

**SUNY Rockland Community College
Student Organization AND Student Club
START-UP PACKET**

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Starting a Student Organization or Student Club

STUDENT CLUB: is any Student Charter, required to activate or reactivate on a semester basis, before the SGA.

STUDENT ORGANIZATION: is any Student Charter **not** required to reactivate before the Student Government Association (SGA) on a semester basis. However, they still must complete and hand in activation paperwork on a semester basis, **by all deadlines.**

These Student Organizations are Impulse, Speech & Debate, STARS, Campus Players

1. Students interested in forming a **new** Student Organization or Club are required to:
 - Meet with the **Student Activities Advisor** of the Office of Student Involvement, and the Student Activities Board (SAB) Chairperson, at which time you will receive a brief orientation regarding starting a Student Organization or Club,
 - In addition, you will receive the **Student Organization/Student Club-Start-Up Packet, which you MUST actually READ.**
 - You will also receive all of the necessary paperwork i.e. Club Presidents meeting dates, travel request forms, Budget and Finance request forms, minutes forms, etc.

2. To be eligible for consideration of a Student Organization or Student Club, the following materials must be submitted to the **Student Activities Advisor.**
 - a. A Registration Form for Student Organizations & Clubs must be completed (pg. 9 &10)

 - b. Complete the Application for Official Student Organizations & Student Clubs Charter (pg. 7 & 8)

 - c. A complete listing of the Student Organization/Club Membership Roster with the names and signatures, and student ID numbers of at least **seven currently enrolled students** interested in participating in your Student Organization/Club (pg. 11)

 - d. A copy of the Student Organization's/Club's constitution. **This document is to be created by the Club or Organization.** (See Constitution Guidelines pg. 28)

 - e. A signed copy of the Advisor Agreement Form

3. After receipt of these materials, the Student Activities Advisor and the Student Activities Board Chairperson will review them. They will then meet with the executive members of the Student Organization/Club and the Full-time Club Advisor to review the materials and make suggestions for any necessary changes.
4. After reviewing your materials and the preliminary approval by the Student Activities Advisor and the Student Activities Board Chairperson, the proposed Student Organization/Club will be then be scheduled to appear before the Student Government Association (SGA). The Student Government Association (SGA) meets **every Thursday at 3:30pm in the Student Union Building Room 3217** (location is subject to change). Please check Student Government Association (SGA) meeting schedule to verify the location. The Student Government Association (SGA) is responsible for approving all official Student Clubs or Student Organizations charters.
5. In the interim, the proposed Student Organization/Club may have a limited number of organizational and planning meetings. However, activities and functions may **not** take place until the group is **officially recognized and activated**. In addition, funds and use of student activity vehicles are not available to the proposed organization until the official charter is given.
6. Proposed Student Organizations/Clubs may participate in **Club Fest** before formal recognition is given. This will enable you to recruit members and to create awareness about your proposed Student Organization/Club.

POLICIES & PROCEDURES FOR STUDENT ORGANIZATIONS & STUDENT CLUBS

SUNY Rockland Community College Student Organizations and Clubs will function in an organized manner and will provide a congenial atmosphere opened to **all** students currently enrolled at SUNY Rockland Community College.

1. All approved activities, meetings, or functions sponsored by a Student Club/Organization are considered **official** college activities. Student Clubs and Organizations are required to follow the **Student Code of Conduct** and the policies and procedures established by SUNY Rockland Community College. Please refer to the **Student Handbook** for information regarding **Student Code of Conduct**. Should you require a copy of the Student Handbook, please let us know.
2. As a SUNY Rockland student leader, every member of each Student Club/Organization must know and understand that they are a representative of SUNY Rockland Community College. It must also be understood that each member makes the first impression to other perspective students, community members, College administrators, faculty, and staff, and guests that attend on and off campus events and activities. Therefore, all Student Club/Organization members are expected to act in accordance with all SUNY Rockland Community College policies, procedures, and within the Student Code of Conduct, at all College related events, activities, and functions, at all times.
3. **Behavior:** SUNY Rockland Community College seeks to provide and guarantee the best educational environment for its student, faculty, administrators, and staff. To achieve this goal, the College requires that each member of the College community, including Student Clubs/Organizations must follow the policies and procedures established by the College along with the all local, state, and federal laws.
4. To be eligible for funding, use of the student activity vehicles and/or allocated travel funding, use of college resources, and any other resources and services available for Student Clubs/Organizations, all Student Organizations and Clubs must follow procedures for starting or reactivating a Student Organization/Club.
5. Student Organization and Club activities are open to **all** currently registered SUNY Rockland Community College students.

6. Student Organizations and Clubs must meet a **minimum** of twice a month. The meeting times and dates are to be posted on campus bulletin boards **and** registered with The Office of Student Involvement.
7. Minutes must be taken at each meeting detailing topics of discussion and any matter requiring a vote of the membership. Minutes are to be submitted to the Student Activities Advisor and the Student Activities Chairperson on a weekly basis or as often as you meet. Forms can be found in the Student Involvement Office. If for some reason your Student Club/Organization stops meeting, please submit that in writing. If that information is not submitted in writing, it could potentially put your Student Club/Organization in bad standing, which can lead to deactivation.
8. Student Organization/Club meetings are to be held **only on campus**, unless otherwise approved by the Director of Student Involvement. If a meeting is held off campus, that meeting will **not** be recognized as an official SUNY Rockland Community College, Student Organization/Club meeting/activity.
9. All Student Organization/Club activities/events, and expenditures **must** be discussed and voted on by the members of the Student Organization or Student Club, and documented in the minutes. The discussion and voting is to take place during official club meetings. Approval of sponsoring an event must be reflected in the minutes. It is the Student Club or Student Organization's president and vice presidents responsibility to keep their full-time Club Advisor and The Office of Student Involvement informed of all planned activities.
10. In order to get funding released from each Student Club/Organization's account approval (documentation in minutes that the funding has been approved) and signature of either the full time advisor, President, or Treasure must be provided on the Request for Payment Form.
11. Individual Student Organization/Club members or their Advisor may **not** sign contracts. Doing so makes a person individually responsible for the contract. All contracts i.e. entertainment, services, rental equipment, etc. must be approved and signed by the Director of the Student Involvement, on behalf of the sponsoring organization.
12. A report of the Student Organization or Clubs' proposed activities must be submitted by the **sixth week** of each semester to the Director of Student Involvement, the Student Activities Advisor, and the Student Activities Board Chairperson.
13. Student Organizations and Clubs are **required** to sponsor the following types of events per semester, however, not limited to:

- **One Educational/Cultural event, which is to be open to all currently, enrolled students. (MANDATORY)** This event **must** be held on any SUNY Rockland Community College campus. This activity may be organized in collaboration with another Student Organization or Club or in conjunction with another campus committee. (I.e. Women's History Month, Intercultural Fest, African American History Month, Hispanic Heritage Month etc.)
- **One Community Service (Volunteering) event: (MANDATORY).** This could take the form of a fund-raiser, volunteer service on or off campus, serving as a student recruiter at local high schools, just to mention a few options. This event can take place on or off campus, but **must** follow the procedures regarding event planning.
- **One Social Event (OPTIONAL)** related to the purpose of the Student Organization or Club. This event must follow procedures regarding event planning. A social event can only be held **ONCE** the two above requirements have been accomplished.
- **One Student Government Association (SGA) or Student Activities Board event per semester. (MANDATORY)** Participation in at least **one fall semester** and **one spring semester event is required.** Some examples of **fall semester** events may include, New Student Orientation, Blood Drive, Voter Registration, New Student Orientation, an **Open House** event, (usually held on Sundays), **Toy or Food Drive.** Some examples of **spring events** may include, **Spring Fest,** (usually held the first Thursday during the month of May), an **Open House** event, or **Earth Day** (usually held the third Thursday during the month of April).
- **Club Fest (MANDATORY)** (usually held the third week in September and third week in February)

14. Club Officers and Full-time Club Advisors are responsible for being familiar with the policies, procedures, and deadlines contained in the Student Organization manual, as well as the policies and procedures of the College. In addition, it is the responsibility of the Club Officers and of the full-time Club Advisors to ensure that all members of their Student Club/Organization are informed as well.

**SUNY Rockland Community College
Application for Official Student Organization/Club Charter**

Instructions

PLEASE PRINT (USE PEN) OR TYPE

This application must be submitted to the Student Activities Advisor **along with:**

- a copy of the Student Organization or Student Club's constitution,
- student membership list with signatures,
- and the signed Advisor's agreement.

Please review the policies for becoming an organization or club charter.

Today's Date: _____

1. Name of Student Organization or Student Club:

2. Name of Person Submitting Application:

3. Position: _____ i.e. President, VP, Secretary

4. Purpose/Mission of the Student Organization or Student Club:

5. Proposed Advisor: _____

6. President or Chairperson: _____

7. Was an application for recognition as an Official Student Organization/Club Charter ever previously denied? Yes _____ No _____ Not Sure _____ Date _____

Reason _____

Write in your Student Club/Organization name below:

FOR STUDENT INVOLVEMENT USE ONLY:

Approved: _____ Denied: _____ Date: _____
(Check one)

Student Activities Chairperson/Director of Student Involvement

Reason denied:

Student Activities Advisor President, Student Organization/Club

DATE: _____ DATE: _____

In accepting the status of an official Student Club/Organization at SUNY Rockland Community College all members of this Club/Organization agree to adhere to all SUNY Rockland policies and procedures.

Club officers and members are responsible to share this information with each member of the Student Club/Organization.

Signed: Club President Club Advisor

Date: _____ Date: _____

**SUNY Rockland Community College
Semester Based Registration form for
Student Organizations/Student Clubs**

Please Print (USE PEN) or Type.

Semester: FALL _____ (INDICATE YEAR) SPRING: _____

Date Submitted _____

1. Name of Student Organization or Student Club:

2. Name of Advisor: _____

Extension: _____

Department: _____

3. Number of Active Members: _____

4. Meeting Place Room #: _____

5. Meeting Times: _____

6. Meeting Dates: _____ i.e. Every Tuesday: Common Hour

7. Officers complete information below:

President:

Name: _____

Address: _____

Telephone: _____ E-mail: _____ Cell: _____

Student ID #: _____

Vice President:

Name: _____

Address: _____

Telephone: _____ E-mail: _____ Cell: _____

Student ID #: _____

Secretary:

Name: _____

Address: _____

Telephone: _____ E-mail: _____ Cell: _____

Student ID # _____

Treasurer:

Name: _____

Address: _____

Telephone: _____ E-mail: _____ Cell: _____

Student ID/ #: _____

Please complete the Active Members List Form, which is attached. All Student Clubs and Organizations must abide by the policies and procedure of SUNY Rockland, the Student Government, Student Activities Board, and the Student Involvement Office.

**SUNY Rockland Community College
Student Organization/Student Club Membership Roster**

This roster, along with the **Semester Based Registration Form**, the **Application for Official Student Club/Organization Charter**, a **copy of the constitution**, and a signed copy of the **Advisor's Agreement**, must be brought to and filed with the **Student Activities Advisor**. This must be accomplished by the deadline indicated by the Office of Student Involvement. Each semester that date changes. Please contact the Office of Student Involvement to inquire about that specific deadline. It is required to have a **minimum** of seven - (07) active member in your Student Organization or Club.

Semester: Fall _____ Spring _____ Date Submitted _____
(Please check one)

<u>Name</u>	<u>Active Members Address/Phone</u>	<u>Student ID #</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		

“GOOD STANDING” REQUIREMENTS FOR STUDENT ORGANIZATIONS/CLUBS

For a Student Organization or Student Club to be considered in “**GOOD STANDING**,” the following guidelines **must** be followed:

1. Copies of the Student Organization or Club’s constitution are to be made available to all interested parties. In addition, a copy must be kept on file in The Office of Student Involvement.
2. An updated current membership list must be on file in the Office of Student Involvement at the beginning of **each** semester.
3. Minutes from meetings must be submitted on a **weekly** basis, or as often as the Student Club/Organization meets. These copies are to be put in the mailboxes of the Student Activities Advisor **and** the Student Activities Board Chairperson.
4. Student Organizations and Clubs must maintain proper use of the student activity vehicles.
5. Attend Club Fest each semester
6. Attend all Club Presidents’ meetings
7. Student Organization and Student Club members must maintain proper use of the funding provided to the Student Organization or Club. This includes, but is not limited to, submitting receipts of expenditures along with the Request for Payment forms, to the Student Government Association (SGA) Bookkeeper. The Student Government Association (SGA) Bookkeeper will provide a letter addressing these guidelines at the beginning of each semester, usually at the first Club Presidents’ meeting.
8. **Secure** an Advisor and **meet** with the Advisor on a **regular** basis.

The status of **Good Standing** is determined on a monthly basis by the Student Activities Board Chairperson and the Student Activities Advisor.

Student Organizations and Student Clubs in **good standing** are eligible to receive:

- the opportunity to request additional funding
- use of the College vehicles & allocated funding for travel
- and use of other campus resources i.e. printing, photo copies, space, etc

Student Organizations and Student Clubs will be considered in **Bad Standing** if they fail to follow the above regulations, as well as other regulations contained in this manual and set forth by the Student Government Association (SGA) and SUNY

Rockland Community College. Any Student Club/Organization in bad standing will not be eligible for funding events, or any other resources available to Student Clubs/Organizations.

Communication regarding bad standing will be put in the mailbox of the Student Club or Organization. In addition, this communication will be sent to your Advisor, and to the Executive Board of the SGA. It is up to Officers and their members to be current on their status and to take **initiative** to correct any **Bad Standing** status.

If Student Organizations or Student Clubs continue to remain in Bad Standings, the Student Government Association (SGA) may determine that the Organization/Club will lose its charter and become deactivated, and cannot operate for the duration of the semester. If the Student Government Association (SGA) has taken this action, the Student Club or Student Organization may request reactivation the following academic semester.

The Role of the Full-time Club Advisor

It is the responsibility of the members of each Student Club/Organization to identify and choose their advisor. The role of a full time staff member serving as an Advisor to a Student Organization or Student Club is a most vital one. The Advisor is in a position to work closely and directly with a student group. An Advisor is in the position to offer an informed point of view and impartial perspective. He/she can be of great value to you as a student club or organization member. It is the responsibility of the Student Organization or Student Club's President and Vice President to keep the Advisor completely informed of all activities on a weekly basis.

The role of the Student Organization or Student Club's Advisor is to:
Promote the development of student leadership and group development

1. Provide practical advice and guidance in the creation and implementation of events/activities.
2. The Advisor is to attend the Student Organization/Clubs meetings and events/activities. In addition, the Advisor is **required** to be present at all events/activities including evening, weekend, and events on or off-campus.
3. Each advisor can only advise one Student Club/Organization.
4. The Advisor is responsible for being familiar with all College policies, regulations, and procedures that affect the Student Organization or Student Club.
5. Advisors must sign approvals on budget request forms, vehicle reservation forms, and student activities request forms. In addition, Advisors will be required to sign any other forms that may be in need of their signatures. For example, a Security Request form.
6. It should be further noted that the college staff person who elects to advise a Student Organization or Student Club does not necessarily have to be in agreement with the goals and aims of the student group.
7. The Advisor must be present at the time of election of Executive Board Members, (officials) of the Student Club/Organization, which must be reflected in the minutes.

The major responsibility of the Advisor is not regulatory or disciplinary, however, the Advisor, as a member of the College staff, has the responsibility to the College and the student to keep the students' best interest in mind. In a well-run organization or club, the supervisory role of an Advisor may be minimal. However, he/she may need to remind the group of appropriate College policies and behaviors or occasionally step in to prevent an organization or club from violation of institutional policies. Whenever possible, the Advisor should work in conjunction with the student officers responsible for maintaining standards of excellence.

**SUNY ROCKLAND COMMUNITY COLLEGE
STUDENT ORGANIZATION AND STUDENT CLUB
ADVISOR'S AGREEMENT**

Pending the approval of the Student Organization or Student Club's charter:
I agree to serve as the Advisor of _____ Student Organization
or Club. This commitment as Advisor is for one semester.

I have read the Club Start-up packet and I am aware of the responsibilities of an
Advisor. I agree to advise **actively** student members in establishing and maintaining
an effective and productive Student Organization or Student Club.

In addition, I agree to attend meetings with student officers and to meet regularly
with The Student Involvement Office.

Check only ONE semester per activation:

This agreement covers fall _____ semester.
(Please indicate the year)

This agreement covers spring _____ semester.
(Please indicate the year)

**Please note that your signature is required for each semester the Student
Club/Organization is activated.**

Advisor signature

Date

Extension: _____

Department: _____

The Role of the Office of Student Involvement

The Office of Student Involvement offers a variety of services, which enhance the leadership opportunities of SUNY Rockland Community College Student Organizations and Student Clubs. Our goals are to contribute to building more effective student organizations and to teach student leaders specific skills, which will continue to be useful to them in their future educational/career pursuits

The Coordinator Student Activities is responsible for all Student Organizations and Student Clubs. She is also there to discuss and guide these Student Organizations and Student Clubs throughout their planning of their events and activities, **along with their Advisor.**

In addition, the Office of Student Involvement is a valuable resource. We can provide you and your Advisor with valuable information in order to make your Student Organization/Club as effective as possible.

In order to have a productive and effective semester, it is necessary for each Student Organization and Student Club to maintain communication with Debra Balestra. If an event/activity has been planned, and the Coordinator Student Activities or the Director of the Office of Student Involvement is not aware of the intentions of Student Organizations or Student Clubs, at least two weeks before the event, the event will be **canceled.**

The Director of Student Involvement may act as the designee in the absence of the Coordinator Student Activities. Furthermore, the Director of Student Involvement serves to provide support and guidance regarding institutional, Student Organization/Club policies and procedures.

The Office of Student Involvement feels that it is imperative to maintain open lines of communication at all times. This will accomplish a semester of informed members, Advisors, and the College community at large. In addition, it will reinforce community relations, will create awareness, and increased participation in Student Organizations and Student Club events and activities.

**Our doors are always open to discuss any ideas and concerns you may have.
Please make sure you drop by or schedule an
appointment to discuss your ideas with us!**

How to get in touch with us:

Debra Balestra, Director Student Involvement 845-574-4394 or by e-mail at dbalestr@sunyrockland.edu

John Marra, Coordinator Student Activities 845-574-4302 or by e-mail at jmarra@sunyrockland.edu

Resources available for STUDENT ORGANIZATIONS & STUDENT CLUBS

! Your Student Club/Student Organization received their official charter!

Now what?

Congratulations on receiving your official Student Charter!

Your group has worked hard to get your Student Organization/Student Club activated. Now, let us look at what resources are available to help your Student Club/Organization become a success, and to maintain an active and involved student membership.

Club Meetings

All Student Organizations/Clubs are **required** to have regularly scheduled meetings a **minimum** of twice a month. These meetings are to be **registered** with the Office of Student Involvement **within two weeks** of the Student Organization/Club's activation or reactivation. Student Organizations/Clubs are responsible for advertising these meetings to the student body.

Club Presidents' Meetings

Club Presidents meetings are held approximately once a month, with notices given at least one week in advance. These meetings are organized to communicate important information; they can also be used as open forums to discuss any issues a Student Organization/Club may have. The Student Activities Advisor along with the SAB chairperson will oversee these meetings. **Attendance is mandatory** for all club presidents and/or their club officer designee. Failure to attend club presidents' meetings will result in **bad standing**.

Club Mailboxes

Mailboxes are provided to Student Organizations/Clubs on a first come, first served basis. The boxes are located in the Office of Student Involvement and are to be checked **at least once a week**. It is **imperative** that the mail is **collected, read, and responded to** on a weekly basis. It will be the decision of each Student Club or Student Organization as to who will be assigned to maintain pick-up and effective communications about your mail. Your mailboxes will aid in the communication with other Student Organizations/Clubs and in the distribution of notices, memos, etc.

If you wish to have, something sent to your Student Organization/Club, the address is as follows:

SUNY Rockland Community College
Attention: The CLUB NAME C/O Office of Student Involvement
145 College Road Suffern, NY 10901

No postage due or COD mail accepted

Mailings

The Office of Student Involvement will assist Student Organizations and Student Clubs with out-going mail. A **limited** number of envelopes are available for mailings. All outgoing envelopes must have the College's address listed. Outgoing mail is to be placed in the appropriated basket in the Office of Student Involvement. It will be necessary to have a discussion relative to large mailings with the Student Activities Advisor, and/or the Director of Student Involvement.

Room Reservations

Classrooms are also available and are reserved by contacting the Records Office, at 845-574-4522. It is the responsibility of the Club President or their Advisor to secure a meeting room with the Record's Office at the beginning of every semester.

Use of Copy Machine/Print Shop

In order to meet the high demands of copying please follow these procedures. All photocopies **must** be submitted by using the attached form to the secretary, Clara Bennin in the Office of Student Involvement. This procedure applies to 25 copies or less. This request, for photocopies, will be recorded and the copies requested will be returned to you within 24 hours. **If you need copies of 25 or more**, The Office of Student Involvement will send the request to the Print Shop. Copies requested from the Print Shop are **usually** returned within five (5) business days. This requires the Student Club or Student Organization to **think ahead**. Once the copies are completed either by The Office of Student Involvement or by the Print Shop, they will be placed in your mailbox. **This is another reason why mailboxes should be check on a weekly basis.**

Equipment and Supplies

Any equipment or supplies purchased with student activities fees and college funds for Student Clubs and Organizations belong to SUNY Rockland Community College and cannot be removed from campus. Some examples of equipment and supplies include but are not limited too, cameras, computers, printers, coffee pots, and office supplies.

Flyers

The Office of Student Involvement can reproduce Student Organization/Student Club flyers if a clean copy of proposed flyer is provided seven (7) days before the flyer is needed. The Office of Student Involvement will send any requests for over 25 copies to the College's Print Shop.

Please ensure all flyers include the following information:

- SUNY Rockland Community College
- Club's Name
- Date & Time
- Location
- For more info: Contact person
- Brief description of the event
- Any ticket price/entry cost
- Sponsored by Student Activities fees, (when applicable)

**THE OFFICE OF STUDENT INVOLVEMENT
REQUEST FORM FOR COPIES**

Copies will be returned to Student Organization or Student Club's mailboxes.

- ◆ Date request for copies received: _____
- ◆ Date request for copies returned: _____
- 1) Name of person requesting copy: _____

2) NAME OF STUDENT CLUB OR STUDENT ORGANIZATION

- 3) Number of originals? _____
- 4) Number of copies needed? _____
- 5) Initial of copier. _____
- 6) White or colored paper? _____
- 7) What will these copies are used for? _____

This form is to be used for 25 copies or less. If you need more than 25 copies, The Office of Student Involvement will send the request to the College's Print Shop. This usually required five days notice.

Thank you for your cooperation.

This form can be found in the Office of Student Involvement!

STUDENT CLUBS AND ORGANIZATIONS TRAVEL POLICIES

1. The Student Government Association (SGA) has allocated transportation funding at \$400 for each activated Student Club/Organization per semester. In order to be eligible for this funding, all Student Clubs/Organizations must be in good standing.
2. To access this funding, a **Transportation Request Form** is to be completed submitted to the Treasurer of the SGA by **Thursday at noon**. The Budget and Finance Committee of the SGA will then review the request during their regularly scheduled meetings.
3. The Budget and Finance Committee meets most Tuesdays from 12:30 – 1:30pm in the SGA Office. During this meeting, someone from your Student Club/Organization **must be present** to represent the request, should the committee have any questions to be answered.
4. Transportation may be arranged in the following manner:
 - a. Buses, vans, or mini buses may be arranged either through **Chestnut Ridge Bus Company** 845-357-0904 Jonathon Peltz, **Haverstraw Transit** 845-429-3407, whoever answers the phone can help you or **Air Brook Bus Company** (Coach Bus) 201-843-6100 x 301 Doris
 - b. Car Rental by Hertz Rent A Car, Nanuet NY – (your advisor would have to make these arrangements, and be the driver)
 - c. College Vehicles can be reserved through the Maintenance Department. This form can be accessed on-line under “P” for Plant Facilities in the directory. Your advisor would be the only person allowed to drive this vehicle, and to submit the form.
 - d. At the discretion of the Director of Student Involvement, consideration may be given to another mode of transportation depending on the rate.

**ALL RESERVATIONS ARE TO BE MADE BY YOUR CLUB ADVISOR, UNDER THE
NAME OF YOUR
STUDENT CLUB OR ORGANIZATION
C/o SUNY Rockland Community College Student Activities**

**If your advisor is not available, the
Coordinator of Student Activities can assist you!**

5. Each student participant is to pay a \$3.00 per person travel fee when student activities funds are used to pay for transportation. This fee will be put toward

the final transportation cost. These collected fees must be submitted to the Director of Student Involvement at least one day prior to your trip.

6. Written travel arrangements, along with the Emergency Contact Sheet must be submitted to the Director of Student Involvement at least one day prior to your trip.

When submitting this request all College and Student activities policies & procedures apply.

Please refer to the Student Handbook for more information.

**STUDENT CLUBS AND ORGANIZATIONS
TRANSPORTATION BUDGET REQUEST FORM**

Today's date: _____



Name of Student Club/Organization:



Name of Club President and cell phone number:



Name of Club Advisor & department extension:



Dates of Travel:

Departure time and return time:



Approximate number of participants: _____



<u>Travel Arrangements</u>	<u>Daily Cost</u>	<u>Total Cost</u>
_____	_____	_____
_____	_____	_____

Date check needed by: _____

Advisor's Signature & Date

Club President's Signature & Dates

Please be advised that your Club Advisor or an approved chaperone must accompany students on all approved off campus trips funded by student activities. Please refer to the Student Club/Organization Start-up Packet for more information on Travel Guidelines.

This form must be submitted by noon on Thursday to the mailbox of the SGA Bookkeeper.

Requests must be submitted at least two weeks prior to the trip.

**SUNY Rockland Community College
The Office of Student Involvement
Student Travel Policies and Procedures**

1. A chaperone, (a full-time college staff member) must accompany **all** off-campus student events/activities sponsored by the Student Club/Organization.
2. Students under the age of 18 years **must** submit written permission from a legal guardian to participate in **any off-campus** student event.
3. Students participating in any student event/activity are required to follow all policies and procedures listed in the Student Rights and Responsibilities, in the Student Handbook.
4. Participation in dances and off campus activities sponsored by SUNY Rockland Student Club/Organization and/or The Office of Student Involvement is limited to SUNY Rockland Community College students, and their guests. (A **maximum** number of guests per SUNY Rockland Community College student will be determined according to the event/activity). SUNY Rockland Community College students are responsible for their guest's behavior.
5. Employees of SUNY Rockland are eligible to purchase remaining ticket one-week before an event at a higher price.
6. Children five years and older may attend a student activity/event, when appropriate. The age limit may increase according to each event.
7. The emergency contact form must be completed and returned at least one week before the event/activity. This form is to be distributed to the Director of Security, The Director of Student Involvement, and the event chaperone.

PARENTAL CONSENT FORM

I _____ give permission
Parent/Guardian's Name

for my son/daughter _____ to

attend _____ on _____
NAME OF EVENT/ACTIVITY Date of event/activity

at _____.
Location

Sincerely,

Guardian's Signature

Date

Please return this form to:
The Office of Student Involvement
SUNY Rockland Community College
145 College Road
Suffern, NY 10901
845-574-4374

STUDENT EMERGENCY CONTACT FORM

Activity/Event: _____

Location: _____

Date & Time: _____
(Departure & Arrival Time)

Name & Phone Chaperone: _____

	<u>Name</u> (Please print or type)	<u>Student ID.</u>	<u>Emergency Contact Phone #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

A copy of this form is to be given to the Director of Student Involvement, the event Chaperone and Director of Security before the event/activity. Use the back of this form, or an additional form to continue the list of participants.

CONSTITUTIONAL GUIDELINES

The purpose of a constitution is to provide a definition of a Student Organization or a Student Club. The constitution is to outline the organizations/club's goals and mission and to establish guidelines on how the club will function.

The following areas are to be addressed in each constitution:

Article I Name of Student Organization or Student Club

Article II Purpose/Object

- What is the purpose of the organization/club?
- How will this purpose be achieved?
- How will students at SUNY Rockland Community College benefit from the organization/club?

Article III Membership

- Please remember clubs are open to all currently enrolled students.
- Responsible and acceptable behavior is to be addressed by the organization/clubs members.
- The goal of this section is to establish guidelines, which encourages cordial and safe atmosphere for open discussions.
- Attendance policy for members. Each organization/club is able to set their own attendance policy requirements.

Article IV Officers

- What elected and appointed positions will be established in your specific organization/club?
- Responsibilities for these positions should be detailed.
- Terms of Office – How long will these officers serve? It is suggested that officers hold one (1) academic year term (i.e. fall/spring within the same academic year.)

Article V Elections

- How often will elections be held?
- What are election guidelines?
- Who is eligible to vote in elections?
- How will the votes be cast and tallied?
- The Advisor is to be present and to oversee the election process.

Article VI Meetings

- How often are meetings held?
- How/ when will members be notified?
- It is recommended that an agenda be established for each meeting.
- **It is also necessary that minutes be taken at each meeting; the Secretary of your organization/club usually does this.** These minutes must be then handed into the Coordinator of Student Activities.

Article VII Amendments

- What is the process in place to make amendments to the constitution?
- How will these amendments be voted on?
- By whom?
- How often?

Article VIII Behavior

- Any member is free to state his/her feelings or opinions about whatever issues are being discussed, and are **expected to respect** the opinions of others.
- Threatening and/or abusive behavior or any other behavior that is disruptive to the organization/club **will not** be tolerated. In case of such behavior, the disruptive person shall receive a letter expressing disapproval of the said person's behavior, and the Advisor and Executive Board will meet with the person to discuss acceptable behavior at future organization/club meetings.

If these behaviors persist, the student may be brought up on charges and will be referred to the Dean of Students.

- Please refer to the Student Code of Conduct in the Student Handbook, regarding acceptable student behavior.

PROCEDURE FOR RECEIVING STUDENT GOVERNMENT ASSOCIATION (SGA) FUNDING

To receive funding through the Student Government Association (SGA) the following procedures must be complied with:

- a. A budget request form **must** be completed and returned to the Student Government Association (SGA) Treasurer **at least two weeks** before the event. All improperly completed forms will be returned to the organization or club requesting the money. Please read and complete budget request form thoroughly.
- b. Events **cannot** be advertised before the money has been approved through Budget and Finance Committee.
- c. **Budget Requests below \$1,000:** Will be reviewed by the Budget and Finance Committee (B & F), of the Student Government Association (SGA). B & F Committee will review the budget request and make a decision, based on the information given. If the B & F committee does not reach quorum, the issue will be tabled until quorum is reached. **There must be a representative present from your Student Club or Student Organization to make the presentation for its budget request.**
- d. **Budget request above \$1,000.00:**
 1. Requests over \$1,000 will be reviewed by the SGA B& F Committee.
 2. After review by the B & F Committee, the Student Government Association (SGA) **must vote** on any requests for money over \$1,000.00. The B & F Committee will make a recommendation to the whole SGA to either approve or deny the budget request. In the event that quorum is not reached at the Student Government Association (SGA) meeting, the issue will be tabled for one week, or until quorum is reached. For this reason, additional time will be needed to approve the budget requests over \$1,000.00. In some cases, two weeks may not be enough time to review a request.

3. Once a budget request has been approved, it will take **at least** one week for a check to be issued to the Student Organization or Student Club. Checks can be picked up at the RCC Association, which is located in third floor Brucker Hall. **Receipts must accompany all Requests for Payment forms, before reimbursement can take place.**

4. Receipts for all student activities funds **must** be handed in promptly, **no later** than seven (7) days after the event. Again, be sure to make copies of everything for your own records.

5. All events using Student Activities fees, must include one of the following statements on the flyers/posters:
 - ❑ **PAID FOR THROUGH-STUDENT ACTIVITIES FEES**
 - ❑ **PARTIALLY FUNDED WITH STUDENT ACTIVITIES FEES**
 - ❑ **SPONSORED BY STUDENT ACTIVITIES BOARD**

6. A finance budget request may be automatically denied, or funding frozen, without the option of re-submitting for any of the following reasons:
 1. Student Organization or Student Club is **not** in good standing
 2. Failure of the Student Organization or Club to post meeting, times, locations, and dates
 3. Failure to hold regularly scheduled meetings
 4. Removal of purchased equipment from the campus purchased for the Student Organization or Student Club, without proper authorizations
 5. Failure to submit or update regularly, the Student Organizations or Club's inventory
 6. Failure to comply with any or all the rules and regulations in the Club Start-up Packet
 7. Failure to credit Student Activities Fees when supported as such
 8. Outstanding receipts from previous event(s)
 9. Failure to make events open to all students, and to advertise them
 10. Falsifying/forgoing receipts or documents pertinent to the Student Organization or Student Club
 11. Damage or destruction of school property during previous event
 12. Misusing school vehicles
 13. Violation of SUNY Rockland's Student Code of Conduct.\

The Budget and Finance Committee, of the Student Government Association (SGA), cannot fund any event retroactively, or reimburse anyone for any personal expenditure before approval by the Budget and Finance meeting.

The Budget and Finance Committee

The Budget and Finance Committee meets every Tuesday at 12:30pm in Room 3217. These meeting times and dates are posted in The Office of Student Involvement and will be distributed at Club President Meetings, however they are subject to change.

The following procedures are used in considering the approval of funding.

- A. The Budget and Finance Committee reserves the right to limit the amount of funding given to any Student Club or Student Organization. This is because the Student Government Association (SGA)'s budget has a limited amount of funding. The Student Government Association (SGA) must take into consideration the needs and requests of **all** who request funding.
- B. Incomplete, illegible, and conflicting budget request forms **will be returned** for resubmission. In addition, forms lacking proper documentation and signatures will also be returned.
- C. The B & F Committee will review the request and make a decision based on the information given. A club/organization representative must be present at the B & F meeting to make a presentation for its budget request. A vote will not take place until a presentation is made. A presentation is necessary to answer any questions that the members of the B & F Committee may have. In order for the request to be approved, quorum must be reached, which is half of the committee plus one. If quorum is not reached during the first vote, the issue will be tabled and re-voted on at a later time. Any decision reached by the B & F committee will be communicated to the Student Club or Student Organization by the SGA Treasurer. Student Clubs and Student Organizations should ensure their mailboxes are checked weekly so that the most current information is always being dealt with.
- D. For requests over \$1,000 a representative must attend the SGA meeting in order for the request to be considered. This will ensure that all of the information is presented and communicated effectively, and all questions answered.

**SUNY ROCKLAND COMMUNITY COLLEGE
BUDGET & FINANCE REQUEST FORM
Student Government Association**

All requests must be submitted at least 14 days before the date that the check is needed. Requests exceeding \$500 must be submitted 21 days in advance.

TODAY'S DATE: _____

1) Name of department or Student Club/Organizations making the request:

2) Name & positions of person making the request: _____

3) TELEPHONE: (Cell or otherwise) _____

4) ADVISOR' NAME: _____ EXT. _____

5) PROPOSED ACTIVITY: _____

6) DATE(S) _____ TIME(S)- _____ Public or Private : _____

7) LOCATION: _____

8) APPROXIMATE # OF PARTICIPANTS: _____

9) ITEMIZED EXPENDITURES:

Quantity	Cost (each)	Item	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9) DATE CHECK NEEDED BY: __/__/__

10) ARE **ALL** SUNY RCC STUDENTS INVITED? _____ YES _____ NO

11) How does the activity/event relate to the purpose of your Student Organization/Club or your department? **Please use a separate sheet of paper to address this question. Please type.**

12) How will the Student Organization/Club members benefit from this event? **Please use a separate sheet of paper to address this question. Please type.**

STUDENT ACTIVITIES FEES BUDGET STIPULATIONS

THE ALLOCATED AMOUNTS ARE BASED ON PROJECTIONS AND MAY CHANGE DUE TO ENROLLMENT FIGURES. THE STUDENT GOVERNMENT ASSOCIATION (SGA) RESERVES THE RIGHT TO REVIEW AND ALTER ALL ALLOCATED AMOUNTS BASED ON ACTUAL STUDENT ACTIVITIES FEES COLLECTED.

IN ORDER TO BE CONSIDERED FOR SGA FUNDING:

- 1) ALL PAPER WORK MUST BE FILLED OUT COMPLETELY AND SUBMITTED ON TIME.**
- 2) THE SGA ENCOURAGES BUDGET LINES TO WORK TOGETHER AND SHARE COSTS OF COMMON EVENTS. HOWEVER, THE SGA REQUIRES THAT BUDGET LINES NOT DIVIDE THEIR FUNDING AMONG THEMSELVES AND OTHER BUDGET LINES. IF AWARENESS OF FUND DIVISION IS BROUGHT TO THE SGA'S ATTENTION THE GROUPS INVOLVED MAY BE PENALIZED IN FUTURE BUDGET REQUESTS.**
- 3) RECOGNITION ON PUBLICITY FOR ALL EVENTS SPONSORED BY STUDENT ACTIVITIES FUNDING IS TO STATE: *FUNDED BY SUNY ROCKLAND STUDENT ACTIVITIES FEES.***
- 4) ALL TICKET SALES AND FUNDRAISING REVENUE FROM STUDENT ACTIVITIES SPONSORED EVENTS AND ACTIVITIES MUST BE DEPOSITED IN A STUDENT ACTIVITIES REVENUE ACCOUNT. THIS MONEY BELONGS TO THE GROUP RESPONSIBLE FOR THE FUNDRAISING ACTIVITY UNLESS OTHERWISE AGREED AND CAN ROLLOVER ANNUALLY. THE BOOKKEEPER OF THE STUDENT ACTIVITIES BUDGET WILL ASSIST WITH THE ESTABLISHMENT OF THESE ACCOUNTS.**

STUDENT ACTIVITIES FEES BUDGET STIPULATIONS

TRAVEL AND TRANSPORTATION

- ⊖ **TRAVEL AND TRANSPORTATION FUNDS ARE TO BE USED BY RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS IN GOOD STANDING. EACH STUDENT CLUB AND ORGANIZATION IS ENTITLED TO RECEIVE \$400.00 PER SEMESTER FOR TRAVEL/TRANSPORTATION COSTS. ANY UNUSED AMOUNT FROM THE FALL SEMESTER WILL ROLL-OVER TO THE SPRING SEMESTER. THESE AMOUNTS MUST BE USED BY THE LAST DAY OF STUDENT/CLUB ACTIVITIES.**

ACTIVATED CLUBS

- ⊖ **1000.00 GOES TOWARD CLUBS-SECURITY & MAINTENANCE**
- ⊖ **\$500.00 GOES TOWARD CLUBS-EQUIPMENT & SUPPLIES**

25% OF THE COST OF OFF-CAMPUS EVENTS MUST BE COLLECTED FOR EACH STUDENT PARTICIPANT TO GO TOWARDS THE COST OF THE TRIP.

IT IS RECOMMENDED THAT CLUBS HAVE COMPLETED FUNDRAISING PRIOR TO THE EVENT TO OFFSET THE COST OF THE TRIP.

ALL CLUBS ACTIVATED IN THE SPRING WILL RECEIVE \$400.00 FOR THE FOLLOWING ACADEMIC YEAR (\$200 EACH SEMESTER).

IN ORDER TO RECEIVE \$200.00 IN THE FALL ALL CLUBS MUST:

- ❖ **BE ACTIVATED IN THE SPRING SEMESTER.**
- ❖ **COMPLETE START UP PAPERWORK AND HAND IT IN TO THE COORDINATOR OF STUDENT ACTIVITIES AND THE SAB CHAIR.**

- ❖ **BECOME A RECOGNIZED STUDENT CLUB FOR THE ACADEMIC YEAR IN ACCORDANCE WITH THE CLUB START UP PACKET.**
- ❖ **PRESENT PROPOSED ACTIVITIES, WHICH INCLUDE EDUCATIONAL AND COMMUNITY SERVICE EVENTS.**
- ❖ **PRESENT THREE PROPOSED FUNDRAISING ACTIVITIES FOR THE FALL SEMESTER.**
- ❖ **UPHOLD GOOD STANDING IN ACCORDANCE WITH THE CLUB START UP PACKET.**

IN ORDER TO RECEIVE \$200.00 IN THE UPCOMING SPRING ALL CLUBS MUST:

- ❖ **BECOME RECOGNIZED STUDENT CLUBS IN ACCORDANCE WITH THE CLUB START UP PACKET.**
- ❖ **PRESENT ALL PROPOSED ACTIVITIES FOR THE SPRING SEMESTER INCLUDING EDUCATIONAL AND COMMUNITY SERVICE EVENTS.**
- ❖ **ATTEND MONTHLY CLUB PRESIDENTS' MEETINGS & WORKSHOPS.**
- ❖ **UPHOLD GOOD STANDING IN ACCORDANCE WITH THE CLUB START UP PACKET**

ANY NEW CLUBS ACTIVATED IN THE FALL WILL RECEIVE \$300.00 FOR THE ACADEMIC YEAR (\$100.00 FOR THE FALL SEMESTER AND \$200.00 FOR THE SPRING SEMESTER)

IN ORDER TO RECEIVE \$100.00 IN THE FALL ALL NEW CLUBS MUST:

- ❖ **BE ACTIVATED IN THE FALL SEMESTER.**
- ❖ **COMPLETE START UP LIST AND HAND IT IN TO THE COORDINATOR OF STUDENT ACTIVITIES AND SAB CHAIR.**
- ❖ **BECOME A RECOGNIZED STUDENT CLUB FOR THE ENTIRE ACADEMIC YEAR IN ACCORDANCE WITH THE CLUB START UP PACKET.**

- ❖ **PRESENT PROPOSED ACTIVITIES, WHICH INCLUDE EDUCATIONAL AND COMMUNITY SERVICE EVENTS.**
- ❖ **PROPOSE FUNDRAISING ACTIVITIES FOR THE FALL SEMESTER.**
- ❖ **UPHOLD GOOD STANDING IN ACCORDANCE WITH THE CLUB START UP PACKET.**

IN ORDER TO RECEIVE \$200.00 IN THE SPRING SEMESTER ALL NEW CLUBS MUST:

- ❖ **BECOME RECOGNIZED STUDENT CLUBS IN ACCORDANCE WITH THE CLUB START UP PACKET.**
- ❖ **PRESENT ALL PROPOSED ACTIVITIES FOR THE SPRING SEMESTER INCLUDING EDUCATIONAL AND COMMUNITY SERVICE EVENTS.**
- ❖ **ATTEND MONTHLY CLUB PRESIDENTS' MEETINGS & WORKSHOPS.**
- ❖ **UPHOLD GOOD STANDING IN ACCORDANCE WITH THE CLUB START UP PACKET**

NEW CLUBS ACTIVATED DURING THE SPRING WILL RECEIVE \$100.00 FOR THE ACADEMIC YEAR. IN ORDER TO RECEIVE \$100.00 IN THE SPRING SEMESTER ALL NEW CLUBS MUST:

- ❖ **BE ACTIVATED IN THE SPRING SEMESTER.**
- ❖ **COMPLETE START UP LIST AND HAND IT IN TO THE COORDINATOR OF STUDENT ACTIVITIES AND SAB CHAIR.**
- ❖ **BECOME A RECOGNIZED STUDENT CLUB FOR THE ACADEMIC YEAR IN ACCORDANCE WITH THE CLUB START UP PACKET.**
- ❖ **PRESENT ALL PROPOSED ACTIVITIES FOR THE SPRING SEMESTER INCLUDING EDUCATIONAL AND COMMUNITY SERVICE EVENTS.**
- ❖ **ATTEND MONTHLY CLUB PRESIDENTS' MEETINGS & WORKSHOPS.**
- ❖ **UPHOLD GOOD STANDING IN ACCORDANCE WITH THE CLUB START UP PACKET.**

BAKE SALE PROCEDURES AND REQUIREMENTS

The following are important guidelines that **must** be followed for all Student Organizations or Student Clubs bake sales. If you have any questions or need assistance, please do not hesitate to contact us.

- ✓ The first step towards **your** bake sales is to reserve a table to be set-up in an approved location on campus. This is done on a first come first served basis. So, be sure to plan your bake sale early. Please see the secretary, in the Student Involvement Office to reserve a table. This can be done anywhere up to two weeks in advance, as long as there is space available.
- ✓ Once you have scheduled a date and time of your bake sale, you must confirm with the secretary, in the Student Involvement Office, the **day before** the bake sale **by 3:00 P.M.** At that time, the Student Club or Student Organization can begin to organize and prepare for set-up for the following day.
- ✓ Your Student Club or Student Organization must supply all of the necessary items for the bake sale i.e. napkins, plates, etc.
- ✓ Supplies such as coffeepots and platters **will not** be given out the day of the bake sale and you will be forced to reschedule your bake sale for another day.
- ✓ Please do not take napkins, plates, or other items from the Cafeteria or from the Office of Student Involvement.
- ✓ To ensure that every club/organization has a fair chance to hold bake sale fundraisers, Student Organizations and Student Clubs are limited to scheduling bake sales to every other week.
- ✓ Cancellations **must** be made 24 hours in advance.
- ✓ Only food that can be safely stored at room temperature is to be sold. (Except coffee, or tea, etc.) Dairy products are to be kept on ice for sanitation purposes.
- ✓ Coffee urns may be signed out from the secretary, in the Student Involvement Office.
- ✓ Reservations for coffee urns must be made at least 48 hours in advance.
- ✓ Coffee urns must be cleaned and returned the same day and in the same condition, in which they were received.
- ✓ Ensure that you have a “cash box” ready with enough dollar bills and quarters, nickels, and dimes to make change.

- ✓ Bake sale items may be temporarily stored in The Office of Student Involvement during bake sale hours. It is extremely important to be respectful and to clean up after the bake sale has ended.
- ✓ Please be sure to clean counters, tables, and discard any leftover items.
- ✓ At the conclusion of the bake sale, all monies raised **must** be returned to the secretary in The Office of Student Involvement. The monies collected will be deposited in the Student Organization or Student Club's sub-account. When the money is handed into the secretary, a receipt will be given to the member of the Student Club or Student Organization.
- ✓ It is the responsibility of the Student Organization or Student Club's Executive Board to maintain all deposit receipts.
- ✓ In order to withdraw money from the sub-account, the Student Organization or Club must be in **Good Standing**.
- ✓ In order to withdraw money from the sub-account a **payment request form** must be completed verifying approval of the expenditure. The payment request form must have the signature of the President, Treasurer, Full-time Club Advisor, and the Director of Student Involvement.
- ✓ Please see the section regarding Student Organizations and Student Club's sub-accounts.
- ✓ All sub-account payment requests are to be submitted to the SUNY Rockland Community College Association located in third floor of Brucker Hall **by 2 p.m. on Tuesdays**. Requests will not be fulfilled without proper signatures.

You can view a video entitled "So You Wanna Have a Bake Sale"
on the SUNY Rockland Community College homepage
under the Office of Student Involvement page.

Thanks for your cooperation and good luck with your fund-raisers!

Successful Programs Planning Club Events and Activities

As stated earlier in this manual, Student Organizations and Student Clubs are required to present at least four (4) activities or events per semester, which are to include, but are not limited to:

1. One (1) Educational/Cultural Activity/Event
2. One (1) Volunteer/Community Service Activity/Event
3. One (1) Social Activity/Event (Optional)

As previously stated, the above required activities/events can be coordinated independently by a Student Organization or Student Club, or can be co-sponsored by a number of Student Organizations or Student Clubs.

The purposes of these activities/events are to provide opportunities for SUNY Rockland Community College students to experience, learn, and interact outside the classroom. The foundation of many club events should be to create cultural awareness, provide entertainment, and social activities, as well as having a positive impact on the surrounding communities.

The following policies and timeline have been developed in order to assist Student Organizations and Student Club coordinate successful programs. A quality program does not happen overnight or even after one week of effective planning. In addition to helping students, manage their academic studies, while coordinating an event, the timeline allows for proper notification of college departments, for example Maintenance and Security.

General Policy on Student Organization Activities

Please remember approved activities funded by student activity fees and/or sponsored by Student Organizations or Student Clubs are considered **official college functions and are open to all SUNY Rockland Community College students**. SUNY Rockland Community College students may bring a guest to certain activities. The Office of Student Involvement staff, the sponsoring student organization and their advisor, will agree upon guest attendance.

- a. All Student Organization or Student Club activities are to be agreed upon by vote. This is to take place during an official meeting and the vote is to be reflected in the minutes.
- b. The Full-time Club Advisor plays an important role in the planning process of events/activities. It is the responsibility of the Club's President and Vice President to meet with their Advisor regularly and to keep him/her involved and updated throughout the planning process.
- c. Student Organizations and Student Clubs **cannot** rent, lease, or use sites other than the College's main campus or extension sites. There are a number of on campus locations available for events/activities, such as dances, fashion shows, lectures etc. **Remember: Fit the event/activity to the facility.**
- d. Student Organization or Student Club trips, which take place off-campus, **must** receive approval by The Office of Student Involvement before any final arrangements or advertisements have been made. Any campus activity held off-campus is to be related to the **purpose** of the Student Organization or Student Club. Proposed activities taking place where alcohol is served (other than a restaurant setting) will not receive approval.
- e. Since program planning is an ever-changing process, new policies may be created to assist in the planning process. The Office of Student Involvement will inform Student Organizations and Student Clubs as these new policies develop.
- f. The Advisor **must** be present at **all** off campus events **or** a SUNY Rockland Community College staff member designee.

Event/Activity Program Planning Timeline

All Student Organizations and Student Clubs intending to plan an activity/event outside of their normal meeting times, which is intended to attract a large audience, are required to submit a **Club Reservation Form** to The Office of Student Involvement. **Please see an attached sample of a completed Club Reservation Form.**

When considering an activity/event your Student Organization or Club should:

- consider the facilities available,
- select programs that fit your budget,
- select a program that meets the purpose of your Student Organization or Student Club
- consider the needs of the student body at large

TIMELINE FOR PLANNING EVENTS/ACTIVITIES

EIGHT WEEKS PRIOR TO AN EVENT/ACTIVITY

1. Develop a Program Plan with your Student Organization or Club members and Advisor. In addition, The Office of Student Involvement should be contacted as early as possible to ascertain the effectiveness of your Program Plan.
2. Reserve room locations. This is accomplished through the **Centralized Scheduling Office, 845 - 574 - 4481**. After the initial telephone call to the Centralized Scheduling Office, it is then necessary to fill-out and send through interoffice mail a **Facilities Request Form**. The Facilities Request Form is to be submitted to the Centralized Scheduling Office after a room location is confirmed. Your advisor should assist you with this process. **Please see enclosed sample of a completed Facilities Request Form.**
3. Research the availability and cost of special guests, lecturers, bands decorations, entertainment, food etc. **REMEMBER: Do not confirm or sign contracts without the approval of Director of the Office of Student Involvement and your Advisor.** Verbal agreements can be considered binding, so be careful to state that you **cannot** commit to anything without the proper approval of your Advisor or the Director of Student Involvement.
4. Inquire about the availability of Security and Maintenance. In some cases, additional fees may be charged for these services. This will be discussed with the Office of Student Involvement.
5. Once the Office of Student Involvement receives approval, submit a Budget & Finance Form, which will require the approval of the Student Government Association (SGA) Budget and Finance Committee.

THINK AHEAD!

Some events such as fashion or talent shows, or events held in the Cultural Arts Theater require at least three months advance planning!

SEVEN WEEKS PRIOR TO AN EVENT/ACTIVITY

1. As long as the Student Organization or Student Club has:
 - properly filled out all of the necessary forms
 - has received approval by The Office of Student Involvement and your Advisor
 - and your budget request have been approved
 - you can proceed with your planning by following the suggestions below
2. During the seventh week, Student Organization or Student Club's should begin to recruit and designate coordinators and sub-committees to oversee such areas such as flyers, ticket sales, decorations, and publicity.
3. Committees should develop an advertisement campaign. Do not forget about **WHO, WHAT, WHERE, WHEN and HOW** when advertising your event. Consider your target markets and audiences.
4. Confirm dates with entertainment, guest speaker, band, food vendors' etc.
5. A contract **must** be drawn up for any persons receiving payment for entertainment or services provided for the activity/event.
6. All confirmations are to be in writing. Do not forget to keep accurate records and retain **copies of everything** for your files.
7. Contracts are to include Student Organization or Student Club name, vendors' name, social security or federal I.D. numbers, telephone number, address, date, time, location of event, and fee for services provided.
8. Continue meeting with your Student Organization or Club Members and your Advisor to go over the planning process!

SIX WEEKS PRIOR TO EVENT/ACTIVITY

1. Arrange and confirm your needs with Security and Maintenance. For some events/activity, Security and Maintenance may require additional fees. The size of anticipated audience, the type of event, time, and date, location of event determine these fees.
2. Make plans for entire format of program.
3. Submit any posters, flyers, and tickets to The Office of Student Involvement, which are to be sent to the college's Print Shop.
4. Meet with Club Members and Full-time Club Advisor to go over planning process!

FIVE WEEKS PRIOR TO EVENT

1. Continue to review and evaluate the planning process with The Office of Student Involvement, your Advisor, and the Student Organization or Student Club Members. This is the time to determine if the event is ready to move forward to the publicity stage. Part of learning, as a student leader, is to determine when an event/activity will be beneficial for all involved and when to make the decision that ***“the show should not go on.”***
2. Publicize the event/activity all over the place! Get creative! Have the Student Organizations and Student Club members pass out flyers in their classes and make announcements. Pass out flyers in the cafeteria.
3. It will be necessary to have your flyer/poster stamped for posting approval. For this, you must come to The Office of Student Involvement, have the original stamped and make your duplicate copies from the original.

FOUR WEEKS PRIOR TO EVENT

1. Ticket sales begin. Be sure to notify the Office of Student Involvement that ticket sales have begun.
2. Continue publicity. Do not forget to continue making announcement in members' classrooms. Do a campus wide mailing to create awareness of your special event/activity. This is accomplished through a Print Shop Request Form. (Please see an attached sample)
3. Begin to order and purchase any special decorations or items required for your special event/activity.
4. Order food or menu items, when required. Get confirmation in writing.

THREE WEEKS PRIOR TO EVENT/ACTIVITY

1. If your event/activity requires the use of a vehicle, reserve student activity vehicle.
2. Arrange for transportation of guest speakers, picking up supplies and running errands. Develop a schedule for pick-ups and deliveries.
3. Begin to check on ticket sales to determine where more publicity may be needed.
4. Submit all requests for payments. Do not forget to include all complete contracts, price quotes, and receipts.

5. Mail out any special invitations and complimentary tickets.
6. Confirm facility reservation, maintenance requests, audiovisual request, guest speakers, and security. Confirm set-up, delivery times, clean up crew, arrival of band, catering, and seating. **(Whew!)**
7. Meet with Student Organization and Student Club members and your Advisor to review Planning Process.

YOU ARE ALMOST THERE!

TWO WEEKS PRIOR TO EVENT/ACTIVITY

1. Confirm the Student Organizations or Student Club members who have agreed to volunteer for the day of the event/activity. Schedule and arrange for set-up crews for, clean up, decoration committee, ticket sale table, troubleshooter, etc.
2. Continue to check on ticket sales, make sure you do not over sell.
3. Make sure you have enough supplies such as markers, tape, oak tag, paper, pens, nametags, scissors, etc.
4. Any last minute rehearsals should take place.
5. At this point **if** the Office of Student Involvement or your Advisor is not aware of your planned event or activity, the Student Club or Student Organization's event will be cancelled.
6. Meet with your Advisor and either Debra Balestra or Jamey McCarthy to review the programming-planning checklist. If this checklist has not been reviewed and completed, the event may be **automatically cancelled**.

ONE WEEK PRIOR TO EVENT

1. If ticket sales have been slow to your special event/activity, set-up all out blast of campaign material in order to sell the remaining tickets.
2. Finish any last minute details: Confirm! Confirm! Confirm! Follow-up! Follow-up! Follow-up!
3. Arrange for any necessary seating arrangements.
4. Choose who will be the greeters at the door.

5. Make sure checks are ready and picked-up from the SUNY Rockland Community College Association, located in third floor Brucker Hall.
6. Meet with Student Organization or Student Club Members and the Advisor to make any last minute changes, if necessary!

DAY OF EVENT/ACTIVITY

1. Review the physical layout of the room with your Advisor and decorate as you see fit.
2. Review and confirm which members of your Student Organization or Student club are responsible for what. Making a list of club member responsibilities is often helpful.
3. Have supplies box ready, including spare change, if needed.
4. Pick up any last minute checks at the RCC Association, third floor of Brucker Hall, and deposit any ticket revenue with Clara Bennin the Office of Student Involvement. Please note that the RCC Association closes at 4:30pm.
5. Student Organization and Student Club members and their Advisor should arrive **at least** one half hour before the event. This will enable you to address any last minute details and to ensure the coordination that event/activity takes place smoothly and in a congenial atmosphere.
6. If you will be selling tickets, "at the door" make sure to have a cash box, with enough cash to provide change.
7. Have fun and enjoy, you have worked hard to get to this day!!

FOLLOW UP TO EVENT/ACTIVITY

1. Congratulate yourself, Student Organizations members, Student Club members, and your Advisor.
2. Send out **thank you** letters to maintenance, security, your Advisor, and entertainment. This will ensure you to get even better service the next time you plan an event. People like to be appreciated, and by sending a special thank you note, you will accomplish this.
3. Submit all receipts and revenue to Student Government Association (SGA) Bookkeeper.
4. Relax until the next event. However, do not relax too much, as you will probably be thinking of other fun events/activities to plan.

There are times in which certain events can be approved within a five-week period; such events may include fundraising activities, bake sales, and lectures. Consideration will be given on a case-by-case basis.

IF YOU FEEL YOU HAVE A GREAT IDEA, FEEL FREE TO STOP IN THE OFFICE OF STUDENT INVOLVEMENT TO DETERMINE IF THE EVENT/ACTIVITY CAN BE PROPERLY PLANNED IN EIGHT WEEKS OR FIVE WEEKS!

PLANNING EVENT CHECK LIST

Two weeks before any event or activity, it is necessary to follow the checklist listed below. In addition, in order to ensure proper planning it is necessary to inform immediately the Office of Student Involvement appropriate staff member and your Advisor of the proposed activity or event.

This form will serve as a checklist, which will be **reviewed jointly** by the appropriate Advisor of the Office of Student Involvement along with your Advisor.

If any items on this checklist are **not** completed two week before the proposed activity or event, the activity or event **will** be canceled.

CHECKLIST

- Approval of event/activity by Advisor and Student Involvement
- Rooms are reserved and confirmed in writing
- Maintenance requests have been submitted and confirmed in writing
- Security coverage has been arranged and confirmed in writing
- Chaperone has been identified and confirmed in writing
- Staffing requirements confirmed in writing i.e. volunteers have been identified and plans are in place for set-up the night/day before the actual event/activity
- Advertisement has been approved and posted
- Ticket sale arrangements are in place and in progress
- Ensure supplies are purchased i.e. tickets, napkin, decorations, etc
- Audiovisual needs ordered and confirmed in writing
- Delivery of food confirmed in writing. Supply us with name of food provider and costs
- All necessary requests for payment forms have been submitted
- Entertainment/band contracts are in place and confirmed
- Printing needs completed

Please bring copies of all necessary paperwork to the joint meeting.

Reactivating a Student Organization

Student Organizations or Student Clubs must officially inform the Student Government Association (SGA), the Student Activities Board Chairperson, and the Student Activities Advisor of their desire to be active for **each Academic Semester**.

This is accomplished by completing the procedures listed under “**Forming a New Student Club/Organization.**” Student Organizations and Student Clubs must officially reactivate **each semester**.

Student Organizations and Student Clubs are not eligible for funding or use of student activity vehicles or College resources until the Student Government Association (SGA) gives official approval of reinstatement. However, there are a limited number of resources available to assist the Student Organization or Student Club with start-up. Please see the Director of Student Involvement for information regarding these resources.