the deadline, the SGA Finance Committee will meet to review and discuss each request. The SGA Budget Committee will approve a “bottom-line budget” for each club. A “bottom-line budget” indicates the total budgeted amount allocated to a club for use during the next semester. Line-items will be created for clubs by the SGA Treasurer and Director of Student Involvement.

3) Once approved by the SGA Finance Committee, budgets will be forwarded to the Faculty Student Association Board for approval.

4) Following approval by the Faculty Student Association Board, club officers and advisors will be notified via email.

General Budget Policies

1) Clubs may not exceed their allocated budgets.

2) All clubs should budget for all events/expenses they anticipate incurring during each semester. This includes: trips, programs, supplies, etc.

3) Expenditures may not be budgeted during the college’s winter or summer recesses unless prior written approval is given by the Director of Student Involvement. To request access to funds during the college winter or summer recess, email getinvolved@sunywcc.edu at least ten (10) business days before the end of the semester.
Club budgets that include expressive activities will not be assessed due to the content or viewpoint of their expression or the possible reaction to that expression.

Club budgets will not be assessed based on club/organization member size.

Club/Organization Purchases

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. Athletic programs, both intramural and intercollegiate
4. Student publications and other media
5. Recognized student organizations
6. Insurance related to conduct these programs
7. Administration of these programs
8. Transportation in support of these programs
9. Capital Projects in the Student Center or for student use
10. Student services to supplement or add to those provided by the college
11. Reimbursement for travel expense
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 and benefits for professional non-student employees or payment for hourly student workers

General Purchasing Policies

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 Department 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 webpages, etc. These supporting documents should provide evidence/proof as to the purchase being requested.
   a. **NOTE:** Clubs/organizations must contact vendors or businesses and have invoices prepared for the purchase they would like to make.
   b. **NOTE:** When contracting for services (speakers, performers, etc.) please see the “Contracts for Performers/Speakers” on pg 7.

4) All Purchase Orders must be sent to the Department of Student Involvement for approval.

5) Purchases for expressive activities will not be assessed due to the content or viewpoint of their expression or the possible reaction to that expression.

6) All payments should be facilitated and processed by the Faculty Student Association or the Department of Student Involvement (DSI) unless otherwise approved in writing by the Director of Student Involvement.

7) All Purchase Orders should have detailed instructions for the Faculty Student Association or the Department of Student Involvement either written or attached as to how to process payment, should the purchase be approved.

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

9) All forms of payment should be facilitated by the Faculty Student Association.

10) All Purchase Orders must have the signature of a staff member of the Department of Student Involvement before they can be processed by the Faculty Student Association.
11) All purchases and reimbursements can only be made for goods/services that are consistent with the mission/purpose of a club/organization, as detailed in their club charter/constitution.

12) 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.

13) Clubs/organizations may not make purchases or host events during the college’s winter or summer recesses unless prior approval is given by the Department of Student Involvement.

14) Clubs/organizations wishing to request a transfer from their budget to another group’s budget must complete a Purchase Order and supply necessary supporting documentation to justify the transfer.

**Recommended Vendors List**

The Faculty Student Association has approved certain vendors for club/organization use. All club/organization purchases must be made through preferred vendors. This will ensure timely processing as well as significant savings. These vendors have been selected for their quality products and the reduced cost they provide for their goods/services to the FSA. Clubs/organizations that select to not use a recommended vendor for a purchases must provide three (3) quotes (one must be from a recommended vendor) with their Purchase Order. The club must select the cheapest of the three vendors before submitting a final Purchase Order for approval to the Department of Student Involvement.

The list of recommended vendors can be found at [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs).

**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) Attached to the Purchase Order must be all original, itemized receipt(s) or invoice(s) to demonstrate a cost was incurred.

3) Reimbursements are not guaranteed. Reimbursements will not be issued if insufficient funds remain in a club/organization budget or if a purchase is not approved by the Department of Student Involvement. Clubs/organizations are strongly encouraged to obtain prior approval for a reimbursement from the Department of Student Involvement.

4) To request a reimbursement, clubs/organizations must submit a Purchase Order and reimbursement form to the Department of Student Involvement. This form must be filled out in its entirety before it can be accepted ([http://www.sunywcc.edu/cms/wp-content/uploads/2012/06/ReimbursementReport.pdf](http://www.sunywcc.edu/cms/wp-content/uploads/2012/06/ReimbursementReport.pdf)).

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 or the Department of Student Involvement. Tax exempt forms are to be used for official club/organization purchases only. Those found in violation of this policy will be immediately reported to Director of Student Support Services and the appropriate law enforcement.

6) All items purchased for club/organization purposes must be shipped to either the Department of Student Involvement, Faculty Student Association or extension centers. Reimbursement will not be issued if individuals have club purchases shipped directly to their homes.

**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 for processing ten (10) business days in advance of the service being provided. Examples of such services include, but are not limited to: lectures, live performances, etc. Under no circumstances will contracts be accepted after a performance or service has already been performed.

2) Individuals who wish to provide a service for a student group of which an officer, advisor or member is an immediate family member must provide three-bids from other vendors and accept the lowest bid. Discretion to enter into any agreements is left to the discretion of the Executive Director of the Faculty Student Association.

3) 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 Department of Student Involvement or by downloading it at [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs).

4) 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 who may choose to sign after submission of an approved Purchase Order from Student Involvement.

5) All vendors are required to submit a completed W-9 with their contracts. Certain vendors will also be required to submit a certificate of liability insurance naming the “Faculty Student Association of Westchester Community College” as the certificate holder. This certificate will need to be attached to the Purchase Order with the signed contracts. To find out if the vendor you are working with will need a certificate of liability insurance, please contact the Department of Student Involvement or the Faculty Student Association.
6) 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 Department of Student Involvement. The contract will serve as the supporting document for the Purchase Order.

7) 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 into the agreement.

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

-----------------------------Request Payment For Travel Expenditures-----------------------------

1) See the Off-Campus Travel section of this document on page 15.

-----------------------------Amazon.com Purchases-------------------------------

1) Club/organizations are encouraged to order from Amazon.com. When requesting orders from Amazon.com club/organizations must place all items in a “wish list” and email a link of their “wish list” to getinvolved@sunywcc.edu with the subject line of the email stating “Amazon Wish List for NAME OF CLUB.” All items being purchased should be eligible for “Amazon Prime” and shipping. Purchase Orders should be submitted noting that an email was sent to Student Involvement with the Wish List so the order can be processed. A photocopy of the “wish list” should be attached to the Purchase Order for verification purposes.

-----------------------------Internet Purchases-------------------------------

1) When requesting a purchase for items to be purchased from the internet, clubs must: (1) create an account with the website; (2) place the items they wish to purchase in their cart; and (3) save their cart.

2) When submitting a Purchase Order, the following information needs to be included: (1) web address where items are being ordered from; (2) Account Name/Username; (3) Password; (4) list of items currently in the cart (can be an image of the cart); (5) description of what the items will be used for; (6) contact information when shipped items arrive to campus.

3) Clubs should not submit personal account information, but rather create separate accounts unique for their club/organization.

4) Purchase requests for items on the internet that do not follow this procedure will not be accepted.

-----------------------------Major Equipment Purchases-------------------------------

1) All equipment purchased using Student Activity fees are property of the Faculty Student Association, unless procured by the college.

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 Department of Student Involvement to see if the college or FSA already has these or similar items available for student use.

3) All major pieces of equipment are to be stored in secure locations that must be approved by the Department of Student Involvement. If no secure location can be determined, the Department of Student Involvement will store items for clubs/organizations. Club/organization members will be able to sign out the equipment from the Department of Student Involvement.

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

-----------------------------Gift Card Purchases-------------------------------

1) When ordering gift cards, students must indicate what they are being used for on the Purchase Order.

2) When picking up gift cards from the Department of Student Involvement, students must sign off that they received the gift cards and are intending to use them for the intended purpose listed and approved on the Purchase Order.

3) Students who are found to use gift cards purchased for their club/personal use will be reported the Associate Dean of Student Life for violating the College’s Code of Conduct.
FUF Account Policies

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.

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.

Requests to use FUF funds should be made directly to the Faculty Student Association with the FUF form.

Department of Student Involvement will pull from FUF funding accounts if a club's budgeted money is over spent.

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, pre-packaged items etc.

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

3) All money collected from approved baked/pre-packaged sales must be deposited in the Faculty/Student Association after each day of the sale.

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

Raffles

Clubs/organizations are prohibited from sponsoring any raffle or games of chance in which money is exchanged. Failure to comply with this policy may result in immediate revocation of a club/organization’s charter. For more information contact the Department of Student Involvement.
Event Registration

1) Clubs/Organizations sponsoring on-campus events must register the event with the Department of Student Involvement.

2) Events must be registered at least one week prior to the event date.

3) To register an event, clubs must visit www.sunywcc.edu/eventregistration and submit the online form.

4) On-campus events once registered may be assessed to ensure compliance with all college and FSA policies and procedures. When assessing an on-campus event registration, expressive activities will not be assessed on the content or viewpoint of their expression or the possible reaction to that expression. The content or viewpoint of the expression or the possible reaction to that expression will only be considered when such factors are relevant to assessing appropriate security measures. In the event persons react negatively to this expression, College Security personnel can take the necessary steps to ensure public safety while allowing the expressive activity to continue.

Contracts For Performers/Speakers

1) Please see page 7 of this manual for information as to how to properly contract an outside performer.

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.

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>Administration Conference Room</td>
<td>Administration Building</td>
<td>Jane Kojac</td>
<td><a href="mailto:jake.kojac@sunywcc.edu">jake.kojac@sunywcc.edu</a></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>Classroom Conference Room (C-50)</td>
<td>Classroom Building</td>
<td>Teresa Michaud</td>
<td><a href="mailto:teresa.michaud@sunywcc.edu">teresa.michaud@sunywcc.edu</a></td>
</tr>
<tr>
<td>Classrooms</td>
<td>Various</td>
<td>AA Scheduling</td>
<td><a href="mailto:AAscheduling@sunywcc.edu">AAscheduling@sunywcc.edu</a></td>
</tr>
<tr>
<td>Davis Auditorium</td>
<td>Gateway Center</td>
<td>Eileen Mckee</td>
<td><a href="mailto:eileen.mckee@sunywcc.edu">eileen.mckee@sunywcc.edu</a></td>
</tr>
<tr>
<td>Faculty/Staff Dining Room</td>
<td>Student Center</td>
<td>Don Hennessy</td>
<td><a href="mailto:donald.hennessy@sunywcc.edu">donald.hennessy@sunywcc.edu</a></td>
</tr>
<tr>
<td>Gateway Conference Room (GTW 226)</td>
<td>Gateway Center</td>
<td>Eileen Mckee</td>
<td><a href="mailto:eileen.mckee@sunywcc.edu">eileen.mckee@sunywcc.edu</a></td>
</tr>
<tr>
<td>Gateway Room 110</td>
<td>Gateway Center</td>
<td>Eileen Mckee</td>
<td><a href="mailto:eileen.mckee@sunywcc.edu">eileen.mckee@sunywcc.edu</a></td>
</tr>
<tr>
<td>Hankin Academic Arts Building Theater</td>
<td>Hankin Academic Arts Building</td>
<td>Jerry Maselli</td>
<td><a href="mailto:Gennaro.Maselli@sunywcc.edu">Gennaro.Maselli@sunywcc.edu</a></td>
</tr>
<tr>
<td>Instructional Dining Room</td>
<td>Student Center</td>
<td>Elizabeth Sloat</td>
<td><a href="mailto:Elizabeth.sloat@sunywcc.edu">Elizabeth.sloat@sunywcc.edu</a></td>
</tr>
<tr>
<td>Library Lounge</td>
<td>Library</td>
<td>Student Involvement</td>
<td><a href="http://www.sunywcc.edu/roomreservations">www.sunywcc.edu/roomreservations</a></td>
</tr>
</tbody>
</table>
Reserving Table Space

1) Clubs/Organizations may set-up tables in the halls of certain buildings to promote their club, an upcoming event, or a special project or cause.

2) All requests for tables must be submitted five (5) business days prior to the desired date. Table space is very limited, so it is important to book early.

<table>
<thead>
<tr>
<th>Building</th>
<th>Who to Contact</th>
<th>Campus Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center</td>
<td>Student Involvement</td>
<td><a href="http://www.sunywcc.edu/roomreservations">www.sunywcc.edu/roomreservations</a></td>
</tr>
<tr>
<td>Gateway Building</td>
<td>Eileen Mckee</td>
<td><a href="mailto:eileen.mckee@sunywcc.edu">eileen.mckee@sunywcc.edu</a></td>
</tr>
<tr>
<td>Classroom Building</td>
<td>Teresa Michaud</td>
<td><a href="mailto:teresa.michaud@sunywcc.edu">teresa.michaud@sunywcc.edu</a></td>
</tr>
</tbody>
</table>

3) For tabling policies refer to pg 12

Media Services

1) Student clubs/organizations can utilize the college’s audio/visual equipment (speakers, microphones, TV’s, DVD players, laptops, LCD projectors, etc).

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

3) To request use of audio/visual equipment visit [http://www.sunywcc.edu/contact/center-for-learning-resources-library-media-and-instructional-technology/technology-request-form/](http://www.sunywcc.edu/contact/center-for-learning-resources-library-media-and-instructional-technology/technology-request-form/)

4) Requests for audio/visual equipment must be made ten (10) days of the event date.

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

Catering & Refreshments

1) When ordering food for any on-campus event or activity, FSA Dining Services reserves the right of first refusal, meaning that clubs/organizations are required to use FSA Dining Services for all catering needs. If FSA Dining Services cannot accommodate a request, a club/organization must receive written confirmation. This is the only time a club/organization may contact an outside service for catering.
   Note: 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.

2) A special Club Catering Menu has been created by FSA Dining Services. It can be accessed by visiting [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs). This menu has special options and reduced pricing only available to clubs/organizations in good standing.

3) To order food from FSA Dining Services, clubs will need to submit the Catering Request Form found at [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs).

4) At the time the order is placed, a club/organization’s budget will NOT be charged. Clubs DO NOT have to submit a Purchase Order for orders placed with FSA Dining Services. Clubs will be charged for orders placed with FSA Dining at the end each month.
   Note: Clubs/organizations are responsible for ensuring they have sufficient funds for food orders.
Pizza Orders

Clubs/organizations may order pizza through the Department of Student Involvement for their club meetings and events.

1) All orders must be submitted via the online order form by the Tuesday prior to the meeting/event date, no later than 1:00 pm. Late orders will not be accepted. Access the pizza order form by visiting http://www.sunywcc.edu/student-services/pizza-order/.

2) All orders will be delivered to the main lobby of each building. Deliveries will not be made to your meeting room.

3) Provide accurate contact information when filling out the online form.

4) At the time the order is placed, a club/organization’s budget will NOT be charged. Clubs MUST submit a Purchase Order and the original receipt with tip for the pizza order immediately following the meeting/event or club funds will be frozen.

NOTE: Clubs/organizations are responsible for ensuring they have sufficient funds for food orders. Clubs are responsible for obtaining any lost receipts by calling the pizzeria directly.

5) Please add a tip on the card used for purchase when signing the receipt for the pizza order. Never pay the tip in cash, you will not be reimbursed for this money.

6) Clubs/organizations may not call the pizzeria to place a new order on behalf of their club, or to modify an existing order.

Film Showings On Campus

1) In order to hold a public screening of any film on campus, the rights to hold the screening must be obtained from a film distributor. A licensing fee is usually required to acquire film rights. Licensing fees for films can range from around $50 to $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 or movies taken out of the Library.

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

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. To request an approval email getinvolved@sunywcc.edu ten (10) business days prior to the end of the semester.

Alcohol Policy

Alcoholic beverages may not be sold or served to students, or used by students, on any college property or at any college sponsored function including off-campus activities such as school sponsored trips and school sponsored social activities. The only exception to this policy will be the Annual Student Leader Recognition Dinner or other student events of campus that receive prior written approval for a cash bar from the Director of Student Involvement.

Off Campus Banquets, Retreats, & Facility Rentals

Only the Faculty Student Association, with the cooperation of the Department of Student Involvement, has the authority to negotiate contracts with outside venues for large scale banquets, retreats, etc. Club advisors and their students are not allowed to enter into agreement for any off-campus function without the written consent of the Director of Student Involvement and all agreements/contracts for use of off-campus functions are left to the ultimate discretion of the Executive Director of the FSA.

Tabling & Promotion

In order clubs/organizations and outside community organizations/business to promote themselves, the Department of Student Involvement has allotted table space in the Student Center.

Tabling Policy

1) Tabling in the Student Center needs to be reserved in advance with the Office of Student Involvement located in STC 108.

2) Tabling space is located on the first floor, in the cafeteria area, located outside of the Security Office.

3) Tables must be staffed at ALL times they are reserved and representatives must stay within a one foot radius of the table. If your table does not have staff present we reserve the right to remove your materials and cancel your reservation.

4) Groups must check in with the Department of Student Involvement prior to setting up at their reserved table.
5) Each student group must display the following at all times while conducting a fund raising activity on campus:
   a. The name of the student group conducting the fundraising activity
   b. The purpose for which the funds raised will be used

6) All hanging items must be affixed to your table only. You may NOT hang items on walls, windows, benches, stairs, entrances, pillars, etc. All hanging items must be REMOVED at the conclusion of your event.

7) Table space is available to recognized student clubs and organizations and campus departments. Table space is also available for use by off-campus groups who are being sponsored by a campus department.

8) Off-campus groups who want to disseminate information about their organizations for jobs, or for internships must first contact the Office of Career and Transfer services located in STC 281.

9) Outside organizations may reserve space twice a month. Reservations by outside groups may not exceed two consecutive weeks in a row.

10) Solicitation of any kind is prohibited.

11) There are two vendor tables available per day.

12) Groups may have the table from 9:00 AM through 5:00 PM on the day of their reservation.

13) Groups are limited to one table and two chairs. Due to space limits each table can only have two seated participants.

14) Student groups that are collecting monies should follow the Faculty Student Association money handling policies for fundraisers found in the Clubs & Organizations policy and procedures manual.

15) Music, sound equipment, entertainment, or speeches are not permitted at these tables.

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On-Campus Posting & Advertising

In order to help positively promote the many campus activities and events for students, the following guidelines and resources are established for club/organizations.

Posting Policy

1) Clubs/organizations must obtain a posting stamp for their poster/flyer from the Department of Student Involvement (Student Center 108) before they may advertise their event.

2) Only campus event posters/flyers that receive the “Approved for Posting” stamp may be posted on any public campus bulletin board.

3) Postings that have expressive content will not be assessed due to the content or viewpoint of their expression or the possible reaction to that expression. Persons taking offense to the language or nature of any poster, flyer or banner are encouraged to contact the event organizers. The Department of Student Involvement does not accept responsibility for any poster/flyer content that may be considered offensive.

4) The college limits the posting of approved materials to one flyer/poster per bulletin board per event. Posters and flyers should not be posted in a manner that covers or obstructs another organization’s promotion.

5) All postings will be dated, and must be removed once the date has expired. It is the responsibility of event organizers to remove the posters. These stipulations are intended to provide equal advertising space to other event organizers. Items which are posted without authorization will be removed within 24 hours of posting.

6) All postings are required to have the following information:
   a. Sponsoring club’s/organization’s name
   b. Event title
   c. Time, location and date of the event

7) All postings should be of good taste and positively promote the club/organization or a sponsored meeting/event.

8) All posters/flyers are to be in direct proportion to the bulletin boards and at no time exceed 11”x17”. Posters may be displayed for a maximum of two weeks prior to the event. Special arrangements may be made through the Department of Student Involvement for extended time.

9) All fliers must be removed within two (2) business days after an event has concluded.
Clubs/organizations who wish to advertise on the college's computer screen savers may email getinvolved@sunywcc.edu with this request. All fliers submitted for electronic posting must be submitted as a JPG image.

Clubs/organizations who wish to advertise on the college's website, in the weekly email and/or on the electronic calendar may submit a request to getinvolved@sunywcc.edu at least seven (7) business days prior to the event. Information should include: (a) date of event; (b) time of event; (c) location of event; (d) name of event; (e) sponsoring group; (f) brief description of the event.

Persons taking offense to the language or nature of any poster, flyer or banner are encouraged to contact the event organizers. The Department of Student Involvement does not accept responsibility for any poster/flyer content that may be considered offensive.

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

Chalking

Chalking is permitted on paved horizontal surfaces that are exposed to the elements and not covered by buildings or awnings. Chalking on walls and brinks is prohibited. Spray chalk of any kind is prohibited.

College Screen Savers

Clubs/organizations who wish to advertise on the college’s computer screen savers may email getinvolved@sunywcc.edu with this request. All fliers submitted for electronic posting must be submitted as a JPG image.

College Website, Weekly Email & Electronic Calendar

Clubs/organizations who wish to advertise on the college’s website, in the weekly email and/or on the electronic calendar may submit a request to getinvolved@sunywcc.edu at least seven (7) business days prior to the event. Information should include: (a) date of event; (b) time of event; (c) location of event; (d) name of event; (e) sponsoring group; (f) brief description of the event.

Persons taking offense to the language or nature of any poster, flyer or banner are encouraged to contact the event organizers. The Department of Student Involvement does not accept responsibility for any poster/flyer content that may be considered offensive.

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

Use of FSA Vans

The Faculty Student Association in conjunction with the Department of Student Involvement provides vehicles for student club/organization use. In order to ensure a well-coordinate 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, club/organizations should email getinvolved@sunywcc.edu to make a request.

2) All requests should include the following information (1) date of trip; (2) destination (name and address of location); (3) pick up time and estimated time of return; (4) number of passengers

3) FSA Vans will only be issued to student clubs/organizations that have submitted the appropriate forms (http://www.sunywcc.edu/student-services/getinvolved/clubs/) and received the necessary approval for off-campus travel.

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 Department 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 Department of Student Involvement at (914) 606-6731 or at getinvolved@sunywcc.edu.

3) All trips using FSA vehicles are subject to a flat rate fee based on the total number of miles to be traveled. This fee will cover the cost of gas and tolls. See pg 15 for fee schedule.

4) If drivers are requested and available, driver fees will be taken from a club/organization’s budget. Clubs/organizations must make sure they have properly allocated these travel expenses prior to making a request for an FSA van.

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

6) All vans must be returned clean and free of trash. Vehicles that are returned with trash or that are dirty may result in a cleaning fee of up to $250 being charged to the club.

7) These vehicles are to be used only for official college business and may not be used for personal reasons.
In order to afford students a richer college experience, 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:

**Off-Campus Policies & Guidelines**

1. A club/organization trip is defined as any off-campus excursion that uses a club/organization name and/or utilizes student activity fees (budgeted funds) or monies from an FUF (fundraised) account.

2. All trips are subject to the approval of the college.

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

4. To receive approval for day trips, clubs/organizations must submit the following forms no later than ten (10) business days before the trip departure date: (1) Travel Request Form; (2) List of Participants Form; (3) the Advisor Agreement Form and; (4) Liability Release Forms for each participant unless participants are using FSA vehicles for travel under six hours within the following locations: Westchester, Putnam, Rockland, Orange counties and New York City.

5. Personal vehicles may be used for single-short one day trips that are less than six hours and within the following locations: Westchester, Putnam, Rockland, Orange counties and New York City. Students driving or riding in personal vehicles must submit a liability-release agreement prior to the day of travel.

6. All trips using FSA vehicles are subject to a flat rate fee based on the total number of miles to be traveled. See pg 15 for fee schedule.

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

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

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

10. The club/organization officers and Advisor should take the lead when planning and preparing for off-campus travel.

11. The advisor or a designated campus employee must travel with the student group unless written permission is granted by the Director of Student Involvement or student involvement staff designee within ten (10) business days prior to departure date.

12. The Faculty Student Association and the college will only pay for hotel room stays and will not pay for incidental charges from a hotel stay, to include, but not limited to: room service, in-room movies, damage to rooms, etc. Some hotels may require students/staff to leave a credit card upon check-in to cover incidental costs incurred during the stay. The student/staff will be responsible for providing this and will generally not be reimbursed for any incidental charges.

13. Once a student has submitted their individual paperwork to attend an off-campus trip, the student will be considered committed to attend. 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 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 full amount.

14. Some club/organization sponsored trips will allow students a maximum of two (2) outside guests at least ages 18 and older to travel.

15. Children ages 17 and under are not permitted to participate in any trip, on or off-campus, at any time unless permission is given at the sole written discretion of the Associate Dean of Student Life.

**Academic & Grant Funded Programs at WCC**

The Department of Student Involvement does not provide transportation services to outside groups, community organizations or academic programs.

The Department of Student Involvement does not permit the use of its vehicles to outside groups, community organizations or academic programs.

**FSA Van Fee Schedule**

When completing the off campus travel packet, those requesting FSA vans must calculate their intended mileage. A fee will be assessed for use of the van based on roundtrip mileage as detailed below.
Meal Cash Advances

1) When students are travelling, clubs and organizations may request meal cash advances. Clubs may also pre-arrange dining 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 should not exceed the following amounts for each meal, per day:
   a. Breakfast: $10
   b. Lunch: $20
   c. Dinner: $30


<table>
<thead>
<tr>
<th>Mileage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 50</td>
<td>$20.00</td>
</tr>
<tr>
<td>51 – 100</td>
<td>$40.00</td>
</tr>
<tr>
<td>101 - 200</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Examples:
- 52 miles = $40.00
- 252 miles = $75.00 (200 miles) + $40.00 (52 miles) = $115.00
- 303 miles = $75.00 (200 miles) + $75.00 (103 miles) = $150.00

- 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
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 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 with the Cash Advance Reconciliation Report [http://www.sunywcc.edu/cms/wp-content/uploads/2014/03/Cash-Advance-Reconciliation-Report-7-22-15.pdf](http://www.sunywcc.edu/cms/wp-content/uploads/2014/03/Cash-Advance-Reconciliation-Report-7-22-15.pdf) 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.

**International Travel**

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