



Event Cancellation & Rescheduling

Club-Initiated Cancellations/Changes

Step 1: Clubs must notify the **Student Life & Development (SLD) Office** at least **4 days in advance** for any event cancellation or rescheduling with a justification.

- Repeated last-minute cancellations (more than **two per semester**) may result in loss of future event privileges.

Step 2: Update the Event on City Tech Connect

- SLD will delete the event from City Tech Connect after being notified.
- Resubmit the event if it is being rescheduled subject to the approval of SLD.
- Rescheduling is subject to space availability and must be reapproved by SLD.

Step 3: Communicate changes on flyers, email and social media platforms

- Edit Flyers with new dates and locations once all modifications for rescheduling have been approved on City Tech Connect.
- Update social media posts to reflect changes/event cancellation.
- Email student who registered/club members to inform them of event rescheduling/cancellation.

College Cancellations of Club Events

- City Tech reserves the right to cancel or postpone events due to weather, emergencies, or policy changes.
- In such cases, clubs will be notified by SLD as soon as possible, and assistance will be provided to reschedule.

Purchase Cancellations

Student Life and Development (SLD) and any vendors must be notified of any changes, cancellations, or rescheduling of events. Your club may still be responsible for payment if an event is canceled or change without sufficient notice.

Timelines

1. Any cancellations must be communicated to the office of Student life and development at least 10 days prior to the event.
2. In the event that the vendor has already been paid in any of these instances, the funds will still be deducted from the Club's funds and the food will still be delivered.

General Policy for cancelling an order with an vendor (catering only)



STUDENT LIFE & DEVELOPMENT
Success Through Involvement

Student Life and Development
Club Event/Purchase Cancellation Guidelines
studentlife@citytech.cuny.edu
300 Jay Street, Room G516

- The Club must notify the vendor immediately at least 3 days before the event/club meeting is scheduled.
- If an event is canceled, clubs must notify vendors immediately.
- Unrecoverable costs may be deducted from the club's budget.

Late Cancellation Consequences

- Late cancellations may jeopardize the club's ability to host events in the future.
- Late cancellations may subject the Club to additional costs due to vendor requirements.
- Special cases (e.g., emergencies) must be communicated to SLD as soon as possible for consideration.

Hosting Unapproved Events

1. **Written Warning** – Offenses may result in a formal warning issued to the club officers.
2. **Activities Suspension** – Violations may lead to temporary suspension of the club's ability to host events.
3. **Loss of Recognition** – Non-compliance may result in the club being de-certified as an official student organization with an inability to recertify for the following semester.

All student clubs and organizations at City Tech must obtain prior approval from the Office of Student Life and Development (SLD) before hosting any events. Unauthorized events may result in actions to ensure compliance with campus policies and campus safety regulations.

For questions, contact the **Student Life & Development Office** at studentlife@citytech.cuny.edu or visit G516 in the General Building.