



# Student Organization Resource Manual 2018-2019

Office of Student Life and Development  
New York City College of Technology  
General Building, Room 516  
300 Jay Street  
Brooklyn, NY 11201  
718-260-5391  
[studentlife@citytech.cuny.edu](mailto:studentlife@citytech.cuny.edu)

Revised October 2018

By:

Office of Student Life and Development

# Introduction

This resource manual has been designed to provide you with important information necessary to help run your club or organization successfully. It is important that you familiarize yourself with its contents. Additionally, you will find helpful hints and suggestions to ensure effective and well planned programs and activities.

As a club leader, student publication staff, student government officer or member, you have agreed to be held responsible and accountable for following the applicable rules and regulations regarding student activities and the expenditure of student activity fees. Failure to do so may result in either a loss of organization funding and/or subject the officers to disciplinary procedures. Remember to "**plan ahead**" and "**seek prior approval.**" These are the best ways to avoid problems.

Student Life staff are available to assist you in all aspects of your organization's life. We want to facilitate your planning as well as help you process your paperwork. It is essential that you share your plans with us so that we can make sure that you have successful events.

All of us in Student Life look forward to working with you.

***Best wishes for a successful year!***

Dorie B. Clay  
Director  
Office of Student Life and Development

Solange Castellar  
Student Life Coordinator  
Office of Student Life and Development

*We have made every attempt to provide the most accurate and current information. Please note that all policies are subject to change. The College will attempt to include students in these decisions whenever possible. Changes in policies and procedures will be communicated to your designated student organization representative and advisor.*

# How to Use this Resource Manual

This resource manual has been designed to be the primary resource for club leaders, student government officers and members, student publication staff in leading and managing your organization's activities and finances. It contains official City Tech policies and guidelines in a format that we hope is user-friendly, easy to understand and easy to follow.

This handbook is divided into five main sections:

## **1. General Information.....**

- Student Life and Development
- Student Government Association
- Advisement Services for Student Organizations
- Information and Support Services for Student Organizations
- Eligibility to Join Clubs
- Certification and Re-certification processes
- Club Officer Information- Things to Note
- Club and Student Organization Advisor's Responsibilities
- Successful Programming and Event Planning- Event Details
  1. Event Scheduling
  2. Security
  3. Reserving a Room
  4. Room Reservation Special Circumstances
  5. Room Rules
  6. Room Changes
  7. Event Promotion
  8. Set-up and Clean-up
  9. Music
  10. Time Constraints

## **2. Procedures for Expenditures from Student Organizations**

### **Accounts.....**

- Club Funds FAQ's
- Check Request

## **3. Policies.....**

- Travel
  - Alcohol and Drug
  - Domestic Travel
  - International Travel
- Large Event Policy
  - Guidelines

**4. Fundraising Guidelines and Procedures.....**

- Methods of Fundraising

**5. Fiscal Guidelines for the Expenditure of Student Activity Fees  
Introduction.....**

- Financial Regulations; Student Organizations; CUNY Bylaws
- Financial Budget Guidelines
- Deposition of Funds into Club Accounts

**Addendum:**

New York City College of Technology Academic Calendar: Spring 2018

# **1. General Information**

This resource manual is available in the Office of Student Life and Development, General Building Room 516. As you begin to delegate tasks and responsibilities to your club and student organization members and officers, please feel free to pick up copies of this resource manual and distribute it generously.

***Remember:*** *The best club and student government officers cultivate future leaders by actively sharing information and coaching their members today!*

# **The Office of Student Life and Development (SLD)**

The Office of Student Life and Development is responsible for the oversight of all student organizations on campus, including clubs, the Student Government Association and student publications.

## Who Are We?

Understanding that learning and personal development occurs both inside and outside of the classroom, the office of Student Life and Development (SLD) supports City Tech's mission by promoting and guiding purposeful student engagement, fostering a sense of community, providing students with opportunities for personal growth and leadership development. The department aspires to foster an inclusive environment that celebrates diversity in its many forms and enhances our students' ability to be informed, global citizens.

Student Life and Development coordinates new student orientation programs, oversees student participation in Commencement and offers a comprehensive co-curricular program designed to support specific learning outcomes in the areas of Leadership Skills Development, Diversity Education and Community Service/Citizenship.

The co-curricular learning that results from student involvement in SLD programming provides students the opportunity to develop many of the 'soft skills' or attributes that employers are looking for most in candidates' resumes, second only to credentials demonstrating technical proficiency for the position sought. These workforce readiness skills - including leadership, problem-solving and communication skills, along with the ability to work effectively as part of a team - are interpersonal in nature and include personal qualities, characteristics skills and attitudes. City Tech students participate in more than 65 student clubs and organizations, reflecting a broad range of academic and social interests.

## Staff:

**Dorie B. Clay,**  
**Director**  
[dclay@citytech.cuny.edu](mailto:dclay@citytech.cuny.edu)

**Solange Castellar,**  
**Student Life Coordinator**  
[scastellar@citytech.cuny.edu](mailto:scastellar@citytech.cuny.edu)

**Tiara Johnson,**  
**Coordinator of Leadership and**  
**Enrichment Programs &**  
**Programming Assistant**  
[tjohnson@citytech.cuny.edu](mailto:tjohnson@citytech.cuny.edu)

**Casey Briggs,**  
**Office Manager**  
[cbriggs@citytech.cuny.edu](mailto:cbriggs@citytech.cuny.edu)

**Chandrica Siewsanakar,**  
**Outreach Coordinator**  
[Chandrica.siewsanakar@mail.citytech.cuny.edu](mailto:Chandrica.siewsanakar@mail.citytech.cuny.edu)

**Contact Information:**

Location: General Building, Room G-516

Telephone No. 718/260-5391

Fax No. 718/260-5226

**Office Hours:**

Monday-Friday: 9:00am-5:00pm

**Club Hours:** Thursdays, 12:45 p.m. -- 2:15 p.m.

There are limited classes scheduled during this time to enable organizations to schedule meetings and activities.

**Please Note: Student organization activities are not limited to club hours. We encourage you to schedule activities at other times as well.**

# **Student Government Association**

## **What is SGA?**

The Student Government Association is a student organization that is the representative body for students on all college policy issues pertaining to student engagement on campus and the use of student activity fees, over which the SGA shares fiduciary responsibility with the College's administration. The SGA is comprised of 12 senators and 7 executive officers. The main function of Student Government is to recommend student activity fee allocations to approved student organizations on campus. The SGA also coordinates many activities for the student body, such as community panel discussions, voter registration drives, cultural programs, club fairs, dances, and many other activities. You may want to join one of the more than 60+ chartered clubs that the SGA funds.

Students are encouraged to participate in the many co-curricular activities that help promote leadership development, including the SGA. Consider running for a position in the Student Government Association. SGA elections are held annually each spring to elect the students who will represent the student population to the college community, administration, faculty, and student organizations.

## **What are SGA's responsibilities?**

The Student Government Association is primarily responsible for recommending student activity fee allocations, shaping policies affecting student involvement on campus and coordinating co-curricular events. Student representation on college and student committees provides an opportunity for students' views to be expressed and heard, and to have direct impact on virtually every aspect of college life.

## **Help Us Serve You**

Let us know how we can enhance your City Tech experience.

Student Government Association  
President: Mike Charles

General Building 400 (G-400)  
718/260-5019  
E-mail: [SGAPresident@citytech.cuny.edu](mailto:SGAPresident@citytech.cuny.edu)

### **Office Hours**

Monday- Friday: 9am-8pm



## Student Government Association Members:

### Officers

Mike Charles,  
President

[sgapresident@citytech.cuny.edu](mailto:sgapresident@citytech.cuny.edu)

Sadia Mahzabin,  
Vice President

[sgavp@citytech.cuny.edu](mailto:sgavp@citytech.cuny.edu)

Trekisa Williams-Small,  
Secretary

[sgasecretary@citytech.cuny.edu](mailto:sgasecretary@citytech.cuny.edu)

Rejwoan Matubbar  
Chief Justice

[sgachiefjustice@citytech.cuny.edu](mailto:sgachiefjustice@citytech.cuny.edu)

Fatoumata Camara,  
Treasurer

[sgatreasurer@citytech.cuny.edu](mailto:sgatreasurer@citytech.cuny.edu)

Lynese Edwards,  
Part-Time/Evening Representative

[sgaptevening@citytech.cuny.edu](mailto:sgaptevening@citytech.cuny.edu)

Tinika Welsh,  
Social Director

[SGASocialDirector@citytech.cuny.edu](mailto:SGASocialDirector@citytech.cuny.edu)

### Senators

Celia Gomez,  
Senator for Accessibility

Timothy Hunter,  
Senator At Large

Jevaunnie Muir,  
Senator At Large

VACANT  
Senator At Large

VACANT  
Senator of Arts and Sciences

Keeozel Saul,  
Senator of Professional Studies

VACANT,  
Senator of Professional Studies

VACANT,  
Senator of Professional Studies

Doreen Wright,  
Senator of Technology and Design

Dara Hutchinson-Cunningham,  
Senator of Technology and Design

VACANT,  
Senator of Technology and Design

# Advisement Services for Student Organizations

One of the roles of the Office of Student Life and Development is to provide advisement and support to student organizations. Advisement includes providing information to you and your organization on policy and budget matters; training on how to facilitate productive meetings and understanding group dynamics; and assistance in developing event ideas.

Advisement also includes making available to student organizations opportunities to develop leadership and communication skills. You are encouraged to take advantage of the wealth of information and support that the Office of Student Life and Development has to offer.

## **How Can We Help?**

Student Life and Development (SLD) can assist you with the following and more:

1. **Starting a New Club/Student Organization** - We guide you through the organizing procedures and assist with the paperwork.
2. **Program Planning** - We help you explore new program and event ideas and advise you on the "how to's" of programming.
3. **Budgeting**- We explain to you how your organization can receive funds and how to budget your money.
4. **Policy Advisement** - There are several University and College policies that apply to student organizations and our staff can explain how they apply to your organization.
5. **Leadership Development** -We provide support, assistance and resources, which will help you to be an effective leader for your organization. We offer advice on specific leadership questions, issues and/or concerns that you may have.
6. **Space Reservations** - We help you reserve space for organization meetings, activities and special events.
7. **On-campus and Off-campus resources** - We will provide information on how to order supplies, e.g., t- shirts and publicity materials for your events and activities.
8. **Special Events** - We utilize the skills, energies and talents of student organizations to develop College-wide special events. These include organization fairs, leadership training weekends and multicultural events.

# **Support Services for Student Organizations**

In addition to advising and guidance, the Office of Student Life and Development provides support services for student organizations. Some of these are listed below.

## **Fax Services**

The Office of Student Life and Development has a fax machine. Faxes for student organization business may be sent with the approval of the SLD staff.

## **Copy Services**

The Office of Student Life and Development has a copy machine. Student organizations may use the Student Life and Development copier for organization business to make 10 copies or less. Additional copy services may be available in the Student Government Association office.

## **Reporting Missing or Lost Equipment**

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

- Contact City Tech's Public Safety Office, First Floor, N109, (718) 260-5550.
- Contact the Office of Student Life and Development, G516, (718) 260-5391.
- Submit a written report to the Public Safety office as soon as you become aware of the loss or theft.

Student Life and Development will forward a copy of this report to the Business Office-Auxiliary Enterprise Division.

## **Change of Officers**

If your organization has changed officers or faculty advisor, you are to immediately notify Solange Castellar, Student Life Coordinator, in the Office of Student Life and Development. This will facilitate the timely receipt of organization funds and upcoming events by email.

## **Meeting Rooms**

Each student organization may reserve a meeting room during Club Hours from 12:45-2:15 pm. Please speak with Solange Castellar, Student Life Coordinator, in the Office of Student Life and Development about availability. She will assist you in determining a meeting room for the semester. Most student organizations meet in the same room each semester.

## **Organization Meetings**

Student organizations generally hold meetings during Club Hours on Thursday's from 12:45 - 2:15 p.m., although you may meet at any time. Keep in mind that meetings or events held in the evening must be attended by your advisor or a Student Life staff member and must end no later than 10:00 p.m.

## Eligibility to Join Clubs and Student Organizations

1. Students must be enrolled in New York City College of Technology as either a full or part-time student for the semester in which they intend to join a club and/or student organization.
2. You must be in good academic standing at the college to be eligible to join a club and/or student organization.
3. Non-degree students aren't eligible to join City Tech clubs or student organizations.

## How to Certify an Organization

The Club Certification process for new organizations is completed entirely using hard copy forms and must be submitted electronically. The steps in the process are as follows:

1. All students who will be officers in the club must complete Title IX training. To do so, please contact Solange Castellar, Student Life Coordinator via email [scastellar@citytech.cuny.edu](mailto:scastellar@citytech.cuny.edu).
2. Create a name for your club. Once you have done that, you must create a club constitution. Templates for club constitutions can be retrieved from Solange Castellar, Student Life Coordinator, in room G-522.
3. Then you must create a public display form that will have the mission/purpose of the organization and contact information, which includes full name and City Tech email address, for both the club president and club advisor; this document must be typed in Word or PDF formats only. No handwritten public display forms will be accepted.
4. Next, you must create a membership roster in Excel. You need a minimum of 15 non-officer members and four officers- President, Vice President, Secretary and Treasurer- for a total of 19 minimum students. On the Excel spreadsheet you must type the following for all 19 students- first and last names, City Tech email address, telephone number and EMPL ID. In addition, you must designate on your membership which students are the club's current officers.
5. Then, select a faculty or staff person to be the organization's advisor. The advisor can be a full or part-time faculty or administrative staff member of the college. Include your advisor's information on the membership roster.
6. Finally, you must complete (1) signature card, which requires the signature and EMPL ID number of the Club's President, Vice-President, and Treasurer. Club advisors must also sign the cards. Signature cards can be picked up from Solange Castellar, in room G-522.
7. You must email the **membership roster**, **constitution**, and **public display form** to Solange Castellar, Student Life Coordinator, at [scastellar@citytech.cuny.edu](mailto:scastellar@citytech.cuny.edu). Indicate the name of your club in the subject line of the email. The signature cards must be brought in person to Solange Castellar, in room G-522. Clubs may be certified at any

time during the academic year; however, clubs are encouraged to submit their documents early in order to be considered for student activity fee allocations, when Student Government opens the student activity fee budget proposal process in a given semester.

8. You will be notified as to the status of your certification application after it has been reviewed by the Office of Student Life and Development.
9. Once your certification forms have been review and approved, you will be notified by email and will receive a copy of the Student Resource Manual, CUNY Bylaws that govern student activity fees and student organizations, and a copy of the PN60 form, which is used for reserving non-classroom space on campus. The Handbook will contain information on how to request a room for club activities, how to submit check requests, travel procedures, and other important “how to’s” for successful operation of your club.
10. Your organization's completed certification forms will remain on file in the Office of Student Life and Development, G516.

# **Re-certification of Student Organizations**

Recertification takes place every year in the fall semester and clubs are required to recertify in order to remain active on campus, use campus space and access club funds. The recertification process is as follows:

1. Update your club constitution, membership roster, public display form and signature cards. You may request that your documents from the previous year, which will be available on file in Student Life and Development, room G-516, to be sent to you so you can update and submit them to Solange Castellar, Student Life Coordinator, for recertification.
2. The membership roster must have a minimum of 19 students- four officers and 15 non-officer members. You must type this document, being sure to include the first and last names, City Tech email address, phone number and Empl. ID for each person.
3. The public display form should have your mission statement and the new information for the president and club advisor, if they have changed.
4. You must get one (1) new signature card from Solange Castellar, in room G-522, complete and return them.
5. Once these documents are received your documents will be reviewed and if approved you will be notified by email that your club has been recertified. You will also receive an updated copy of this resource manual.

## **Club Officer Information- Things to Note**

The Office of Student Life and Development conducts club officer orientation workshops during the first few weeks of fall semester classes. Club Presidents are required to attend along with another officer of their choice. Failure to attend will result in denial of your certification/re-certification application. Attendees will be provided with deadlines and information on the certification process.

A re-certification deadline is established by the Office of Student Life and Development each year. It is to the organizations' advantage to meet this deadline as it assures that they will be fully considered for funding options.

Each fall semester all previously approved student organizations are required to recertify with the Office of Student Life and Development. This certification process is a declaration that the organization intends to be active during the coming academic year. An organization will automatically be placed in inactive status if it fails to renew its registration within one month of the first day of classes in the fall semester. An organization, which holds inactive status for one semester or more, must resubmit appropriate documentation for recognition.

### **General Officer Responsibilities**

While all members are encouraged to seek the assistance of SLD and maintain the integrity of the organization, it is the officers who are held accountable for the day-to-day operations of the organization. Club officers will be responsible for being familiar with the information in this handbook. Officers are also responsible for following all financial procedures and policies contained within this handbook and those set by the College and University in the CUNY Bylaws.

### **Organizational Structure**

All organizations recognized by City Tech must have a constitution that defines the role, purpose and organizational structure of the group. The officers are responsible for ensuring that the constitution is followed. There must be one person who serves as spokesperson for the group. This is most often the President; however, it could be another officer. This person is designated as the contact for the organization and their information will be listed in the club brochure.

### **Budgeting and Finance**

Effective financial management is imperative to all successful organizations. Recognized student organizations must maintain a record of all monies received and spent. University regulations require that all funds generated by the group through allocation or fundraising be deposited with City Tech's Bursar's office. Each recognized student organization will be issued an account for depositing funds. **Outside accounts of any type are prohibited!**

Student organizations generally receive money in one of two ways. The first is through an allocation by the Student Government Association. This funding is derived from your student activity fees. The second is through fundraising. SLD encourages student organizations to participate in fundraising activities. Other lesser used ways of raising funds include self-funding, membership dues, and crowd funding.

### **Elections and Leadership**

The Office of Student Life and Development requires that all student organization officers and members (president or otherwise) be a student. Additionally, the operation and decision-making for the organization must rest locally with the students. Club Officer elections must be held in accordance with the prescribed constitution but are not required each semester.

### **Officer Education and Orientation**

It is imperative that the outgoing officers plan and implement an orientation for newly elected officers with the assistance of the faculty and/or administrative advisor. This fosters and promotes continuity and effectiveness in student groups. The Office of Student Life and Development has numerous resources in this area. Club Officers cannot and should not be expected to carry the full weight of the organization. Leaders must enlist the members in the operations of the group. This can be accomplished through regular meetings that allow for member participation, effective planning that engages members in setting goals, and in the delegation of responsibility. It is through this process that a leader will ensure the continuation of his/her organization after graduation.

### **Membership Recruitment and Education**

New members are the lifeblood of any organization. Leaders and current members must plan an effective recruitment effort that promotes the visibility of the organization, communicates the purpose and expectations of the group, defines the benefits of membership, and creates an excitement in potentially interested students. While your organization might have an annual or semi-annual membership drive, membership recruitment should occur year-round to invite prospective members to participate in activities regardless of whether you are currently taking new members. An effective plan that engages everyone in the organization in membership recruitment is best.

### **Student Organization Advisors**

All student organizations are required to have an advisor, who must be a full or part-time faculty or administrative staff member of City Tech. In addition to signing forms and keeping organizational files, accompanying groups on trips, and organization sponsored events, this individual can be an invaluable resource in planning programs, developing ideas, and providing continuity. Just as student organizations vary in their purposes, objectives, and activities, the role and functions of the advisor will vary within each organization. It is essential, however, to maintain open communication with the advisor and to ask for specific help when needed.

### **Adherence to Policies and Procedures**

All successful organizations operate on established policies and procedures whether written or not. New York City College Technology is no exception. Contained in this resource manual are policies that are presently in place. It does not contain all policies or each policy in complete form. As the leader of your organization, you are expected to ensure that your members adhere to these policies. Student Life and Development can assist you by clarifying policies and procedures.



# **Student Organization Advisor Responsibilities**

The role of the faculty or staff member serving as an advisor is vital to student organization success. Student Organization Advisors make a major contribution to the mission of the College by serving as role models and assisting in the development of the "whole student." Advisors also offer the students the opportunity to know a faculty or staff member better and on a more informal basis than provided in a classroom situation.

The responsibilities of the Student Organization Advisor include:

1. Serving as a campus resource, support person, and mentor.
2. Assisting in the implementation of the college's mission as it applies to the development of students through participation in student organizations.
3. Being familiar with college policies, regulations and fiscal guidelines of the City University of New York as they relate to student organizations and assisting the officers and members in becoming acquainted with these policies.
4. Assisting the organization with elections, group dynamics, and college policies.
5. Approving appropriate check requests, requisitions, and other forms as required.
6. Monitoring transactions to ensure they are appropriate and in compliance with state, university, and college policy.
7. Advising the officers of the organization of serious failures of the organization or its members in assuming responsibilities.
8. Maintaining a liaison function between the organization and the Office of Student Life and Development and the Office of the Vice President of Enrollment and Student Affairs.
9. Attending organization meetings, events, and trips.

# **Successful Programming and Event Planning**

Programming and campus events foster social, academic, and intellectual growth. Student Life and Development is available to help you plan successful events, reserve campus facilities, maintain and spend your budget on entertainment, sound, and refreshments, adhere to relevant regulations, process paperwork, etc., so that you provide the best event possible.

Event planning involves many individual tasks and details. We will help you make sure all details of the event are covered. Planning is paramount for producing a successful event.

## **Begin Planning Early!**

To ensure a successful event, speak with someone from the Office of Student Life and Development to discuss your event details. Some suggestions for programming and event management are covered here.

### **Consider the Event Details in the Planning Stage:**

- What is the purpose of the event?
- What will you be doing?
- What date and time do you want to have the event?
- What room(s) do you want to use for the event?
- Who is the intended audience for the event?
- How many people do you expect to attend?
- Are any other organizations co-sponsoring the event?
- Will the event require a contract? (e.g., DJ, speaker, musician, etc.)
- Will you serve food and/or beverages?
- How will you publicize/promote the event?
- Which organization officers/members will be responsible for managing the event?
  - a. Does this event involve any special circumstances?
    - i. Fundraising?
    - ii. Charitable activities?
    - iii. Off-campus location?
    - iv. Ticket sales?
    - v. Security?
    - vi. Overnight travel?

**Student organizations will be given a Student Life and Development Event Planning Procedures and Checklist handout; it is imperative that you adhere to the dates and information contained in this manual to ensure that you have a successful event.**

### **Determine Funding for the Event**

Be sure that sufficient funds are available for the event. Submit projected expenses, program changes and contracts early enough to avoid problems; the minimum lead time for submission of check requests is *five (5) weeks*. All preparations for the event must be complete and all

contracts, bids, etc. must be returned to the Student Life and Development Office at least **three (3) weeks** prior to the event.

### 1. Event Timing

All events must be held during the academic year while classes are in session, and must be open to the entire City Tech community.

### 2. Security

Security for a college event, held on college premises, is under the control and supervision of City Tech's Public Safety Department and the Office of the Vice President for Finance and Administration. Large events may require additional security. Please refer to the large event policy to learn more. The Chief of Public Safety and the Vice President of Finance and Administration must approve any required special security arrangements in advance.

### 3. Reserving a Room

To obtain a tentative room reservation for your organization's event, you must meet with Solange Castellar, Student Life Coordinator, in Student Life and Development and fill out a PN60 form at **least three (3) weeks** in advance for your event (**events less than 120 people; otherwise see Large Event Policy**). The PN60 form is only required for table and non-classroom space reservations. Reminder - only formally registered and chartered student organizations may reserve College facilities.

All classroom requests should be emailed to [scastellar@citytech.cuny.edu](mailto:scastellar@citytech.cuny.edu) and in the email you must specify the requested classroom, date, and time of use.

- The PN60 is a digital form that must be filled in and emailed first, to your organization's advisor for approval and digital signature. Instructions for creating a digital signature are available in the Office Student Life and Development.
- Once the PN60 form is approved and your advisor digitally signs it, email the form to Solange Castellar, Student Life Coordinator, at [scastellar@citytech.cuny.edu](mailto:scastellar@citytech.cuny.edu).
- Consider alternate dates, times and locations, in case your original date or room choice is not available. No space may be reserved if it interferes with midterm or final exam study facilities or with a previously scheduled event.
- If you submit an incomplete form, it will be returned without being processed. This will delay your planning. If an item on the form does not apply to your organization's event, please mark it N/A.
- Once all the necessary approvals and arrangements are completed, you will receive notification.

#### 4. Promotion

- Good publicity and marketing is critical to successful programs. Your publicity can take many forms. Flyers are a standard form of publicity often utilized by student organizations. Guidelines for flyers are below. However, you are not limited to flyers. We encourage you to be creative in your advertising of events. Other publicity methods include campus publications, emails to members, attention getters such as balloons, campus TV screens, and most effective of all, word-of-mouth.
- The Office of Student Life and Development requires that a copy of all flyers, posters, or printed material be given to the office for reference and approval stamping. All publicity should include the following: **name of the sponsoring group, admission policy; date, time, and location of the event;** and any special information applicable to your event. All printed materials to be posted must include the **NYCCT** logo as well.

**Please Note:** *The Office of Student Life and Development must approve all flyers, posters, newspapers or radio ads directed to the outside general public before they can be used.*

#### 5. Set-up and Clean up

Scheduling of rooms must allow for at least one-hour for set-up and one hour for dismantling and clean-up for every facility.

#### 6. Room Changes

If developments make it appear that benefits to the College warrant a shift in room assignments, the Student Life and Development office shall undertake to work out with the original assignee, arrangements for such a shift.

#### 7. Room Reservation: Special Circumstances

- Cultural Weeks- If your organization wishes to host a Cultural Week or related event, begin your planning early. Contact the Student Life and Development Office as soon as possible to discuss special room and equipment requests.
- Rehearsals - For theatrical events (e.g., fashion shows, cultural shows, dances recitals, etc.) you will often need to have at least one rehearsal. When you schedule your event be sure to include a rehearsal date request.

#### On the day of the Event

- **Arrive Early!** No matter how well you plan an event, sometimes difficulties arise. Most can be resolved if they are discovered in time. Arrive early to your event-check the room, the set-up, the equipment, the decorations, and the food . . . if there is a problem, contact the Office of Student Life and Development.

#### 8. Room Rules

- No fire, smoking, or explosive devices are allowed on campus.
- No food in the atrium amphitheater and/or in any carpeted areas.
- No smoking in any room. All City Tech buildings are smoke free.

- No alcohol or illegal substances are allowed.

## **9. Music**

- Music may only be played in designated areas during club hour, Thursday, 12:45 p.m. - 2:15 p.m. or for scheduled Friday and/or Saturday evening events.
- Music may not be played in the lounges and/or any other open area on campus during normal class hours.

## **10. Time constraints**

- Activities must end at the stated time. All evening events must be completed by 10:00 p.m. All guests and students must vacate the premises by 10:00 p.m.

### **After the Event:**

Pay your bills! Submit all remaining Check Requests for your event (e.g., contracts, last-minute purchases) to the Office of Student Life and Development on the first business day after the event.

**Evaluate and Reflect!** Great leaders are constantly learning from their experiences. Evaluating your event is the key to planning successful events in the future.

- Take time to think about your event:
- What went well?
- What would you do differently?
- What would you like to remember for next time?

**Review the event at your next organization meeting.** Ask organization members for their feedback. Take notes and refer to them during your next event or pass them on to the next leaders.

**-Blank-**

## **2. Procedures for Expenditures from Student Organizations' Accounts**

**All requests for purchases and reimbursements for funds must follow these guidelines.**

# **Club Funds FAQ's**

As the President or Treasurer of your student organization, you will be responsible for financial oversight of your organizations' funds. Funds are derived from two main sources: fundraising, and allocations from student activity fees.

The Student Government Association (SGA) allocates monies from the Student Activities Fee. You will be asked to prepare a budget request for student activity fee money. Below are the most frequently asked questions about student activity fees and the budget allocation process:

**1. Who can get a Student Activity fee allocation?**

Any certified student organization.

**2. How does an organization get a student activity fund allocation?**

Student Activity Funds are allocated by Student Government Association. At the beginning of each semester an organization may submit a budget proposal for funds from SGA as soon as the organization is certified by the Student Life Coordinator in Student Life and Development. SGA will explain the procedures for submitting proposals at club officer orientation held in the beginning of the fall semester. Organizations certified in the spring and those already active will receive an email from SGA once SGA has opened the proposal process. SGA's communication to organizations will include a deadline for submission of the budget proposal.

**3. Where does the money come from?**

Funds come from the student activity fee you pay when registering for classes.

**4. When do we know if the budget has been approved?**

Student Government Association will notify student clubs once the budget committee has met and approved requested funds. After the budget committee approves funds for your organization, funds will be deposited into your organization's account.

**5. When can we begin spending money from the budget?**

You are able to access your funds after Student Government Association has notified you of your approved allocation.

**6. How Do I Spend Club Money?**

Club funds can be spent by completing and submitting a check request form, the invoice from the vendor you want to use and a flyer for the event. You must submit these documents to Solange Castellar, Student Life Coordinator, Rm. G-522. You may also email it to [studentlife@citytech.cuny.edu](mailto:studentlife@citytech.cuny.edu).



## **Check Request Procedure:**

In order to make purchases or receive reimbursements from a club account, students must submit a check request form. The check request form can be found online at <http://www.citytech.cuny.edu/students/activities/clubs.aspx> under **Forms**. Another way to access the form is by going to [www.citytech.cuny.edu](http://www.citytech.cuny.edu), type **clubs** in the search box on the top right-hand side of the page. Hit enter once you've typed **clubs** in the search box and click on the second link that says '**Club Forms.**' Locate the Check Request form under **Forms**.

Once you have located the form, download and print it. You must complete the form, being sure to include the amount requested, club name, date, and the purpose for the money. Make sure to attach all relevant receipts, contracts, invoices and flyer(s) from any club-sponsored events. Take the form to your advisor for signature, then hand it to the SGA Treasurer for signature.

Once you have done this and have gotten the required signatures of your club advisor and the SGA treasurer, bring it to Solange Castellar, Student Life Coordinator, in rm. G-522. Your request will be reviewed to make sure it's complete and that you have enough funds in your account to process it. If you have enough funds and your request is complete, it will be logged into EPS (electronic procurement system) and the designated approvers will review the request.

We ask that clubs submit the request, at a ***minimum, five (5) full weeks*** in advance of the date the check is needed. You will be contacted as soon as possible with the status of your request (i.e., if your request was approved, rejected, or documents are missing to complete it).

After the request has been approved and a check is cut, you will be notified to pick it up.

### **3. Policies**

Student Organizations are required to adhere to New York State, City University of New York, and New York City College of Technology's policies, guidelines, and procedures.

Included in this Handbook are most of the pertinent Student Organization procedures. An Office of Student Life and Development staff member can assist you in obtaining copies of policies not included.

A student organization that does not follow State, University and College policy will be subject to disciplinary action. This can include, but is not limited to, placing a stop on organization funds, requiring restitution for damages, prohibition of further events, and/or de-certification of the student organization. Individual students within the organization may also be subject to disciplinary charges.

We have made every attempt to provide the most accurate and current information. Please note that all policies are subject to change. Changes in policies and procedures will be communicated to your designated organization representative and faculty advisor.

## **Alcohol and Drug Policy**

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when that are engaged in any CUNY-sponsored activities off campus.

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. Students who violate this policy are subject to sanctions under University policies and procedures.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

# Travel Policies

## Domestic Travel Policy:

New York City College of Technology encourages its student clubs and organizations to participate in off campus programs that provide valuable learning and training opportunities as well as represent City Tech at conferences and conventions. The following procedures must be followed for all City Tech sponsored trips.

### Definitions

A "**sponsored trip**" is any trip that is organized in accordance with college policy, authorized and approved by a duly designated college official on each campus and (1) sponsored by an office, department, division, or a recognized and chartered student organization on campus, or (2) funded by student activity fees or such other monies as may be in the control of the college, the university, or a University/College-related entity, such as an auxiliary enterprise corporation.

An "**off-campus trip**" is any trip that is organized by student organizations or college departments which will involve students traveling within the five boroughs of NYC, anywhere in NYS, out-of-state and internationally.

### Travel Steps

**Step One:** File a **Travel Authorization for Off-Campus Student Travel** form along with a **Travel Proposal** with the Office of Student Life and Development at *least four (4) weeks* in advance of the trip. The *travel proposal* must include the following information: name of student organization, date of travel, length of travel, trip expenditures (food, method of transportation, lodging, etc.) and how they are being paid for, and a short description of the event you are attending. This will be forwarded to the Vice President of Enrollment and Student Affairs for approval. This travel authorization will be reviewed to ensure that events or activities involving student travel are consistent with the College's mission and that student safety issues have been addressed. The Office of the Vice President for Enrollment and Student Affairs must approve all trips in advance.

**(Evaluation will be based on purpose of the travel, funding source for the travel, location of travel, among other variables.)**

You must meet with the Student Travel Coordinator in the Office of Student Life and Development as you prepare your Travel Authorization forms. In addition, you will be given a timeline and travel checklist.

**Step Two: Wait for Travel Approval.** You will be notified by the Office of Student Life and Development after a decision has been made by the Vice President of Enrollment and Student Affairs.

**Step Three: Plan your Trip.** If your travel has been approved, you may now proceed. If you will be using student activity fund money you must complete purchase request and check requests for your purchases. A limited amount of petty cash may be available but requires special approval of the Office of Student Life and Development and the Business Office.

**Step Four: Complete an Off-Campus Travel Waiver and Release Agreement and Emergency Contact form.** Each student traveling must complete an off-campus travel waiver and release agreement and the emergency contact form. Further, your advisor must email Solange Castellar, Student Life Coordinator, at [scastellar@citytech.cuny.edu](mailto:scastellar@citytech.cuny.edu) and notify her that he or she will/will not be traveling and if, he or she is not traveling, designate the person who will travel with the club and chaperone during the trip. These forms must be completed and returned to the Office of Student Life and Development, a minimum of **two weeks** prior to the travel date. A copy of the waiver form will be filed in the Office of Student Life and one copy will be filed at the Office of Public Safety. **There is no exception to this rule. Failure to complete the forms (travel waiver, off campus sponsor, and travel proposal forms) in a timely fashion will result in your trip being cancelled.**

**Step Five: You must complete mandatory Title IX training.** Before students and advisors can take **any** off-campus trips, they must complete Title IX training. All students must have completed the training within **one week** of commencing travel.

**Step Six:** Submit all receipts required upon returning. Reimbursement funds will not be released to students in the absence of these receipts.

## **International Travel Policy:**

Any student group who plans to travel outside the United States must make a special request for authorization from the Office of Student Life and Development and the Vice President of Enrollment and Student Affairs. Individual requests will be handled on a case by case basis. Approval will be based on purpose of the travel, fiscal feasibility, travel risk to the chosen travel destination and academic merit. It is suggested that you start this process **12 weeks** prior to travel and are required to have approval a minimum of **six (6) weeks** prior to travel. ***Failure to comply with this rule will result in trip cancellation. No exceptions.***

Approved international trips will work with the Coordinator of Study Abroad. However, each individual student is personally responsible for ensuring that they have the proper travel documents. Non-citizens should especially be aware of the immigration/travel document requirements. Once the above is adhered to students are required to follow the procedures underneath **Domestic Travel Policy**. In addition, you must meet with the Student Travel Coordinator in the Office of Student Life and Development as you prepare your Travel Authorization forms. You will also be given a timeline and travel checklist.

# **Large Event Policy**

All large events sponsored or co-sponsored by a student organization require special approval. You must apply for this approval a *minimum of six (6) weeks* prior to a scheduled event. This process has been established to provide your group with the best opportunity to host a successful event. It is also intended to protect you and the College from financial or physical risk.

**Please Note:** You are not allowed to proceed with your event until you have received the approval for the event. This includes sale of tickets, advertising, or securing vendors.

All organizations hosting an event of more than 120 people must submit a program proposal to the Office of Student Life and Development for review by the Office of Student Life and Development, Public Safety, and the Vice President of Enrollment and Student Affairs.

You must submit the Large Event Program Proposal a *minimum of six (6) weeks* in advance for review. Once your proposal is approved you must attend a planning meeting with the Office of Student Life and Development, the Office of Public Safety, Buildings and Grounds, and the Facilities representative.

## **Definition**

**Large Event:** A large event is any event deemed by the Office of Student Life and Development or by the College as having the potential to have over 120 attendees, an event that may be of a controversial nature requiring additional staffing, an event that involves a large number of non-City Tech attendees, or an event that may have Public Safety implications.

**Security:** Security for a college event, held on college premises, is under the control and supervision of City Tech's Public Safety Department and the Office of the Vice President for Finance and Administration. The Chief of Public Safety and the Vice President of Finance and Administration **must approve** any special security arrangements in advance.

**All large events require a Public Safety Department assessment as a condition of approval primarily to determine the number of public safety officers needed.** Any organization planning to use campus space including, the auditorium, cafeteria or any other space must allocate sufficient financial resources to pay for the appropriate number of security personnel, maintenance, and technical staff. Smaller events may not need constant security personnel, but the Interim Director of Public Safety and the Vice President for Finance and Administration will make the assessment.

### **The following guidelines will apply to all student sponsored large events:**

1. All large event proposals will be submitted to the Office of Student Life and Development for review by the Director of Student Life and Development and the Vice President of Enrollment and Student Affairs. This committee may also include a security representative and a student representative.

2. Events must comply with all State, University and College policy and regulations.
3. The sponsoring organization must have the full amount of money needed for the event in their account at the time of proposal approval. **Anticipated income will not be considered.**
4. All large events require tickets that must be ordered through the Office of Student Life and Development. Ticket order policy as outlined later must be adhered to. Strict adherence to the ticket order policy as outlined below, is required.

**Please Note: All events defined by the Large Event Policy, as large events must follow these ticket procedures.**

**Ordering Tickets:** Club programs, that will require ticket sales and/or ticket distribution, require the entire cost of the program to be on the appropriate budget line prior to commencement of ticket sales. The sponsoring organization must request tickets to be ordered at least three weeks prior to the event. Tickets will be ordered by the Business office and charged to the organization's account. All tickets **must include** the following information on the face of the ticket.

Name of sponsoring organization;

Name of the event;

Date, time and place of the event;

Ticket price;

Seat number; (if applicable)

A consecutive audit number must appear on both halves of the ticket to permit tear stubs and auditing.

Student organizations must adhere to all state, University and College contract policies.

**All performers and vendors are required to sign a Standard Service Agreement Form (contract) regardless of whether the person is receiving payment.**

Standard Service Agreement forms can be picked up in Rm. G-522. A representative of the Office of Student Life and Development must sign the standard Service Agreement Form. An agreement signed by an organization member will not be honored and the individual signing the agreement will be personally responsible and liable.

A Standard Service Agreement Form is required even if the vendor has his or her own contract.

Riders to Service Agreement forms will be considered on a case-by-case basis.

All Standard Service Agreement forms must be submitted to the Office of Student Life and Development ***three (3) weeks prior*** to the event. ***No exceptions.***



All Standard Service Agreement forms must include the payee's social security number or tax id number, a completed W-9 form, an invoice, and Check Request Form. An official photo ID may be required of vendors.

Vendors are not allowed to be paid from cash receipts or by individuals. ***Cash payments will not be reimbursed. No exceptions.***

If your event is approved, all publicity must be approved by the Office of Student Life and Development a minimum of ***two (2) weeks*** in advance of the event. The Office of Student Life and Development must approve all publicity before it is posted or distributed. This includes radio and TV ads.

Events may only be held during the academic year (when classes are in session) excluding 10 days prior to midterm and finals periods.

The use of metal detectors is required at large events.

The student organization's advisor or Student Life designee must be present for all large events.

All outside co-sponsorships must be approved by the Office of Student Life and Development in advance for publicity to go forward. This should be included in your Large Event Program Proposal Form.

The Office of Student Life and Development, the Vice President of Enrollment and Student Affairs or any official entity of City Tech reserves the right to cancel any event at any time at the discretion of the College.

All events must end by 10:00 p.m. Special permission must be obtained from the Director of Student Life and Development and the Interim Director of Public Safety for events scheduled to end after 10:00 p.m. Otherwise, all organizers, participants, and vendors must exit City Tech buildings by 10:00 p.m.

Organization representatives may, if determined by the Director of Student life, be required to participate in a fiscal meeting within three (3) business days after the event with the Office of Student Life and Development and the Vice President of Finance and Administration.

## **4. Fundraising Guidelines and Procedures**

1. **Written Proposal:** Any organization that wishes to sponsor a fund raising program or project must submit a written proposal specifying the method of fund raising and the distribution of proceeds, to the appropriate allocating body and to the Office of Student Life and Development (SLD). The allocating body and SLD must approve all projects prior to the commencement of the fundraising program or project.
2. **Fund Raising Costs:** All costs of the program or project must be on deposit in the organizations' account.
3. **Auditing and Accounting Controls:** All fundraising projects must include appropriate auditing and accounting controls that will permit full disclosure of expenses, income, and distribution of net proceeds. All monies, as collected, must be deposited into the organizations account at the Bursar. All deposits **must be made within 48 hours** (*two business days*) after funds are collected.
4. **Student Activities Fee monies are utilized for program expenses:** Income equal to the student activity fee expenses must be deposited to the credit of the appropriate allocating body. Net proceeds, which include income after expenses, may be donated to recognized non-profit charitable organizations or retained by the group. The distribution of net proceeds must be completed within ten (10) business days of the close of the project or program.
5. **Expenditure of Organization Account Monies:** Monies generated through fund raising and on deposit in student organization accounts may be expended through the same payment request procedures utilized for Student Activity fee funds. Utilization of these funds is limited to programs and projects scheduled during the academic year in accordance with the Fiscal Guidelines of the College Association.
6. **Fundraising for outside organizations:** Fundraising for outside organizations is generally discouraged, but not prohibited. Exceptions are typically made in the case of catastrophic events that affect the campus or NYC (9-11, Hurricane Sandy, etc.) Good written records should be kept of who made donations, the amounts, and where and how much money was donated.

## Methods of Fundraising

1. **Dues and Donations:** Organization members may voluntarily pay minimal dues to the organization. A student cannot be denied membership to, or any benefits of, the group on the basis of an unwillingness or inability to pay dues. The Student Life and Development office must review a statement of the proposed voluntary dues structure. The organization's treasurer must utilize a receipt book for dues collection and all dues, together with a copy of the collection record must be deposited to the credit of the organizations.
2. **Raffles:** Raffles are highly regulated by NYC and NYS, particularly if one has to pay you something for a ticket. Among other things, no single prize can have a value in excess of \$100, and no series of prizes in a single raffle can exceed \$1000 in value in total. The distribution and sale of raffle books and the deposit of revenues must be arranged with the Student Life and Development office. Raffles must be conducted with a specific purpose intended. The following information must appear on the face of the ticket; name of the organization, purpose (of the fund raiser), cost of ticket, and prizes.
3. **Events Utilizing Tickets Sales/Distribution:** Organizations hosting events as fundraising projects are required to have tickets for the event (*See Ordering Tickets above*).
4. **Crowdfunding:** Whether or not clubs can crowdfund is up to the college. A club or group may not use the CUNY logo on any crowdfunding site and the Office of General Counsel's strong preference is that colleges prohibit clubs from using the college logo as well. Clubs may use their own logo and their name. The solicitation page needs to make clear that it is the club that is looking for funds, not the college.
5. **Selling of T-shirts and other items:** Selling of T-shirts and other items needs to be approved and monitored. These sales are in effect made by the College association and if the association makes a regular practice of selling items it will likely need to collect and remit sales tax to the State. Also, use of CUNY or college logos on these items needs to be approved.

**Individual Sales/Distribution:** The sponsoring organization must designate, in writing to the Office of Student Life and Development, the names and ID numbers of students who will be authorized to sell and/or distribute tickets. SLD staff will allocate tickets. The organization must maintain a record of the number of tickets and the ticket numbers of all tickets that they have been given by the SLD staff. All cash must be deposited in the organization's account and all unsold tickets and a receipt of all cash deposits must be turned into the Student Life and Development Office two days prior to the event.

**Prizes:** All prizes or sufficient funds to purchase stated prizes must be on deposit in the organization's account prior to commencing raffle sales. Raffle tickets will be consigned to each seller by the Office of Student Life and Development. Sale of raffles in classrooms is prohibited. Raffle sales for the purpose of scholarship funds must receive prior approval from the Office of Student Life and Development. The sponsoring organization and the individual raffle seller must account for and are liable for all raffles and cash receipts.

**Door Sales:** Advanced ticket sales are always more desirable; however, unsold tickets may be sold the day of the event only by an officer of the sponsoring organization at a secured ticket location away from the main entrance to the venue being used.

**Conclusion of ticket sales:** At the conclusion of all ticket sales, cash collected must be deposited in the organization's account within two business days following the event. Unsold tickets, if any and a receipt of deposited cash shall be returned to the Office of Student Life and Development along with a reconciliation statement, no later than the close of the next business day after the event. A reconciliation statement must include number of tickets sold, number of tickets unsold, and cash on hand; in addition, the club should give a copy of the Bursar's deposit receipt to the Coordinator of Clubs and Student Organizations each time funds are deposited into the organization's account.

**Sales:** Sale of food or other items on consignment will be permitted only in designated areas of the college. Receipts must be provided upon customer request. A policy statement on refunds or adjustment, where appropriate, must be posted. All monies collected from sales must be deposited within two business days in the Bursar's office.

**Cash Prizes/Gift Cards:** Clubs are not allowed to issue *cash* or *gift cards* as a prize. **No exceptions!**

## **5. Fiscal Guidelines for the Expenditure of Student Activity Fees Introduction; CUNY Bylaws**

### **Introduction:**

City Tech student organizations are entities of the College and are therefore mandated to follow all New York State, City University and City Tech regulations and guidelines. This applies to all financial transactions of a student organization. Failure to follow these guidelines may result in disciplinary actions including organization de-certification. In addition, disciplinary charges may be filed against the individual organization members. Below you will find an overview of these guidelines and regulations as they apply to student organizations.

### **Financial Regulations for Student Organizations:**

#### **Student Organizations**

Section 15.2 of the CUNY Bylaws of the Board of Trustees of the City University of New York states:

- 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 officer 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.
- B. The board recognizes that students have rights to 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.
- C. Each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, must complete training on domestic violence, dating violence, stalking, and sexual assault prevention and on CUNY's Policy on Sexual Misconduct prior to the organization receiving recognition or registration.

#### **Student Activity Fee**

Section 16.1 of the CUNY Bylaws of the Board of Trustees of the City University of New York states:

- D. 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.

### **Expenditure of Student Activity Fees**

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:

1. Extracurricular educational programs;
2. Cultural and social activity;
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 the activities;
10. Student services to supplement or add to those provided by the University;
11. Stipends to student leaders;

# **Financial Budget Guidelines**

1. **Officer Responsibility for Expenditures:** Officers must be familiar with the applicable fiscal guidelines, rules, and regulations of the New York City College of Technology. All officers with signature authority agree to be held responsible for all budgets, purchase requisitions, contracts, payment requests, etc. An organization which makes expenditures not within its approved budget, may jeopardize future funding, subject its officer to discipline procedures as well as be held monetarily responsible for the funds.
2. **Budgets:** Budget requests must contain a detailed explanation as to how the monies will be expended. The Budget should detail the proposed expenditure by program and budget line categories.
3. **Payment for Services:** No City Tech faculty, staff or administrative member shall be paid for services rendered to a club or student organization. Student officers shall not be paid for services rendered to their organization. **No exceptions.**
4. **Personal Services exceeding \$1,000:** Personal services in excess of \$1,000 must receive approval by the Vice President of Enrollment and Student Affairs, through his/her designee, *three (3) weeks* prior to the use of said services. Request for such approval must include documentation evidencing that the cost of the personal services being provided is competitive with recent charges by the performer of these services.
5. **Political Expenditures:** No funds, material, property or services funded by student activity fees may be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public or political party office.
6. **Honors and Awards:** No more than 10% of the total budget may be spent by an organization on honors and awards without advance approval of the allocating body.
7. **Revenues:** Section 16.7 of the City University Bylaws provides that all revenues generated by student activities funded through student activity fees shall be subject to the control of the allocating body. The application of such revenues to the account of the income generating student organization shall require specific authorization of the allocating body or operating board.

## **Deposition of Revenues into Organizations' Account**

- A. All revenues from events and organizations due, in accordance with the fundraising guidelines, must be deposited with the Bursar's Office in the organization's account with 48 hours (*Two business days*). Organizational monies in the Bursar's office may be expended through the same payment request system utilized for student activity fees. The expenditure of these monies requires the authorized signatures of the organization's treasurer and advisor. An organization's unspent student activity funds shall revert to the appropriate allocating body's unallocated surplus at the end of the fiscal year. At the end of the fiscal year, any funds that have been generated through fundraising shall be carried over to the next fiscal year. Upon an organization's dissolution, any funds on deposit in an organization's account shall revert to the appropriate allocating body.
  
- B. Funds received from other outside sources (e.g., agencies, grants, etc.) earmarked for specific purposes (e.g., leadership development, national organization affiliate revenue, etc.) shall be deposited into the organization's account." The expenditure of these monies requires the authorized signatures of the organization's treasurer and advisor. Funds left on deposit in an organization account, upon the dissolution of an organization, shall be carried over to the next fiscal year.

### **Student Organization Bank Savings/ Checking Accounts:**

**No Organization or Club shall maintain an outside savings or checking account in the organization's name. *No exceptions!***



**-Blank-**

# Addendum

## New York City College of Technology Academic Calendar Fall 2018

05/23/2017

| <b>Date</b>              | <b>Days</b>              |  |
|--------------------------|--------------------------|--|
| <b>August 6</b>          | <b>Monday</b>            | <b>Students currently attending NYCCT. Deadline for currently enrolled students filing appeals to Committee on Course and Standards – due at Registrar’s Office at noon.</b>   |
| <b>August 23 – 24</b>    | <b>Thursday – Friday</b> | <b>Late registration for the Fall</b>  |
| <b>August 26</b>         | <b>Sunday</b>            | <b>Late registration for the Fall; Last day to drop for 100% refund. Last day to file Permit request.</b>  |
| <b>August 27</b>         | <b>Monday</b>            | <b>Classes begin</b>   |
| <b>September 1 - 2</b>   | <b>Saturday – Sunday</b> | <b>College closed</b>  |
| <b>September 2</b>       | <b>Sunday*****</b>       | <b>Last day to drop for 75% refund; Last day to add a class; Last day for all program changes; Course Substitutions for fall 2018 due at the Registrar’s office by close of business day; Financial Aid Certification Enrollment Status Date; Last day to drop without the grade of WD</b> |
| <b>September 3</b>       | <b>Monday</b>            | <b>Course withdrawal drop period begins; A grade of WD is assigned to students who officially drop a course.</b>   |
| <b>September 3</b>       | <b>Monday</b>            | <b>Labor Day – College is closed</b>   |
| <b>September 6</b>       | <b>Thursday</b>          | <b>Classes follow a Monday schedule</b>  |
| <b>September 9</b>       | <b>Sunday</b>            | <b>Last day to drop for 50% tuition refund</b>   |
| <b>September 10 – 11</b> | <b>Monday – Tuesday</b>  | <b>No classes scheduled</b>  |
| <b>September 16</b>      | <b>Sunday*****</b>       | <b>Last day to drop for 25% tuition refund; Last day to change or declare a Major/Minor to be effective Fall 2018; Last day to drop a course without the grade of W; Withdrawal drop period ends.</b>  |
| <b>September 17</b>      | <b>Monday</b>            | <b>Course withdrawal period begins; A grade of W is assigned to students who officially withdraw from a course.</b>  |

|                          |                            |  |
|--------------------------|----------------------------|--|
| <b>September 18 – 19</b> | <b>Tuesday – Wednesday</b> | <b>No classes scheduled</b>  |
| <b>October 4</b>         | <b>Thursday</b>            | <b>Last day to complete Spring and Summer 2018 “I” grades</b>  |
| <b>October 5</b>         | <b>Friday</b>              | <b>Filing period for January 2019 graduation opens</b>   |
| <b>October 8</b>         | <b>Monday</b>              | <b>College is closed</b>   |
| <b>October 10</b>        | <b>Wednesday</b>           | <b>Change of curriculum period opens for Spring 2019; Advisement begins for Spring 2019; Course substitutions for Spring 2019 may now be submitted.</b>  |
| <b>October 31</b>        | <b>Wednesday</b>           | <b>Faculty to inform students of midterm grades</b>  |
| <b>November 6</b>        | <b>Tuesday</b>             | <b>Course withdrawal period ends; Last day to drop a course with a grade of W</b>  |
| <b>November 12 – 19</b>  | <b>Monday – Monday</b>     | <b>Online registration for Winter session and Spring 2019 begins; Registration by appointment only; WF period begins; A grade of WF is assigned to students who elect to withdraw from a class</b> |
| <b>November 12</b>       | <b>Monday</b>              | <b>Deadline for non-enrolled students filing appeals to Committee on Course and Standards due at Registrar’s Office at noon</b>  |
| <b>November 22 – 25</b>  | <b>Thursday – Sunday</b>   | <b>College is closed – no classes</b>  |
| <b>December 7</b>        | <b>Friday</b>              | <b>Deadline to submit Satisfactory Academic Progress (SAP) Appeals for Titles IV; Advisement period ends; on-line registration continues</b>   |
| <b>December 10</b>       | <b>Monday</b>              | <b>Last day to withdraw with “WF” grade; Filing period for January 2019 closes; Final Grade Submission opens in CUNY First</b>   |
| <b>December 12</b>       | <b>Wednesday</b>           | <b>Reading Day. No classes will be held</b>  |
| <b>December 14 – 20</b>  | <b>Friday – Thursday</b>   | <b>Final Examinations</b>  |
| <b>December 21</b>       | <b>Friday</b>              | <b>Uniform finals – only for those departments that employ them. End of Fall term.</b>   |
| <b>December 24 – 25</b>  | <b>Monday – Tuesday</b>    | <b>College is closed.</b>  |
| <b>December 28</b>       | <b>Friday</b>              | <b>Final grade submission deadline.</b>  |
| <b>December 31 – 1</b>   | <b>Monday – Tuesday</b>    | <b>College is closed</b>   |

Revised October 2018

By:

Office of Student Life and Development