

2014-2015 STUDENT ORGANIZATION

# Handbook



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# SECTION 1

## UNDERSTANDING STUDENT ACTIVITY FEES

This Student Organization Handbook has been designed specifically for student groups who receive funding from the Student Activity Fee. This section is designed to give group leaders and members an idea of how the Student Activity Fee is distributed and the role of the different allocating bodies. Information about budgeting, spending, and making purchases will be covered in Section 3 of this handbook.

### SECTION 1

#### WHAT IS THE STUDENT ACTIVITY FEE (SA FEE)?

The Student Activity (SA) Fee, which is collected at the time of registration from all full-time and part-time students of the College, is used to fund extra- and co-curricular activities and services at the College. Full-time students pay \$99.60 (each semester), and part-time students pay \$63.60 (each semester). These fees must be used to benefit the CSI student body. The full- and part-time fees are earmarked for the support of certain activities and allocated by a particular group as follows:

Earmarked Groups	Full-time Fee	Part-time Fee	Funding/Allocating Body
Athletics	27.00	17.00	Association
Intramurals/Recreation	2.00	2.00	Association
Student Government	15.00	10.00	Student Government
Clubs & Organizations	3.50	2.75	Student Government
Publications	3.50	2.75	Publications Board
Association	13.00	6.00	Association
Childcare	11.50	5.50	Association
Campus Activities Board	8.00	5.00	Association/Student
Radio Station	6.00	3.00	Government Association/Student
Health and Wellness	4.65	4.15	Government Association
NYPIRG	4.00	4.00	Association
USS	1.45	1.45	NYPIRG
TOTAL FEE:	\$99.60	\$63.60	USS

#### HOW CAN THE STUDENT ACTIVITY FEE BE USED?

Section 16.2 of the bylaws of the Board of Trustees of The City University of New York states, Student Activity Fee funds shall be allocated and expended only for the following purposes:

- Extracurricular educational programs;
- Cultural and social activities;
- Recreation and athletic programs;

- Student Government;
- Publications and other media;
- Assistance to registered student organizations;
- Community service programs;
- Enhancement of the college and university environment;
- Transportation, administration, and insurance related to the implementation of these activities;
- Student services to supplement or add to those provided by the university;
- Stipends to student leaders.”

In accordance with Section 16.4 of the bylaws, Student Activity Fees may support activities provided that:

- Such activity is for the direct benefit of students enrolled at the college,
- Participation in the activity and benefit thereof is available to all students enrolled at the college, and
- The activity does not contravene the laws of the city, state, or nation, or the published rules, regulations, and orders of the University or the College.

### **WHAT IS THE ROLE OF THE CSI ASSOCIATION, INC.?**

The College of Staten Island Association, Inc. is a non-profit organization charged with the responsibility of overseeing the expenditure of Student Activity Fees collected by the College of Staten Island.

Responsibility for the property, affairs, and concerns of the Association rests in the Board of Directors, consisting of five students elected by the student body, the President of Student Government, three faculty members, and four administrators appointed by the President of the College.

The CSI Association is responsible for administering all Student Activity (SA) Fees, with the exception of NYPIRG and USS fees. Association personnel maintain all accounting records and prepare budget/expenditure reports. All checks are drawn from Association accounts. All fee-funded groups (e.g., Student Government, Publication Board) are responsible for soliciting and/or formulating line-by-line budget proposals for each of their groups and activities. Budgets are prepared for the semester (fall, spring, summer) or for the entire fiscal year. These budget proposals are forwarded to the appropriate budget committee (Student Government and/or Association, Publications Board) for review and recommendation and then to the Association for final approval.

The Association is the funding/allocating body for the following groups: Association, Intercollegiate Athletics, Intramurals/Recreation, Children’s Center, Campus Activities Board (CAB)\*, College Radio Station - WSIA\*, and Health and Wellness. These groups present budgets to the Association budget committee for approval. Spending of budgets may not begin until the CSI Association has approved the line-by-line budget.

The Association has the responsibility of reviewing budgets for conformance with expenditure categories outlined by CUNY and may not approve any budget or budget line it deems inappropriate, improper, or inequitable. It is the responsibility of the Association to make sure that all expenditures are in accordance with the approved budget.

\* Student Government is the funding/allocating body for these groups as well.

## WHAT IS THE ROLE OF STUDENT GOVERNMENT IN ALLOCATING FUNDING?

The CSI Student Government and Clubs and Organizations portion of the Fee, along with funds remaining in the Student Government and Clubs and Organizations reserve, is used to fund a variety of activities, programs and services. Oversight of this budget is the responsibility of the Student Government Finance Commission; however, the entire Student Government must approve all budgets, which then go to the CSI Association for final approval. Student Government is made up of eight commissions: Academic & Curricular Affairs, Clubs (through their own earmarking), Elections, Finance, Part Time-Evening & Weekend Students, Campus Center and Student Facilities, Disabled Students and Veteran Affairs, and Student Service. The commissions put together budget proposals. In addition the Staffing Committee puts together a budget for salaries for the office staff that consists of two full-time and one part-time employee plus an evening coffee hour supervisor and Information Desk staff member. The Finance Commission then meets to review and approve the budgets; either as submitted or adjusted to reflect any concerns they may have. In addition to commission budgets, the Student Government budget includes the Student Government Office Operating Budget (copier contract, supplies, etc.). It may also include allocations for things like scholarships, loans, textbooks for the Library, and supplementary funds for several College-sponsored events, such as Honors Convocation and New Student Orientation. The completed budget is presented to the Student Government for approval and then presented to the CSI Association for approval for conformity to CUNY Fiscal Guidelines. Additional funds may be allocated during the year for new initiatives or unexpected expenses.

## HOW IS THE EARMARKED PORTION OF THE SA FEE DISTRIBUTED FOR CLUBS?

The Club Commission portion of the SA Fee, along with funds remaining in the Club Commission reserve, is used to fund club activities on campus. Oversight of this budget is the responsibility of the Club Commission; however the entire Student Government must approve all expenditures which then go to the CSI Association for final approval for conformity to CUNY fiscal guidelines.

The Club Commission meets during the summer to put together an operating budget, which includes an earmarking for the funding of 35 to 45 clubs that usually charter and receive budgets each year. The Club Commission also allocates money for the Club Festival, Club Fair, and Club Awards Ceremony and for the operation of the club office space in the Campus Center. The Club Commission may allocate additional funds during the year for unexpected expenses or new initiatives. In addition, the commission usually allocates funds for special proposals. For more information about the Club Commission, refer to section 6.

## HOW IS THE EARMARKED PORTION OF THE SA FEE DISTRIBUTED FOR THE CAMPUS ACTIVITIES BOARD?

The Campus Activities Board is a committee of students that make recommendations and plan programs using the “campus activities board” portion of the SA Fee. The Campus Activities Board (CAB) consists of one representative from Student Government, one representative from the Association, a Chairperson and Deputy Chairperson and 8 committee coordinators, who are elected by members of the Campus Activities Board and lead CAB Committees: CAB Live, CAB Live @ Night, Film and Television, Special Events, Speaker Series, Marketing and Membership, On the Road with CAB, and the Community Proposal Review Committee. Student Government and the Association approve CAB budgets before spending can begin.



## HOW IS THE EARMARKED PORTION OF THE SA FEE DISTRIBUTED FOR THE COLLEGE RADIO STATION –WSIA?

Student Government and the Association appoint members to serve on the WSIA Budget Committee, which reviews budget recommendations made by the WSIA Board of Directors each semester and presents them for approval to the Student Government and the Association for the “WSIA” portion of the SA Fee. Student Government and the Association approve WSIA budgets before spending can begin.

## WHAT IS THE ROLE OF THE STUDENT PUBLICATION BOARD?

The Student Publication Board is charged with the responsibility of allocating the Publications portion of the SA Fee. Currently Student Activity Fees fund five publications: The Banner, Caesura, Operation: Three Legged Dolphin, Serpentine/Artifacts, and The Third Rail. Each publication submits their line-by-line budget requests to the Publication Board and the board recommends allocations for each publication to the Association for final approval for conformity with CUNY fiscal guidelines. For more information about the Publication Board and its policies and procedures, refer to Section 7.

**SECTION 2**
**MAINTAINING RECOGNITION?**
**MAINTAINING  
RECOGNITION**
**RESPONSIBILITY OF THE OFFICIALLY RECOGNIZED STUDENT ORGANIZATION**

In order to retain the privileges of a chartered and recognized group at the College of Staten Island, the officers and members of officially recognized organizations are responsible for adherence to all:

- Rules and regulations governing student behavior at the College of Staten Island.
- Rules and regulations governing student organizations established by the CSI Student Government and the Office of Student Life
- Rules and regulations governing fiscal expenditures established by the CSI Association
- Mission, goals, and objectives of their respective charters, constitutions, and founding documents.

The officers and members of recognized organizations also have the responsibility for observing all federal, state, and local laws and statutes. Violations of such laws and statutes either on or off campus may be subject to College disciplinary action in addition to any criminal or civil proceedings.

Organizations whose activities are in violation of any of the above rules and regulations will be subject to immediate review of their recognition status. The Office of Student Life reserves the right to withdraw official College recognition or take disciplinary measures based on the findings of specific violations.

**GUIDELINES FOR MAINTAINING RECOGNITION AS A STUDENT ORGANIZATION**

The following guidelines apply to organizations and activities conducted and controlled by students and are not required of any organization or activity administered or supervised by CSI offices or departments as part of their educational or administrative function.

The following student coordinating and governance bodies receive de facto College recognition through their ongoing relationship with the College offices with which they are associated and are not required to go through the recognition process each year:

CSI Student Government  
WSIA-FM  
Publications Board

Campus Activities Board  
NYPIRG

**ORGANIZATION PURPOSE AND GOALS**

To maintain official recognition by the Office of Student Life, the purpose and goals of the student organization must exhibit a clear relationship with the educational mission of the College of Staten

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Island by demonstrating a commitment to one or more of the following:

- a celebration of the life of the mind
- recognition and/or promotion of academic achievement or enrichment of an academic discipline;
- recognition and/or development of professionalism in a particular field;
- promotion of education and awareness regarding current events and issues of justice, peace, and the quality of human life;
- participation in or development of appreciation for performing or visual arts;
- development of community in the context of an educational institution;
- promotion of service;
- promotion of athletic development and/or participation in intramural sports;
- spiritual growth and development;
- promotion and development of cultural diversity and awareness and the eliminating of cultural and racial conflict.

In addition, specifically stated objectives for the year must be consistent with the goals and purpose of the organization.

### **MEMBERSHIP**

The organization must maintain a minimum number of currently enrolled CSI undergraduates or graduate students as determined by the SG Club Commission and Publication Committee. Currently, clubs and publications must have a minimum of ten (10) members to retain recognition. Only members of the CSI student body are eligible for participation in a student organization. The Office of Student Life will check membership lists each semester to make sure all members are registered students of the College. Students must meet certain academic requirements to be eligible to serve in a leadership role in a club or publication. To find out the eligibility requirements for a role you may be interested in, please check the club or publication chartering packet, or read section 7.15.1 in the Appendix.

It is the responsibility of the organization to inform the Student Government office and Office of Student Life of any changes to the club membership or executive board.

### **ORGANIZATION ADVISOR**

The organization must have an advisor who is a member of the CSI faculty or full-time staff who has been chosen by the organization membership, with the exception of the official college newspaper, The Banner, whose advisor is appointed by the College.

### **CONSTITUTION**

The organization must maintain with the Office of Student Life and Student Government a sound constitution as shown by the inclusion of the following:

- clearly articulated purpose;
- accurate description of the group's functions and activities;
- open membership (membership is open to all CSI students and must conform to the College non-discrimination policy);
- clearly articulated election process providing for the election of officers;
- definition of voting members;
- description of responsibilities of elected officers;
- clearly articulated procedure for the discipline or removal of officers;

- bylaws or other relevant documents that will govern the group's activities and functioning.

### **ABIDE BY COLLEGE OF STATEN ISLAND AND CUNY POLICIES**

By signing up as a member of a student organization members agree to abide by all College of Staten Island and CUNY policies and regulations, this includes knowing the rules and regulations for maintaining recognition as a student club. Failure to abide by these policies could result in suspension of your club and disciplinary action.

### **NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

The purpose, goals, and activities of the organization must adhere to the College's policies regarding non-discrimination and equal opportunity.

The College of Staten Island is committed to a campus environment that reflects and respects our pluralistic and culturally diverse society. The College admits students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. In welcoming new students to our campus we are committed to providing equal educational opportunity in a learning environment in which students are free to realize their full potential as productive members of the community.

### **POLICY ON RECRUITMENT AND INITIATION PRACTICES AND HAZING**

The College of Staten Island is a public college supported by funds appropriated by the Legislature of the State of New York. As a publicly supported institution, it espouses the principle of access to all student organizations by members of the student body.

In order for an organization to be officially recognized at the College of Staten Island, membership and participation in it must be available to all eligible students of the College. In addition, in order to be recognized each organization must agree not to discriminate on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws.

Furthermore, the practices commonly referred to as pledging and rushing are not permitted. New York State law and University policy prohibit hazing, which includes but is not confined to any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

The same law provides that the governing document of every campus organization is deemed to prohibit the organization from engaging in hazing. This means that your organization's constitution is considered to contain a provision that prohibits hazing, even if that organization has not officially adopted such a provision.

It is a violation of acceptable standards of conduct at the College of Staten Island for any individual or organization to engage in the practice of hazing as defined above. Any such violation may result

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in disciplinary proceedings against the involved students and organization, and subject the students to the penalty of expulsion, suspension, restitution, probation, censure, warning, or admonition, and subject that organization to the penalty of rescission of its permission to operate in College facilities.

## **USE OF COLLEGE NAME**

Only student organizations that are officially recognized by the Office of Student Life have the privilege of using the College name. Student organizations are not permitted to use College branding (e.g. College logo).

## **GENERAL INFORMATION TO HELP YOUR CLUB MAINTAIN RECOGNITION**

### **AMENDING THE ORGANIZATION CONSTITUTION/BYLAWS**

The constitution/bylaws of the organization should be reviewed each year to make sure that the document still meets the goals and objectives of the organization. If the membership wants to revise the constitution or amend an article or section of the existing constitution then the following process should be implemented.

- Notice of proposed changes should be given to the membership prior to the meeting during which they will be discussed.
- For information on how to make a motion to ratify, revise, or amend the organization constitution refer to the section on parliamentary procedure in the Meetings section of the Handbook.
- Most organization constitutions require that 2/3 of the membership vote to change or amend any portion of the constitution/bylaws.
- The vote to ratify, revise, or amend the constitution along with all proposed changes should be documented in the minutes of the meeting during which discussion and voting took place.
- The Office of Student Life and Student Government must approve any revisions or amendments to the organization constitution/bylaws.
- It is the responsibility of the organization to keep both the Student Government office and the Office of Student Life informed of all changes in the constitution.

## **MAKING THE MOST OF YOUR FACULTY ADVISOR**

Every recognized organization at the College of Staten Island must have a faculty/staff advisor. Advisors can be an amazing resource for your group.

### **ELIGIBILITY**

In order to serve as an advisor the individual must be a CSI faculty or full-time administrative staff member.

### **APPOINTMENT**

Upon appointment, club advisors will receive the “Guide To Club Advisement” from the Office of Student Life. Advisors will be invited to roundtable discussions, receive a monthly e-update, and will be carbon copied on all correspondence to the student group. Publication advisors will receive an advisement letter.

**BENEFITS OF HAVING AN ADVISOR:**

The relationship that your advisor and the members of your group develop is critical to the overall success of your group. Group members should look for an advisor who is committed to the purpose and goals of your organization, who is willing to listen and support the goals and objectives of the membership. Your advisor can serve as a great resource, especially in the following ways:

- Serve as “sounding board” off of which you can bounce new ideas
- Intervene in conflicts between members or officers
- Be knowledgeable of policies that may impact your organization’s programs and decisions
- Act as a liaison with College departments
- Provide continuity and stability when student leadership changes
- Provide a different perspective

**ROLES AND RESPONSIBILITIES OF THE GROUP TO THEIR ADVISOR(S):**

Faculty and staff who serve as advisors to student organizations do so voluntarily. Steps should be taken to make sure the involvement is a rewarding experience for the entire group including the advisor.

**Group leaders and members should:**

- Discuss expectations with the advisor from the beginning.
- Notify the advisor of all meetings well in advance, and encourage their attendance.
- Send the advisor a copy of all meeting minutes.
- Consult with the advisor prior to making changes in the structure or policies of the organization and before major projects are undertaken. (An advisor’s experience can be most helpful.)
- Inform the advisor of all planned programs and events.
- Understand that although the advisor does not vote, s/he should have speaking privileges.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
- Periodically evaluate the advisor and provide him/her with constructive feedback about how s/he might be more helpful to the group.
- Acknowledge the advisor’s service to the group and remember to say “thank you.”

**ROLES AND RESPONSIBILITIES OF THE ADVISOR TO A STUDENT GROUP AT CSI:**

As an advisor to a student group at the College, an advisor is expected to:

1. Be familiar with the purpose of the student organization as stated in the organization constitution;
  2. Understand the critical role that advising and faculty interaction have in the success and overall development of our students and their effective functioning in a multicultural society;
  3. Have knowledge of and advise the group on the policies and procedures of the Office of Student Life and the CSI Student Government;
  4. Have knowledge of and advise the group on University policies as referred to in the Student Organization Handbook, CUNY Bylaws, The Gazetteer;
  5. Meet with the group regularly – and help them set their goals for the year. Attendance at group meetings, editorial board/staff meetings is strongly encouraged and recommended;
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6. Provide guidance in programming, planning, and budgeting as needed;
7. Understand his/her role is primarily consultative – the members of the organization are responsible for policies and decisions. An advisor should express his/her concern if the policies and decisions the group makes are in violation of CUNY bylaws, College policies, PSC/CUNY contract, city, state, or federal law. If the advisor expresses a concern and the group does not listen, the advisor is obligated to report the issue to the Director of Student Life.
8. Attend all of your group events, on and off campus, or make arrangements for another member of the faculty or staff to support the program in your absence. The Office of Student Life team can serve in this capacity if necessary.

**ADDITIONAL ROLES FOR ADVISORS TO PUBLICATIONS:**

1. Be a member and attend meetings of the Student Publication Board

**PROTECTION OF FACULTY/STAFF ADVISORS**

The Office of the General Counsel and Vice Chancellor for Legal Affairs in a memorandum dated March 2, 1992, responded to a question about what “protection” faculty/staff advisors have when they function in that capacity with students. It was indicated, “If such service is in the discharge of their duties and within the scope of their service on behalf of the University, they are entitled to two protections if sued by a student or anyone else:

- (1) to be defended in a suit
- (2) to be indemnified in the amount of the judgment or settlement”

**TIPS FOR GROUP LEADERS**

Many of you will take leadership roles within your organization. One of your most important jobs as a group leader is to instill a sense of belonging in the members of your group. By doing so, you will get more members, retain them as part of the group, and foster teamwork and group morale.

Here are some tips for being a good group leader:

- set the right example for members by your own actions in all things you say and do
- be consistent in your temperament so that the members know how to read you and what to expect from you
- be fair, impartial, and consistent in matters relating to work, rules, discipline, and rewards
- show sincere, personal interest in your membership as an individual, without becoming overly involved
- seek the group’s counsel on matters that affect their jobs and be guided as much as possible by their judgment
- allow members as much individuality as possible in the way they perform their jobs, as long as the quality of the end result is not compromised
- be appreciative of their efforts and generous in praise of their accomplishments— simply remember to say “thank you and good job”
- use every opportunity to teach members how to do their jobs better and help them advance in skill level and responsibility
- show the group that you can “do” as well as “manage” by pitching in to work beside them when your help is needed

**MAINTAINING  
RECOGNITION**



Some potential expectations of members of the group leader:

If you want the loyalty, interest, and best efforts of your membership, you should take into account the fact that most members want/need:

- A SENSE OF BELONGING...a feeling that no one objects to their presence in the group, a feeling that they are sincerely welcome, and a feeling that they are honestly needed for their total self, not just for their hands or time
- TO SHARE IN PLANNING GROUP GOALS...knowledge that their ideas have had a fair hearing
- GOALS THAT ARE WITHIN REACH...make sure group goals make sense to all members and that they are obtainable
- TO CONTRIBUTE TO HUMAN WELFARE...that the group contributes to more than just the organization
- RULES OF THE GROUP...a need to share in the creation of the rules that the group will live and work with to achieve its goals
- TO KNOW WHAT IS EXPECTED OF THEM...in clear detail so they can work confidently.
- RESPONSIBILITIES THAT WILL CHALLENGE...that are within range of their abilities, and that contribute to reaching group goals
- TO BE KEPT INFORMED...what members aren't UP on, they may be DOWN on
- CONFIDENCE IN THE GROUP LEADER...based on assurance of consistent fair treatment, of recognition when it is due, and the ability to trust that loyalty will bring increased security

## TIPS FOR SUCCESSFUL RECRUITMENT AND RETENTION OF MEMBERS

### RECRUITMENT

As your organization prepares to recruit new members ask yourself these questions:

- What have we gotten out of being involved?
- What have we learned?
- Why would someone want to join our group?

The last question is the most important, "Why would someone want to join your group? What makes people get involved? Some people join to grow in their leadership and interpersonal skills. Some seek recognition, and others get involved so they can feel a sense of achievement. Some want to meet people and participate in what is going on in the community. Some just join for the fun and enjoyment of being involved.

What does your organization have to offer your members? What do you have to offer that sets you apart from other organizations? What can you do to meet the needs of your group and the reasons they had for joining?

The first step in a successful recruitment campaign is to figure out whom you are trying to attract. Are you looking for:

- Live warm bodies
- Special skills (computer skills)
- Special areas (freshmen, biology students)

Once you have determined the type of people you want to attract as new members, you need to strategize how to get the word out. Your organization should:

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- (1) Commit to recruiting year round;
- (2) Develop a promotional campaign (develop a theme, create eye-catching flyers). Be sure to use your organization's full name and not rely on acronyms alone. New students won't know what SG, CAB, or IEEE Club means unless you tell them;
- (3) Participate in campus recruitment activities (Involvement Fairs, CSI Campus Connection);
- (4) Seek the assistance of campus resources (faculty, Office of Student Life staff, publications, etc.);
- (5) Clearly state where and when your organization meets so that potential members can find you. It is recommended that you file all of your group meeting notices through CSI Campus Connection at the beginning of the semester, so students can easily find out when and where you are meeting.

## **RETENTION**

Your organization membership is soaring; the recruitment campaign was an amazing success. So, how do you keep the members interested and involved in organization activities? Here are some helpful hints for retaining membership and keeping members involved and happy.

- (1) Hold an orientation/training session to introduce new members to the goals and purpose of the organization.
- (2) Give them what you sold them on. Remember why people join groups and help them get what they want out of being a part of your organization.
  - Belonging (icebreakers, calling them if they miss a meeting)
  - Fun (socials, perks, free events)
  - Meaningful tasks (leadership experiences, committee work)
  - Recognition/Achievement (say thank you, reward good work)

## **GROUP GOAL SETTING**

At the beginning of each semester or year, the student organization membership should sit down and discuss the goals and objectives of the group. The group leaders should not decide what the goals should be and then tell the group what they are going to do. The group leader should lead the group in a discussion about potential goals for the year. Have the group brainstorm about what they may want to accomplish along with sharing past accomplishments of the group. This will help the group decide which goals it wants to accomplish for your student organization.

Once the group has set its goals, the rest of the semester/year should focus on accomplishing its goals. The membership should meet regularly to evaluate what they have accomplished and what they still need to do.

## **MOTIVATING MEMBERSHIP**

Understanding your membership, setting goals, and involving the membership in the accomplishment of those goals is the best way to keep your membership motivated and excited about being a part of your group.

## **EVALUATING ORGANIZATIONAL EFFECTIVENESS**

At the end of each year, the group should meet to evaluate the overall operations and accomplishments of the group. The membership should discuss what went right, what needs improvement, any problems/concerns that they found in their operating procedures, constitution/

bylaws, etc. The club should document this discussion and pass it on to the future leaders and members of the group.

## TRANSITION OF OFFICERS

Leadership transition is a means for new officers to become acquainted with the procedures and policies of the group. Outgoing student leaders and the group's advisor are great resources for helping new officers get prepared for what their terms of office will entail.

Some of the main issues that should be discussed when old and new officers have a transition meeting include a historical perspective of the group and its goals/mission, financial procedures, roles and responsibilities, and skill building. Let's look at these issues in more detail:

### HISTORICAL PERSPECTIVE:

1. Review the formal documents, policies, procedures, and job descriptions of the group.
2. Review previous years' goals, projects, and activities.
  - a. describe successes and failures
  - b. review evaluations, files, end of the year reports, etc.
  - c. brainstorm an idea sheet of future goals, and projects.
3. Resources – help new officers understand who, what and where the resources are on campus. Walk them to the Student Government, Student Life, and the CSI Association offices, introduce them to key staff. Give them the Student Organization Handbook.

### FINANCIAL PROCEDURES:

1. Previous year allocations – Review with them the budget process, how to do a line-by-line budget, including the traditional budget needs of your group.
2. Expenditure authority – Who should be the authorized signatories?
3. Fundraising monies – Are there any funds that they need to bring forward when they prepare their budgets?

### ROLES AND RELATIONSHIPS:

1. Advisor – Do the new officers know them? Do you need a new one? Second one?
2. Officer roles – What are they? What are the job descriptions, time commitments, and advice for being successful?
3. Special committees or projects – Are there newly formed committees or special projects that need to be carried over?

### SKILL BUILDING:

1. CSI/CUNY guidelines - make sure new officers know the procedures and guidelines for getting group business done.
2. Teach new officers important skills such as running a meeting, parliamentary procedure, marketing, etc.
3. Review group policies on elections, voting, meetings, etc.

There are a variety of formats in which transition training can take place. Consider holding a workshop/seminar (four hours minimum) where group leaders (new/old) and the advisor dedicate time to discuss and evaluate the group. Give new officers an opportunity to shadow current leaders to get a true feel for their elected role. Encourage new officers to take time to review group materials

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independently and then meet with them to answer any questions or concerns.

Transition is a key component of a successful organization. The more information/knowledge that is shared among current members and new leaders, the more effective the group will be in meeting their goals and objectives each year.

# SECTION 3 BUDGETS, FUNDING, AND SPENDING THE STUDENT ACTIVITY FEE

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SECTION 3

## PLAN AHEAD! OBTAINING BUDGET APPROVAL TAKES TIME!

Before you begin allocating and creating your budgets, you need to understand the approval process—especially that approval of budgets takes TIME! It is important for your group to first get to know the budget approval process for your allocated portion of the SA Fee. Understanding the meeting schedule and approval process for the bodies that approve your funding will help you better plan for submitting your budgets for approval. In most cases, budget requests that need to be approved should be submitted to the funding/allocating body a minimum of four weeks in advance of when funds will be needed. Remember, CUNY Fiscal Guidelines require that all budgets be recommended by the appropriate budget committee and submitted to the Association for final approval. Refer to Section 1 to find out the appropriate budget committee for your organization.

## THE BUDGET PROCESS

Student leaders, in cooperation with staff in the Student Government, CSI Association and Student Life offices, assist students with developing plans and submitting budget requests. In general, the following steps take place:

- Step 1: CSI Association estimates available revenue for each earmarked portion of the Student Activity Fee.
  - Step 2: Funding/Allocating body determines guidelines for submitting budgets.
  - Step 3: Groups are asked to develop and submit their proposed budgets to the appropriate budget committee (e.g. Club Commission, Publication Board).
  - Step 4: Budget committee holds budget hearings.
  - Step 5: Budget committee proposes budget allocations to the appropriate funding/allocating body (e.g., Club Commission to Student Government, Publication Board to Association).
  - Step 6: Funding/Allocating body approves budgets and forwards recommendations to the Association Board of Directors.
  - Step 7: The Association reviews the budget proposals. If the Association approves the budget you can begin to spend your allocated funds using the purchasing guidelines established by the Association. If the Association rejects the budget or a particular budget line, it is returned to the appropriate budget committee for further deliberation and is
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then resubmitted to the Association. If the budget is not approved within 30 days, those portions of the budget voted and approved by the Association board will be allocated. The remainder will be held until an agreement between the Association and the funding/allocating body is reached.

**DEVELOPING A BUDGET REQUEST OR BUDGET MODIFICATION**

Budget requests must include details about how money will be expended. Group leaders should be prepared to discuss the programmatic plans of their budget request with representatives of the funding/allocating body. Since the budget approval process takes time, groups should anticipate their needs well in advance so that a budget can be approved in a timely manner.

- Step 1: Projecting available funds: Know the total allocation available for expenditure by your group. This amount will be determined by the funding/allocating body.
- Step 2: Discuss the program plans and potential budget needs of your organization with the membership of your group.
- Step 3: Creating a budget:
  - A. Prepare the line-by-line budget: CUNY fiscal regulations require that budgets be approved on a line-by-line basis. This means budgets must specify exactly what the funds will be used for (e.g., refreshments, speaker fees, printing, event supplies).

Example:

XYZ group has \$1250.00 for the year. After discussion the group decided to present the following budget request to the funding/allocating body for approval:

Refreshments:	\$ 300
Printing:	\$ 200
Event Supplies:	\$ 200
*Special Events:	\$ 550
Total:	\$1250

\*Earmarking funds within your budget:

In order to spend any funds, a budget line must be created for the purpose for which the funds will be used. In the example above, special events is an earmarking. This funding cannot be spent until an expense line budget is developed.

Miscellaneous lines are not permitted. Any portion of the budget, which is not put into a specific line item, will be considered earmarked funds. Earmarked funds can be set aside for programs you are thinking about but haven't planned (e.g., special events, lectures).

- B. Making budget modifications: Budget modifications are used when money

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has to be moved from one budget line to another. They are also used when more money is needed for a particular budget line to cover the cost of an item. Budget modifications may also be used in order to create a new line. A group can request a budget modification by following the guidelines of their allocating body (e.g. Student Government, CSI Association, Publication Board).

Examples:

1. Moving \$ from one budget line to another: The XYZ club has the following approved line-by-line budget

Special Event DJ:	+\$200
Special Event Decorations:	+\$200

After investigating the costs they find that the total cost for the DJ is \$150.00 and the total cost for Decorations is \$250.00. Therefore \$50.00 will be leftover in the DJ line and \$50 more is needed in the decorations line. The group can request the funding body to move \$50.00 from the DJ line into the Decorations line in order to cover the cost of the unforeseen expense.

Special Event DJ:	-\$50
Special Event Decorations:	+\$50

2. When more money is needed to cover the cost of an item for an event: The shipping and handling charge for decorations put the total cost of the order to \$265.00, therefore an additional \$15.00 is needed to cover that cost. The group has to request an allocation of an additional \$15.00 from the “Special Event” earmarking to cover the shortfall.

Special Event earmarking:	-\$15
Shipping and handling:	+\$15

3. Creating a new budget line to cover the cost of an item: The Office of Student Life has just informed the group that there will be additional security charges for the dance – totaling \$75.00. The group never set up a security line. Your group must request a funding allocation for a security line from the remaining “Special Event” earmarking or do a budget modification from another line in the budget.

- Step 4: Submit a club budget form with your budget or budget modifications and get approval from the funding/allocating body, so spending can begin.

## APPOINTING OF SIGNATORIES FOR ORGANIZATION BUDGETS

Each organization that receives funding from SA Fees is responsible for designating individuals within the organization to serve as signatories on organization accounts. Signatories are responsible for signing all purchase orders and check requests on behalf of the organization. Until a signature authorization form is completed for your group, the organization cannot transact any business. Any changes in authorized signatories should be reported to the funding body immediately.

## APPROPRIATE USE OF BUDGETS IN REFERENCE TO SPENDING

### SPENDING AS IT RELATES TO THE LINES IN YOUR BUDGET

It is important to keep in mind that funds must be spent in accordance with the approved line-by-

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line budget. For example, if your budget includes a line for “promotional items,” these funds must be used to purchase items that will be used to recruit new members and promote the organization or its activities. An example of a promotional item expense is the purchase of pencils with the name of the organization on them, which can be distributed to students during orientation. A “promotional items” budget line cannot be used to purchase personal items for club members, such as t-shirts or sweatshirts, unless permission has been granted by the Director of Student Life.

### **SPENDING AS IT RELATES TO RESTRICTIONS OF THE FUNDING BODY**

The funding body may place additional limits on how budget lines may be used. For example, travel funds may be limited to \$10 per person, or refreshments may be limited to \$50.00 per meeting. These types of restrictions change from year to year. Once your budget is approved, check with the funding body office to find out more information about any restrictions on budget lines in your budget. Plan ahead, complete a purchase order to get approval before making any purchases. This is the best way to avoid problems.

### **RESPONSIBILITIES OF GROUP LEADERS IN REGARD TO SPENDING:**

Group leaders should be familiar with CUNY fiscal regulations (see Appendix). Leaders with signatory authority agree to be held responsible for monitoring budgets and making sure that expenditures are kept within allowable limits. An organization that makes expenditures not within its approved budget may jeopardize future funding, may not be reimbursed for the expenditures, and may subject its officers to disciplinary procedures

### **TYPES OF EXPENDITURES THAT ARE INAPPROPRIATE:**

All expenditures require the approval of the Director of Student Life or his/her designee, before they are made. To avoid problems, organizations must seek prior approval before encumbering funds. While it is impossible to list all the types of expenditures that would be deemed inappropriate, in general, the following types of expenditures will not be approved:

- Expenditures for items not specified in an approved budget
- Expenditures of funds, material, property, or services for any partisan or nonpartisan political activity or to further the election or defeat of any candidate for public or political party office
- Payments to CSI faculty members or administrators for services rendered to an organization, unless there is express approval by the allocating body and the Association
- Expenditures that violate the rules, regulations, and policies of the College and University (e.g., purchase of alcohol)
- Purchases of gifts
- Purchases of personal items (e.g., jackets for group members)
- Expenditures for off-campus meetings; meetings must be held on campus to enable the largest number of students to attend
- Expenditures that seem excessive for stated purpose (food, travel, etc.)

The Director of Student Life will review requests on a case-by-case basis and advise organizations of expenditures that will not be approved.

## **SPENDING YOUR APPROVED BUDGET**

Once your line-by-line budget has been approved, spending may begin! **All purchases require an approved purchase order (or food authorization form for Dining Services food orders) before they are made.** Approval from the Director of Student Life is required for all purchases. The Director



of Student Life reserves the right to disapprove any request that is deemed inappropriate, inequitable, or improper.

The following information should help clarify the process for making any and all purchases, after the funding/allocating body has approved your line-by-line budget.

Purchase Orders: A purchase order (PO) is a form used to guarantee payment to a vendor or individual for the purchase of merchandise. This form is also used for food service from external vendors (e.g., local pizzeria). A special purchase order form, called a food authorization form, is used for food service obtained from CSI's Dining Services. See page 25 on Ordering Food and Refreshments for information about purchases of food service, regardless of whether it is from an internal or external provider.

### **PURCHASES UNDER \$500 (INCLUDING SHIPPING AND OTHER RELATED COSTS)**

**Under \$500 - For purchases where a vendor will accept a purchase order:** (including purchases of food service from external vendors)

Complete the purchase order form with the name, address, fax, and telephone numbers of the vendor, a description of the merchandise you want to buy, quantities, and price information, including shipping and other fees. Sign and date the form and return it to the appropriate office (e.g., Student Government, Radio Station, etc.) for processing. A purchase order must have an approved Purchase Order number (assigned by the Association office and printed on the top right-hand corner of the form) and final approval signatures from the Association Office to be valid. Thereafter, the purchase order can be used to make a purchase. You may fax or mail the white copy of the purchase order to the vendor who will ship the merchandise to the College along with the invoice for payment. Note: All merchandise must be delivered to a college address. Refer to page 23 for information about processing payment after a purchase has been completed.

**Under \$500 - Purchasing items with an Association Check:** If a vendor will not accept a purchase order, arrangements can be made to pay for the purchase with an Association check. However, a purchase order still must be completed prior to the purchase to ensure that it is approved and that you have enough money in your budget to cover the expense. In these cases, in addition to completing the purchase order form, you will complete a check request voucher so that a check can be processed. The check can be given to the vendor when the merchandise is received and an original receipt (with the name, address and phone number of the vendor) is obtained. The original receipt should be submitted to the Association Office as soon as you receive it. Note: When you submit the receipt you or an appropriate member of your group will be asked to sign the receiving copy of the purchase order signifying that the merchandise was received or services were rendered.

**Under \$500 - Purchasing items out of pocket:** If the vendor doesn't accept purchase orders or checks, and a member of the club is willing to pay out-of-pocket for the purchase and be reimbursed afterwards, a purchase order form must be completed for reimbursement before the purchase is made. These requests cannot exceed \$100.00. A dated, itemized, original receipt with the name of the vendor, including their address and phone number must be submitted to the funding office in order to receive reimbursement. You can be denied reimbursement if these steps are not followed. Refer to page 23 for information about processing payment after a purchase has been completed.

**Deadlines for submitting purchase orders:**



Note: Purchase orders should be submitted no later than May 1st. There may be instances where you need to submit a purchase order after May 1st, but these should be for purchases that you could not anticipate as of May 1st. In all instances, merchandise must be received by and invoices must be dated on or before June 30th.

## PURCHASES OF \$500 OR MORE

**\$500 or more** - Because larger requests take time to process, it is important that you plan ahead for these types of purchases. Once your budget is approved and you have all the specifications for your purchase, contact the appropriate administrative office (e.g., Student Government, Student Life, Radio Station, etc.) for assistance. Staff will assist you with processing an E-procurement request which will be routed to the College's Purchasing Office. The Purchasing Office will solicit bids as appropriate, identify the lowest/responsible bidder and process a purchase order on behalf of your organization.

### Deadlines for submitting e-procurement requests:

Note: Each year the college establishes a deadline for submitting E-Procurement requests (usually around March 15th). If you plan to make a major purchase in the spring semester, check with the Association office early in the semester to see when the deadline is. For more information about bidding for printing publications refer to Section 7 of this Handbook.

In all instances, merchandise must be received by and invoices must be dated on or before the end of the fiscal year (i.e., June 30th) to be considered for payment against an approved budget.

### Tax-Exempt Status

SA fee-funded groups are tax-exempt and should not pay tax on any merchandise in New York and New Jersey. Make sure you bring a tax-exempt form with your purchase order when you go shopping. These forms can be picked up in the CSI Association office. The tax-exempt form should be presented to the vendor before the bill is drawn up. No reimbursement will be made for tax paid by any individual for purchases made with SA Fees or related funds. Other out-of-state vendors (other than NJ) may not accept tax-exempt forms. If they do not, tax will be reimbursed.

## **PAYING FOR MERCHANDISE OR SERVICES RENDERED**

In most cases, the vendor will mail the invoice (bill) to the College for processing. In the event that you receive a copy of an invoice, bring it to the funding body for processing of payment. A funding body representative will help you complete the paperwork necessary to have the bill paid. In all instances, merchandise/services must be received by and invoices must be dated on or before the end of the fiscal year (i.e., June 30th) to be considered for payment against an approved budget.

### Step 1: Complete the Check Request Voucher:

The invoice along with any supporting documentation showing that the merchandise has been received is attached to the voucher. Documentation required may vary based upon the type of purchase. As applicable, the following supporting documentation must be attached to the voucher for it to be processed:

- The purchase order/food authorization, including a signed, dated notation on the "received by" stamp indicating that the merchandise/services have been received
- An itemized invoice (bill) from the vendor showing the name, address,

telephone number, date of sale. For individual reimbursement the student must sign the back of the invoice

- A copy of the flier, poster, or information sheet announcing the program and attendance statistics
- For payment to speakers/performers, copies of personal service contracts, W-9 forms, and Workers Compensation statements (for more information about the process for hiring speakers, see Section 5).

When you submit your paperwork to the funding body you will be advised of any additional supporting documentation that may be required. An example of the Check Request Voucher can be found in Appendix: Forms.

Step 2: Return paperwork to the funding body:

Bring voucher and attachments to the funding body for processing so that the check can be drawn and mailed to the vendor. Remember, in order for the voucher to be processed it must be signed by your organization's authorized signatory. Multiple signatories are needed on vouchers and checks, which often take time to obtain. Please anticipate your expenditures and submit vouchers at least one business week before a check is needed.

**Checks will not be distributed unless all required paperwork is on file with the Association office.**

**Trouble-shooting problems with vendors:**

If your organization has a problem with a vendor or with merchandise received, please document the problem in writing and submit it to the funding body. The appropriate College offices will receive these complaints and suitable action will be taken.

## PURCHASING FOOD - MEAL EXPENDITURE POLICY FOR MEETINGS

### LIMITS ON MEAL EXPENDITURES

Food expenditures for meetings and general activities of all student-activity-fee-funded groups should not exceed \$4.50 per person.

Per person numbers will be determined by the minimum number of active members on the roster of the committee or in the club or organization. For student clubs and publications, the minimum number will be based on the number of active members on your roster in CSI Campus Connection. Following are guidelines relating to established groups:

- Clubs/Organizations – 10 members +
- Student Government – 25 members +
- Campus Activities Board - 12 members +
- SG Commissions – 3 members +
- Publications – 10 members +
- SAAC Committee – 15-20 members +
- Intramural Advisory Council – 15-20 members +

## MEAL EXPENDITURE POLICY FOR SPECIAL EVENTS

The Director of Student Life, in consultation with a representative from the funding body, will

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evaluate food requests on a case-by-case basis, and may permit a higher per person rate for special meetings, regular and major events.

Examples of Regular Events/Special Meetings:

End of the Year party during club meeting, speaker or invited guest presentations, cultural or religious events or food items (e.g. Kosher or halal foods; these may cost more because of special preparation). Examples include events that are held in smaller facilities on campus where audience participation is limited, programs that are primarily aimed at one demographic of our campus whether academic, social, religious, or service related, senior or new member celebrations.

Examples of Major Events:

Events that are targeted for the entire CSI population and have a history or potential for drawing a large audience from the general student body. Prominent speakers or performers. Programs traditionally sponsored by Student Government and CAB would fall into this category. Examples include Election Barbecue, Welcome Back/Spring Carnivals, Leadership Recognition Dinner, New Student Orientation Program, etc.

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**ORDERING FOOD AND REFRESHMENTS**

No arrangements should be made for food service unless a line-by-line budget for refreshments has been approved. Any individual who encumbers a food service expense without an approved budget will be personally liable for paying the bill. Once your line-by-line budget has been approved, the following process should be followed when ordering food from an internal or external vendor.

- Step 1: **Planning your event:** Determine which type of food you would like to order and get a cost estimate. Auxiliary Services and other external vendors offer special rates to student organizations. See SG office (Room 1C – 207) for menus and pricing.

A food request for Dining Services should be given to the funding body four day(s) in advance for regular catering and seven (7) business days for events with special food orders including hot food service. This will ensure that Dining Services will receive the food order in the required two (2) business days' notice for regular catering or five (5) business days for special food orders, including hot food service.

Note: If the purchase from an external vendor is expected to be over \$500.00, contact the Office of Student Life or the Association Office for further instructions. Comparative pricing will be required for these types of purchases. Therefore, requests should be reviewed with the appropriate office at least 2 weeks in advance of the event.

- Step 2: **Check your budget:** Make sure you have the funds available to pay for your order.
- Step 3: **Submit your order for processing:** Complete a food authorization (for on-campus Dining Services) or purchase order form (for external food service vendors). Bring the completed form and any supplemental documents to the funding body office for approval. The funding body will work on getting the appropriate approvals.
- Step 5: **Place the order:** Once approved, orders with Dining Services will be placed on behalf of your organization. Purchase orders for external vendors will be returned

to your organization's mailbox. In these cases, you should fax or bring the white copy of the purchase order, along with a tax-exempt form, to the vendor when you place your food order. Your organization is responsible for obtaining a receipt and bringing it to the funding body for processing of payment. **Remember:** the receipt must be a dated, itemized, original receipt with name of vendor, including address and phone number. For personal reimbursement the back of the receipt must be signed by the individual being reimbursed.

- Step 6: **Delivery of food service:** If delivery has been requested, external vendors will deliver to the location specified on the purchase order. Orders placed through Dining Services will be delivered if the event is in the Campus Center. Organizations who request that Dining Services deliver to locations outside of the Campus Center will pay full price for this service (student organization discounts will not apply). The organization will be asked to leave a student ID and is responsible for returning any cafeteria equipment, regardless of whether the event is inside or outside of the Campus Center.
- Step 7: **Clean up:** Groups should arrange with the funding body to dispose of leftover food. Per Auxiliary Services policies, leftover food may not be distributed in the cafeteria. Groups are responsible for cleaning up the meeting room. Please be considerate of those who will use the room after you leave.
- Step 8: **Processing payment:** Bring receipts to the funding body and process a check request voucher for payment.

**Cancellation of food service:** Check with Dining Services or the external vendor for cancellation notice requirements when placing your order. For most orders, (24) hour notice is required to cancel an order with Dining Services. More elaborate catering may require additional notice. In the event of a cancellation of a Dining Services order, the student organization will be charged for expenses incurred through the point of cancellation. These expenses will be documented on the Dining Services bill.

**IMPORTANT THINGS TO KNOW ABOUT WORKING WITH EXTERNAL VENDORS FOR FOOD ORDERS:**

Student Government maintains a list of local food service vendors, including menus and price lists, which accept Association purchase orders. This list is available for review by all student organizations.

**Certifications and insurance:** Vendors providing on-campus catering will be required to provide a copy of their worker's compensation insurance, a current Board of Health certificate, and a commercial product liability insurance certificate (in the amount of at least \$1 million), naming the following as additional insured:

- College of Staten Island Association, Inc.
  - College of Staten Island
  - The City University of New York
  - The Dormitory Authority of the State of New York
  - The State of New York
  - The City of New York
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**IMPORTANT THINGS TO KNOW ABOUT PROVIDING YOUR OWN REFRESHMENTS:**

Approval is required from the Office of Student Life for private food service. Student organizations wishing to prepare food privately (e.g., bake sale, potluck, food for sale) should take steps to ensure that the food is prepared and stored properly. Organizations must complete a purchase order before purchasing any food items for private preparation. Limited facilities are available for refrigeration of prepared foods. If the food is to be sold, a fundraiser form must be completed by the organization and approved by the Office of Student Life, (see information on fundraising in this Handbook.) Individuals may not be reimbursed directly from funds collected at the time of the sale. In accordance with CUNY fiscal guidelines, all proceeds from food sales must be deposited with the CSI Association and, if approved, all reimbursements for food purchases must be made by Association check by completing a check request voucher.

**REQUESTING ADDITIONAL FUNDING**

Many of the funding/allocating bodies have earmarked funds set aside for the purpose of assisting SA- and non-SA Fee-funded groups with programs and services that they may be planning for the College community. Some of these earmarked funds are set aside for specific groups. For example, only clubs can request additional funding from the special proposal earmarking funded by the club commission.

Here are some of the ways that College groups can request additional funding from Student Activity Fees:

**STUDENT GOVERNMENT (COLLEGE COMMUNITY):**

Members of the College community including academic departments, student service areas, and other areas of the College may request funding assistance from Student Government for programs and services they are planning that will benefit the entire student body. Special proposals for funding should be submitted to Student Government four to six weeks before the funds are needed. Details about the event, including type of event, date, time, and place should be included with a detailed line-by-line budget. Student Event proposal forms are available in the Student Government Office.

**CAMPUS ACTIVITIES BOARD (COLLEGE COMMUNITY):**

Each semester the Campus Activities Board sends out a request for community proposals for programs that will benefit the entire student body. Proposals are traditionally collected in November for the spring semester and April for the fall semester. Any department or student group of the College may request funding. CAB earmarks a set amount of money each semester to fund Community Proposals. Community Proposal forms are available on the Campus Activities Board website.

**CLUB COMMISSION (CLUBS ONLY):**

Each year the Club Commission sets aside funding for special proposals for student programs being planned by recognized clubs at CSI. This funding can be requested by submitting a club special proposal form to the Student Government Club Commission. Traditionally, the Club Commission sets a cap on the amount of funds that can be requested and the number of times a club can request additional funding. Advanced planning on behalf of the club is required when submitting a special proposal. It is recommended that these requests be submitted four to six weeks in advance of when the funds will be needed. Details about the event, including type of event, date, time, and place

should be included with a detailed line-by-line budget. Club Special Proposal forms are available in the Student Government Office.

## FUNDRAISERS AND OTHER SOURCES OF FUNDING

### FUNDRAISERS AND TICKET SALES:

Sometimes organizations may choose to generate additional funds for special projects and initiatives or to supplement funds provided through the SA Fee. Groups wishing to raise funds (e.g., hold raffles; charge admission to events; collect donations; solicit ads for a journal; sell merchandise; or take part in any other activity where cash, checks, or money orders are collected) must follow these regulations governing fundraisers.

All groups requesting permission to generate funds must:

- Step 1: Set up an appointment with the Associate Director of Student Life/Activities to discuss the details of the fundraiser a minimum of two weeks prior to the start of the group activity. Fundraisers require the completion of a special event request form prior to approval. The Associate Director of Student Life/Activities will review this information with you at your meeting.
- Step 2: Arrange for a facility or campus location to hold your fundraiser, if applicable.
- Step 3: Complete a fundraiser form (example in Appendix), including information on type of fundraiser, day, date, and location of fundraiser, cost for tickets, purpose of fundraiser, and any expenses/income related to the fundraiser. The fundraising form is located as part of the event request form on CSI Campus Connection.
- Step 4: Get appropriate signatures. NO FUNDRAISING MAY BEGIN UNTIL THE SIGNATURE OF THE FUNDING BODY AND THE OFFICE OF STUDENT LIFE IS OBTAINED. It is your responsibility to be sure that final approval has been obtained from the Office of Student Life before proceeding with your fundraising initiative.
- Step 5: Know the regulations that govern fundraisers. You will sign an acknowledgment of these regulations when you complete the fundraiser form. Types of fundraisers and regulations regarding fundraisers are detailed below.
- Step 6: Make an appointment with the Association Office: Once the fundraiser form has been approved by the Office of Student Life, the organization should make an appointment with the CSI Association (Campus Center (1C), room 202) to discuss ticket procedures and money handling.

## TYPES OF FUNDRAISERS

**SOLICITATIONS:** Approval from the Office of Student Life is required before a student organization can solicit donations from the community. If approved, the Office of Student Life will provide the group representatives with an official letter of introduction that should be presented to individuals in the community who are asked to make donations. This letter will outline terms of payment and must be presented to the community member/vendor at the time of the solicitation.



**RAFFLES:** All prizes or sufficient funds to purchase stated prizes must be on deposit in the Association Office prior to commencing raffle sales. With the exception of 50/50 raffles, cash prizes (in the form of cash, money orders, checks payable to the winner, etc.) are not permitted. No single prize can exceed \$100 in value and no series of prizes in a single raffle can exceed \$1,000 in value (NYC AC § 20-436(5) & (6)). For example, your organization cannot raffle a gift card that is worth over \$1000, but could raffle ten, \$100 gift cards. Per New York City regulation, advertisement of the raffle cannot be addressed to the general public by way of newspaper, radio, TV, billboards, posters or other means. Organizations can, however, advertise raffle sale location, time and prizes on Campus by way of CSI Campus Connection (Campus Only), flyers and other campaign materials. No single raffle ticket can be sold for more than \$10 (NYC AC § 20-436 (5)) and all winners must be determined and awarded their prizes on the same day as game play (NYC AC § 20-445), but winners do not have to be present at the time of the drawing. All raffle proceeds must be used for charitable or educational purposes as described in this Request Form. In addition, any persons under 18 years of age are not permitted to participate in raffle sales or game play.

If your organization has been given permission to conduct a raffle to raise funds, the following guidelines must be followed:

**GENERAL GUIDELINES:**

- Each raffle must be conducted with a specific purpose intended.
- Approval from the Office of Student Life is required before a student organization can solicit prize donations from the community. See the section on donations from outside groups for more information.
- The purpose of the fundraising must be stated together with the cost, the prizes, and the name of the sponsoring organization on the face of the ticket.
- Raffle and chance book tickets will originate from the Association Office and will be consigned to each seller in blocks of not more than 50 tickets. When roll tickets are used, the seller will be consigned a roll of tickets. Tickets must be consecutively numbered. Any organization selling raffle tickets must use pre-numbered tickets provided by the Association. The sponsoring organization must submit in writing to the Office of Student Life the names and EMPL ID # of students who will be authorized to sell tickets. A block of not more than 50 tickets will be consigned to each seller. Individuals who sign for tickets will be held responsible for returning unsold tickets to the Association Office and remitting funds for all tickets that are not returned.
- Sales of raffles in classrooms are prohibited.
- Raffle sales for the purpose of scholarship funds must receive prior approval from the Office of the Vice President for Student Affairs and the Office of College Advancement.
- All cash and all tickets whether sold or unsold must be returned to the Association Office. The sponsoring organization and the individual raffle seller must account and will be held personally responsible for all sold and unsold raffle tickets and for all cash receipts. A stop may be placed on the school records of any student who does not properly account for tickets consigned to him/her. In addition, an organization's budget may be frozen until such time that a full accounting is provided.
- For monetary prizes a completed IRS W-9 form, containing the name, address, and social security number of the winner, must be obtained from the winner before the prize is

awarded. This information should be provided to the Association Office along with the winning ticket and the paperwork (check request voucher) to prepare a check for the winner. Unless otherwise approved by the Office of Student Life, prizes shall be awarded from the Association Office.

### **Raffle tickets**

Depending on your organization's plan, the following types of tickets will be used:

1. Raffle (roll) tickets may be used for 50/50 raffles, door prizes, and the like. Remember: student groups should not purchase raffle tickets on their own. The Association Office will provide tickets.
2. Chance book tickets should be used whenever a major prize (e.g., stereo, TV) is being awarded.

The student organization must arrange to have pre-numbered chance book tickets printed through the Office of Student Life and Association Office. Appropriate time must be given for tickets to be printed. All such tickets must include the following information:

- space for the name, address, and phone number of person purchasing the chance
- name of sponsoring organization
- the College's name and address
- name of event (e.g., Spring 2002 Fundraising Drive)
- prize(s)
- date of drawing
- statement that "winner need not be present"
- price of ticket
- general statement about how proceeds will be used (e.g., proceeds to support club initiatives)

The proposed layout for the ticket must be submitted to the Office of Student Life for approval three weeks in advance of when the organization would like to begin sales. After approval, the Association Office will arrange to have the tickets printed through the College's reprographics office.

**ADMISSION TICKETS:** Any organization selling tickets for admission to an event must use pre-numbered tickets provided by the Association Office. The sponsoring organization must submit in writing to the Office of Student Life the names and CUNY EmplID of students who will be authorized to sell tickets. A block of not more than 50 tickets will be consigned to each seller. Individuals who sign for tickets will be held responsible for returning unsold tickets to the Association Office along with remitting funds for tickets that are not returned.

### **SALE OF MERCHANDISE: *College policy on merchandising***

Merchandising is the sale of goods or services. Individuals and vendors are not permitted to sell merchandise or services on campus or through student organizations without the expressed approval of the College. Unless approved by the Office of Student Life student organizations may not invite vendors or individuals to campus to sell merchandise or services. In addition, vendors or individuals may not be given access to group membership lists, addresses, phone numbers, etc. for the purpose of peddling their goods or services. Merchandising may not take place as part of a group activity (i.e., may not be part of an agreement for personal services by a speaker or performer) unless expressed approval is obtained from the Director of Student Life. In addition, student organizations may not make arrangements with suppliers for merchandise on consignment that the student organization

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will sell as part of a fundraising initiative (e.g., selling greeting cards, candy) unless written approval is obtained from the Director of Student Life.

### **GETTING APPROVAL ON MERCHANDISE SALES**

Student organizations wishing to obtain permission for this type of activity should complete a student event request form disclosing all details and submit it to the Director of Student Life at least four weeks prior to the activity. Documentation provided by the vendor or individual should be attached to the form.

Student organizations will be advised in writing if their request has been approved. No arrangements with vendors or individuals may be finalized until such approval is obtained. All arrangements for accepting merchandise on consignment (i.e., a vendor gives you merchandise to sell and you pay for it after sales are completed) must be approved by the Office of Student Life in advance of being made. Any group selling items (e.g., t-shirts, candy, soda) will be responsible for a full accounting of merchandise purchased (per itemized invoices). Approval to discard or dispose of unsold merchandise must be approved in advance and in writing from the funding body and the Office of Student Life. If approved, certain conditions must be met, including the following:

- An approved fundraiser form must be on file with the Office of Student Life if the activity is part of a club, organization, or publication fundraising initiative. Refer to the Fundraising and Ticket Sale Policies and Procedures section of this Handbook for further details.
- Vendors will be required to provide a copy of their vendor ID numbers and attest to the fact that they are responsible for payment of all related sales tax.
- Vendors will be required to sign an agreement with the College outlining their responsibility for the activity, and the commissions to the organization.
- Depending on the type of activity, other conditions may be established by the Office of Student Life.
- A complete accounting of proceeds generated by the club, organization, or publication through merchandising avenues must be provided.

### **REGULATIONS REGARDING FUNDRAISERS**

#### **SELLING ITEMS PURCHASED WITH STUDENT ACTIVITY FEES:**

In general, charging for any items purchased with Student Activity Fees (e.g., food, promotional items) is not permitted.

#### **FUNDS RAISED FOR CHARITY:**

If the purpose of a fundraiser is to raise funds to donate to charity, the charity must be named and the charitable organization must provide a copy of its charities registration certificate before the fundraiser can be approved.

#### **ACCOUNTING REGULATIONS:**

All proceeds from events sponsored by clubs, organizations, or publications funded by Student Activity Fees are considered Student Activity Fee-generated revenues. As such, they are subject to accounting guidelines (including bidding requirements) outlined in the CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees. See also the Guidelines for Making Purchases section of this Handbook.

#### **DEPOSITING FUNDS COLLECTED:**

All funds generated must be submitted to the CSI Association Office (Campus Center (1C), Room 202) immediately after they are collected (or as soon thereafter as is practical) and will be credited to the account of the group that raised the funds.

**FAILURE TO ACCOUNT FOR REVENUE-GENERATED FUNDS:**

In accordance with CUNY policy, individuals who fail to account properly for revenue-generating events shall be barred from registration and from receiving a transcript or degree until a proper accounting or restitution is made. In addition, the organization's budget may be frozen until a full accounting is provided.

**USING FUNDS RAISED TO PURCHASE PERSONAL ITEMS:**

The benefits provided via use of Student Activity Fees and other related income must be available to the widest number of students. In general, Student Activity Fees and other related income, including funds generated through fund-raisers, cannot be used to purchase personal items (e.g., jackets, rings) for club, organization, or publication members. Under limited circumstances, funds generated through fundraisers can be used to purchase items that would be distributed to student-members provided that the following conditions are met:

- The fundraiser form must clearly specify that monies are being generated to purchase personal items for members of the club for the purpose of promoting the club and its activities or for some other purpose clearly connected to the club's, organization's, or publication's activities. The personal items to be purchased and their connection to club's, organization's, or publication's activities must be clearly stated on the fundraiser form.
- The cost of the personal item must be modest.
- In connection with the fund-raiser, the student organization must publicize widely the fact that it is raising funds for the purpose of purchasing personal items that will be distributed to members of the student organization and must specify the items being purchased. For example, if a group is having a bake sale to purchase t-shirts that promote the group for distribution to group members, a sign should be placed on the bake sale table stating, "Bake sale proceeds will be used to purchase promotional t-shirts for group members. Thank you for your support."
- A plan must be submitted with the fundraiser form that establishes the criteria for distribution of the personal items (e.g., members who attend at least three club meetings over the course of a semester shall be entitled to receive a t-shirt).
- Sufficient funds must be raised for all eligible members to receive the item (e.g., a t-shirt).

All such fundraiser requests are subject to review and approval by the Director of Student Life.

**USE OF GENERATED FUNDS:**

Funds generated must be used in accordance with the line-by-line budget on the approved fundraiser form. Expenses are not to be paid directly from revenues generated. For example, do not pay a performer with cash collected from gate receipts. All expenditures, including donations to charitable organizations, must be paid by checks issued by the Association Office.

**SEED MONEY FOR FUNDRAISING INITIATIVES:**

From time to time fund-raising events will be held using Student Activity Fees as a base budget. In cases where the student organization is sponsoring an event using these funds (i.e., seed money) and wishes to fundraise for future club events, all monies raised at the event will be deposited into the

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club account for that purpose. The funds raised will only remain in the club budget until the end of the fiscal year when all monies will be returned to the funding body (e.g., Student Government). Clubs may ask for this money to be brought forward when they submit their charter for the next fiscal year.

Seed money cannot be used to raise money for outside organizations. If a club wishes to donate money to an outside organization, it must first reimburse any funds allocated from Student Activity Fees. For example, a club may use \$250 of its club budget to hire a band for a dance at which admission will be charged, and food will be sold. If the event generates \$400 in ticket and food sale income, the entire \$400 must be deposited in the Association Office. The \$250 “seed money” used for the band must be repaid to the funding body (e.g., Student Government) and the remaining proceeds (\$150) will be available for the club to use in accordance with its approved fundraiser form.

### OTHER:

In the past, organizations have come up with many novel ideas for generating funds. Based upon your request, additional requirements may have to be met. The Office of Student Life will provide information about any requirements above and beyond those listed above to your organization at the time the fundraiser request is approved.

### **DUES**

Student organizations may not charge dues to its members. Any group found in violation of this regulation will be subject to disciplinary procedures including freezing of budgets and revocation of its charter.

### **PRIVATE BANK ACCOUNTS**

Student organizations may not open private bank accounts with Student Activity Fees, money collected from fundraisers, or other income-generating events. The Association must hold all funds on deposit, and all expenditures must be paid by Association check.

# SECTION 4 MEETINGS, MEETINGS, MEETINGS

MEETINGS,  
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## MEETING NOTICES

Meeting notices should be prepared and distributed to organization members for all meetings. They must be distributed a minimum of 48 hours before the scheduled meeting date. This will allow members adequate notice and encourage them to participate in your group's activities. Meeting notices must be submitted via CSI Campus Connection (<http://connect.csi.cuny.edu>). Upon approval the meeting notice will be made public via the web.

## PROMOTING YOUR MEETING

All meetings are promoted through CSI Campus Connection upon approval of an event request. All meetings should be submitted as "public", so that all members of the community will be informed of your group meeting.

### CLUBS:

The Student Government will be happy to make up to 30 copies of your club meeting notice for posting around campus. The Club Room has a copier that can be used for this purpose.

Remember that the Club Room Campus Center (1C), room 230 has computers that you can use for creating promotional materials for your meetings and events.

### OTHER STUDENT GROUPS:

All other student groups (e.g., Publications, CAB, WSIA, NYPIRG) can use the copier in the Office of Student Life to make copies of their meeting notices.

Meeting notices can be posted on kiosks in the Campus Center and on first floor bulletin boards in academic buildings. Materials posted on walls, doors, windows, etc. will be removed. Meeting notices in a foreign language must contain the same information translated into English.

## MEETING SPACE AND RESERVATIONS

Making sure that you have a place to meet is an important part of planning. It is essential to plan ahead since meeting space is limited. Only those student organizations that are chartered by the Student Government and officially recognized by the Office of Student Life are eligible to reserve meeting space on campus.

### CLUB HOURS

Classrooms in the academic buildings along with rooms in the Campus Center and Center for

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the Arts can be reserved during club hours (Tuesday from 2:30pm – 4:20 pm and Thursdays from 2:30pm - 4:20 pm). Your organization must vacate the classroom by the end of the club hour period so that classes, which are scheduled to start after club hours, can start on time. Please reset the room to the way you found it and clean up any papers or refreshments.

**TEMPORARY MEETING SPACE FOR CHARTERING GROUPS**

Temporary meeting space will be assigned for organization meetings. Stop by the Office of Student Life Involvement Center (1C-212B) and ask the office assistant for a temporary meeting space. A classroom will be reserved for your group for a particular club hour. If you need to have additional meetings before you are officially able to charter and are recognized you will need to reserve temporary space again.

**PERMANENT MEETING SPACE FOR RECOGNIZED GROUPS**

Your chartered and recognized group can request a permanent meeting space for the academic year (1) fill out your preferred meeting day/time and room on the recognition papers, or (2) by going to the Office of Student Life Involvement Center (1C-212B) where the office staff will reserve a classroom for your organization for the academic year. Note: These reservations must be renewed each academic year.

**MEETINGS OUTSIDE OF CLUB HOURS**

If your group wants to meet at a time other than club hours you can request a space via the event form on CSI Campus Connection. The office staff will forward the request to the Campus Planning office so that a room can be reserved. Once this reservation is confirmed your group will be notified. Since this process could take up to a week, you should allow adequate planning time.

**RUNNING A MEETING**

Parliamentary procedure should be used for all your group’s business meetings. By following the rules of parliamentary procedure (Robert’s Rules of Order) the chairperson is able to conduct the meeting in an orderly, respectful manner allowing everyone the opportunity to participate. These principles and procedures help maintain order and ensure fairness in all decision making processes. Robert’s Rules of Order has become the leading authority in most organizations today.

The basic principles behind parliamentary procedure are:

- Parliamentary rules exist to facilitate the transaction of business and promote cooperation and harmony within the group
- The vote of the majority rules
- All members have equal rights, privileges, and obligations
- The minority has rights, which must be protected
- Full and free discussions of every proposal/motion presented for discussion is an established right
- Motions have a definite and logical order (a motion is a formal proposal that the group take a specific action)
- The simplest and most direct procedure for accomplishing a purpose should be followed
- Only one question/subject can be considered at a time
- When a motion is made, seconded and stated by the chairperson, the body is not

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allowed to consider any other business until the motion has been dealt with. In general, all motions should be seconded

### DUTIES OF A CHAIRPERSON

The chairperson runs the meeting, unless s/he appoints someone else to fill this role. The chairperson should:

- Call the meeting to order
- Announce the business according to the agenda
- Entertain motions, encourage discussion (recognizing one person at a time)
- Make sure members follow the rules of order
- State and put to a vote all motions
- Take the vote (usually a majority vote is needed to pass a motion)
- Once a vote is taken the chairperson should make sure that the members share the responsibility for further action and that a timetable for completion of the task(s) be agreed upon

Copies of Robert's Rules of Order are on file in the Office of Student Life and the Student Government office for review by interested students.

### PREPARING AN AGENDA

In a meeting, the person leading the meeting should work from the agenda. The meeting agenda should clearly outline the intended objectives of the meeting including the issues to be discussed, the order of discussion, and the time available to accomplish them. It should also provide the framework for keeping the meeting on target. The agenda should be headed with the date, time and location of the meeting. Be sure to submit the agenda to the participants with any necessary additional paperwork as early as possible to give them enough time to prepare. This is the best way to ensure that those attending your meeting will be clear about the purpose of the meeting. Remember that a minimum of 48 hours advance notice is required for all meetings.

The following is a sample meeting agenda according to Robert's Rules of Order

- 1) Approval of previous meeting minutes
- 2) Reports of officers and standing committees
- 3) Reports of special committees
- 4) Unfinished Business
- 5) New Business
- 6) Adjournment

### MINUTES AND ATTENDANCE

All clubs and organizations are required to keep minutes of their meetings. Minutes should reflect all the decisions reached by the group, including budget recommendations and requests to modify budgets. Members should be asked to sign an attendance list, which must be attached to the minutes of the meeting. Minutes and the attendance list for clubs should be submitted to the Student Government office for the club files. In addition, copies of the minutes must be submitted to the Office of Student Life. The easiest way to organize minutes is to follow the agenda outline for your meeting. The minutes should be typed and signed by the person who recorded them. You should make a copy of the minutes available to all group members and your organization's advisor. It is recommended that minutes be uploaded to the documents section of your group page in CSI Campus Connection (<http://connect.csi.cuny.edu>).

The Office of Student Life has put together an information sheet on Preparation of Minutes. You can get a copy in the Student Government office, Office of Student Life or online at <http://www.csi.cuny.edu/currentstudents/studentlife/pdf/GuidelinesMinutes.pdf>.

### **QUORUM**

All groups must have an agreed and stated quorum for their meetings included in their bylaws/constitution. A quorum is the minimum number of members who must be present in order to conduct business. The presiding officer must know what constitutes a quorum for a meeting before calling the meeting to order. To establish that a quorum is present the president can take an actual head count, the secretary can call the roll, or members can sign in. Never conduct a business meeting without a quorum present. If business is transacted without quorum it is considered null and void. It is also important that the quorum be present for the entire meeting. If a member notices that a quorum is no longer present it is his/her obligation to inform the presiding officer of the situation. At that time no more business can be transacted.

### **MEAL EXPENDITURE POLICY FOR MEETINGS**

Student organizations must keep food expenditures for meetings within the following guidelines. Auxiliary Services has special rate packages for student organizations that can be used for meetings. For more information on these packages stop by the Student Government office.

Food expenditures for meetings and general activities can not exceed \$4.50 per person.

Per person numbers will be determined by the minimum number of active members on the committee or in the club, as determined by the Club Commissioner, and the Student Government.

- Clubs/Organizations – 10 members +
- Student Government – 25 members +
- Campus Activities Board - 12 members +
- SG Commissions – 3 members +
- Publications – 10 members +
- SAAC Committee – 15-20 members +
- Intramural Advisory Council – 15-20 members +

The Director of Student Life, in consultation with a representative from the funding body, will evaluate food requests on a case-by-case basis, and may permit a higher per person rate for special meetings, regular and major events.

#### **Examples of Regular Events/Special Meetings:**

End of the Year party during club meeting, Speaker or invited guest presentations, cultural or religious events or food items (kosher, halal foods that because of special preparation may cost more). Examples include events that are held in smaller facilities on campus where audience participation is limited, programs that are primarily aimed at one demographic of our campus whether academic, social, religious, or service related, senior or new member celebrations.

### **ORDERING FOOD AND REFRESHMENTS**

No arrangements should be made for food service unless a line-by-line budget for refreshments has been approved and a food order form or purchase order for outside orders has been prepared and ready to be processed. Any individual who encumbers a food service expense without an approved



budget will be personally liable for paying the bill. For questions on the process for ordering food for meetings and events, please refer to Section 3 of this Handbook.

### **SPECIAL GUESTS AT MEETINGS**

If your organization wishes to invite a special guest to speak at a meeting who is not a member of the College of Staten Island faculty/staff or administration, then your group must follow the guidelines as outlined in Section 5 of this Handbook on planning Special Events and Activities.

A Personal Service Agreement or Honorarium Letter is required for all guests who are not members of the College community, regardless of whether your group is paying them.



SECTION  
5

PLANNING SPECIAL EVENTS  
AND ACTIVITIES

MAKING EVENTS HAPPEN AT CSI

One of the biggest services student organizations provide for the CSI community is the planning of special events and activities. The Office of Student Life is available to help organizations in all aspects of planning successful events. Now let's talk about the process for making an event happen at CSI.

- Step 1: Hold a group meeting: Group should brainstorm event ideas and get suggestions/ approval for all event details (date, time, location, names of speakers/performers, and budget). This discussion should be reflected in the minutes of the meeting. A copy of these minutes is required when submitting an event request form.
- Step 2: Complete a Student Event Request Form via the Create Event tab on your group page in CSI Campus Connection (<http://connect.csi.cuny.edu>)
- Step 3: Submit the Student Event Request Form: Submit the completed form for review and approval. Upon submission of a student event request form to the Office of Student Life the organization representative will be asked to set up a meeting with the Associate Director of Student Life/Activities. In addition, the facility will be placed on hold and the request will be forwarded to the Director of Student Life for review and approval.

The Director of Student Life must approve all student event proposals. The Director of Student Life will approve, ask for additional information, or not approve the event with explanation. The result of this approval will be communicated through CSI Campus Connection.

- Step 4: Event Planning Meeting: At this meeting you will review all of the details of your event, complete paperwork for any aspects of your event for which additional paperwork is required and receive a confirmation letter regarding the event. The Associate Director of Student Life/Activities is there to provide assistance for making your event a success, so don't hesitate to ask questions. It is the responsibility of the event organizer to ensure that all paperwork and event details are handled in a timely manner. Review the timeline below for assistance with determining the time needed for event preparation. Failure to complete paperwork within the specified timeline, may result in the cancellation of your event.
- Step 5: Complete facility form: This form must be completed a minimum of two weeks prior to the event, in order to guarantee space. Information about which office you need to visit to complete the facility form will be provided at the event planning meeting.

## RECOMMENDED MINIMUM TIME FRAMES FOR EVENT PLANNING

*\*If paperwork is not submitted within the recommended timeframe, the Office of Student Life cannot guarantee that the event will happen as planned.*

	LECTURE OR SPEAKER <i>No fee</i>	LECTURE OR SPEAKER <i>Fee under \$400.00</i>	LECTURE OR SPEAKER <i>Fee over \$400.00</i>	DANCE, FASHION SHOW, FESTIVALS	EVENT IN FACILITY OTHER THAN CAMPUS CTR.
EVENT REQUEST FORM AND MINUTES (ONLINE)	3 weeks in advance	3 weeks in advance	4 weeks in advance	4-6 weeks in advance	4-6 weeks in advance
INSURANCE DETAILS <sup>a</sup>	3 weeks in advance	3 weeks in advance	4 weeks in advance	4 weeks in advance	4-6 weeks in advance
COLLEGE APPROVAL FOR OFF-CAMPUS TRIPS	N/A	N/A	N/A	N/A	6 weeks in advance
CONFIRMATION LETTER	within 72 hours of receipt	within 72 hours of receipt	within 72 hours of receipt	within 72 hours of receipt	within 72 hours of receipt
FACILITY RESERVATION	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance	3-4 weeks in advance
REQUEST FOR SPEAKER/PERFORMER <sup>b</sup>	1 week in advance	2 weeks in advance	3 weeks in advance	N/A	N/A
SPECIAL PROPOSAL FOR FUNDING	6 weeks in advance	6 weeks in advance	6 weeks in advance	6 weeks in advance	6 weeks in advance
FUNDRAISING FORM	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance
PURCHASER ORDER/FOOD ORDER <sup>c</sup>	72 hours in advance (3 business days)	72 hours in advance (3 business days)	72 hours in advance (3 business days)	72 hours in advance (3 business days)	72 hours in advance (3 business days)
CLUE REQUEST <sup>d</sup>	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance	2 weeks in advance
PROMOTION/PUBLICITY <sup>e</sup>	1 week in advance	1 week in advance	1 week in advance	1 week in advance	1 week in advance
PARKING REQUEST	7 business days	7 business days	7 business days	7 business days	7 business days

PLANNING SPECIAL EVENTS

**Notes:** The above table is based on student groups that have their budgets approved and ready to spend. Some timelines may need to be adjusted if budget modifications are required or any additional expenses are determined during the course of planning.

- <sup>a</sup> All events are required to have insurance unless a waiver is requested and approved by the College.
- <sup>b</sup> Depends on the ability to verify comparables or other information needed prior to approval of performer/speaker for Personal Service Agreements
- <sup>c</sup> This refers to the amount of time needed to process paperwork and does not reflect time needed for ordering, shipping and purchasing items requested.
- <sup>d</sup> This process is coordinated by the NSO/CLUE office, the timeline is based on the print deadlines and approval process for submitting information to CLUE.
- <sup>e</sup> This is the minimum guideline, it is encouraged that groups begin advertising much earlier in the process.

### PLANNING OFF-CAMPUS EVENTS

All programs and events supported by Student Activity Fee and related income must be open to the entire College community. To encourage the participation of the greatest number of students, events should be held on campus whenever possible. An effort should be made to ensure that all events are widely publicized.

*CUNY Student Domestic Trip and Travel Guidelines* must be followed when planning and preparing for an off-campus trip. A full transcript of the policy is available in the Office of Student Life and is also available on the CUNY website.

The policy in brief requires that:

1. A *CUNY Off-Campus Trip Authorization Form* be completed and signed by the Vice President of Student Affairs.
2. Faculty or Staff member(s) be appointed as trip chaperone/contact person. Number needed is based on number of students participating.
3. Each participant must complete a *CUNY Off-Campus Activity Participation, Waiver, and Emergency Contact Form*.

### General Requirements

- Trips must be directly related to the purposes outlined in the organization's bylaws.
- Transportation to and from the event must be provided through the organization's budget. Transportation must be provided via reimbursement for public transportation or by a properly insured common carrier vendor (bus company).
- All accommodations must be handicapped-accessible, or reasonable steps must be taken to make it possible for individuals with disabilities to participate. No verbal or attitudinal barriers may be exercised, which might tend in any way to discourage the fullest possible participation by the physically challenged.
- For conferences, workshops, or retreats that require overnight accommodations, a certificate of insurance for lodging will be required. In other cases, certificates of occupancy, Board of Health licenses, and proof of general liability insurance may be required. Due to increased liability and risk associated with certain types of trips, the Office of Student Life may disapprove trip requests for activities that put students at an increased risk (e.g., ski trips, spring breaks, etc.)
- Special permission must be given by the Office of Student Life for trips that are planned primarily for organization members. Upon approval, people on the organization's membership list may begin to sign up to participate. If the group does not fill the seats for the trip with its membership, the trip must be opened to the general CSI student population. The names and CUNY EmplID number must be submitted to the Office of Student Life when students sign up for the trip.
- Organizations must develop a statement of a fair and appropriate method and rationale for soliciting and advertising for student participation in the activity. In other words, your organization must propose criteria it will use to select participants for a trip in the event that the trip is oversubscribed (e.g., lottery, first priority to members who have not traveled with the group before, etc.). These criteria are subject to approval by the Office of Student Life.
- Unless otherwise approved by the funding body and Director of Student Life, trips are limited to officially registered CSI students. In order to gain approval for non-CSI students to participate, a guest participation form must be completed and approved by the Director of Student Life and the Vice President for Student Affairs. If approval is given for individuals from outside of the College community

to participate in these events, each such individual must be sponsored by an officially registered CSI student. All individuals must present a picture ID and proof of age prior to participating in the activity.

- No persons under the age of 18 may participate in a CSI Student Activity Fee-sponsored trip unless they are registered CSI students. This does not pertain to off-campus trips sponsored by the Children's Center.
- CSI students under the age of 18 wishing to participate must fill out a parent/guardian consent form in order to participate. Forms are available in the Office of Student Life.
- The Director of Student Life may also authorize specific faculty and employees to participate in an event in an official capacity, including requiring additional trip coordinators if necessary.

## PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIPS

Proper planning is critical to a successful experience for all participants. Planning must include research about the destination to be visited, overnight accommodations, creating an itinerary, among other aspects. Of paramount importance in all aspects of the planning must be the health and safety of all participants.

The following are the steps an organization should take to get an off-campus event approved:

- Step 1: Hold group meeting: Group should brainstorm event ideas and get suggestions/approval for all event details (date, time, location, cost to participants (if any), ticket and transportation costs). This discussion should be reflected in the minutes of the meeting. A copy of the minutes is required when submitting an event request form.
- Step 2: Complete a Student Event Request Form through your group page on CSI Campus Connection.
- Step 3. Complete a Off-Campus Student Travel Authorization Form: This form is a part of the event request process on CSI Campus Connection and must be submitted four (4) weeks in advance of the scheduled departure; the Vice President of Student Affairs may provide exemptions to the deadline at his/her discretion.

The Off Campus Student Travel Approval Form shall include destination, location of accommodations, departure and anticipated return date and time, mode of transportation, local contact information as well as the cell phone number of the trip sponsor, trip chaperone, or trip contact person, as applicable.

- Step 4: Submit the Student Event Request Form via CSI Campus Connection (<http://connect.csi.cuny.edu>) for review and approval. Upon submission of

a student event request form to the Office of Student Life the organization representative will be asked to set up a meeting with the Associate Director of Student Life/Activities. In addition, the request will be forwarded to the Director of Student Life and Vice President for Student Affairs for review and approval.

Approval will be confirmed when the Vice President for Student Affairs signs the Off-Campus Student Travel Form. Once approved, the Off-Campus Student Travel Approval Form will be filed with the Office of Public Safety and the Office of the Vice President for Student Affairs in the event of an emergency during the trip.

**Step 5:** Event Planning Meeting: At this meeting you will review all of the details of your event, complete paperwork for any aspects of your event for which additional paperwork is required. The Associate Director of Student Life/Activities is there to provide assistance for making your event a success, so don't hesitate to ask questions.

It is the responsibility of the event organizer to ensure that all paperwork and event details are handled in a timely manner. Review the timeline below for assistance with determining the time needed for event preparation. Failure to complete paperwork within the timeline, may result in the cancellation of your event.

**PLANNING  
SPECIAL EVENTS**

## RECOMMENDED MINIMUM TIMEFRAMES FOR OFF-CAMPUS EVENT PLANNING

*\*If paperwork is not submitted within the recommended timeframe, the Office of Student Life cannot guarantee the event will happen as planned. Some timelines may need to be adjusted if budget modifications are required or any additional expenses are determined during the course of planning.*

	Day trip: Amusement Park, Theater, Museum	Conference, Convention, Training programs
Event Request form	6 weeks in advance	6 weeks in advance
Off Campus Student Travel Authorization Form	Preliminary Information 6 weeks in advance Completed information 4 weeks in advance	Preliminary Information 6 weeks in advance Completed information 4 weeks in advance
Special Proposal Funding	6 weeks in advance	6 weeks in advance
Trip Participation Plan	4 weeks in advance	4 weeks in advance
Order trip tickets/register participants	4 weeks in advance	As per registration deadlines
Designate Trip Coordinator(s)	6 weeks in advance	6 weeks in advance
Fundraising Form	4 weeks in advance	4 weeks in advance, if applicable
Ticket Sales	1 month in advance	4 weeks in advance, if applicable
Purchase Order/Food Request <sup>A</sup>	72 hours in advance of placing order	72 hours in advance of placing order
Arrange for transportation	4 weeks in advance	4 weeks in advance
Clue Request Form	2 weeks in advance	2 weeks in advance
Promotion/Publicity <sup>B</sup>	4 weeks in advance	4 weeks in advance
Off Campus Travel Waiver and Release	5 days before trip from each participant	10 days before trip from each participant

**Notes:** The table above is based on student organizations that have their budgets approved and ready to spend.

<sup>A</sup> This refers to the amount of time needed to process paperwork and doesn't reflect time needed for ordering, shipping, or purchasing of items requested.

<sup>B</sup> This is the minimum guideline, it is encouraged that groups begin advertising much earlier in the process.

## POLICIES SPECIFIC TO OFF-CAMPUS TRIPS

### COMPLIMENTARY TICKET POLICY

This policy governs the distribution of complimentary tickets for all off-campus, single-day (non-overnight) events (e.g., baseball games, theater trips, Great Adventure trips)

- Complimentary Tickets: Each trip coordinator will be given a complimentary ticket for their part in supporting your event. The trip coordinator shall have responsibility for:
  - maintaining the trip roster;
  - informing the bus driver when all participants have boarded the bus or when a reasonable waiting period has passed so that the bus can depart;
  - providing destination travel directions to the bus driver;
  - making sure that participants are aware of the designated time for re-boarding the bus for the return trip and overseeing the re-boarding process;
  - distributing admission tickets to participants, if applicable;
  - picking up the check to pay the bus company and a tip form to be signed by the bus driver; obtaining receipts from the bus driver (bus rental invoice and bus driver tip form) for submission to the CSI Association Office;
  - maintaining the name and phone numbers of emergency contacts at the College in the event of a problem and contacting one of these individuals in the event of an emergency;
  - providing a verbal report to sponsoring group regarding how the trip went, including recommendations for the future, etc.
- Designating a Trip Coordinator: The Director of Student Life, in consultation with the group, will designate one or more College faculty or staff member(s) to serve as trip coordinator(s). College staff members may decide to purchase their tickets instead of accepting complimentary tickets. CUNY requires one (1) trip coordinator for every twenty (20) people.
- Additional Complimentary Tickets: In the event that there is reason to distribute additional complimentary tickets, a request must be made in writing to the funding body well in advance of the trip (preferably when the budget is submitted for approval) so that appropriate approvals can be obtained. Such requests are subject to approval of the Office of Student Life.
- Unsold Tickets: Unsold tickets may not be distributed to individuals as free or complimentary tickets unless there is specific approval of the appropriate funding body and the Office of Student Life to do so. To expedite approval, these requests should be submitted in advance of the trip. Plans for handling unsold tickets should be anticipated, and suggestions for disposing of unsold tickets should be recommended for approval well in advance of the trip (preferably at the time of budget submission).

## PROGRAMMING CHECKLIST FOR STUDENT EVENTS

To assist your group with the details of planning a successful event, the Office of Student Life has created this checklist for monitoring the various components of event planning. Following the checklist is more detailed information about the process and procedures for completing certain aspects of your event.



## FOUR TO SIX WEEKS IN ADVANCE:

- Hold group meeting to brainstorm event ideas and get approval for all event details (date, time, location, speakers/performers, and budget). Make sure someone takes minutes of the discussion
- Submit a Student Event Request form and the CUNY Off-Campus Student Travel Approval Form (if applicable) on CSI Campus Connection (<http://connect.csi.cuny.edu>)
- Request additional funding through Special Proposals if needed.

## THREE TO FOUR WEEKS IN ADVANCE:

- Meet with the Associate Director of Student Life/Activities
- Return event confirmation letter to Office of Student Life
- Provide facility reservation information/set-ups
- Finalize Enter into Agreement information for Speakers/Performers
- Submit Comparable information on Speakers/Performers (if applicable)
- Do Purchase Order for promotional items/event supplies

## TWO WEEKS IN ADVANCE:

- Confirm facility set-up
- Complete CLUE Request Form for approval by Director of Student Life
- Confirm fundraising form has been approved
- Design promotion/publicity
- Get publicity reviewed by the Office of Student Life
- Post publicity around campus (get “time stamped” for Campus Center posting)

## ONE WEEK IN ADVANCE:

- Complete Food Authorization Form or Purchase Order for Refreshments
- Submit Parking Requests for Special Guest Speakers/Performers
- Go over the facility set-up details with the appropriate facility personnel
- Confirm refreshments, performer arrival time, facility set-up, etc
- Design and make copies of participant evaluation (see appendix: forms)
- Arrange for organization volunteers to help at the event, post publicity, etc

## DAY OF EVENT:

- Pick up any fundraising materials (e.g., tickets, money box) from Association
- Arrive at the facility early to confirm set-up and meet performers
- Pass around CLUE Attendance sheet (if applicable)
- Distribute participant evaluation
- Clean up facility

## AFTER EVENT:

- Evaluate program (using an Event Assessment Form)
- Complete any outstanding vouchers
- Thank volunteers



## CAMPUS FACILITIES AND THE FACILITY RESERVATION PROCESS

Making sure you have a place to meet, hold events, or raise funds is an important part of planning. Since many organizations both on-and-off campus utilize College space, it is essential that you plan ahead. You must make reservations far enough in advance to assure that space is available. Determining how far in advance you will need to reserve space will depend on the type of activity you are planning. In addition, depending on the needs of your event other requests may need to be made (e.g. work orders for set-up, media requests) that may take time to process or arrange. Facility set-ups must be finalized a minimum of two weeks prior to the event to ensure that the event can happen successfully.

### WHAT SPACE IS AVAILABLE?

Classrooms, meeting rooms, theaters, lounges, the gymnasiums, and outdoor facilities are available. The Office of Student Life coordinates all reservations for clubs, organizations, and publications.

### WHAT ARE THE REGULATIONS GOVERNING THE USE OF SPACE ON CAMPUS?

Drugs, alcohol, and smoking are not permitted in any building at the College of Staten Island. Misuse of any assigned space, including but not limited to destruction of property or use of illegal substances, may result in immediate loss of that room assignment, in addition to the possible loss of further assignment privileges for the club, organization, or publication. For the most part, history has shown that students in clubs, organizations, and publications take pride in the campus and respect College property. Occasionally, individuals from a club, organization, or publication jeopardize the privilege of access to College space by acting irresponsibly. Staff members in the Office of Student Life are available to assist with counseling individuals who put the club, organization, or publication's access to space at risk. Individuals who continue to show disrespect for campus property may be referred to the Office of Public Safety and the Vice President for Student Affairs for possible disciplinary action.

Please be sure to clean up any mess created by your club, organization, or publication after your meeting or event. Furniture that is moved by your club, organization, or publication should be replaced, and garbage should be placed in the nearest receptacle.

### WHO MAY REQUEST USE OF THESE SPACES?

Officially chartered and recognized organizations may request use of campus facilities

## FACILITY RESERVATIONS

The following on-campus facilities may be reserved for meetings or special events sponsored by student organizations on a space-available basis:

- classrooms
- conference rooms
- theaters
- lounges
- athletic facilities
- outdoor plazas
- outdoor fields
- parking lots

The Office of Student Life coordinates all on-campus reservations for clubs, organizations, and

publications, regardless of location. If your club, organization, or publication is interested in reserving a facility, the first step is to complete an event request form to place a tentative hold on the facility in the Office of Student Life (Campus Center (1C), Room 201.)

Facility requests are made through the event feature on CSI Campus Connection (<http://connect.csi.cuny.edu>). To request a space, complete the event request form and submit it for review. A staff member in the Office of Student Life will be in touch with you regarding your request and to verify space availability.

*Special note on co-sponsored activities:* Off-campus organizations must sign a rental agreement and pay a rental charge to use College facilities. Facility reservations cannot be made by clubs, organizations, and publications to help off-campus groups circumvent the College's rental policies. If a club, organization, or publication is co-sponsoring an event with an outside organization or agency, the event must be related to the purposes of the club, organization, or publication as outlined in the club's, organization's, or publication's constitution. The benefits to the club, organization, or publication co-sponsoring the event must be clearly delineated. Unless these conditions are met, the off-campus organization must sign a rental agreement and a rental fee will be charged to the off-campus group.

**GREEN DOLPHIN LOUNGE (GDL) LOTTERY**

The use of the Green Dolphin Lounge (GDL) during club hours is allocated based upon a lottery system by the Office of Student Life. Each year representatives from the Office of Student Life, Campus Activities Board, Student Government (also representing Club interests), Wellness, NYPIRG, WSIA-FM, and the Pluralism & Diversity Committee are brought together.

During this meeting, parameters established by the Office of Student Life are explained and dates are selected by lottery. For the 2014-2015 academic year, the breakdown of available dates is as follows:

Each year the Office of Student Life reviews the usage of the Green Dolphin Lounge and may option to make changes in the allocation of dates available based upon usage.

OFFICE/GROUP	FALL	SPRING
Health and Wellness	4	4
NYPIRG	2	2
Campus Activities Board	6	6
Pluralism and Diversity	2	2
Student Government	3	3
Student Life	2	2
WSIA	2	2
Clubs	3	3
General College/Open	4	4

Student clubs should speak with the Associate Director of Student Life/Activities and Student Government should speak with the Student Government Coordinator to schedule programs on dates available to these groups. Student publications should speak with the Office of Student Life to schedule programs during club hours on open dates.

PLANNING  
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### EQUIPMENT REQUESTS

The College has audio-visual equipment (such as DVD players, laptops, overhead projectors, microphones, etc.) that can be used by student groups if they are not in use for instructional classroom purposes. Student groups wishing to use the College's audio-visual equipment should make their request by including the request on the *Facilities Reservation Form* in the Office of Student Life (Campus Center (1C), Room 201) at least two weeks before the date of the event.

If your student organization's plans for use of media services changes (room, date, time, type of equipment, etc.), please remember to inform the Office of Student Life immediately. This may allow the College to assign the equipment to another group.

Please remember that the College has limited resources, which many groups on campus share. Remember that you are making a media services request. Every effort will be made to honor the request, but there is no guarantee that equipment will be available for your event. Check with the Office of Student Life to determine if the College will be able to honor your request. Any problem that your club, organization, or publication has with the scheduling and delivery of media services should be referred immediately to the Office of Student Life, Campus Center (1C), Room 201.

PLANNING  
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### GUEST POLICY

Fire code and campus safety guidelines require that attendance at all events be limited to the legal capacity of the room in which the event is taking place. From time to time the Office of Student Life may decide that, for safety reasons, access to events must be closely controlled.

In those instances where it has been determined that access to events should be regulated, procedures will be established by the Office of Student Life governing access. These procedures may include but shall not be limited to restrictions such as the following:

- Pre-registration to attend events may be required.
- All College of Staten Island students, staff or faculty members must present a CSI DolphinCard upon entry to the event.
- Student members of the organization may be permitted to invite up to two guests, based upon review by the Office of Student Life. This privilege is not transferable. Students may not assume responsibility for another student's guest. The guest does not need to be a student, but must have proper photo identification (photo ID required) showing proof of age (over 18).
- All students attending this event, including those from invited College student groups, will be required to sign in before entering.
- Metal detectors may be used at any event deemed appropriate by the Public Safety Office and the Office of Student Life.
- Items confiscated by Public Safety (e.g. knives) during a metal detector search may not be returned.

Final authority for regulating access to College facilities rests with the College. Student groups should be assured, however, that every effort will be made to work collaboratively with their members in developing regulations to assure the safety and security of all participants

### DOLPHINCARD (STUDENT ID CARD)

All College of Staten Island students are required to carry a valid CSI DolphinCard while using any

facility or service of the College. You should be able to produce this DolphinCard upon the request of any member of the College staff or faculty, as it is your personal proof that you are a student at the College. The DolphinCard is required for the delivery of many services that are important to student groups (e.g., food service, media services, use of the library, and admission to special events.)

DolphinCards are issued and validated by the Office of Parking and DolphinCard Services in the West Administration Building 3A, Room 106. If you do not have an DolphinCard inquire there about getting one.

### TABLING REQUESTS

Your organization may request the use of a table in the lobby of the Campus Center for promotional activities such as the distribution of literature, recruitment drives, fund-raisers, petition signature drives, etc.

Listed below are guidelines that must be followed:

- Reservations for table space can be made by completing a *Student Event Request form* on CSI Campus Connection, at least one week in advance of the tabling event. Requests for tables for special events (e.g., fairs) must be submitted at least four weeks in advance of the event.
- With the exception of special events approved by the Office of Student Life (club fairs, wellness fairs, etc.), permits will be granted for a maximum of three tables per day. Tables are allocated on a “first come, first served” basis.
- When conducting fundraising events, an approved fundraiser form must be in place before the table assignment will be made. Refer to the Fundraising and Ticket Sale Policies and Procedures section of this Handbook for further information on requesting permission to fundraise.
- It is the organization’s responsibility to schedule a member to be present at all times during any tabling activity.
- The Office of Student Life should be notified of any cancellation at least 24 hours in advance.
- Student groups are responsible for clean up after their lobby event.

## HIRING SPEAKERS AND PERFORMERS

### REGULATIONS FOR THE CONTRACTING OF AND PAYMENT OF FEES TO SPEAKERS AND PERFORMERS

Organizations may sponsor events where outside speakers or performers are asked to participate. As stated in the University’s Fiscal Handbook for Control and Accountability of Student Activity Fees, “The traditions of The City University of New York as a sanctuary of academic freedom and the first amendment rights of students to associate and hear performers and speakers of their choice, shall be upheld.”

There are two types of contracts the College uses for the contracting and payment of speakers and performers - Personal Service Agreements and Honorariums.

### PERSONAL SERVICE AGREEMENTS:

Officers of organizations, Directors/Managers of administrative offices, or members of the College community acting through a funded organization may request that the Association enter into an agreement with a speaker or performer. These requests should be submitted to the Director of Student Life for approval at least two to three weeks in advance of the event. All such requests must

be accompanied by supporting documentation such as:

- biographies, résumés, portfolios, newspaper clippings, previous programs, reviews, or similar documentation substantiating the background and credentials of the speaker(s) or performer(s)
- relevant background information for comparable engagements (dates, times, places, contact person, fees paid). Comparable engagements shall be defined as events with similar venue, audience size, length of engagement, type of engagement (e.g., keynote speaker, panelist)

Individuals requesting that the Association enter into an agreement with a speaker or performer must disclose personal and professional affiliations/relationships with the speaker or performer, including requests for payment to CSI students or former students.

Student leaders and groups have no authority to represent that payment has been or will be approved by the Association or the College. In the absence of actual, written, prior approval by the Association and the College, the speaker or other provider has no enforceable expectation of being paid for his or her services. Student leaders must avoid creating unenforceable expectations through an appearance of authority that they do not have.

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**SPEAKER/PERFORMER FEES:**

Limits on fees for any speaker(s) or performer(s) shall apply whether or not the cost is offset in whole or in part by admission fees or other generated funds.

All requests for the Association to enter into an agreement with a performer or speaker must be submitted to the Director of Student Life at least two to three weeks before the desired date of the event.

The maximum fee that may be approved by the Director of Student Life without justifying the fee (checking comparables) is \$400. Speaker/Performer fees of \$400 or less that are approved by the Director of Student Life must be supported by a budget line in an approved budget. Contracts for fees of \$400 or less that are approved by the Director of Student Life will be forwarded to the Association for review for compliance with Section 16.5 of the University Bylaws.

Proposals for payment of fees in excess of \$400 will require approval by the Board of Directors of the CSI Association, Inc., or its Executive Committee, unless designated otherwise. Submissions for approval must go initially to the Director of Student Life for the purpose of the College's review, to check comparables and other necessary information. Each submission with supporting documentation must be made with enough lead-time for the Director of Student Life to review the materials and present his/her recommendations to the Association Board at least two weeks before the desired date of the event.

Proposals to invite a speaker(s) or performer(s) to campus more than once during a semester will require approval of the College of Staten Island Association, Inc., or its Executive Committee.

**AGREEMENT REQUIREMENTS:**

Written agreements (called Personal Service Agreements) between the College Association and the speaker(s) or performer(s) are required. These agreements will be generated by the Office of Student Life upon submission of an Enter Into Agreement form, confirmation of comparables (if applicable)

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and approval by the Director of Student Life. The agreement will include:

- . date, time, and place of engagement or performance; title of the lecture or description of the performance
- . name of performer(s)
- . length of engagement or performance
- . fee
- . travel expenses, if any

In addition, all agreements will include the following statement:

“All security for the event, if held on College premises, shall be under the control and supervision of the College. There shall be no frisking or other searches permitted, except by law enforcement officials. Any special security arrangements must be approved by the College president or his/her designee prior to the event.” (CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees - page 47)

**PAYMENT TERMS:**

Payment shall be due after completion of services and will be made by check, which will be mailed to the provider unless other arrangements are approved in advance as per the Personal Service Agreement. In order for agreed payment to be made, there must be proper documentation that the event took place. Such documentation shall include:

- a. statement that the event took place, signed by a person authorized by the sponsoring organization who attended the event; or
- b. other documentation, approved by the College Association, that shows that the event took place.

**HONORARIUMS**

Honorariums are different from speaker or performance fees that individual’s charge for their services. They are a payment to a professional person for services for which fees are not legally or traditionally required. In the case of honorariums, the invitee does not demand a fee, but is willing to come to campus without any fee being paid. Honorariums are nominal fees paid to these individuals as a token of appreciation and may not exceed \$250 unless approved by the College of Staten Island Association, Inc.

Any group wishing to pay an honorarium to an invited guest should follow the following process:

- Complete an Enter Into Agreement form
- An Honorarium Invitation Letter will be prepared by the Office of Student Life.
- An official signatory of the student organization wishing to extend the invitation must sign the letter;
- The letter should be submitted to the Director of Student Life for all requests made by the Radio Station, Student Government and related organizations, the Children’s Center, the Association, and the Campus Activities Board;
- The Director of Athletics is responsible for all honorariums for Sports and Recreation
- This letter, once signed by the organization’s official signatory, and approved by the Director of Student Life or Director of Intercollegiate Athletics/Intramural/Recreation, will be sent to the invitee.
- The guest will be asked to accept the invitation by signing the bottom of the letter and



returning it to the College along with a completed W-9 form.

**Note:** Invitations will not be sent to individuals unless there is a line item in a budget to pay for this expense.

- Payment shall be due after completion of services and will be made by check, which will be mailed to the guest after the event, unless other arrangements are approved in advance by the Director of Student Life. In order to process an honorarium check, the following documents must be attached to a check request voucher:
  - A. the invitation letter
  - B. the acceptance signature and W-9 form
  - C. a copy of the flyer or other notice used to advertise the event at which the individual spoke

## PROCEDURES FOR HIRING SPEAKERS AND PERFORMERS

To request that the College enter into an agreement with a speaker or performer the following process must be followed:

### PLANNING SPECIAL EVENTS

- Step 1: Make sure that your group has a budget line that will cover this type of expenditure.
- Step 2: Refer to the aforementioned CSI Association regulations for the contracting and payment of fees to speakers and performers.
- Step 3: Contact the speaker/performer: Obtain information about availability and proposed fees. **Remember:** *You do not have the authority to represent that payment has been or will be approved by the Association or the College. In the absence of actual written prior approval by the CSI Association and the College, the speaker or performer has no enforceable expectation of being paid for his or her services.* Let the speaker/performer know that you are interested in his/her services, but that you must first obtain approval from your organization, the Office of Student Life, and the CSI Association.
- Step 4: Complete an “Enter into Agreement form”  
(form can be found as part of the event request form on CSI Campus Connection):

Provide the following information:

- Information to substantiate credentials
- Information to justify the proposed fee. (Justification of proposed fee is only required for those speakers/performers who request a fee more than \$400.00)
- Name, Address, Contact information for speaker/performer, including proposed fee and any additional contract requirements (e.g., hotel, travel, sound and lights)
- Proposed day, date, time, and location of performance

- Step 5: Approve the name of the speaker/performer: Group should approve speaker/



performer at group meeting, including fee to be paid. Discussion and approval must be recorded in the minutes from that meeting.

- Step 6: Submit the completed “Enter into Agreement form”: An Enter into Agreement form must be submitted two to three weeks prior to performance. The Office of Student Life will return incomplete forms or forms missing documentation unprocessed. This can result in delays that may require your event be rescheduled for a later date.
- Step 7: Review of information: The Office of Student Life will review all information. They will make sure all documentation is in order and that a Student Event Request form has been approved. They will confirm that the organization has a budget for this expense and call comparable engagement contacts to confirm justification of fee. Upon verification of information and confirmation of comparable engagements, all documentation will be forwarded to the Director of Student Life for approval.

Effective fall of 1998, all Personal Service Agreements and Honorariums will be prepared and issued by the Office of Student Life. The Office of Student Life will inform the organization of speaker/performer approval. They will also mail the Personal Service Agreement/Honorarium letter directly to the speaker/performer after approval by the Director of Student Life. Speaker/Performer will not be allowed to speak/perform until a signed copy of the Agreement or Honorarium is returned with a completed W-9 and Worker’s Compensation form.

- Step 9: Following your event, an organization signatory must go to the appropriate funding/allocating body office to sign the completion and attendance record located on the personal service agreement and to complete a voucher for payment. Payment will not be made to the speaker/performer until this paperwork is signed by an organization signatory.

## FILM RENTALS

As part of the yearly program of your group, you may plan to show films. Copyright law prohibits the public showing of films that have been rented for home or private use. Such showings for members of your group would be viewed as copyright infringement and would make your group subject to legal action by film distribution companies. Such suits have been argued successfully against student groups at colleges.

Therefore, all films shown by groups at meetings or events must either be borrowed from the College Media Services collection (housed in the Library) or rented from independent film distributors.

A listing of distribution companies that provide public viewing licenses for film and television are on file in the Campus Activities Board Office, Campus Center (1C), Room 212B. This office can often obtain special discounts on films since they do regular business with several booking companies. If your group wishes to purchase or rent a film, and a budget line exists for it in your group’s budget, a purchase order should be processed. Refer to the Spending Your Approved Budget section of this Handbook for further information about processing purchase orders.

## MEAL EXPENDITURE POLICY FOR SPECIAL EVENTS

The Director of Student Life, in consultation with a representative from the funding body, will evaluate food requests on a case-by-case basis, and may permit a higher per person rate for special meetings, regular and major events. See Section 3 for more information.

## GET THE WORD OUT: ALL YOU NEED TO KNOW ABOUT PROMOTING EVENTS AT CSI

The most important aspect of planning a successful program is the ability of your group to inform the community of the event. Promoting events at CSI is easy and there are numerous services the College provides to help you successfully spread the word about upcoming events and activities.

It is important to note that all student group promotion and publicity must be reviewed by the Office of Student Life prior to advertising. We can help your group with successful program planning and publicity. Please note the following policies regarding publicizing events.

## PUBLICITY POLICY

### GENERAL POLICIES AND PROCEDURES:

- All publicity must be in support of approved student activities/programs and must bear the name of the sponsoring organization. Date, time, and location of the event as well as admission charges, if any, should be included. (Note: the Office of Student Life must approve admission charges - refer to the Fundraising and Ticket Sale Policies and Procedures section in this manual for further information.)
- No student club, organization or publication may use the College's logo on its marketing materials.
- All publicity must contain the following disclaimer statement: "An event of [name of student organization], a student organization of the College of Staten Island. The College of Staten Island and The City University of New York are not responsible for the content or viewpoints expressed."
- No posting is allowed on walls, doorways, windows, glass, trees, or any surface other than bulletin boards. Any materials that are not posted on bulletin boards will be removed.
- Advertisements posted in foreign languages must also be translated into English.
- Where appropriate, the funding body should be credited for their support of a program. The Student Activity Fee logo should be displayed on all marketing materials for events where activity fee money is used to fund the event. For a copy of the SAF logo, please see the CSI Association (1C-202) or the Office of Student Life (1C-201).
- All event flyers must be brought to the Office of Student Life (Campus Center, room 201) for review and posting in the Campus Center. The Office of Student Life will stamp event flyers with a "Remove By (date)". Campus Center staff will post materials in the Campus Center for your group. A turn around time of two days for approving and posting materials should be expected. Just bring materials to the Office of Student Life (Campus Center (1C), Room 201).

- On the day of the event only, the Office of Student Life will post event posters/flyers on the doors and windows of the Campus Center upon approval of the Director of Student Life or their designee. Posters/Flyers should be brought to the Office of Student Life a minimum of 72 hours in advance of the event date. Campus Center staff will post the materials on the day of the event.
- Remember to respect others. Don't post over or tear down materials belonging to other groups.
- After your event, the courteous thing to do is to remove your outdated flyers.

Here is a listing of some of the ways your group can publicize its events at CSI.

**POSTERS AND FLYERS:**

Posters and flyers can be posted on green kiosks in the Campus Center and on first floor bulletin boards in the academic buildings. The Office of Student Life must review them before printing for accuracy, and typos. Posters and flyers that will be hung in the Campus Center must be stamped with a "Remove by (date)".

**BANNERS:**

Only College-related banners may be hung on the Rotunda. Banners must (1) advertise a chartered club, organization, or publication or a College office or (2) advertise an approved College event. Banners can be hung in the Rotunda in the Campus Center pending approval from the Office of Student Life (Campus Center (1C), Room 201). Any new banner purchases (purchased after May 2007) must comply with new sizing requirements (3' x 4'). The Office of Student Life, Student Government, Club Commission and CAB have Velcro banners that may be requested to use for posting college approved events.

**STUDENT GOVERNMENT BULLETIN BOARD:**

Announcements can be placed on the Student Government bulletin board. Contact the Student Government Coordinator in Campus Center (1C), Room 207A for further information.

**STUDENT PUBLICATIONS:**

Groups can advertise their events in student publications. Contact each publication for further information. Publication offices are located on the second floor in the Campus Center.

**WSIA:**

If you would like to have public service announcements aired over the College's radio station, contact the Public Service Director in the Radio Station (Campus Center (1C), Room 106) at least two weeks before the date of the event.

**CLUE NEWS:**

The Office of New Student Programs will publicize CLUE events on its group page on CSI Campus Connection - CLUE News. Proposals to have events certified should be submitted to the Office of Student Life at least three weeks before the event. In addition, CLUE will advertise non-certified events in the "Did You Know..." section of the newsletter.

**TABLES IN LOBBY:**

Tables can be set up in the lobby of the Campus Center to promote your club, organization, or publication and its events. Reservations must be made at least two weeks prior to your event through the Office of Student Life (Campus Center, (1C), Room 201.) Refer to the Table Requests section of this Handbook for more information.

**CSI CAMPUS CONNECTION:**

All events submitted through the event request process are automatically posted for public or campus only access.

**COLLEGE WEB CALENDAR AND CAMPUS SCREENS:**

Regular and Major events may be approved by the Director of Student Life for posting on the College's web calendar and the campus screens in the Campus Center, Library and HUB. Requests for posting must be made three (3) weeks in advance by completing a Request for Promotional Assistance Form. Postings for the Campus Screens should be submitted in Microsoft Powerpoint format.

Any promotional plans that fall outside of this policy must be reviewed by the Office of Student Life.

**EVALUATING YOUR EVENT**

One of the most critical, but often overlooked aspects of successful event planning is the evaluation process. Evaluating events is important for a number of reasons:

1. To determine if the event is something the group should do again and to answer key questions:
  - Did the event meet group goals?
  - Did participants enjoy the event?
  - What could be done differently? What should stay the same?
2. Did the group allocate adequate time to plan the event? What is the timeline for planning and when should things happen in the future?
3. To review the budget and make notations on how money needs to or can be better allocated to meet the goals of the event.
4. To evaluate the services provided (e.g. facilities, speaker/performer, food service)
5. To help organize the information collected or needed to plan the event, so the group has a resource for planning the event in the future

Examples of evaluations that student groups can use to evaluate programs are included in the Appendix: Forms.

# SECTION 6 CLUBS AND THE CLUB COMMISSION

## ROLE OF THE CLUB COMMISSION

Student Government (SG) elects a student senator to serve in the role of Club Commissioner. This individual is responsible for the establishment of a commission, which develops the Chartering process, coordinates club programs such as Club Fair/Festival and establishes the Club Council. This Commission is also responsible for making recommendations to Student Government on the allocation of the Student Activity Fee that has been earmarked for Clubs

## CLUB COMMISSION SERVICES AND PROGRAMS

### CLUB CHARTERING:

Each year new clubs must charter before recognition will be given to a student group at CSI. The process is coordinated by the Office of Student Life, which informs clubs of the requirements for chartering including membership guidelines, and rules and regulations for the operations of clubs.

Club who have chartered or were active in the previous academic year must submit recognition papers by the first Friday in October in the Fall semester in order to remain active for that academic year.

### CLUB BUDGETS:

Clubs that are recognized are allocated a set amount of funding from an earmarked portion of the Student Activity Fee, which has been set aside for clubs. This funding may be used to support club operations and for the planning of Club special events. In addition, clubs may ask for special funding through the Club Commission for specific events and programs. Special proposal forms are available in the Student Government Office, Campus Center (1C), Room 207. The Club Commission will set guidelines for club budgets and the submission of special proposals on an annual basis.

### CLUB ROOM:

The Club Room is located in the Campus Center (1C), room 230.

Club officers have access to computers, a copier, refrigerator and microwave, and meeting space for club use. This room was designed for clubs to be able to meet as work groups to plan events and meetings. Registered club officers can access the resource room by going to the Office of Student Life, Campus Center (1C), Room 201.

### CLUB FAIR/FESTIVAL:

The Club Commission coordinates two programs annually, which allow clubs the opportunity to exhibit their programs and accomplishments. The Club Fair, which is held in the fall and the

SECTION



CLUBS AND THE  
CLUB COMMISSION

Club Festival, which is held in the spring, are opportunities for clubs to recruit new members and display their accomplishments at a table. There is also an opportunity for groups to showcase their accomplishments through performances and speeches.

## **CLUB COUNCIL**

Club Presidents serve as representatives on the Club Council. The Club Council meets monthly to discuss issues and programs that affect all clubs (e.g., Club Fair/Festival, awards). Clubs can also share information with each other about upcoming club programs or seek support and guidance on issues of concern for their group.

## **CLUB LEADER ZONE**

The Club Leader Zone is the central location for club leaders to get information about club life. Club Leaders can find out information about: *Annual Recognition, Budget Workshops, Involvement Fair, Club Fair and Club Festival, Club Awards Club Council Meetings, Volunteer opportunities, opportunities to earn Club of the Year Points and much more.* All Club Officers, Advisor and members should sign up for the site, so they will be in the know about what is happening at CSI for clubs. The Club Leader Zone is located on CSI Campus Connection (<https://connect.csi.cuny.edu/organization/TheZone>).

## **CLUB AWARDS AND RECOGNITION**

### **ANNUAL CLUB AWARDS PROGRAM:**

At the end of each academic year the club commission asks for nominations from clubs for recognition in a number of categories. Awards traditionally are given to the President of the Year and Advisor of the Year. In addition, outstanding programming awards are given for academic, leadership development, community service, social, cultural, and performance programs. The Club Commission gives out citations for club service to those leaders of clubs who have exemplified the ideals of club life through their leadership roles within their student groups.

### **CLUB OF THE YEAR POINT SYSTEM**

The Club of the Year Award is given annually to the club that earns the most points in the Club of Year process. A point system was developed to track club participation. Points are given in a variety of categories. All clubs start out with 20 points for chartering and then earn points for their submission of materials to the Office of Student Life, Student Government and through attendance records and events and programs. The winner of the award receives a plaque, and other rewards determined by the SG Club Commission each year.

**SECTION 7**

**PUBLICATION BOARD**

**ROLE OF THE STUDENT PUBLICATION BOARD**

The Student Publication Board is charged with the responsibility of allocating the Publications portion of the Student Activity Fee, (See section 1 for a breakdown of the Student Activity Fee allocated for Publications.) It should do this in a way that provides funding for chartered publications in a timely and fair manner.

**STRUCTURE OF THE STUDENT PUBLICATION BOARD**

According to the referenda passed by the students in the spring 2001 election and approved by the Board of Trustees on June 25, 2001, the Student Publication Board is to be established by the College in consultation with the Student Government and the College Association. Following the referenda, the Board will be composed of students, faculty, and staff. Based on the fact that New York State law will represent and indemnify students on boards that are majority non-student (Laws of New York Chapter 121), the Board will be majority faculty and staff.

Effective Fall 2009, the Publications Board consists of representatives of each publication that printed and distributed a least half of the issues for which it was funded by the Board the previous academic year.

**BYLAWS OF THE STUDENT PUBLICATION BOARD**

Article I

1. Name: Publications Board
2. The Publications Board is the allocating body for that portion of the student activity fee earmarked for publications.
3. The purpose of the Publications Board is to support and protect a vigorous, socially responsible student press at the College of Staten Island.

The Board will:

- a. oversee CSI student publications;
- b. allocate budgets to CSI student publications; and ensure that CSI student publications adhere to these by-laws.

Article II

1. Membership:  
The Publication Board has been established by the College in consultation with the CSI Association and Student Government (approved by the CUNY Board of Trustees on June 25, 2001). As New York State represents and indemnifies students on boards that are majority non-student (Laws of New York Chapter 121), the Board is composed of a majority of faculty and staff.
2. The Publications Board may request the removal and replacement of member(s) consistently delinquent in attendance at Publications Board meetings.





Article III

1. The Publications Board will schedule three meetings per semester, set up at the beginning of each semester or at the end of the previous semester.
2. The Publications Board may schedule additional meetings should that become necessary, including at the request of individual publications with budget modification needs.
3. The Publications Board must circulate a meeting schedule at the beginning of each semester to all members of the Publications Board, and circulate an agenda and minutes from the previous meeting at least 48 hours before each meeting.
4. A majority of the full membership plus one will constitute quorum.

Article IV

1. The Publications Board must establish budget priorities for the allocation of the funds allocated to it from the Student Activity fee and any surplus of its own funds.
2. The Publications Board may review, amend, suspend, freeze, enact, approve, or disapprove publications' budgets as it finds appropriate.
3. The Publications Board may hold each publication responsible to and accountable for the terms defined within that publication's charter.
4. The Publications Board must have before it adequate proof that sufficient funds are available to defray the costs of each action it approves.
5. A budget adopted by the Publications Board is subject to review by the College of Staten Island Association for conformance with the expenditure categories set forth in the CUNY bylaws.

Article V

1. A majority of those present voting in the affirmative will constitute an action of the Publications Board.

Article VI

1. These bylaws may be amended by an affirmative vote of 2/3 of the members of the full Publications Board.

Article VII

1. The Publications Board will adhere to New York's open meeting regulations.
2. Robert's Rules of Order, latest edition, will govern all meetings.

## **POLICIES FOR OPERATION OF STUDENT PUBLICATIONS**

### **CUNY BYLAWS/STUDENT RIGHTS**

Please see the Appendix: CUNY Bylaws for a complete statement of the CUNY Bylaws and Student Rights as they pertain to student organizations.

### **USE OF THE COLLEGE NAME**

All student newspapers and other student publications, whether financially supported by Student Activity Fees or otherwise, when identifying the source of the publication on the masthead, in the editorial box, or any other place must use the following designation:

\_\_\_\_\_ is published by the students of the College of Staten Island. All

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works contained within this publication are the property of the creators and are protected by copyright law. No materials within this publication may be reprinted in whole or in part, in any form, without the permission of the editors. Our office is located at College of Staten Island, 2800 Victory Boulevard, Campus Center (1C), room \_\_\_\_\_, Staten Island, NY 10314. Opinions expressed herein are those of the writers, and are not necessarily shared by \_\_\_\_\_ staff or the College of Staten Island.

\_\_\_\_\_ is not a publication of the College of Staten Island or The City University of New York. The College of Staten Island and The City University of New York are not responsible for the contents of \_\_\_\_\_.

## **OFFICE ACCESS POLICY:**

### **ACCESS LISTS**

An accurate Access List (containing only the names of students on the publication) for each publication must be submitted to the Office of Student Life at the beginning of each semester for verification of student status. Changes during the semester are to be reported in writing to the Office of Student Life immediately for update. Currently registered CSI students, faculty, or staff on the Access List will be permitted access to the office space by presenting a valid CSI DolphinCard in the Office of Student Life.

The Office of Student Life has set the policy that student organizations, with the exception of heads of organizations (Editor in Chief, Student Government President), are not issued keys to offices. This is to ensure the security of the equipment and property in the offices.

Those who are issued keys will be expected to meet the Associate Director of Student Life/ Operations to review and sign an agreement form outlining the guidelines for key distribution/usage.

### **ACCESS DURING NON-BUSINESS HOURS**

Student Publications may be granted extended hours of access before print deadlines. Publication deadlines should be submitted to the Office of Student Life each semester. Requests for extended hours on Sundays will be reviewed on a case-by-case basis.

The publication editor must make request in writing to the Office of Student Life three (3) business days before the requested extension. The request must include the names of those staff members who will be working on the issue and those students must be listed on the Access List in the Office of Student Life.

A publication must contact the Public Safety Office, pending access approval, when they are exiting the Campus Center. (Failure to notify Public Safety may result in the loss of this privilege.)

### **POLICY UPDATE/CHANGES/REVISIONS**

The College of Staten Island reserves the rights to review, amend, change, or otherwise revise this policy when deemed necessary.

## **PURCHASING/BIDDING:**

See appendix for purchasing overview.

Depending upon the magnitude of the purchase, the time when the requisition is made and the time

the merchandise gets into the hands of the publication, can be three weeks or more (for purchases between \$500 and \$5,000) to two months or more (for purchases over \$5,000). The timeline for delivery varies because the bidding process may take longer for items that are more expensive. Purchases cannot be awarded to someone other than the low bidder unless there is a legitimate reason to do so (e.g., the merchandise offered by the vendor with the lowest bid is not satisfactory). All such requests must be submitted to the Publications advisor in writing and forwarded to the Association Office for further review with the Purchasing Office.

## ADVERTISING

CUNY Fiscal Guidelines are in place regarding income from advertisements placed in student publications. The following controls shall be instituted each year:

- A. Written procedures shall be established covering advertising revenue. These procedures shall include statements that:
  1. The CSI Association's Board of Directors shall approve the rates and terms of advertisements for each fiscal year.
  2. The Functions of billing and receipt of funds shall be segregated.
  3. A log shall be prepared in which the billable revenue for each advertisement is entered. The log shall reflect dates of advertisements, billings, payments received, etc.
  4. Follow-up procedures shall be established for customers who fail to pay by the due date. (The written procedures will describe the method in detail.)
- B. The written procedures shall also:
  1. Include a list of customers who are exempt from billing (if any).
  2. Specify when an account is past due, and
  3. Designate the individual responsible for:
    - (a) Recommending rates and terms to the CSI Association Board for approval
    - (b) Billing the advertisers
    - (c) Receiving payment
    - (d) Ascertaining that payment terms are met
    - (e) Maintaining the accounts receivable records

## ADVERTISING SURPLUSES

Surpluses arising in the prior fiscal year shall be reviewed in the current year by the allocating bodies or College Association. Any actions to allocate or reserve these surpluses shall require a separate resolution and vote of approval. A copy of the resolution, approving the allocations of these surpluses to fund part of the current year's final budget or reserving a portion of the surpluses for a specific project, shall be attached to the formal approved budget. Any actions to allocate or reserve surpluses cannot extend beyond the fiscal year in which the resolution was passed. In order to carry reserves forward to future fiscal periods, the Board of Trustees' approval would be required. As an alternative, the allocating body or College association can re-establish the reserves each subsequent fiscal year.

SECTION 8

OFFICE OF STUDENT LIFE

MISSION

The Office of Student Life is dedicated to creating learning experiences which complement academic pursuits, support holistic student development and foster an engaging campus community.

WHO WE ARE

The Office of Student Life serves the entire population of CSI with services including fall and spring involvement fairs, an annual student leadership conference, voter registration, and publication of both *The Gazetteer*, the student handbook, and management of **CSI Campus Connection**. The Office serves student leaders, both elected by the student body and appointed, through the advisement of all student organizations and through its leadership development programs.

Student Life programs provide the opportunity for you and your members to grow emotionally, socially, and interpersonally through exposure to issues and subjects not normally addressed in the academic program. These programs provide the opportunity for you and your members to form mentor and role-model relationships. Involvement in all phases of activities, from planning to budgeting to the implementation of programs, teaches practical skills and responsibility for actions.

The Office of Student Life staff is always available to help you. Please feel free to stop by the Campus Center (1C), room 201, to find out how Student Life can help you get involved and make a difference at CSI.

THE CAMPUS CENTER

MISSION OF THE CAMPUS CENTER AT CSI

**THE CAMPUS CENTER BRINGS TOGETHER ALL MEMBERS OF THE COLLEGE OF STATEN ISLAND COMMUNITY—STUDENTS, FACULTY, STAFF, ALUMNI, AND GUESTS.**

By providing the opportunity for each student to come into contact with others, the Campus Center promotes an understanding and appreciation of the diversity of the College of Staten Island and of the world at large.

The Campus Center endeavors to meet the social, educational, and recreational needs of the College Community.



### OUR SERVICE

The Campus Center is comprised of many programming areas and offices. Our public areas include the Green Dolphin Lounge, West Dining Room, and Rotunda—all on the main level of the Campus Center. On the second floor, the Campus Center offers students the opportunity to play recreational and video games in the Games Room, meet quietly and socialize in the Quiet Games Room, to keep up-to-date on e-mail and computer classes in the Computer Lab.

On the second floor are a number of student organization offices including, the Campus Activities Board, CSI NYPIRG, Student Government, and other student organizations and publications.

Also located in the Campus Center are the CSI Association, Auxiliary Services, the Bookstore, Dining Services, WSIA-FM, Health and Wellness Centers, Veterans Resource Center, Multifaith Center, the Office of Student Life main office, LGBTQ Resource Center and Involvement Center.

To find out more, just stop in the Office of Student Life and explore all that we have to offer to you.

## **LEADERSHIP OPPORTUNITIES AND PROGRAMS**

### THE EMERGING LEADERS PROGRAM

The CSI Emerging Leaders Program (ELP) provides our students/leaders with the opportunity to develop and enhance their collaborative leadership skills, explore their interests and passions, learn about and participate in campus leadership opportunities, clarify their values and build relationships with others who are interested in making a difference in our community. Through a series of workshops of various leadership topics/models and many service opportunities, our students learn about the principles and practices of effective collaboration and leadership development. Some of our workshop topics include Goal Setting, Collaborative Decision Making, Cultural Competency, Conflict Resolution, and much more!

### OFFICE OF STUDENT LIFE LEADERSHIP BROWN BAG SERIES

Each semester the Office of Student Life offers a leadership brown bag series, focusing on every day topics which encourages students to think critically about current affairs through a leadership lens.

### COMMUNITY SERVICE AND CIVIC ENGAGEMENT

You and your group can get involved and engaged in the community in a variety of ways. Community Service, volunteerism, and civic engagement are just a few of the ways to make a difference here at CSI and beyond. There are many reasons to volunteer and to get involved. Most volunteers say that their volunteer activities helped them gain employment and interpersonal skills such as understanding people better, motivating others, making contacts and friendships, and learning to better deal with difficult situations.

Come by the Office of Student Life, Campus Center (1C), room 201 and find out how your group can make a difference in the community. Help yourself and the members of your club, organization, or publication by helping and being of service to others.

### RUNNING FOR OFFICE – ELECTED STUDENT LEADER POSITIONS ON CAMPUS

Every spring elections are held wherein the students of CSI have the chance to vote for those fellow students they feel will best represent them in the affairs of the College. Students are elected to positions in the following organizations:

**Student Government** – The College of Staten Island Student Government is composed of twenty-five representatives (senators) elected by the student body each Spring semester with any vacancies filled during the Fall semester. Organized into commissions with a specific mandate (e.g., Academic and Curricular Affairs, Clubs, Elections, Finance, Part-Time, Evening, and Weekend Students, Campus Center and Student Facilities, Disabled Students and Veterans Affairs, and Student Services), Student Government represents student interests to the administration and faculty of the College and serves as an advocate for student services. Through its commissions Student Government: charters and funds all student clubs and organizations; administers student elections; allocates a designated portion of the Student Activity Fee; advocates for the special needs of students; and advises the College on the utilization of campus space to serve students in their co-curricular activities. Senators also serve on planning and decision making committees with faculty and members of the CSI administration. Four Senators (two delegates and two alternates) are elected to serve on the University Student Senate (USS), which represents students' interests at the University level. For more information, contact Donald Hudec, Student Government Coordinator, at 718.982.3083.

**Auxiliary Services Corporation** – The purpose of the Auxiliary Services Corporation is to provide essential services to the students, faculty, and staff of the College of Staten Island. Major areas of responsibility include the CSI Bookstore, Dining Services, Vending Services, and Parking Registration and Enforcement. A portion of the revenues generated from the Auxiliary Service Corporation's operations is used to improve services and to provide financial support to the College. A Board of Directors that governs the Corporation is comprised of five students, two representatives from the faculty, and four representatives from the administration. The Board of Directors determines policy and, in turn, the Executive Director implements those policies. For more information, contact Jerry Stacy, Auxiliary Services Executive Director, at 718.982.3031.

**CSI Association** – The CSI Association is a non-profit corporation composed of six students, three faculty, and four administrators that manages the Student Activity Fee at CSI. The Association allocates portions of the fee toward commencement exercises, and other campus projects. The Association participates in the development and review of activity fee budgets for Intercollegiate Athletics, Intramurals and Recreation, Health and Wellness, the Children's Center, WSIA and the CAB. For more information, contact Marianne McLaughlin, CSI Association Executive Director, at 718.982.3084.

**College Council** – The College Council a governance body of faculty, administrators, and seven students that approves all curricula and policy. It also formulates policy relating to admission and retention of students, grading practices and standards, degree requirements, protection of academic freedom, encourages cultural activities, and addresses itself to the aspects of campus life that relate to academic affairs and educational matters.

**Faculty/Student Disciplinary Committee** – The Faculty/Student Disciplinary Committee is composed of two (2) faculty members, two (2) student members, and a faculty chairperson, who are responsible for hearing charges, accusations, or allegations presented against a student, which if proved, may subject that student to disciplinary action. The committee only convenes after all informal procedures have been exhausted.

### **STUDENT INVOLVEMENT OPPORTUNITIES**

**Campus Center Staff** – The Campus Center staff are hired annually to work throughout the



academic year to keep the Campus Center running efficiently. They carry out responsibilities that develop their managerial and leadership skills. Positions include: Games Room Staff, Welcome Desk Staff, and Operations Staff. For more information, contact Greg Brown, Associate Director of Student Life/Operations, at 718.982.3089.

**Clubs and Organizations** – CSI’s Student Government charters and funds student clubs and organizations every year. Any group of students with a common interest may request to charter for a student club or organization. Clubs and organizations offer many opportunities for leadership, social interaction, and service. For more information, contact Debi Kee, Associate Director of Student Life/Activities, at 718.982.3268.

**Emerging Leaders Program (ELP)** – The CSI Emerging Leaders Program provides students/leaders with the opportunity to develop their collaborative leadership skills, explore their interests and passions, learn about and participate in campus leadership opportunities, clarify their values and build relationships with others who are interested in making a difference in our community. For more information, contact Robert King Kee, Coordinator for Student Leadership Development, at 718.982.3119.

**New York Public Interest Research Group (NYPIRG)** – The NYPIRG offers students experience in politics, environmental issues, public affairs, and much more. CSI is one of fifteen New York campuses to have a NYPIRG chapter. Membership is open to all CSI students. For more information, contact the NYPIRG Project Coordinator, at 718.982.3109.

**Campus Activities Board (CAB)** – The Campus Activities Board, a joint committee of the CSI Association and the CSI Student Government, is a student programming board that allocates a designated portion of the Student Activity Fee for social, cultural, and educational programs for students and members of the College Community. The planning and decision-making process is one in which students learn many skills, especially those related to working with other students on campus-wide projects. For more information, contact Debi Kee, Associate Director of Student Life/Activities, at 718.982.3268.

**Student Election Review Committee (SERC)** – The Student Election Review Committee is comprised of students, faculty and staff nominated by the Student Government and selected by the College President. The Student Election Review Committee is responsible for approving student election procedures and certifying the election results. For more information, contact Greg Brown, Associate Director of Student Life/Operations, at 718.982.3089.

**Student Publications** – Student publications offer members of the College community many different opportunities for expression – literary, political, photography, graphics, journalistic, and others. Student interested in participating in a student publication should contact the publication of interest directly. Mailboxes for each student publication are located in the Student Government Office, Campus Center (1C), room 207. Students interested in starting a publication should contact Phil Masciantonio, General Manager of WSIA-FM at 718.982.3056.

**WSIA - 88.9 FM** – WSIA Radio provides a bridge between the College of Staten Island and the local community, with diverse music, local public affairs, and alternative news programming. An all-student Board of Directors helps run WSIA under the guidance of a full-time general manager and a professional engineer. Members of the Board of Directors are elected to one-year terms by the student staff of the station. Director positions are available in engineering, information



technology, music, news, personnel, production, programming, promotions, public service, sports, and underwriting. There is a wealth of experience and knowledge to be gained, and the station always welcomes new members. Membership at WSIA is open to any student, part-time or full-time, currently enrolled at CSI. For more information contact Phil Masciantonio, General Manager of WSIA-FM, at 718.982.3056, or go to WSIA FM, Campus Center (1C), room 106.

## STUDENT OFFICE SPACE

### OFFICE ACCESS POLICY

The Office of Student Life has set the policy that student organizations, with the exception of heads of organizations (Editor in Chief, Student Government President), are not issued keys to offices. This is to ensure the security of the equipment and property in the offices.

Those individuals who are issued keys will be expected to meet with the Associate Director of Student Life/Operations to review and sign an agreement form outlining the guidelines for key distribution/usage.

### How does an organization request office space?

The Office of Student Life assigns office space in the Campus Center. The number of office spaces in the Campus Center is limited. All requests for space should be submitted to the Office of Student Life. The Office of Student Life reserves the right to review utilization of space annually and reassign as deemed necessary. Student organizations will be advised of regulations regarding the use of office space when space is assigned.

### If a student organization is assigned office space, how can its members gain access to this space?

Student organizations that have been assigned office space in the Campus Center will be authorized to designate one officer who will create and submit an “access list” to the Office of Student Life. This designated officer shall also be responsible for submitting updates to the list as necessary. Only the current lists will be used to grant access to office space. Currently registered CSI students, faculty, or staff on the “access list” will be permitted access to the space by presenting a valid CSI DolphinCard in the Office of Student Life.

### What additional regulations govern office space in the Campus Center?

Equipment is available in several rooms in the Campus Center for use by student groups. To avoid damage to this equipment, eating and drinking restrictions may be established by the Office of the Student Life for these spaces.

## POSTING IN THE CAMPUS CENTER

Posters and flyers can be posted on kiosks in the Campus Center. The Office of Student Life must review them before printing for accuracy and typos. Posters/Flyers must be date stamped by the Office of Student Life prior to posting.

## USE OF CSI LOGO and TAGLINE

No student club, organization or publication may use the College’s logo on its marketing materials.

All publicity must contain the following disclaimer statement: “An event of [name of student organization], a student organization of the College of Staten Island. The College of Staten Island and The City University of New York are not responsible for the content or viewpoints expressed.”

## USE OF COLLEGE NAME

Only student organizations that have been recognized by the Office of Student Life may use the College's name. Student publications have additional responsibilities when using the College's name, please see Section 7 for more information.

## STORAGE/INVENTORY/REPORTING MISSING OR LOST EQUIPMENT

Publications and Organizations must store small equipment (i.e. cameras) in the Associate Director for Student Life/Operations office for security purposes. Access to the equipment has to be signed out by the designated members of said publications and organizations when needed. Equipment must be returned at the agreed upon time.

Theft or missing equipment and merchandise should be reported immediately to the Office of Student Life (Campus Center (1C), room 201) and the Office will then notify Public Safety.

Should your organization experience the loss or theft of any equipment that may have been purchased from funds from your organization's student activities budget (past or present), these procedures should be followed immediately.

- Contact the Office of Student Life, which will assist in filing a report with the Office of Public Safety to report the loss.
- Submit a written report to Office of Public Safety, the Office of Student Life, and the CSI Association as soon as you become aware of the loss or theft.
- Security will forward a copy of this report to the appropriate college officials.

# **SECTION 9** TECHNOLOGY

## **CSI CAMPUS CONNECTION**

CSI Campus Connection (<http://connect.csi.cuny.edu>) is a gateway to student events, student leadership opportunities, student groups and more. The web-based program matches student interests with groups and events that share those interests. Students can register to attend events, establish and manage a co-curricular transcript and log their community service hours.

All student groups have individualized sites in CSI Campus Connection. Through their site, officers can communicate with members, market meetings and events, create and manage forms, store pictures and documents, and so much more.

## **USE OF SOFTWARE**

Computer software used by student publications and other student groups in the Campus Center must be covered by a site license purchased by the College. Individuals and/or groups found to be using illegal copies of software may be subject to large fines.

The College has purchased site licenses for a variety of software. For information see the Office of Student Life.

## **TECHNOLOGY FEE**

Every student is assessed a Technology Fee that is used to support technology at the College of Staten Island. This funding is administered through the Student Technology Fee Committee. Requests for funding through the Technology Fee must go through the Office of Student Life or one of the four student representatives for referral to the Student Technology Fee Committee. For information on who the student representatives to the committee are, please see the Office of Student Life.



# SECTION 10 APPENDIX 1. CUNY BYLAWS

## UNIVERSITY AND COLLEGE REGULATIONS –CUNY RULES

Article 129A of the New York State Education Law was adopted by the City University of New York Board of Trustees for the purpose of maintaining public order on college campuses and other college property. A synopsis of the rules is listed below, and a complete description may be found in the CSI Student Information Guide, *The Gazetteer*. Students must adhere to these rules and all other rules, regulations, and policies of the College of Staten Island and CUNY.

### RESPECTING OTHERS' RIGHTS.

No member of the College community may prevent others from exercising their rights or from making use of any of the services (instructional, recreational, etc.) at the College of Staten Island.

### SHOWING IDENTIFICATION CARDS.

Everyone must follow the directions of the representatives of the College when these representatives are acting in an official capacity. All members of the College of Staten Island are required to show their identification card when asked to do so by an official of the College.

### SAFEGUARDING FREEDOM OF MOVEMENT IN THE COLLEGE AND PROTECTING COLLEGE EQUIPMENT.

No one can seize space in the College or block access to the College. College equipment and supplies may not be removed or relocated without permission from College authorities.

### RESPECTING COLLEGE AND PERSONAL PROPERTY.

Theft of or damaging College property or the property of any person at the College is prohibited.

### RESPONSIBLE EXERCISE OF FREEDOM OF SPEECH.

Members of the College of Staten Island community and invited guests have the right to express their opinions freely without fear of physical or verbal abuse. At the same time, language that is likely to provoke or encourage physical violence by demonstrators, by those demonstrated against, or by spectators, should not be used. In other words, each individual is obliged to present his/her views in a responsible way and work toward keeping communications between opposing sides civil and non-violent.

### PROTECT AGAINST DISRUPTIVE BEHAVIOR.

Action may be taken against anyone who does not have a legitimate reason to be on campus and who prevents others from exercising their rights.

**APPROPRIATE BEHAVIOR.**

Disorderly or indecent conduct is not permitted on College-owned or controlled property.

**POSSESSION OF FIREARMS AND WEAPONS.**

No one within the University community, except peace officers, is permitted to have a rifle, shotgun, firearm, or other dangerous instruments or material that could inflict bodily harm on an individual or damage the buildings and grounds of the College.

**DANGEROUS ACTIVITIES.**

Actions and situations which endanger others or which involve the forced use of alcohol or drugs are prohibited.

**ARTICLE XV – STUDENTS**

**SECTION 15.0. PREAMBLE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in as sustained and independent search for truth. Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's non-discrimination policy. Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

**SECTION 15.1. CONDUCT STANDARD DEFINED**

Each student enrolled or in attendance in any college, school or unity under the control of the board and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to article 129-a – of the education law (“Henderson Rules”); and (3) the governance plan, policies, regulations, and orders of the college. Such laws, bylaws, resolutions, policies, rules, regulations, and orders shall, of course, be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

**SECTION 15.2. STUDENT ORGANIZATION**

- a. Any group of students may form an organization, association, club or chapter by filing with the duly elected student government organization of the college or school at which they are enrolled or in attendance and with an officer to be designated by the chief student affairs officers of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

The board recognizes that students have the rights of free expression and association. At the same time, the board strongly believes that respect for all members of the university's

- diverse community is an essential attribute of a great university.
- b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1. Such powers shall include:
    1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend, or revoke any charter or other authorization for cause after hearing on notice.
    2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.
  - c.
    1. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly investigate any complaint and report the results of the investigation along with a recommendation for appropriate action to the student government which shall take the action as it deems appropriate.
    2. The complainant or any student organization adversely affected by the action of the student government pursuant of subparagraph c (1) above may appeal to the president. The president may take such action as he or she deems appropriate and such action shall be final.
  - d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.
  - e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

## **ARTICLE XVI - STUDENT ACTIVITY FEES AND AUXILIARY ENTERPRISES**

### **SECTION 16.1. STUDENT ACTIVITY FEE**

The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university, shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget committee subject to review by the college association as required in these bylaws.

### **SECTION 16.2. STUDENT ACTIVITY FEES USE - EXPENDITURE CATEGORIES**

Student activity fee funds shall be allocated and expended only for the following purposes:

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1. Extracurricular educational programs;
2. Cultural and social activities
3. Recreational and athletic programs
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university
11. Stipends to student leaders.

### **SECTION 16.3 STUDENT GOVERNMENT FEE**

The student government fee is that portion of the student activity fee levied by resolution of the board, which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the duly elected student government or each student government where more than one duly elected student government, for its own use and for the use of student organizations, as specified in section 15.2. of these bylaws, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

### **SECTION 16.4. STUDENT GOVERNMENT ACTIVITY DEFINED**

A student government activity is any activity operated by and for the students enrolled at any unit of the university provided, (1) such activity is for the direct benefit of students enrolled at the college, (2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

### **SECTION 16.5. COLLEGE ASSOCIATION**

- a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, should be developed by a college association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fee, including student government fee allocations and expenditures for conformance with the expenditure categories defined in Section 16.2 of this article, and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable.
- b. A college association shall be considered approved for purposes of this article if it consists of thirteen (13) members, its governing documents are approved by the



college president and the following requirement are met:

1. The governing board of the college association is composed of:
  - (i) The college president or his/her designee as chair.
  - (ii) Three administrative members appointed by the college president.
  - (iii) Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
  - (iv) Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.
  
2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5.(b) (1) (iv) of these bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent resubmittal to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agree.
  
3. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

### **SECTION 16.6 MANAGEMENT AND DISBURSEMENT OF FUNDS**

The college and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other the signature of an approved representative of the allocating body.

### **SECTION 16.7. REVENUES**

All revenues generated by student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

### **SECTION 16.8. FISCAL ACCOUNTABILITY HANDBOOK**

The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook,

to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments and surpluses of student activity fees and all other procedural and documentary aspects necessary, as determined by the chancellor or his/her designee to protect the integrity and accountability of all student activity fee funds.

**SECTION 16.9. COLLEGE PURPOSES FUND**

- a. A college purposes fund may be established at each college and shall be allocated by the college president. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fee earmarked to it by resolution of the board, upon the presentation to the board of a list of activities that may be properly funded by student activity fees that are deemed essential by the college president.
- b. Expenditures from the college purposes fund shall be subject to full disclosure under section 16.13. of these bylaws.
- c. Referenda of the student body with respect to the use and amount of the college purposes fund shall be permitted under the procedures and requirements of section 16.12. of these bylaws.

**SECTION 16.11. THE REVIEW AUTHORITY OF COLLEGE PRESIDENTS OVER STUDENT FEE ALLOCATING BODIES AND AUXILIARY ENTERPRISE BOARDS**

- a. The president of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the allocating body or auxiliary enterprise board.
- b. The president of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories, defined in section 16.2. of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the president with respect to it. The college president shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.
- c. The chancellor or his/her designee shall have the same review authority with respect to university student activity fees that the college president has with respect to college student activity fees that the college president has with respect to college student activity fees.

- d. All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.
- e. Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.

**SECTION 16.12. REFERENDA**

A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.

- a. Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the college association for implementation.
- b. Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the board by the president of the college together with his/her recommendation.
- c. At the initiation of a petition of at least ten (10) percent of the appropriate student body, the college president may schedule a student referendum at a convenient time other than in conjunction with student government elections.
- d. Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the board by the college president together with his/her recommendation.

**SECTION 16.13 DISCLOSURE**

- 1. The college president shall be responsible for the full disclosure to each of the student governments of the college of all financial information with respect to student activity fees
- 2. The student governments shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.
- 3. The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.
- 4. The auxiliary enterprise board shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to auxiliary enterprises.
- 5. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student

activity fee amounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

#### **SECTION 16.14. STIPENDS**

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the board.

### **SECTION 7.15 STUDENT GOVERNMENT AND THE UNIVERSITY STUDENT SENATE**

#### **SECTION 7.15.1 GUIDELINES FOR ELIGIBILITY FOR SERVICE AS MEMBERS AND OFFICERS OF STUDENT GOVERNMENT AND THE UNIVERSITY STUDENT SENATE AND OTHER STUDENT LEADERSHIP POSITIONS.**

In accordance with its policy-making authority and responsibilities, The City University of New York Trustees have determined that satisfactory academic achievement and progress as a degree-seeking student at a college of the University is an essential prerequisite to holding and adequately fulfilling the responsibilities of student office.

It is the responsibility of the University, and its Trustees as fiduciaries, to ensure that the educational and extracurricular programs of the University are operated in the best interests of students and all other affected constituencies of the University. The academic standards hereby adopted are considered essential for the personal well-being and academic progress of students who seek to take on the additional responsibility of student leadership, as well as for the students and other members of the University community.

The following rules apply to each semester a student is running for and/or holding office, whether by election, appointment, or ex-officio status, in student governments, the University Student Senate (USS), and other bodies. The positions subject to these guidelines are the members (senators, representatives, delegates, etc.) and officers of student governments, members of faculty-student disciplinary committees, members of the governing boards of college associations and auxiliary enterprise boards, members of allocating bodies of student activity fees, members of college governance bodies including college councils and senates, editors of student publications, officers and directors of radio and television stations, members of student elections review committees, members of personnel and search committees, members and alternate members of Board committees, and the chair, vice-chairs, the delegates, the alternates, and any other officers established by the USS. In this policy, credit hours refer to actual credit hours, and not equivalent or contact hours.

- 1) Students must be matriculated in a degree or credit-bearing certificate program at the college in which they serve or which they represent.
  - a. Full-time undergraduate students must carry a minimum of twelve credit hours.
  - b. Part-time undergraduate students must carry a minimum of six credit hours.
  - c. Graduate Students must carry a minimum of three credit hours and/or be certified part-time.
  - d. In order to serve each semester, a student must have completed and earned passing grades in at least fifty percent of the credits for which he or she registered the prior semester, but in no event fewer than three credits.

- e. Full-time doctoral students at Levels II or III shall be making satisfactory progress and shall not be subject to the above requirements.
- 2) Undergraduate students must have a minimum cumulative grade point average of 2.0 and be in good standing to participate in student government, the USS, and the other student leadership positions covered by these guidelines. Chief executive officers and the Chairperson of the USS must have a minimum GPA of 2.5.
- 3) Graduate students must have a minimum cumulative grade point average of 3.0. Graduate students may not serve in student government and/or any other student leadership positions covered by these Guidelines for more than a total of two years.
4. Law School students must maintain a cumulative 2.3 average each semester and may not serve in student government, and/or any other student leadership positions covered by these Guidelines for more than a total of three years.
5. Undergraduate students may not serve in Student Government and/or any other student leadership positions covered by these Guidelines for more than a total of five years, to include no more than three years at community colleges. Students shall be permitted to serve in the same executive office in a student government, the University Student Senate, or other student leadership position for a maximum of two years, except that co-chairs of the Doctoral Student Council shall be limited to a maximum of three years.
- 6) In order to participate in the University Student Senate, on Board Committees, campus student governments or serve in the other student leadership positions covered by these Guidelines students must be certified as being in compliance with these Guidelines by the college President, or his/her designee, to the Vice Chancellor for Student Development and Enrollment.

**SECTION 11** APPENDIX 2:  
FORMS

The forms in this section are those most often used by student groups in for the operations of their programs and services.

**PURCHASING OVERVIEW**

Dollar Range	Type of Bid	Purchase Order or Contract	Comments
\$0 - \$499.00	None	Purchase Order	No bids are needed. Submit purchase order or food order form to appropriate administrative office (e.g., Student Life, Student Government, Radio Station, etc.)
\$500 - \$5000	E-Procurement request (informal bids)	E-Procurement Request	Informal bids by Purchasing Office required. See appropriate administrative office (e.g., Student Life, Student Government, Radio Station, etc.) for processing.
\$5000-\$19,999	E-Procurement request (formal bids)	E-Procurement Request	Formal bids by Purchasing Office required. See appropriate administrative office (e.g., Student Life, Student Government, Radio Station, etc.) for processing.
\$20,000	E-Procurement (Advertised/ Published Bids)	Contract	The College’s Purchasing Office handles all such bidding at the College of Staten Island. For information about how the process works, contact the CSI Association, Inc.

Depending upon the magnitude of the purchase, the time when the requisition is made and the time the merchandise gets into the hands of the publication, can be three weeks or more (for purchases between \$500 and \$5,000) to two months or more (for purchases over \$5,000). The timeline for delivery varies because the bidding process may take longer for items that are more expensive.

Purchases cannot be awarded to someone other than the low bidder unless there is a legitimate reason to do so (e.g. the merchandise offered by the vendor with the lowest bid is not satisfactory). All such requests must be submitted to the CSI Association Office in writing and must be approved by the College’s Purchasing Department.

PURCHASE ORDER

**BILL TO:**

The College of Staten Island Association, Inc.  
2800 Victory Boulevard - Room 1C -202  
Staten Island, New York 10314  
1-718-982-3097

**Vendor Name/Address:**

**PURCHASE ORDER #** \_\_\_\_\_

This order number must appear on all packages, invoices, and shipping papers.

Date: \_\_\_\_\_

**SHIP TO:**

Attention of: \_\_\_\_\_

(Note: must specify someone other than the person signing the bottom of this form)

Club/Organization: \_\_\_\_\_

College of Staten Island  
2800 Victory Boulevard - Room \_\_\_\_\_  
Staten Island, New York 10314

Telephone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**NOTE:** Furnish Inside Delivery

F.O.B., \_\_\_\_\_

The College of Staten Island, at Designated  
Delivery Point, Unless Otherwise Noted

*Note to Vendor: The College of Staten Island Association, Inc. will make payment only for merchandise and services as specified below. Payment will not be made for any additions, alterations, or substitutions unless approved in writing by The College of Staten Island Association, Inc. and signed by a duly authorized individual. For this written authorization, call 1-718-982-3097.*

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS REGARDING THIS ORDER.**

Budget / Budget Line: \_\_\_\_\_

Requisitioner's Name: (Print) \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Vendor's  
Quotation Ref.  
(if applicable)

TAX EXEMPT  
Purchased for  
Non-Profit  
Organization

Delivery  
Date:

ITEM#	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
			TOTAL:	\$ _____

SIGN  
HERE =>

\_\_\_\_\_  
Requisitioner - person initiating request  
(Authorized Representative of Club or Organization)

\_\_\_\_\_  
Authorized College Official (office use only)

**ORIGINAL INVOICE MUST BE TRANSMITTED TO ABOVE "BILL TO" ADDRESS AT TIME OF FINAL SHIPMENT.  
FAXES NOT ACCEPTABLE FOR PAYMENT PROCESSING.**

Distribution: White - Vendor; Green - Receiving; Yellow - The CSI Association, Inc.; Pink - Club or Organization.

APPENDIX 2:  
FORMS



## PURCHASE ORDER TERMS AND CONDITIONS

**A. General:** This purchase order, including any attachments, constitutes The College of Staten Island Association's ("Association") offer to Vendor, and becomes a binding contract ("Contract") on the terms and conditions set forth herein, upon Vendor's written acceptance of the order or commencement of performance. No revisions of this order or any of its terms and conditions will be valid unless in writing and signed by an authorized representative of Association, and no conditions stated by Vendor in accepting or acknowledging this order will be binding upon Association if inconsistent with or in addition to the terms and conditions of the order unless expressly accepted in writing by Association.

**B. Work:** "Work" means the goods and/or services to be provided under Contract. In performing Work, Vendor must follow generally accepted standards of the relevant industry or trade ("Standards"). Quality is of the essence of this Contract. Association makes no representations or warranties that specifications are comprehensive as to every item or aspect of Work needed to be done to make Work complete, turnkey, fully functional and warranted.

**C. Price:** In the event of a discrepancy between the unit price and the extension, the unit price will govern. If this is a requirements contract, Association has the right to purchase its full requirements at the unit price. If this is not a requirements contract, Association has the right to increase or decrease Work by not more than ten percent (10%) at the unit price.

**D. New York State Sales Tax Exemption:** Association is exempt from payment of all sales tax, whether state or local, imposed under Article 28 of the New York State Tax Law.

**E. Delivery:** Time is of the essence of this Contract. Association may, without limiting its other rights, cancel all or any unfilled part of Contract if deliveries are not made within time specified. Association reserves the right to assess Vendor liquidated damages in the amount of no more than one hundred dollars (\$100) per day for Vendor's failure to complete timely performance. All deliveries must be F.O.B. destination with all transportation and handling charges paid by Vendor, unless specified otherwise on this order. Risk of loss or damage and title remains with Vendor until final inspection and acceptance when such risk and title will pass to Association, except as to latent defects, fraud and Vendor's warranty obligations. All containers are deemed non-returnable. Upon Vendor's timely request, Association will return containers and charge cost of such return to Vendor.

**F. Assignment/Subcontracting:** Vendor may not assign, sell, transfer, or subcontract rights, or delegate responsibilities under Contract, in whole or in part, without the prior written approval of Association, and any attempts to assign Contract without such written approval are null and void. No such written approval will relieve Vendor of any obligations of this Contract. Where subcontracting is permitted, Vendor must obtain Association's prior written approval for the portion of Work to be subcontracted and the particular subcontractor(s). Vendor's contract(s) with the subcontractor(s) must incorporate Contract by reference.

**G. Warranties:** Unless otherwise stated, all goods must be new and current model and carry full manufacturer warranties. Vendor warrants Work against any defects of workmanship, construction and materials and agrees to repair or replace any defect without cost to Association within one year from date of acceptance. All warranties must flow to Association.

**H. Protection of Site:** Vendor must provide adequate safeguards at Work site. While performing Contract, all employees or agents of Vendor must wear identification acceptable to Association. Vendor must, upon written request from Association, remove from performance any employee or agent found unacceptable to Association.

**I. Inspection and Rejection:** All Work is subject to Association's inspection and approval within a reasonable time after delivery. Association reserves the right to reject Work not conforming with the specifications and/or Standards. Association will specify defects in writing and offer Vendor a reasonable opportunity to cure. Association's payment or partial payment does not constitute approval of nonconforming Work, nor affect Association's right to reject such Work. Association reserves the right to accept partially conforming Work, in its best interest. Such acceptance is subject to a reduction in price equal to the difference between bid price and the reasonable value of the Work. Vendor must remove rejected Work within a reasonable time. Rejected Work left longer than 30 days will be deemed abandoned. Association reserves the right to charge Vendor for the cost of returning rejected Work. Nothing in this Agreement limits any other right or remedy of Association with respect to improper performance of Contract.

**J. Renewals:** Renewals of Contract are not permitted except as stated in the specifications.

**K. Termination:** If Vendor breaches any of the provisions of Contract, Association may terminate Contract for cause by serving written notice on Vendor. The notice must detail the cause with specificity and give Vendor reasonable opportunity to cure. Failure to cure within this time is deemed reasonable cause for termination of Contract. Association reserves the right to exercise all legal and contractual remedies upon the termination. Termination for cause may be deemed proof of nonresponsibility under law. Upon termination or rejection, Association reserves the right to charge Vendor the difference between its bid and Association's cost to procure the Work.

**L. Indemnification:** Vendor agrees to indemnify, defend and save Association, the City University of New York ("CUNY"), the City of New York ("City") and the State of New York ("State") and the directors, officers, employees and agents of each of them, harmless from all suits, claims, demands, fines, actions, and costs of any kind, including attorneys' fees, arising out of or related to the activities of Vendor, its officers, subcontractors, agents or employees under Contract. Vendor is solely responsible for any and all damage to property and injuries to persons, including death, incurred during and/or pursuant to performance of Contract, and arising by reason of acts or omissions of Vendor, its agents, servants and employees.

**M. Insurance:** Vendor must provide Association with certificates of all required insurance before beginning Work. All vehicles to be used for Work must be insured in an amount not less than one million dollars (\$1,000,000) per occurrence combined single limit. If this is a service contract, Vendor must procure commercial general liability insurance issued by a New York admitted carrier in Vendor's name in an amount not less than one million dollars (\$1,000,000) per occurrence combined single limit. The insurance must name Association, The College of Staten Island, CUNY, City and State as additional insureds. Vendor must provide and maintain required Workers' Compensation insurance for employees during the term of Contract.

**N. Books and Records:** Vendor must maintain complete, current and accurate books and records relating to Contract for six years after they were made. Association and CUNY have the right to review these books and records at an office of Vendor during normal business hours for the purpose of inspection, copying and audit.

**Q. Applicable Laws:** Vendor agrees to comply with all federal, state and local laws applicable to performance of Contract. Vendor agrees to comply with Article 15 of the Executive Law (also known as the Human Rights Law) and a other State and Federal statutory and constitutional non-discrimination provisions prohibiting discrimination against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. If this is a contract to provide and/or manufacture apparel, Vendor represents and warrants that to the best of its knowledge all apparel will have been manufactured in compliance with all applicable labor and occupational safety laws, including, but not limited to, child labor laws, wage and hour laws and workplace safety laws.

**R. Additional Vendor Warranties:** Vendor warrants under penalty of perjury: (1) if Contract was awarded based upon the submission of bids, Vendor's bid was arrived at independently and without collusion aimed at restricting competition; (2) that s/he is of lawful age and the only one interested in the bid or transaction, and that no person, firm or corporation other than herein above named has any interest in this bid, the contract proposed to be taken or in the transaction involved herein, (3) that no councilman, legislator or other officer or employee whose salary is payable in whole or in part by City or State treasury is directly or indirectly interested in this bid or order or in the supplies, materials, equipment, work or labor to which it relates or in any of the profits thereof, and (4) that s/he is not in arrears to Association, CUNY, City or State upon any debt, contract or taxes and has not been declared in default as surety or otherwise, upon any obligation to any of them within the past three years.

**S. Advertising:** It is unlawful to use the name, logos, or symbols of Association or CUNY for purposes of advertising, promotion or trade without the Association's or CUNY's prior written approval.

**T. Governing Law:** Contract is governed by the laws of the State of New York except where the federal supremacy clause requires otherwise. Any action between the parties arising from Contract may be heard only in State or Federal courts located in City.

**U. Miscellaneous:** (1) Association has all of its statutory, common law and equitable rights of set-off. (2) Association has no liability under Contract beyond funds available for Contract. (3) Any action maintained against Association upon any claim arising out of Contract must be commenced within six (6) months from the date the action accrues. (4) Vendor must procure and maintain at its own cost any permits, licenses or certificates required for performance of Contract. (5) Vendor is an independent entity and not an agent of Association or CUNY for any purpose. (6) Failure of Association to enforce any provision of Contract is not a waiver of its right to performance of such provision in the future nor of the right to enforce any other provisions of Contract.

FOOD AUTHORIZATION FORM

TO: Auxiliary Dining Services Corporation  
FROM: Ms. Marianne McLaughlin, Executive Director  
College of Staten Island Association, Inc.

FO# \_\_\_\_\_  
BUDGET \_\_\_\_\_  
LINE \_\_\_\_\_

DATE: \_\_\_\_\_ Director of Student Life Authorization

SUBJECT: Authorization for Food Order

This shall authorize the following order for Food Services to be provided by A.S.C.:

Name of Person Placing Order: \_\_\_\_\_

Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Food to be Served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day and Date of Meeting: \_\_\_\_\_

Number of Persons: \_\_\_\_\_ Time to be Picked-up: \_\_\_\_\_

The cost shall not exceed: \_\_\_\_\_

I understand that I am responsible for any and all equipment supplied to me for the above-mentioned service, until it is picked up by Dining Services or returned by a club member.

Student I.D. Card must be left as deposit for any catering equipment that must be returned.

\_\_\_\_\_  
Authorizing Signature: (Signature Club Rep)  
\_\_\_\_\_  
(Student Government Rep)  
\_\_\_\_\_  
(Association Rep)

**NOTE:** The person placing this order should be contacted for further details with regard to this matter. Other questions should be referred to Mr. Donald Hudec (Campus Center (1C), room 207, Ext. 3085) or Ms. Marianne McLaughlin (Campus Center (1C), room 202, Ext. 3090). Thank you.

- ❖ All events must have food order form completed and approved 2 Days prior to function by 4PM.
- ❖ Any Cancellations must give 24 hours notice, cancellation later than that is subject to partial or full charges.
- ❖ STUDENT MUST PRESENT THIS FORM UPON PICK-UP OF ORDER!

Special instructions to person in charge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX 2:  
FORMS



## CHECK VOUCHER

The College of Staten Island Association, Inc.

## CHECK REQUEST VOUCHER

Instructions: Complete all **bold** sections.

Name of Organization: \_\_\_\_\_ File #: \_\_\_\_\_

Semester: Department: \_\_\_\_\_  
 1=Fall S-Student Government  
 2=Spring A-Association  
 3=Summer C-Child Care  
 4=Year R-Intra/Rec

I-JCA  
 N-NYPIRG  
 W-WSIA  
 P-PDC

Circle Semester of Account ID Budget  
 Approved Indicate Line  
 Budget: Dept: Acct: Code: Amount:

**FOR OFFICE USE ONLY:**  
 FLAGS:  
 S Signatures Checked  
 TX Tax Deducted  
 B Bids Checked (over \$500)  
 T Telephone (LD)  
 R Receipts Checked/Mkd. "Paid"  
 PO 2 Copies of PO Attached  
 1099 Taxable Income  
 I Inventoriable

Follow-up Needed:  
 S TX B T R PO 1099 I  
 S TX B T R PO 1099 I  
 S TX B T R PO 1099 I  
 S TX B T R PO 1099 I  
 S TX B T R PO 1099 I  
 S TX B T R PO 1099 I

Reason For Request Invoice #/PO #:	Check Payable To/Address:	Check # & Date:

Total: \$ \_\_\_\_\_  
 To Be Mailed To: \_\_\_\_\_  
 Attach Tax Exemption Form

**FOR ADVANCED EXPENSE:** I hereby certify that the above request is necessary for the operation of this organization, and that the expenses are authorized by the budget approved for the current semester and do not exceed the budgetary limitations. I agree to provide the Corporation with receipts covering all expenditures from this advance and to promptly return for deposit (to the credit of the organization) any unused funds.

**FOR REIMBURSEMENT:** I hereby certify that the above expenditures are legitimate and necessary for the operation of this organization and are made within the budgetary limitations approved for the current semester. All receipts are attached to this voucher.

I understand that failure to properly account for all expenditures will result in a stop being placed on my school records.

Request Approved By: \_\_\_\_\_  
 (Appropriate Officer)  
 (Appropriate Officer)

**FOR OFFICE USE ONLY:**  
 Disposition of Check(s): \_\_\_\_\_  
 Date: \_\_\_\_\_ By: \_\_\_\_\_

Fundraiser # \_\_\_\_\_

**FUND-RAISING REQUEST FORM**

Organizations wishing to generate additional funds for special projects and initiatives or to supplement funds provided through the Student Activity Fee must complete this form in its entirety. Staffs in the Student Government and Student Life Offices are available to assist with completion of this form. Submit the form at least three weeks prior to when you would like to start your activity to the Office of Student Life. **NO FUNDRAISING MAY BEGIN UNTIL THE SIGNATURE OF THE FUNDING BODY AND THE OFFICE OF STUDENT LIFE ARE OBTAINED ON THIS FORM.** It is your responsibility to be sure that final approval has been obtained from the Office of Student Life before proceeding with your fundraising initiative.

**Name of Organization:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Type of fundraiser:** \_\_\_\_\_  
**Date(s) of fundraiser:** \_\_\_\_\_ to \_\_\_\_\_  
**Time:** \_\_\_\_\_ **Place of fundraiser:** \_\_\_\_\_

**Who funds your organization?**

**Earmarked Group:** \_\_\_\_\_ **Student Government** \_\_\_\_\_ **Intercollegiate Athletics**  
 \_\_\_\_\_ **Campus Activities Board** \_\_\_\_\_ **WSIA Radio Station**  
 \_\_\_\_\_ **Intramurals/Recreation** \_\_\_\_\_ **Children's Center**  
 \_\_\_\_\_ **Association** \_\_\_\_\_ **Publication Board**

**Request submitted by:** \_\_\_\_\_  
 (Organization representative) (Date)

**Fund-raiser request approved by:** \_\_\_\_\_  
 (Funding body representative) (Date)

*Note:* This fundraiser request does not have final approval until the Office of Student Life approves it.

**Office of Student Life approval:**

This fundraiser is approved with the understanding that the following additional requirements will be met:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ (Office of Student Life) (Date)

**FUNDRAISING REQUEST FORM**

Page 2 of 4

**TYPE OF FUNDRAISER:**

\_\_\_ **Raffle** Price per ticket \$ \_\_\_\_\_ Prize: \_\_\_\_\_

\_\_\_ **Sale of items** Items for sale: \_\_\_\_\_ Price: \_\_\_\_\_

\_\_\_\_\_ Price: \_\_\_\_\_

\_\_\_\_\_ Price: \_\_\_\_\_

\_\_\_\_\_ Price: \_\_\_\_\_

\_\_\_ **Sale of admission tickets** Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Prices: CSI Students with valid ID \$ \_\_\_\_\_

CSI Faculty/Staff with valid ID \$ \_\_\_\_\_

Others \$ \_\_\_\_\_

Children Under \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ **Solicitation of journal ads** Price per page \$ \_\_\_\_\_ 1/2 page: \$ \_\_\_\_\_

1/4 page: \$ \_\_\_\_\_ 1/8 page: \$ \_\_\_\_\_

Booster: \$ \_\_\_\_\_

Other: (specify) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ **Collection of Donations** Please specify cause: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ **Other:** (give details, prices, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FUNDRAISING FORM**

FUNDRAISING REQUEST FORM

Page 3 of 4

What are you raising funds for? Please be specific. Think carefully when answering this question. Whatever funds you raise in connection with this fundraiser are to be used for the purposes stated below. Any changes in purpose and projected budget will require approval of the funding body and the Office of Student Life. In some cases changes will not be permitted. For example, if the purpose of the fundraiser is to raise money for a particular charity, the purpose may not be changed because individuals making donations were doing so with the understanding that proceeds would go to that charity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Projected expenses (itemize)</u>	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Expenses:		\$ _____
<u>Projected Funds Available:</u>		
Other sources of revenue (specify)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Projected Funds available:		\$ _____
<u>Projected revenue from fundraiser:</u>	_____	\$ _____
<u>Total projected funds available:</u>		\$ _____

*Note:* Projected expenses cannot exceed projected funds available. In the event that insufficient funds are raised to cover projected expenses, the organization will have to reduce expenses within this line-by-line budget to meet actual funds available.



## FUNDRAISING REQUEST FORM

Page 4 of 4

Following are regulations pertaining to fund-raising and use of fundraised revenue.

**Solicitations:** An individual may not solicit donations or funds from the community without a letter of authorization from the Office of Student Life. When such solicitations are approved, individuals authorized to approach outside sources for donations or funds will be given a letter introducing them as an authorized representative of a college organization. This letter will outline terms of payment and must be presented to the community member/vendor at the time of solicitation.

**Raffles:** All prizes or sufficient funds to purchase stated prizes must be on deposit in the Association Office prior to commencing raffle sales. With the exception of 50/50 raffles, cash prizes (in the form of cash, money orders, checks payable to the winner, etc.) are not permitted. No single prize can exceed \$100 in value and no series of prizes in a single raffle can exceed \$1,000 in value (NYC AC § 20-436(5) & (6)). For example, your organization cannot raffle a gift card that is worth over \$100, but could raffle ten, \$100 gift cards. Per New York City regulation, advertisement of the raffle cannot be addressed to the general public by way of newspaper, radio, TV, billboards, posters or other means. Organizations can, however, advertise raffle sale location, time and prizes on Campus by way of CollegiateLink, flyers and other campaign materials. No single raffle ticket can be sold for more than \$10 (NYC AC § 20-436 (5)) and all winners must be determined and awarded their prizes on the same day as game play (NYC AC § 20-445), but winners do not have to be present at the time of the drawing. All raffle proceeds must be used for charitable or educational purposes as described in this Request Form. In addition, any persons under 18 years of age are not permitted to participate in raffle sales or game play.

**Funds raised for charity:** If the purpose of the fundraiser is to raise funds to donate to a charity, the charity must be named and the charitable organization must provide a copy of its charities registration certificate before the fundraiser can be approved.

**Accounting regulations:** All proceeds from events sponsored by organizations funded by Student Activity Fees are considered Student Activity Fee generated revenues. As such, they are subject to accounting guidelines (including bidding requirements) outlined in the CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees.

**Depositing funds collected:** All funds generated must be submitted to the CSI Association Office (Campus Center (1C), Room 202) immediately after they are collected (or as soon thereafter as is practical) and will be credited to the account of the group who raised the funds.

**Use of generated funds:** Funds generated must be used in accordance with the line-by-line budget on the approved fundraiser form. Expenses are not to be paid directly from revenues generated. For example, do not pay a performer with cash collected from gate receipts. All expenditures, including donations to charitable organizations, must be paid by checks issued by the Association.

**Ticket Sales:** Any organization selling tickets or charging admission must use pre-numbered tickets provided by the Association. The sponsoring organization must submit, in writing, to the Office of Student Life, the names and social security numbers of students who will be authorized to sell tickets. Each seller will be consigned a block of not more than 50 tickets to sell. Individuals who sign for tickets will be held responsible for returning unsold tickets to the Association and remitting funds for all tickets that are not returned.

**Sale of merchandise:** All arrangements for accepting merchandise on consignment (i.e., a vendor gives you merchandise to sell and you pay for it after sales are completed) must be approved by the Office of Student Life in advance of being made. Any group selling items (e.g., T-shirts, candy, soda, etc.) will be responsible for a full accounting of merchandise purchased (per itemized invoices). Approval to discard or dispose of unsold merchandise must be approved in advance and in writing from the funding body and the Office of Student Life.

**Selling items purchased with student activity fees:** In general, charging for any items purchased with Student Activity Fees (e.g., food, promotional items) is not permitted.

**Failure to account for revenue generating events:** In accordance with CUNY policy, individuals who fail to account properly for revenue generating events shall be barred from registration and from receiving a transcript or degree until a proper accounting or restitution is made. In addition, the organization's budget may be frozen until a full accounting is provided. In the past, organizations have come up with many novel ideas for generating funds. Based upon your request, additional requirements may have to be met. For example, some special events may require that insurance be obtained. The Office of Student Life will provide information about any requirements above and beyond those listed above to your organization at the time the fundraiser request is approved. I have read and understand the above regulations and take responsibility for ensuring that my organization abides by these regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



FACILITY RESERVATION FORM



**CAMPUS CENTER  
FACILITIES RESERVATION FORM**

College of Staten Island  
The City University of New York  
Office of Student Life/Campus Center—Campus Center (1C), room 201—718-982-3071

A written confirmation will be sent to the sponsoring organization after the event has been reviewed, approved by all parties, and processed. This confirmation will include any special requirements or fees set by the Office of Student Life/Campus Center, the Public Safety Office, and other associated College offices.

Revised  
November 2007

**NO EVENT IS AUTHORIZED UNTIL A CONFIRMATION LETTER IS RECEIVED.**

SERIAL #:	_____
Date Received:	_____
Entered in to EMS:	_____
EMIS Reservation #:	_____
Date Separated:	_____
Initials	_____

**SPONSOR INFORMATION** **EVENT LOCATION, DATE & TIME INFORMATION**

Person Making Request: \_\_\_\_\_  
Address: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Organization Type: *Student\*\* Faculty/Staff Community*  
Contact Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Event Begins/Ends At: \_\_\_\_\_ am / pm \_\_\_\_\_ am / pm  
Type of Event:  Performance/Activity  Meeting  
 Lecture/Speaker  Tabling  
Location of Event: \_\_\_\_\_  
Event Location is:  Indoors  Outdoors\*  
Expected Attendance: \_\_\_\_\_

**ROOM RESERVATION DETAILS**

Main Room	Reserved From	Reserved Until
Additional Room(s) or Rain Site *	Reserved From	Reserved Until

Services Requested:

Podium  PA System with Microphone  
 TV/VCR  Whiteboard/Easel/Markers  
 Slide Projector  Overhead Projector  
 Table(s) \_\_\_\_\_ for: \_\_\_ Registration \_\_\_ Refreshments  
 Catering for Event by: \_\_\_ Auxilliary \_\_\_ Outside  
 Screen  Coat Rack  
 Chairs \_\_\_\_\_  Video Projector (Media Services)  
 Staging (size) \_\_\_\_\_  
 Other \_\_\_\_\_  
 Ticket Sales—College permission is required, see policy.  
 Bullhorn—College permission is required, see policy.

Type of Set-Up Requested:

Lecture  Circle  Conference/Meeting  
 Dance  Dinner  Performance/Activity  
 Tabling  Lounge  Other: \_\_\_\_\_

**TERMS & CONDITIONS**

**Terms and Conditions Governing Use of College Facilities:**

- Organization and/or person(s) requesting space shall be financially liable for all charges and assessments for services and/or damages to facilities or equipment other than normal wear and tear.
- Organization and/or person(s) agree to follow all College polices and notify the Office of Student Life/Campus Center immediately if plans are changed.
- Organization and/or person(s) have reviewed the information entered on this form and agree that all information is correct.

\_\_\_\_\_  
*Signature of Organizer* Date

**OFFICE NOTES and SIGNATURES**

**Campus Center Check List:**

*Licensing Agreement Required*  
Date Created: \_\_\_\_\_ Date Mailed: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

*Insurance Required* Date Received: \_\_\_\_\_

*Billing Information Sent & Campus Center Staff Assigned*  
Date Created: \_\_\_\_\_ Date Mailed: \_\_\_\_\_  
Amount Billed: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

*Event open to the public*

**Send Copy of Completed Form to:**

*Public Safety* Date Sent \_\_\_\_\_  
 *Auxiliary Services* Date Sent \_\_\_\_\_  
 *Building & Grounds* Date Sent \_\_\_\_\_  
 *Campus Planning* Date Sent \_\_\_\_\_

\_\_\_\_\_  
*Associate Director of Student Life* Date \_\_\_\_\_

*Copy to attach to Student Event Request Form* Date \_\_\_\_\_

**Public Safety:**

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Public Safety Date

**Office of Student Life:**

*This reservation is not approved until signed by the Director of Student Life.*

\_\_\_\_\_  
*Director of Student Life* Date

**Special Instructions/Notes:**

\*\* Student Event Request Form has been approved by Director

**APPENDIX 2:  
FORMS**

## Campus Center Event Policies

1. Only events supported by an approved *Campus Center Facilities Reservation Form* may take place in the Campus Center.
2. The set-up of an event must conform to the diagram supplied with the approved *Campus Center Facilities Reservation Form*. The set-up may restrict entrance from any exterior doors, but may not physically block any exits. All events must restrict attendance within the posted legal capacity for each room. The Office of Student Life reserves the right to move the event to another larger location or refuse entrance to guests when the legal capacity of the room is reached.
3. Decorating and General Clean up are the responsibility of the sponsoring organization. After each event, the sponsoring organization is responsible for cleaning up all garbage in the room, removing all decorations, and bringing that garbage to the compactor located on the loading dock. Each room must be restored to its initial configuration at the conclusion of the event.
4. The sponsoring organization will be held responsible by the Office of Student Life for any damages that occur as a result of the event. If any item or area appears damaged before the event, it should immediately be brought to the attention of the staff in the Office of Student Life.
5. The Office of Student Life reserves the right to end any function if the event becomes dangerous or out of compliance with what was originally specified on the *Campus Center Facilities Reservation Form*.
6. Any individual(s) observed not following these guidelines will be asked to leave the facility, and may be referred to the Vice President for Student Affairs for possible disciplinary action. Misuse of any reserved space, including but not limited to leftover garbage, failure to reset the room, offensive writings or graffiti, and destruction of property may result in the loss of privileges for booking further rooms. Other penalties may be incurred as well.

## Posting Policy

- All publicity must be in support of approved student activities programs and must bear the name of the sponsoring organization. Date, time, and location of event as well as admission charges, if any, should be included. (Note: the Office of Student Life must approve admission charges – refer to the Fund-Raising and Ticket Sale Policies and Procedures for further information.)
- All event fliers must be brought to the Office of Student Life (Campus Center, room 201) for review and posting in the Campus Center. The Office of Student Life will stamp event fliers with a “Remove By (date)”.
- In the Campus Center, posting of flyers is permitted on the blue kiosks around the Rotunda and on the bulletin boards on the second floor. No posting is allowed on the walls, doors, windows, glass, trees, or any surface other than bulletin boards. Any materials that are not posted on approved surfaces will be removed.
- On the day of the event only, the Office of Student Life will post event flyers on the doors and windows of the Campus Center.
- Materials posted in foreign languages must also be translated into English.
- Where appropriate, the funding body should be credited for their support of the program.
- Remember to respect others. Don’t post over or tear down materials belonging to other groups.
- The Student Government Office will duplicate up to 35 copies of notices, fliers, or announcements for each separate event for student clubs, organizations, and publications.

**If you have any questions on these policies, please contact the  
Office of Student Life at 718-982-3071.**

Updated: March 29, 2004

CLUE REQUEST FORM

# CLUE EVENT PROPOSAL

### SUBMISSION PROCESS

If you are interested in having your event CLUE certified, this form must be completed and returned to the Office of New Student Orientation/CLUE in 2A 208 a minimum of two weeks prior to the date of your event. All events proposals must be typed. The Office reserves the right to edit any event descriptions, if needed.

Date of Request: \_\_\_\_\_ Contact Person: \_\_\_\_\_

College Department/Office: \_\_\_\_\_ Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_am\_\_\_\_\_pm to \_\_\_\_\_am\_\_\_\_\_pm

Location of Event: \_\_\_\_\_ CLUE TYPE:  PG  CC

Presenter: \_\_\_\_\_

Sponsoring Office(s) or Department(s): \_\_\_\_\_

Is this the first time the program is being done?  Yes  No

Is this a reoccurring event?  Yes  No (If Yes, please list dates: \_\_\_\_\_)

Are any off-campus, non-college businesses or organizations involved in the planning and staging of this event in conjunction with your Office/Department?  Yes  No

If yes, please list: \_\_\_\_\_

The individual who will assume responsibility for the CLUE Attendance Sheet which will be furnished by the Office of New Student Orientation/CLUE prior to the event: \_\_\_\_\_

If applicable, may we include this event in the monthly calendar of Pluralism & Diversity programs and/or other publicity? For more information, contact Katele J. Khalani, Director at ext. 2572.  Yes  No

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If a flyer has been made for this event, please include a copy of it with this CLUE event proposal.*

#### FOR OFFICE USE ONLY: Authorized Approvals

( ) Approved-NSO, Asst. Director ( ) Approved-NSO, Director ( ) Approved-VPSA

Date/Initials: \_\_\_\_\_

( ) Pluralism and Diversity Stamp to be added (If coordinated by the P&D Program)

The Office of New Student Orientation/CLUE  
North Administration Building (2A), Room 208  
Phone: 718.982.2529 Fax: 718.982.2599



APPENDIX 2:  
FORMS



## EVENT ASSESSMENT FORM

Event Title: \_\_\_\_\_  
Event Sponsor (s): \_\_\_\_\_  
Event Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_

- Overall how would you rate the success of your event:  
Huge Success                  Good                  Needs Improvement                  Never again
- What was the total cost of the event? \$ \_\_\_\_\_  
Was this budget adequate for this event? Yes or No  
If no, why not? \_\_\_\_\_  
\_\_\_\_\_
- How many people attended the event? \_\_\_\_\_  
  
Was the audience size:    More than expected    As expected    Less than expected
- How did you market this event?  
CLUE News                          Word of Mouth                  Flyers  
Class Announcements                  Email                  Myspace/Facebook  
Other: \_\_\_\_\_
- Was the facility location adequate for your event? Yes or No  
If no, what could have been improved or changed? \_\_\_\_\_  
\_\_\_\_\_
- Other comments about the event, planning process, etc. that you would like to share with the Club Commission and the Office of Student Life:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you want this event to be considered for a club award, you must submit this assessment form and an attendance sheet from the event within one week of event (see reverse). Please return completed assessment form and attendance sheet to the Office of Student Life, Campus Center, Room 201.

\_\_\_\_\_  
*Signature of person completing form*                  *Date*

\_\_\_\_\_  
*Print Name*

**EVENT ASSESSMENT FORM**

**EVENT ATTENDANCE SHEET:**

Audience members please print your name...this information will be used to verify number of attendees only.


Please use additional paper if necessary

## Participant Evaluation Form

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Event Sponsor(s): \_\_\_\_\_

	Strongly Agree	Moderately Agree	Neither Agree or Disagree	Moderately Disagree	Strongly Disagree
<b>Please rate the following:</b>					
This program taught me information I can use.					
This program taught me to view particular issues from various perspectives					
This program helped me to shape or develop my values and interests					
This program helped me feel more connected to others at CSI.					
This program taught me skills to set and reach my personal, academic or professional goals.					
I would recommend this program to a friend/others.					

**How did you learn about this event (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Flyers/Posters                              | <input type="checkbox"/> Word of Mouth/Friend/Classmate        |
| <input type="checkbox"/> College web calendar                        | <input type="checkbox"/> CSI Campus Connection                 |
| <input type="checkbox"/> Bulletin Board                              | <input type="checkbox"/> Dolphin Cove Resident Assistant/Staff |
| <input type="checkbox"/> Campus Center Banner                        | <input type="checkbox"/> CLUE News                             |
| <input type="checkbox"/> Flat Screens (Campus Center, HUB, Library)  | <input type="checkbox"/> Email                                 |
| <input type="checkbox"/> Social Media (Facebook, Twitter, Instagram) | <input type="checkbox"/> Student Publications/WSIA             |
| <input type="checkbox"/> Other: _____                                |  |

Would you like to see more events of this type sponsored by our group?      Yes      No

What other types of program would you like to see sponsored by our group?

\_\_\_\_\_

\_\_\_\_\_

What was the most helpful/informative information you will take away from today's program? What did you learn?

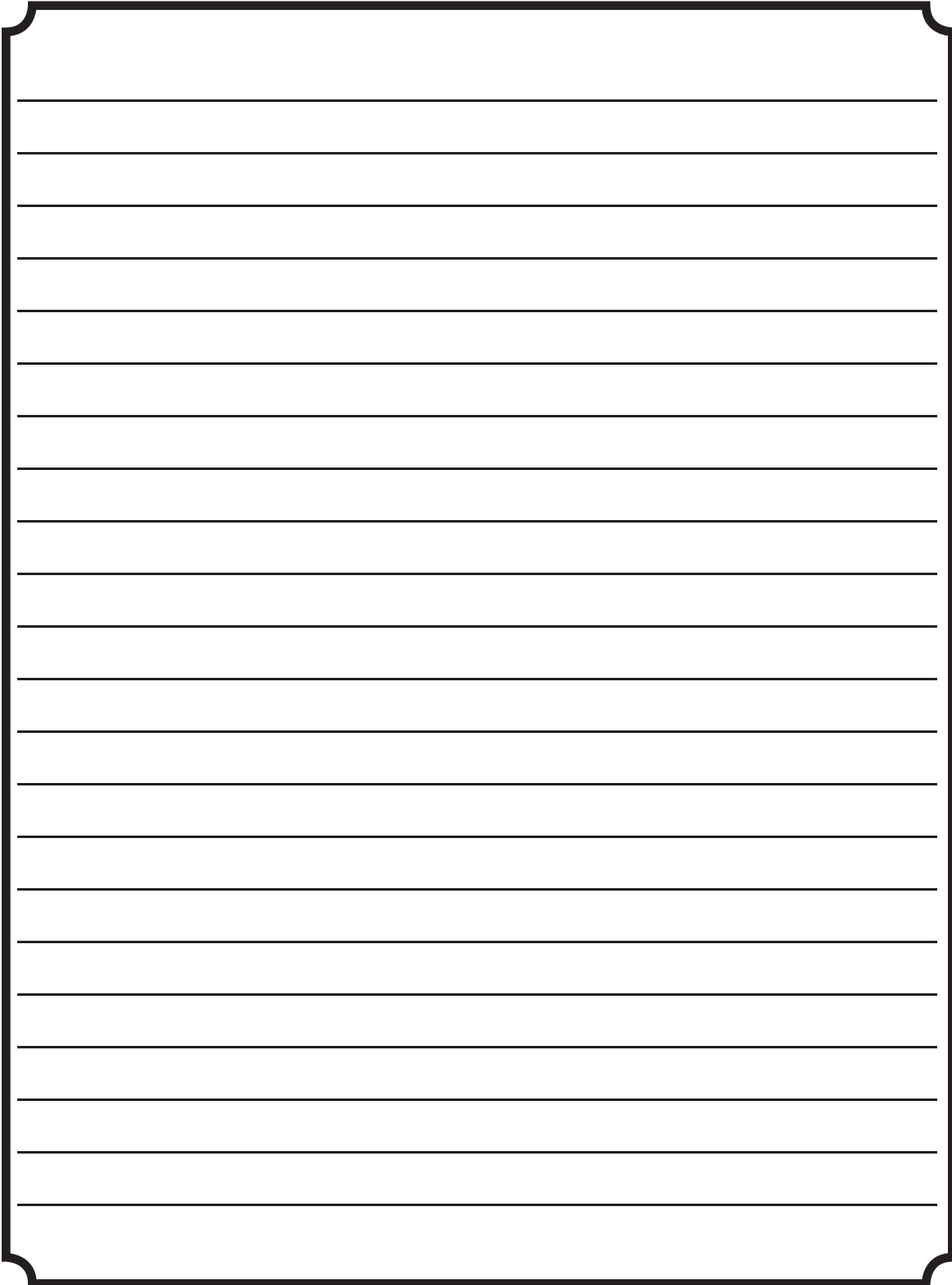
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**Demographic Information:**

- |                   |  |  |   |  |
|-------------------|--|--|---|--|
| Gender:           | <input type="checkbox"/> Male                            | <input type="checkbox"/> Female            | <input type="checkbox"/> Transgender      |  |
| Status:           | <input type="checkbox"/> Full-time Student               | <input type="checkbox"/> Part-time student |   |  |
| Age:              | <input type="checkbox"/> Under 20                        | <input type="checkbox"/> 20-25             | <input type="checkbox"/> 25-30            | <input type="checkbox"/> 30-40 <input type="checkbox"/> Over 40        |
| Ethnicity:        | <input type="checkbox"/> American Indian/Native American | <input type="checkbox"/> Asian             | <input type="checkbox"/> Pacific Islander |  |
|                   | <input type="checkbox"/> Black                           | <input type="checkbox"/> White             | <input type="checkbox"/> Hispanic         | <input type="checkbox"/> _____   |
| Credits Completed | <input type="checkbox"/> 0-30                            | <input type="checkbox"/> 31-60             | <input type="checkbox"/> 61-90            | <input type="checkbox"/> 90+ <input type="checkbox"/> Graduate Student |

**NOTES:**





## IMPORTANT CONTACT INFORMATION

### OFFICE OF STUDENT LIFE STAFF

Carol Brower	Director of Student Life	1C-201	718-982-3074
Debi Kee	Associate Director of Student Life/Activities	1C-212	718-982-3268
Greg Brown	Associate Director of Student Life/Operations	1C-203	718-982-3089
Robert King Kee	Coordinator of Student Leadership Development	1C-203	718-982-3119
Phil Masciantonio	General Manager, WSIA	1C-106	718-982-3056
Jeremiah Jurkiewicz	Coordinator LGBTQ Resource Center	1C-224	718-982-3091
Bianca Cardici	CUNYCAP	1C-201	718-982-3088
Lillian Nicassio	Office Assistant	1C-201	718-982-3088
Donna Gildea	Office Assistant	1C-201	718-983-3071
Sandra Taranto	CAB/Club Office Assistant	1C-212	718-982-2816
Frank Carcaterra	Evening Building Manager	1C-107D	718-982-3070
Raul Torres	Evening Building Manager	1C-107D	718-982-3070
John Ladley	Chief Engineer, WSIA	1C-106	718-982-3051
Jose Ozoria	WSIA Engineer	1C-106	718-982-3051
Laura Maraio	Assistant Engineer	1C-106	718-982-3051

### CSI ASSOCIATION STAFF

Marianne McLaughlin	Executive Director	1C-204	718-982-3084
Stefanie DiBernardo	Assistant Director, General and Banking	1C-202	718-982-3097
Gina Vann	Assistant Director, Human Resources	1C-202	718-982-3095
Anibelka Hernandez	Office Assistant	1C-202	718-982-3090
Elisa Salvio	Part-time Accounting Assistant	1C-202	718-982-3090
Sonia Cano	Part-time Office Assistant	1C-202	718-982-3090

### STUDENT GOVERNMENT STAFF

Donald Hudec	Coordinator, Student Government	1C-207	718-982-3083
Marybeth Camilleri	Administrative Assistant	1C-207	718-982-3082

### OTHER IMPORTANT STAFF TO KNOW

Dr. A. Ramona Brown	Vice President for Student Affairs	1A-301	718-982-2335
	Assistant Vice President for Student Affairs	1A-301	718-982-2335
Jodi Merendino	Director of Dining Services	1C-208	718-982-3026
Joanne D'Onofrio	Director of the Center for Student Accessibility	1P-101	718-982-2697
Linda Conte	Director of Health and Wellness Services	1C-112	718-982-3129
	Director of New Student Programs	2A-208	718-982-2572
John Jankowski	Managing and Artistic Director Center for the Arts	1P-116	718-982-2506
Robert Wilson	Director of Public Safety	2A-108	718-982-2113
Rob Yurman	Deputy Director of Public Safety	2A-108	718-982-2114
Charles Gomes	Director of Intercollegiate Athletics	1R-204	718-982-3160
Salvatore Caruso	Intramural and Recreation Director	1R-204	718-982-3276



**Division of Student Affairs  
Office of Student Life  
Campus Center (1C), Room 201  
2800 Victory Blvd.  
Staten Island, NY 10314**

**(718) 982-3088  
(718) 982-3087 fax**

**[studentlife@csi.cuny.edu](mailto:studentlife@csi.cuny.edu)**

