



# Student Organization Manual 2010

**ADELPHI UNIVERSITY**  
**CENTER FOR STUDENT INVOLVEMENT**



1 South Avenue  
University Center, Room 110  
Garden City, New York 11530  
(516) 877-3603  
[www.adelphi.edu/csi](http://www.adelphi.edu/csi)



Welcome to Student Involvement at Adelphi University!

Thank you for your continued interest in student life and student organizations. Our office is designed for students, like yourself, who wish to become active and engaged leaders within the campus community. My staff and I are committed to working with each of you to ensure that you have all the resources available to you to lead your organization throughout the year.

Please take time to read through this manual and familiarize yourself with our office's policies, services and the requirements for student organizations. We hope that this manual will serve as a guide for your organization but also know that our staff is available to assist you along the way.

I encourage you to keep this handbook for future reference and to share it with the members of your organization. Please keep in mind that changes and updates to this manual will occur from time-to-time. If you have any questions, concerns, or need additional information please do not hesitate to contact any staff member of the Center for Student Involvement at (516) 877-3603 or visit us in the University Center, room 110. We look forward to working with you throughout the year!

Sincerely,

A handwritten signature in purple ink that reads 'Tara E. Wagner'.

Tara Wagner  
Director, Center for Student Involvement

# Table of Contents

---

<b>Section I. General Information.....</b>	<b>5</b>
Center for Student Involvement Contact Information.....	9
Center for Student Involvement Organizational Chart.....	11
Division of Student Affairs Organizational Chart.....	12
Campus Department Phone Numbers .....	13
<b>Section II. Student Organization Information.....</b>	<b>15</b>
How to Get Involved .....	16
Starting a New Student Organization.....	18
Student Organization Recognition.....	20
Role of the Campus Advisor.....	24
Student Organization Privileges.....	27
Student Organization Judicial Policy .....	29
<b>Section III. Student Organization Planning.....</b>	<b>32</b>
Meeting and Event Policies.....	33
How to Plan an Event .....	34
Guest Policies.....	39
Requesting University Space for Meeting, Events and Tables.....	40
Advertising and Marketing Policies.....	41
Financial Information.....	44
Public Safety Policies.....	44
Lackmann Catering Policies .....	45
Approved DJ List Procedure.....	45
Suggested Vendors .....	46
Travel & Conferences Policies .....	48

<b>Section IV. Forms</b> .....	<b>50</b>
Significant Forms & When To Use Them .....	51
University Center Room Request Form.....	52
Table Reservation Form.....	53
Request for Use of Athletic Facilities.....	55
Advertisement Form.....	56
Lackmann Request .....	58
Event Evaluation Form .....	60
Check Requisition .....	61
Purchase Order Requisition .....	62
Advance Check Requisition .....	63
Hold Harmless Agreement.....	64
Transportation Request Form.....	65
Prize/Award Receipt.....	66
Event/Entertainment Contract.....	67
Travel Expense Report .....	69
Cash Collection Function Sheet.....	70
S.G.A. Photocopy Form.....	71
<b>Section V. University Policies</b> .....	<b>72</b>
Code of Ethics .....	73
Hazing Policy.....	75
Discrimination and Harassment Policy.....	76

***Section I.***  
***General Information***



# Center for Student Involvement

## Mission Statement and Programs

---

### *Mission Statement*

The Center for Student Involvement (C.S.I.) provides students with multifaceted programs and services to enhance their co-curricular experience. Through social and educational programming, leadership opportunities, civic engagement and advisement, we empower students to appreciate diversity and become global citizens. By introducing innovative and inclusive efforts, we support our student's development as ethical individuals and responsible members of society.

### *Campus Life & Activities*

Campus Life is an essential component of a students' college experience, and C.S.I. provides the means to get involved. More than 80 student clubs and organizations are available to assist students and to address the variety of interests from student government to community service.

The wide range of student organizations at Adelphi University reflects the academic, social, political, and religious diversity of the student population.

Whether you are a commuter or resident, every student is encouraged to become part of the campus community through the support services available from C.S.I. Through membership in co-curricular activities, students can pursue their interests, build their leadership skills, further their studies, exchange ideas, and explore new cultures.

Besides Student Organizations, the Center for Student Involvement, in collaboration with student organizations, coordinates six (6) signature theme weeks that are recognized as hallmarks of campus life that students are strongly encouraged to participate and become part of the tradition.

- Welcome Week(s)
- Homecoming/Family Weekend
- Commuter Appreciation Week(s)
- Spring-In Week
- Greek Week
- Senior Week

### *Greek Life & Social Fellowships*

Adelphi University recognizes the impact that membership in a collegiate fraternal organization can have on Adelphi students and believes that involvement prepares students for a wide range of life pursuits in an ever-changing world and encourages positive learning experiences that are possible as a member of a fraternity and sorority community. Therefore, it is our commitment to helping Greek communities thrive and succeed by:

- Supporting the growth of students outside of the classroom by offering a wide range of programs and participatory opportunities that promote student intellectual, social, spiritual, moral, civic, career and wellness development.
- Promote education and experience in leadership, group dynamics, organization development and civic engagement.
- Creating an awareness and appreciation for different lifestyles including cultural and religious heritages.
- Providing quality advisement and services by assisting a diverse population of fraternities and sororities, to identify and achieve their goals and traditional founding principles of scholarship, community and philanthropic service, campus involvement and leadership, and life-long fraternal friendships.

### [Multicultural Affairs](#)

The purpose of Multicultural Affairs is to promote an inclusive University environment by acting as an educational resource that prepares students to succeed in a heterogeneous and constantly evolving society. Through collaboration with various University Departments and students, Multicultural Affairs will provide multi-faceted activities that will educate students and empower them to be leaders for social change as well as support the recruitment, retention, academic success, and personal development of all students, with emphasis given to students of traditionally underserved populations.

### [Commuter Student Services](#)

Commuter Student Services represents the interests of commuter students. It provides extensive services for students who live off-campus and who need assistance with non-academic matters relating to the University and campus life.

Services include:

- Commuter Assistant program
- Commuter Lounge(s)
- Public transit timetables and maps
- Commuter AIM and Commuter Hotline
- NuRide commuting service
- Shuttle service to and from bus and rail stations
- Telephone numbers for local taxis/limos
- Commuter meal plan information
- Off-campus housing information and listings (via Off-Campus Partners)
- Guide to area hotels and motels
- Umbrella-lending service & ice scrapers

### [Student Leadership Services](#)

Student Leadership Services provides students with several opportunities throughout the year to expand their leadership skills, attend interesting workshops and participate in a leadership training series. Services also include one-on-one interaction with alumni and successful working professionals. Leadership training will provide students with the skills and guidance to support their academic and co-curricular experience at Adelphi and to become better prepared for life as a leader after graduation.

Student Leadership topics Include:

- Introduction to Leadership
- Networking
- Effective Communication (Oral & Written)
- Teambuilding and Conflict Resolution
- Goal Setting and Developing a Life Plan
- How to Run an Effective Meeting

Student Leadership Services will also provide students with opportunities to gain recognition throughout the year; including participating in a *Student Leader of the Month* program, *Who's Who Among Students in American Universities and Colleges* or admission into the *Sigma Lambda Honor Society*.

### [New Student Orientation Program](#)

The Center for Student Involvement plans Orientation programs to introduce incoming freshmen and transfer students to Adelphi.

The Orientation programs are designed to help students:

- Prepare for academic life at Adelphi University

- Make new friends
- Explore the campus and its resources
- Learn about activities and campus life
- Learn about University policies and regulations
- Become comfortable with the traditions of Adelphi University
- Familiarize themselves with the University experience

The Freshman Orientation and Transfer Transition programs are mandatory, and are assisted by trained Orientation Leaders.

### **Transfer Student Initiatives**

The Center for Student Involvement is charged with the responsibility of representing the interests of Adelphi's transfer students. Transfer specific advising, events, and workshops provide transfer students with the support that they need to successfully transition to Adelphi University.

Services include:

- Transfer Transition Days
- Transfer Meet & Greet
- Transfer Events
- Tau Sigma, National Transfer Student Honor Society

### **Adelphi Opportunity Program**

The Adelphi Opportunity Program is a highly selective program designed to support economically disadvantaged students in pursuit of their undergraduate degree. Students in the program receive a grant for additional funding and advisement during their entire undergraduate tenure. In addition, students participate in a variety of educational and social programs that help them make major decisions and prepare them for the anticipated challenges and transitions of college. The Opportunity Program works closely with various Adelphi University departments and provides students with information that lead to their academic success.

### **Volunteer Services**

Serving the community and becoming active and participating citizens in our society are two of the things Adelphi encourages through community service and volunteer programs. By matching the needs of local aid agencies, churches, and shelter with the interests of students and student organizations, C.S.I. acts as a springboard to serving others in need.

Volunteer initiatives offered by C.S.I. include the Freshman Community Action Program (FCAP) and Alternative Spring Break. FCAP offers incoming freshmen an immediate connection to Adelphi's commitment to community service and social involvement. Alternative Spring Break engages students in social awareness and action by offering community service projects. Currently, students have the opportunity to perform invaluable service to families in Costa Rica.

### **OrgSync (Club Management Software)**

OrgSync is an innovative Club Management Software and the newest addition to the Center for Student Involvement. OrgSync will allow students to get in touch with student organizations anytime, anywhere by utilizing an online system. Students create a profile similar to Facebook and Myspace then request to join the available student organizations they are interested in. Soon after, they will start receiving information about upcoming events, get to vote on what events should come to campus by taking part in polls, view photos and video of events, and be able to discuss the issues they would like the student organizations to address.



OrgSync will also allow student organizations to monitor their clubs' budget, effectively communicate with its members, maintain committee rosters, record community service hours and assist in developing the co-curricular transcript. It will unify communication between the students and the student organizations as well as communication between departments, advisors and other student organizations.

### [Recognition Award Program](#)

The Recognition Award is given to incoming students by the Scholarship Committee. The Center for Student Involvement oversees the maintenance of the scholarship and verifies that students meet the criteria each semester. The criteria include:

1. Must be enrolled as a full-time student (a minimum of 12 credits per semester).
2. Must maintain a cumulative grade point average of 2.00 while enrolled in courses leading to a bachelor's degree at Adelphi University.
3. Cannot be subject to any disciplinary action while receiving the scholarship.
4. Actively participate in a recognized Adelphi University student group for a full semester OR complete a minimum of 15 unpaid/non-credited hours of community service for an established non-profit organization/agency (on or off campus).

### [PantherTainment Booth](#)

The PantherTainment Booth is located in the University Center Lobby and serves as the hub of the Center for Student Involvement and campus life! The PantherTainment Booth is a customer service, which provides easy access to many of the services that the Center for Student Involvement has available.

The PantherTainment Booth provides the following services:

- Discounted Movie passes
- Broadway Show tickets
- Event tickets
- General Information
- Specified application forms
- Receipts for purchases

#### **Hours of Operation:**

Monday - Thursday:	9:00 a.m. – 6:00 p.m
Friday:	9:00 a.m. – 4:30 p.m.

### [Interfaith Center](#)

The Interfaith Center, which comprises the offices of the Catholic, Protestant, Muslim, Jewish and Humanist chaplains, operates as a unit within the Division of Student Affairs. The Center provides a place where members of the Adelphi community can worship and seek spiritual guidance. Services are conducted by the Catholic, Humanist, Jewish, Protestant, and Muslim chaplains. The Center sponsors events and programs jointly from these offices, emphasizing its interfaith focus and purpose. Information and schedules may be obtained from the Reception Desk, open Monday through Friday, from 8:30 AM until 4:30 PM.

### [Commencement](#)

The primary focus of Commencement is to create a dignified, joyous and memorable event for our graduating students. The Center for Student Involvement plays a vital role in the planning and execution of the Commencement ceremony. The office is charged with the responsibility of sending out all mailings and information associated with the event.

# Center for Student Involvement

## Contact Information

---

### Address

Center for Student Involvement  
University Center Room 110  
1 South Avenue  
Garden City, NY 11530

### Main Number

(516) 877-3603

### Commuter AIM:

AdelphiCommuter

### Commuter Hotline:

516-877-3785

### Operating Hours

(Fall and Spring Semester)

Monday - Thursday 8:30am - 6:00pm  
Friday 8:30am - 4:30pm

### Fax Number

(516) 877-3659

### E-Mail

CSI@adelphi.edu

### Facebook Group

Center for Student Involvement – Adelphi University

### Website

www.adelphi.edu/csi

(Summer & Winter Sessions)

Monday - Friday 8:30am - 4:30pm

*\*PantherTainment Booth opens at 9:00am\**

### Center for Student Involvement Departmental Staff

#### Name/ Title

**Tara Wagner, Director**

**Jennifer Hunker, Associate Director**

**Michael Berthel, Assistant Director**

**Willian Neris, Assistant Director**

**TBD, Assistant Director**

**Corinne Saar, Administrative Assistant**

#### E-mail

twagner@adelphi.edu

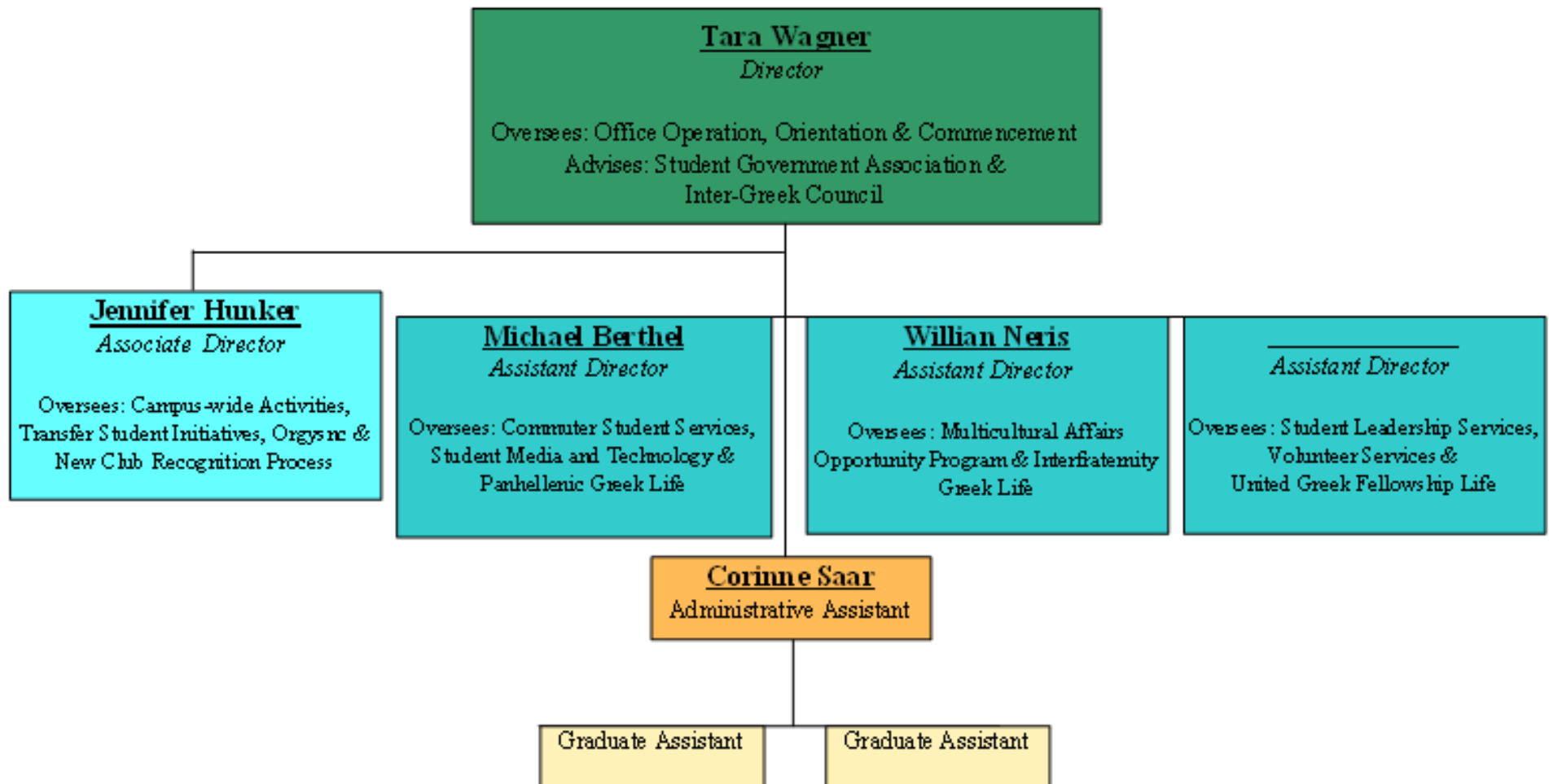
jhunker@adelphi.edu

berthel@adelphi.edu

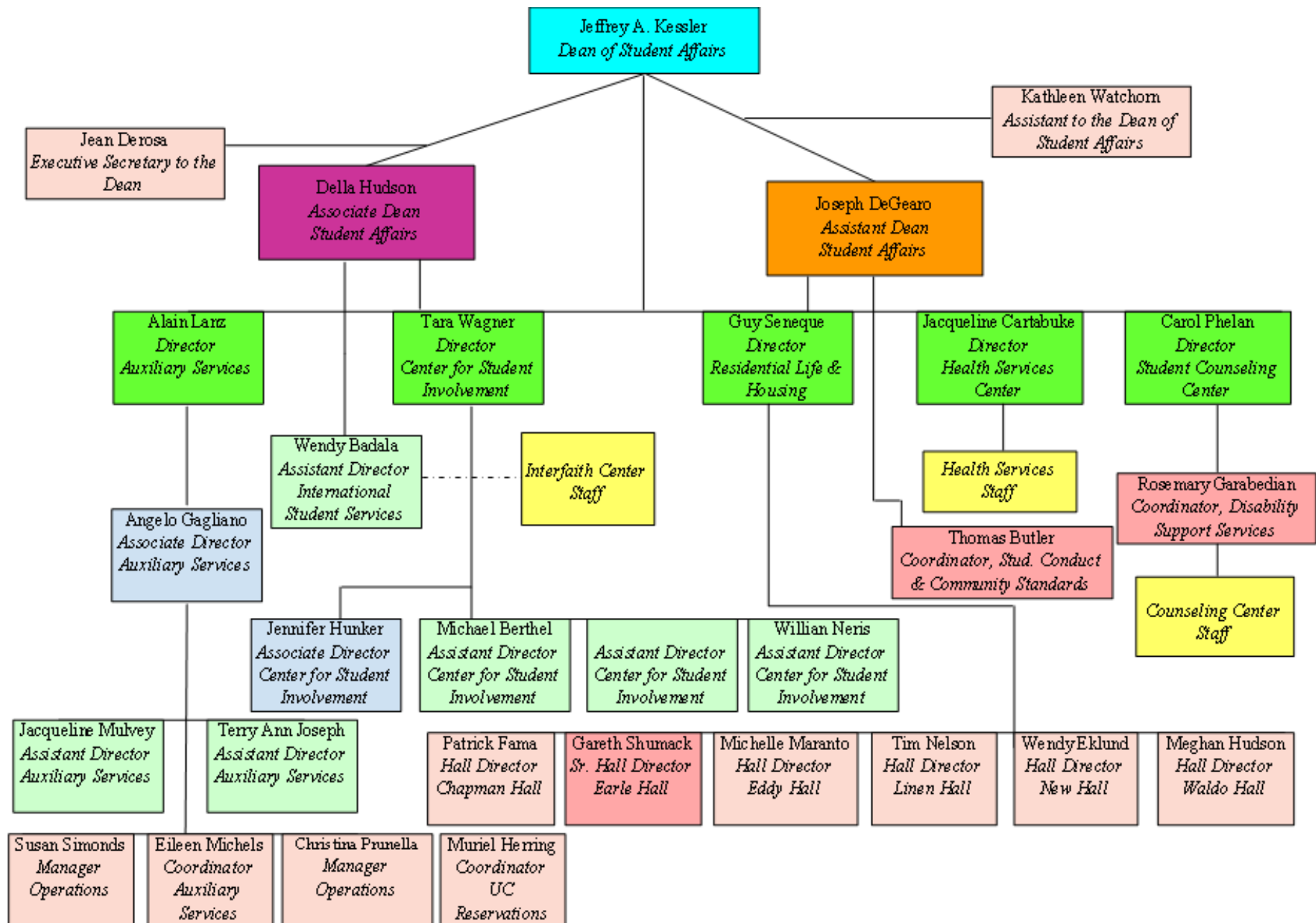
wneris@adelphi.edu

csaar@adelphi.edu

# Center for Student Involvement Organizational Chart



# Division of Student Affairs Organizational Chart



# Campus Department Phone Numbers

Office	Location	Extension
Accounting	Hagedorn Hall 332	4620
African American and Ethnic Studies	Harvey Hall 216	4980
Anthropology	Blodgett Hall 102	4110
Art and Art History	Blodgett Hall 302	4460
Athletic Department	Center for Sports & Rec.	4140
Biology	Science Building 103	4200
Bookstore, Textbooks, and Supplies	University Center, LL	3900
Campus Recreation	Woodruff Hall, 2 <sup>nd</sup> Floor	4242
Career Development Center	Post Hall	3130
Center for Student Involvement	University Center 110	3603
Chemistry	Science Building 201	4130
College of Arts and Sciences	Science Building 127	4120
Communication Sciences and Disorders	Hy Weinberg 003	4770
Communications (Arts and Sciences)	Blodgett Hall 113	4905
Dean of Student Affairs	University Center 108	3660
Delphian (Student Newspaper)	Earle Hall 005	6935
Derner Institute of Advanced Psychological Studies	Hy Weinberg 220	4800
Disability Support Services	University Center 310	3145
Economics	Hagedorn Hall 330a	4655
English	Harvey Hall 201	4020
Environmental Studies	Science Building 103	4170
Finance	Blodgett Hall 302	4971
Gender Studies	Blodgett Hall 105	4938
General Studies Program	Science Building 303	3440
Health Services Center	Waldo Hall 100	6000
History	Blodgett Hall 200	4790
Honors College	Earle Hall 100	3800
Interfaith Center – Catholic	University Center 302	3116
Interfaith Center – Humanist	University Center 302	3112
Interfaith Center – Jewish	University Center 302	3115
Interfaith Center – Muslim	University Center 302	4798
Interfaith Center – Protestant	University Center 302	3114
Language Laboratory	Earle Hall, LL	3557
International Student Services	University Center 110	4990
Languages and International Studies	Science Building 216c	4050
Learning Center	Earle Hall, LL	3200
Learning Disabilities Program	Chapman Hall 7	4710
Library Hours	Swirbul Library	3572
Mail Room	Chasner St, Hempstead	3090
Mail Room for Resident Students	Earle Hall Lobby	6180
Mathematics and Computer Science	Post Hall	4480
Music Department	Performance Art Center	4290
Office of Academic Services	Levermore Hall 303	3150
Office of Pre-Professional Advising and Fellowships	Levermore Hall 304	3140



Office of Student Financial Services	Levermore Hall, LL	3080
Office of the University Admissions	Levermore Hall 114	3050
Office of the University Registrar	Levermore Hall, LL	3300
Office of the University Registrar (on-campus)	Levermore Hall, LL	2210
Oracle (Yearbook)	Earle Hall 009	6940
Peer Counseling Center	University Center 310	3663
Performing Arts	Performance Art Center	4930
Philosophy	Harvey Hall 216	4580
Physical Education	Center for Sports & Rec.	4260
Physics	Blodgett Hall 8	4880
Political Science	Blodgett Hall 202	4590
President's Office	Levermore Hall 100	3700
Printing Service Bureau	Chasner St, Hempstead	3095
Provost	Levermore 100	3160
Psychology	Blodgett Hall 212	4750
Public Safety	Levermore Hall, LL	3500
Residential Life and Housing	Earle Hall 100	3650
School Closing Information (Garden City)	Garden City Campus	6870
School of Business	Hagedorn Hall 121	4684
School of Education	Harvey Hall 4100	4100
School of Nursing	Alumnae Hall 220	4510
School of Social Work	Social Work Building 201	4300
Sociology	Blodgett Hall 102	4940
Sports Information	Woodruff Hall	4240
Student Activities Board	Earle Hall 012	6939
Student Conduct & Community Standards	University Center 312	3940
Student Counseling Center	University Center 310	3646
Student Government Association	University Center 308	6934
Telephone Services	Hagedorn Hall, LL	3000
University Center Operations	University Center 301	3611
University Center Room Reservations	University Center 301	3604
University College	Hagedorn Hall 201	3400
University Dining Services	University Center Café	3950
Writing Center	Earle Hall, LL	3296

***Section II.***  
***Student Organization***  
***Information***

# How to Get Involved

---

The Center for Student Involvement offers many ways for students to get involved in activities and student organizations. There are a variety of student organizations including academic, cultural, religious, greek-lettered, honor societies, etc. We urge students to get involved as a way to continuously promote co-curricular learning that will further develop their leadership skills.

If you are interested in joining a sports club please visit the Center for Recreation and Sports to receive the most up-to-date list of these clubs. If you are interested in joining an academic Honor Society, please contact the Chair of the department.

## [Activities Fairs/Greek Expo](#)

The Activities Fair is typically held in the beginning of the academic year during Welcome Week as a way for the various student organizations to promote themselves to the general student body. This is a great opportunity to receive information about student organizations that interest you. We encourage students to attend and sign up for student organization e-mail listservs to receive the most up-to-date information on upcoming programs.

Greek Expo is the official kick-off event for fraternity, sorority, and social fellowship recruitment every semester. During Greek Expo students have the opportunity to meet the members of the recognized Greek organizations, learn more about each organization by visiting informational tables and to register for recruitment. Participation in Greek Expo is required of all recognized fraternities, sororities, and social fellowships. Attendees may enjoy food, music, and a general good time.

## [C.S.I./Student Organization Website](#)

The Center for Student Involvement's website ([www.adelphi.edu/csi](http://www.adelphi.edu/csi)) is a great source of information. Under the "Student Organization" section, you can view the different organizations available and check out a brief description. Additionally, we provide student organization forms and volunteer opportunities through the departmental website.

It is also recommended that if you are interested in a Greek-lettered organization that you visit their national website. These websites can be access through the Center for Student Involvement's website.

## [Student Club Meetings and Events](#)

Every semester the Center for Student Involvement posts, outside of the University Center Room 110, a Student Club Meeting list that includes where and when they meet. **This list, however, does not include Greek-lettered organizations because they have selective membership.** Meetings are open to the student body and we encourage students to not be afraid to attend. While attending you are able to learn more about the student organization, be able to voice your opinion and give suggestions.

All student organizations coordinate a variety of events throughout the academic year. These events can be educational, social, cultural, community service and/or fundraising based. We strongly encourage all students to come out to the various events sponsored by the Center for Student Involvement and student organizations. All events are open to the entire campus community, including those coordinated by Greek-letter organizations. Look out for advertisement throughout the University.

## [Student Organization E-mails](#)

If you are unable to attend the Activities Fair/Greek Expo or meetings, you are able to indicate your interest by e-mailing the student organization. A complete list of the student organization e-mails can be found in the Center for Student Involvement, located in the University Center, Room 110. This gives students the opportunity to find out more information and send suggestions to an organization anytime they have access to their e-mail.

## [OrgSync](#)

OrgSync is the newest addition to the Center for Student Involvement. OrgSync contains all the recognized student organizations at Adelphi University. Students are able to join the organization they are interested in and receive information through an interface similar to Facebook or MySpace. All students have access to this unique club management software through the eCampus system.

To begin utilizing OrgSync, students are required to take the following steps:

1. Log onto eCampus.
2. Click on the **Services** tab then select **OrgSync**.
3. New users will be asked to create a profile. Make sure to change your First and Last name and your e-mail address to your Adelphi e-mail.
4. On the left hand side, click **My Orgs** then select **Join an Org**.
5. Select **Join** to any organization you would like to receive more information.

### **About OrgSync:**

- **Students** - Search and join organizations, find involvement opportunities and manage your involvement and leadership experience in order to create a co-curricular transcript.
- **Student Leaders** - Manage your organization's files, keep track of members, and promote meetings and events.

### **OrgSync Training:**

- OrgSync **Help Desk** (link to: <http://help.orgsync.com>)
- OrgSync **Registration Walk Through** (link to: [Registration Walkthrough Page](#))

### **Campus Support**

To get help with campus related matters, such as becoming an organization administrator, track attendance, fiscal responsibilities, or registration and involvement questions please contact the Center for Student Involvement.

### **Technical Support**

To get technical help, change your username, or report a bug with OrgSync, please contact OrgSync at: OrgSync Support **Phone:** (972) 907-0900 Opt. 2 **Email:** [support@orgsync.com](mailto:support@orgsync.com)

## [Contact Us](#)

Please do not hesitate to contact us if you are unsure about how to get involved. We encourage you to stop by, e-mail or call the Center for Student Involvement at any time to find out more information. Our staff is always willing to meet with students who are interested in our various activities and services.

# Starting a New Student Organization

---

## *New Student Club Recognition Process*

The Center for Student Involvement encourages students to participate in clubs and organizations in order to further develop their leadership skills. The Center recognizes as the times change, the interest of students change ultimately affecting the clubs on campus. This is why the Center for Student Involvement in conjunction with the Student Government Association, created a process for students who are interested in starting a new club, New Club Recognition Process. Below are the steps on how to start a club and how to obtain recognition.

1. Student(s) must review the available active clubs on campus and their mission statement prior to attempting to start a new club. No new club will be accepted if it has a similar purpose to another established club on campus.
2. At least one (1) student from the Proposed Club's Executive Board (President, Vice President, Secretary or Treasurer) must meet with the Center for Student Involvement to discuss the New Student Club Recognition Process. Please visit the Center for Student Involvement located in the University Center, Room 110 to set up an appointment.
3. The Proposed Club must complete and submit the New Club Application Form. The New Club Application Form will be provided to the student organization representative at the initial meeting and must be completed and returned to the Center for Student Involvement.
4. The Proposed Club must create and submit a Constitution with the completed application. The constitution contains vital information about the club including Purpose, Executive Board Positions and Duties, and Election and Impeachment Procedures. Please see the Sample Constitution for more information.
5. Once the Proposed Club has submitted the New Club Application Form and Constitution as well as met with the Center for Student Involvement and the Student Government Association, they will go for review by representatives from C.S.I. and S.G.A. to determine official approval of probationary status.
6. If the Proposed Club is approved, the club will be given three (3) academic months of Provisional Acknowledgement. During this time the Proposed Club must hold at least one (1) event, bi-weekly meetings, and secure a minimum of twelve (12) active members. If it is deemed that a Proposed Club has not fulfilled the requirements, the club must make the necessary changes and resubmit the requested information.
7. After the Provisional Acknowledgement period ends, if the club completed the requirements, they will go up for review again. If approved, the club will be granted recognition from both the Center for Student Involvement and the Student Government Association. If the Proposed Club does not meet the requirements during the Provisional Acknowledgement, they must reapply for recognition.

**Special Note:** In some cases, certain clubs will ONLY receive C.S.I. recognition (i.e. Greek Lettered Organizations) and not S.G.A. recognition. This process does not apply to Sport Clubs and Honor Societies.



### *Greek Expansion Process*

Expansion to Adelphi University is not automatic; University approval/permission must be granted before a new fraternity/sorority is formed at Adelphi University. Consideration for expansion will be based upon the following criteria:

1. Consideration will be made for all organizations, including smaller organizations as well as those representing diverse populations.
2. Consistency with the mission of Adelphi University.
3. Evaluation of the materials submitted and determination of the ability of the national organization to successfully implement their stated plan for colonization.

To start a new Greek-lettered organization at Adelphi University, a student must first schedule an initial meeting with the respective Greek Advisor in the Center for Student Involvement to discuss the organization and how it intends to meet a need that is not currently being met by an existing recognized organization. At this meeting, the Greek Advisor will further explain the steps in establishing a new organization. The following requirements must be met before a new chapter can be established at Adelphi University:

1. SCHEDULE a meeting with the Assistant Director who oversees the respective Greek Life council.
2. FORM a group of no less than fifteen (15) individuals; eligible for Greek membership at Adelphi, who are interested in establishing the organization.
3. SUBMIT colonization/expansion information (proposals) for at least three (3) inter/national organizations, which you are most interested in, to be reviewed by the Center for Student Involvement.
4. APPROVAL must be granted, in writing, from the Center for Student Involvement before any new organizations are allowed to form.

**It is expected that recognized student organizations not affiliate their organization or members in any way with organizations that are not recognized student organizations of Adelphi University or other universities.**

**In particular, off-campus groups that function outside the governing parameters of Adelphi University are a detriment to on-campus/recognized student organizations. Participation in sponsored activities of these groups gives them legitimacy, and thereby hurts Adelphi University student organizations as a whole. Any non-recognized organization acting as a recognized Adelphi University organization will be brought up on violations of University Policies.**



# Sample Constitution

---

## **PURPOSE** (followed by statement)

An introductory statement or objective, no longer than two or three sentences. This should state the reason for, and intent of the organization.

## **ARTICLE I:**

### **NAME**

The name of this organization shall be (full name of organization), hereinafter referred to as (shortened name of organization as it will appear throughout the Constitution).

**Section 1:** Eligibility: State, in complete sentences, the qualifications for membership.

**Section 2:** Active Membership: State in complete sentences, the qualifications for “Acting” or “Voting” Membership in the organization.

**Section 3:** If necessary, describe another class of membership, such as “inactive.” Keep the structure as clear and simple as possible.

## **ARTICLE II:**

### **OFFICERS**

#### **Section 1 – Numbers and Methods of Elections:**

The (name of organization) shall elect from the active membership a President, Vice President, Secretary, and Treasurer at the (for example the 2<sup>nd</sup> to last) meeting of the semester/academic year. (Indicate further if any special nominating procedure is used and who is eligible to hold office).

#### **Section 2 – Duties of Officers:**

A. The President Shall:

1. Preside over all meeting for (name of organization)
2. Etc.
3. Etc.

B. Continue list for each Officer of the organization, with a list of duties under each title.

#### **Section 3 – Terms of Office**

Indicate, in complete sentences, how long each officer is to serve. (Include whether officers may be re-elected to the same office position, etc.)

#### **Section 4 – Impeachment of Officers**

Indicate, in complete sentences, whether officers may be impeached, grounds for impeachment and the procedure for impeachment.

## **ARTICLE III:**

### **COMMITTEES**

#### **Section 1 – Standing Committees**

State, in one sentence, the standing committees of the organization

#### **Section 2 – Duties of Standing Committee**

For example:

A. The Constitution Committee shall:

1. Review the Constitution each semester.

**ARTICLE IV:  
FACULTY ADVISORS**

**Section 1 – Numbers and Terms of Office**

Indicate, in complete sentences, the number of Advisors the organization is to have and how long each will be asked to serve.

**Section 2 – Method of Appointment**

State, in complete sentences, how the Advisor is selected by the organization.

**Section 3 – Duties**

Indicate, in complete sentences, what responsibilities the Advisor is expected to fulfill.

**ARTICLE V:  
MEETINGS**

**Section 1 – Regular Meetings**

Indicate, in complete sentences, how often and approximately when regular meetings are held.

**Section 2 – Special Meetings**

Indicate, in complete sentences, when special or “emergency meetings” are to be called, by whom and how members are notified.

**Section 3 – Parliamentary Procedure**

All regular and special meetings of the organization shall be run under the rules of parliamentary procedures with “Roberts Rules of Order” revised as reference.

**Section 4 – Quorum:**

(This is up to the individual organization) A quorum usually consists of more than half the total active membership.

**Section 5 – (Optional)**

Indicate the required attendance at each meeting, if necessary.

**ARTICLE VI:  
AMENDMENTS**

**Section 1 – Procedure of Amendment:**

Indicate, in complete sentences, the procedure for offering an amendment to the Constitution. As a general rule, amendments are submitted in writing and are read at the meeting before the vote is taken.

**Section 2 – Ratification**

Indicate the vote necessary to ratify the amendment. Ratification is usually accomplished through either a two-thirds or three-fourths vote of the active membership. In all cases, an amendment must be submitted to the Center for Student Involvement for approval before it becomes official.

# Student Organization Recognition

---

## Introduction

All student organizations, including Greek-lettered organizations, must be recognized by the Center for Student Involvement in order to function within the University. Recognized organizations play an important role in developing leadership and providing a quality campus environment.

## Achieving and Renewing Recognition

In order to exercise the privileges given to recognized organizations, organizations must submit the Student Organization Leadership Form to the Center for Student Involvement via Orgsync each semester. This includes submitting an updated constitution and by-laws and a signed statement of compliance regarding Adelphi University's hazing policy as well as providing the Center for Student Involvement with their meeting information including its location, time and regularity.

Greek-lettered Organizations must additionally file the following information with the Center for Student Involvement each semester:

- a. Greek Organization Registration Form
  - Chapter Roster Compliance & Grade Information Release Form
  - Local & National Governing Documents (Bylaws, Constitution & Risk Management Policies)
  - Proof of General Liability Insurance Coverage (\$1 million minimum coverage)
- b. New Member Recruitment/Intake Packet
- c. New Member Education Program (Pledge Process) Registration Form

## General Recognition Requirements

Recognition as a student organization with the Center for Student Involvement requires the following:

- Established for purposes that do not violate local, state or federal law; are consistent with the broad educational mission of the University; and are supportive of the regulations, guidelines and policies of Adelphi University. The University recognizes that some student organizations may have a purpose to advocate for a change in existing law and this provision does not prevent the student organization from exercising its First Amendment Right to do so.
- Must not enter the University into any contractual agreement without the Center for Student Involvement's knowledge and approval.
- Must be nonprofit in nature.
- Must complete all appropriate paperwork correctly and in a timely fashion.
- Must submit the Student Organization Leadership Form in the beginning of each semester.
- Must update the Center for Student Involvement on any change of leadership and/or Constitution and By-Laws.
- Must have a Campus Advisor who is currently a full-time faculty or staff member at Adelphi University.
- Must participate in all Center for Student Involvement Activities Fairs. There will be a minimum of one (1) Activities Fair per semester and one (1) per each New Student Orientation session.
- Must sponsor a minimum of one (1) community service event and two (2) social events each semester.
- Must have a minimum of twelve (12) active members, all of whom must be Adelphi University undergraduate students in good standing at the University. Executive Board members are required to have a 2.30 Cumulative GPA.
- A student can only be President of only (1) one C.S.I. recognized student organization at any given time.
- Must create a safe environment at all official sponsored events and meetings.

- Must have open membership and allow participation to all students without regard to race, color, sex, age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran.

### **Additional Greek Organization Recognition Requirements**

Besides the General Recognition Requirements, in order to be in good standing with Adelphi University, each fraternity, sorority, or social fellowship must also meet the following requirements for maintaining recognition:

- Must adhere to all rules and regulations maintained by the University, including but not limited to the Student Code of Conduct, the Student Organization Manual, and the appropriate Greek governing council constitution and bylaws.
- Must maintain a minimum membership of at least seven (7) individuals. Organizations falling below this number will be placed on probation and will be given an opportunity to increase their membership before losing recognition.
- Academic Requirements: Adelphi University will hold the recognized Greek organizations accountable to reasonable standards of academic performance as stated in the Greek governing council constitution and bylaws. This will include minimum requirements for active members, associate/new members and prospective members. Chapters must maintain a cumulative and semester Chapter GPA of at least 2.5.
- Must have membership and be fully involved in the Inter-Greek Council and if appropriate a sub-council; Interfraternity Council, Panhellenic Association, United Greek & Fellowship Council.
- Must have a Chapter Advisor as well as a Campus Advisor. A Chapter Advisor shall be defined as an individual who has been appointed by the appropriate national fraternity/sorority officials to serve as the primary advisor for the chapter.
- Fully participate in Center for Student Involvement required programs.
- Must notify the Center for Student Involvement within twenty-four (24) hours of any membership status changes.
- **Must adhere to all University policies and procedures, as well as, all Inter/National policies and procedures. University policy supersedes any and all national organization policies.**
- Must schedule and attend chapter president one-on-one meetings with their respective Greek Advisor or designee a minimum of twice per semester.
- Must meet the minimum standards and expectations in adherence to the Greek Expectations Annual Review (G.E.A.R.).
- A student cannot be president of a greek-lettered organization and serve as an executive board member on their respective governing council(s).

### **Denial of Recognition**

Recognition of organizations will be denied by the Center for Student Involvement when:

- The student organization requesting registration has not complied with all registration requirements.
- The request for registration contains false material or information.
- The request involved an organization that is under a sanction imposed by the Center for Student Involvement or other governing body.
- The student organization requesting registration has not fully complied with the policies of the Center for Student Involvement.
- The student organization requesting recognition has a purpose that closely resembles an existing club or organization.



### **Club Probation**

Those student organizations which do not comply with the organization's responsibilities outlined in this, or violate University policies will be put on probation. Sanctions and the length of probation will be determined on an individual basis by the Center for Student Involvement. Any organization that fails to fulfill the program requirements will automatically be put on probation for a length of one semester during which time they must comply with the Center for Student Involvement's program requirement. The organization's president and advisor will be notified of the sanction in writing by the Center for Student Involvement. The probation is considered a warning period. If the organization fails to adhere to the sanction or correct the situation, recognition will be terminated.

### **Termination of Recognition**

Termination of recognition is decided upon and governed by the Center for Student Involvement. This recognition may be terminated for the following reasons:

- Request of the registered student organization.
- Submission of material for recognition known or determined by the Center for Student Involvement to be false.
- Failure to reregister annually by the stated deadline.
- Failure to follow University regulations governing organizations.
- Failure to follow University policies, procedures, State of New York and Federal Laws.
- Failure to adhere to or correct the situation that caused the organization to be placed on probation.
- Being placed on probationary status for two of the last four semesters.
- Other instances deemed appropriate/necessary by the Center for Student Involvement.

### **Note:**

If club recognition is terminated, the student group may appeal in writing to the Director of the Center for Student Involvement. If recognition is terminated the organization may not reapply for recognition for a minimum of two academic semesters.

## **Role of the Campus Advisor**

---

The Center for Student Involvement believes that the advisor to a student organization is an integral part of the development and success of that organization. The advisor should bring a vision and excitement to the student organization. The advisor recognizes and supports participation in student organizations from its contribution to the educational and personal development of the students. The advisor should take an active part in the formulation of the policy of the organization through interaction with members of the organization.

All recognized student organizations are required to have a campus (faculty/staff) advisor. The advisor must be a full-time University employee and have been employed by the University for at least one (1) semester. Fraternities and sororities are also required to have a Chapter (Alumni) Advisor who actively helps the chapter attain its goals. It is every student organization's responsibility to keep the Advisor(s) fully informed and involved in all student organization matters.

Advisors can be of invaluable assistance to the student organization officers and members, providing advice on the operation and activities of the organization. They can provide one of the best means of ensuring continuity in the organization and may act as liaisons between the chapter, University and, in some cases, National Organizations.

### Selecting & Recruiting an Advisor

1. Before approaching a potential advisor, keep in mind to find someone who:
  - a. will have time to devote to your organization;
  - b. will take the role willingly and seriously;
  - c. has knowledge or skills related to the mission/purpose of the organization.
2. When approaching your potential advisor for the first time, make sure that you as well as them have a clear understanding of your organization's purpose, as well as what would be required pertaining to their role, duties, and time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate and ideas they may have for future programs.
3. Allow the person a reasonable length of time to consider their decision.
4. If possible, choose someone who shares some of the same interests as the organization, and who the leadership of the organization has previously interacted with.
5. When starting a departmental club or organization, find someone in that department to act as an advisor.
6. Have the advisor sign/complete the Campus Advisor Agreement Form.
7. The student organization has the right to impeach (remove) a campus advisor at their discretion.

### Role of an Advisor

By sharing both, knowledge about the University and personal experiences, the advisor can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. The list that follows contains possible roles of an advisor. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things they will do, as well as those things they will not. Of course, the expectations will vary according to the needs of the organization and the advisor.

1. The advisor acknowledges and supports participation in student organizations for its contributions to the educational and personal development of students.
2. Advisors should work with student organizations but not dictate the group's programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas, and discussing possible consequences.
3. The advisor should be well informed about the plans and activities of the organization. The expectation is that the advisor will attend some meetings and will consult frequently with the organization's officers.
4. The advisor should assist the group in setting realistic goals and objectives each year and should help the group evaluate its progress.
5. The advisor should have knowledge and a thorough understanding of the constitution and bylaws of the organization and help with interpretation, when necessary.
6. The advisor provides a source of continuity within the organization and is familiar with the organization's history. In addition, the advisor assists in making sure that officers of the organization understand their responsibilities, as well as, explaining the policies and regulations established for student organizations.
7. The advisor should be familiar with University policies and procedures and help the organization comply with them. This includes policies pertaining to student organizations at Adelphi University as well as rules and regulations governing Adelphi University students.
8. The advisor may advise the organization in the exercise of responsibility, but will not have the power to control the policy of such organizations, except in situations where such policy violates established regulations of the University or the Inter/National organization.
9. The advisor should be aware of the general financial condition of the organization, and encourage good record keeping.

10. The advisor should help ensure that the organization's activities justify expenditure of student's time, abilities, energy, and funds.
11. The advisor may aid in the area of program content and purpose by helping students use their best judgment in selecting programs.
12. The advisor can encourage the organization to provide opportunities for educational and personal development for its members.
13. The advisor should suggest recruitment strategies, give direction to the group, and introduce new program ideas.
14. The advisor should discourage the domination of the organization by an individual or group.
15. The advisor should be aware of the liability issues (i.e. hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
16. The advisor should help in training new officers and help them develop their leadership skills.
17. The advisor should be prepared to deal with major problems or emergencies within the organization.
18. The advisor should monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities and co-curricular commitments.
19. The advisor should be available to meet with officers of the organization on a regular basis for advice and consultation.
20. The advisor should be able to attend the group's events and must chaperone the student organization to off-campus conferences/events.
21. The advisor must be able to verify activities by signing any documentation required by the Center for Student Involvement.
22. The advisor must positively promote the organization and should not speak negatively about the group.

### **Additional Responsibilities for Campus Advisors to Greek Organizations:**

23. The advisor should be aware of the New Member Education Policies of the organization and work with the chapter in developing activities that would be conducive to the cultivation and growth of new members.
24. The advisor must be informed about any issues occurring within the chapter and must be prepared to comment/respond about the situation.
25. The advisor should communicate regularly with the respective C.S.I. Greek Advisor, the Alumni Advisor, and any other national representatives about the status of the chapter.

### **How to Work With Your Advisor**

1. It is best to meet with your advisor at least one day before your meetings to go over the proposed agenda and topics to be discussed.
2. Be open to suggestions and criticism from your advisor. Their knowledge, background, and experience will be helpful in coming up with solutions and implementing organizational procedures.
3. The advisor should be consulted well in advance of all activities. The advisor has the right to refuse to endorse activities of the organization.
4. If an advisor cannot attend your meetings, be sure to meet with them after the meeting to brief them on what has transpired. Advisors can be a great resource; take advantage of their experience and insight.

### **The Organization's Responsibilities to the Advisor**

Keep in mind that, in most cases, the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor of the activities of the organization.

1. Notify the advisor of all meetings and events.
2. Consult your advisor in the planning of all activities.
3. Consult them before any changes in the structure of the organization, or the policies of the organization are made, and before major projects are undertaken.
4. Understand that although the advisor has no vote that they should have speaking privileges.

5. Remember that the responsibility for the success or failure of the organization and its endeavors rests ultimately with the group, not the advisor.
6. Talk over any problems or concerns with the advisor.
7. Acknowledge the advisor's time and energy are donated and express appreciation.
8. Be clear and open about your expectations for your advisor's role.
9. At the end of each semester, evaluate your advisor and give appropriate feedback.

### [Resignation or Absence of Advisor](#)

A Campus advisor may resign at any time, but whenever possible and appropriate, the resigning advisor should give assistance to the organization in locating a new advisor. During the time that the organization is without an advisor, a temporary advisor will be assigned by the Center for Student Involvement. The advisor should turn all organizational records, charters, etc., over to the Center for Student Involvement. If there is a change in advisors, the Center for Student Involvement must be given immediate written notification and all appropriate paperwork must be completed and submitted.

## Student Organization Privileges

---

### [Mailboxes](#)

All recognized student organizations are given a mailbox in the Center for Student Involvement where they are able to receive mail. The Center may also receive packages sent to the clubs and organizations. If you are having something mailed to the campus, please address items in the following manner.

Name of Club/Organization  
Adelphi University  
University Center Room 110  
1 South Avenue  
Garden City, NY 11530

Once a package is received, the Center for Student Involvement will notify the organization. The organization will have two (2) days to pick up their packages unless other arrangements have been made with the Center for Student Involvement.

### [Photocopying](#)

All recognized organizations are entitled to use the copy machine in the Center for Student Involvement, University Center Room 110. There is no cost to the organization; however, the policy varies depending on the type of organization. S.G.A. recognized organizations may make up to 100 copies per event. Greek Organizations may make up to 50 copies per event. Any student organization that wishes to have copies made must fill out a Copy Request Form and allow for a 24-hour turnover period to receive their copies. Copies will not be printed off last minute.

### [Club E-mail](#)

Each recognized Student Organization will receive an Adelphi club e-mail, once they are a recognized organization (i.e. [ClubName@adelphi.edu](mailto:ClubName@adelphi.edu)). This e-mail will be used to communicate important information such as Student Organization Registration, Activities Fair Registration, mandatory meetings and upcoming events. This is also a way for students to communicate their interest in your organization. This should be checked regularly to assure that your club has the most up-to-date information.

### **Center for Student Involvement Website**

Each recognized Student Organization will be posted on the C.S.I. website. The Student Organization must submit a brief description of their club to the C.S.I. Office via Orgsync, when they submit their Student Organization Leadership Form. The description should include the Student Organizations purpose, traditional events and upcoming initiatives. Once it is submitted, the Student Organizations information will be posted on Orgsync along with their Adelphi Club E-mail and Club Advisor. This description will also be used for departmental publications, including the Guide to Student Life.

### **OrgSync**

All recognized student organizations will be listed in the OrgSync Portal and given an area where they can post information similar to Facebook and MySpace. This will be managed by a designated member from the Student Organization. This will be used to communicate important information such as Student Organization Registration, Activities Fair Registration, mandatory meetings and upcoming events. This is also a way for students to communicate their interest in your organization. This should be checked regularly to assure that your club has the most up-to-date information.

### **Key Requests**

Student Organizations that need a key in order to access their organization office must request these through the Center for Student Involvement. These keys will be signed out to executive board members and must be returned to C.S.I. before the end of the school year. If these keys are not returned, the locks will be changed and a fee will be added to the student's financial account.

### **Club Accounts/S.G.A. Accounts**

Once an organization is recognized, the Center for Student Involvement will automatically request a new account to be established from the Controller's office. Each organization will have up to two (2) accounts created, a Club Account (for all student organizations) and an S.G.A. Account (only those organizations who receive S.G.A. Funding). The Club Account is typically used by organizations to deposit any money they earn from revenues during an event or fundraising. The Center for Student Involvement oversees the Club Account and its policies, which are similar to the policies for the S.G.A. Account. For S.G.A. Accounts, please refer to the Standard Student Financial Operating Procedure.

### **Inventory Room**

Each club will have the opportunity to utilize the Center for Student Involvement Inventory Room. This space which is located in the Earle Hall Media Center allows students to borrow items that have already been purchased by other student organizations. Clubs who wish to use these items must check them out with a staff member and return them when they are finished. Also any student organization who wishes to contribute to the Inventory Room is encouraged to donate their used items so that other organizations can use this service.

### **Club File Room**

C.S.I. recognized organizations who wish to have file space to maintain club records will be provided space in the File Room, located in the Earle Hall Media Center. This room is designated specifically for C.S.I. recognized organizations and can be used as a resource for clubs who wish to stay organized. Any requests for file space should be directed to the Center for Student Involvement.

### **Earle Hall Meeting Rooms**

Recognized organizations may also reserve space in the Earle Hall Media Center. C.S.I. operates two meetings room in this space, located in the Lower Level of Earle Hall. The large meeting room can hold up to 45 people and

is equipped with state of the art media. The small meeting room can hold up to 15 and is ideal for executive board or committee meetings. To reserve this space, please complete the reservation form and return to C.S.I.

### [Greek Organization Privileges](#)

In conjunction with the privileges given to all student organizations, recognized Greek Organizations are also entitled to office space in the lower level of Eddy Hall. The space commonly referred to as the “Greek Suite” also has two common spaces that can be used for meetings, rituals, or other programs. The Interfraternity Suite is an open, lounge-like, space with couches and tables while the Panhellenic Suite is a closed, classroom-like, meeting space. Space will be allocated to recognized organizations, in good-standing, on an available basis at the discretion of the Center for Student Involvement.

### [Greek Suite Code of Conduct](#)

- All chapters will be held accountable for the behavior of its individual members while in the suite.
- All policies and regulations regarding University Residence Halls and Housing shall be enforced.
- Should scheduling conflicts occur organizations must work together to come to a fair compromise. If the organizations are unable to come to a compromise or if a conflict ensues, Adelphi University Public Safety should be contacted immediately and the respective Greek Advisor should be notified the next business day.
- Chapter rooms shall remain clean, organized and have adequate walking space. While some organizations utilize the suite to store chapter property this should not be the primary use of the space.
- Windows on the doors of chapter rooms are not to be covered for any reason.
- Organizations found in violation of this policy risk having their Greek Suite privileges revoked. Organizations with chapter rooms further risk losing their room if they are found in violation.

### [Greek Suite Reservation](#)

Although some organizations have their own rooms, all recognized Greek organizations are able to reserve the common spaces (Interfraternity and Panhellenic suites). If a group requests to use a common space, all other organizations will be notified and asked to avoid entering the space during the reserved time. This however does not apply to chapter meeting reservations held Monday-Thursday, 6pm-midnight, as this is considered high activity times. Greek organizations wishing to reserve this space should do so by completing a reservation form in the Center for Student Involvement.

## Student Organization Judicial Policy

---

### [Statement of Policy](#)

In addition to the specific sanctions listed in the Adelphi University Code of Conduct, a student organization and/or individual may face additional or different sanctions for its conduct and/or conduct of one or more of its members.

### [Authority](#)

The Center for Student Involvement is the authority that oversees the recognition process for all student organizations, including fraternities and sororities. The Center for Student Involvement reserves the right to take action upon any recognized organization or individual involved in a violation of departmental or University policies.

### [Disciplinary Sanctions](#)

Examples of disciplinary sanctions that may be imposed upon a student organization or individual include, but are not limited to:

a. **Fines**

The University may assess a fine in conjunction with any other sanction.



b. **Disciplinary Probation of a Student Organization and/or individual**

Disciplinary probation is a period of review during which the organization/individual must demonstrate the ability to comply with University rules, regulations, and all other stipulated requirements.

c. **Deferred Suspension of a Student Organization and/or individual**

Deferred suspension of an organization/individual is a period of review during which the organization/individual must demonstrate an ability to comply with University rules, regulations, and other stipulated requirements. If, an organization during the period of the deferred suspension, is again found guilty of violating any University rule or an order of a judicial body or administrative hearing officer, the organization, its registration, privileges, and chapter status, will be immediately suspended. Individuals will be subject to increased sanctions applied by the Center for Student Involvement.

d. **Suspension of Recognition/Chapter Privileges**

A student organization's privileges, chapter status, and recognition may be limited or suspended for a specified period of time. Upon the end of the suspension and before a group is allowed to return, a petition must be submitted to the Center for Student Involvement, or other appropriate University official, which demonstrates in a sufficient manner, as determined by the University in its sole discretion, the following:

1. The issues leading to the organization's suspension have been remedied;
2. Those wishing to revive the organization's status understand the University's policies and procedures and are willing to and capable of following them;
3. The organization and its members have complied with the suspension, have not engaged in conduct aimed at ignoring or frustrating the suspension; and
4. Have committed no intervening violations of the Code of Conduct.
5. In the event that a student organization is suspended from the University, the organization may not during the term of the suspension:
  - a. Recruit members;
  - b. Engage in social functions of any type;
  - c. Use University buildings, facilities, property, and equipment;
  - d. Use University resources, services, or funds;
  - e. Participate or attempt to participate as an organization in any University event; or
  - f. Co-sponsor or participate as an organization in another recognized organization's activities.
  - g. Partake in activity/privilege/service as limited/revoked as term of their sanction as determined by the Center for Student Involvement.

In a case where a violation has been found but no suspension has been imposed upon the offending student organization or individual, any one or more of the privileges set forth above may be suspended.

e. **Members' Disciplinary History May Be Considered in Determining Sanction**

In determining the sanction to be imposed upon a student organization, the hearing officer may consider the disciplinary record of its individual members. Individuals who are found responsible for improper actions or violation of University policy may be removed from their leadership position by the Center for Student Involvement.

### **Formal Complaint Process**

Initiation of a Case: A case may be referred to the Center for Student Involvement from any source. Anyone filing a report should be prepared to present such evidence or testimony.

Conduct Policies: Any action by a member of or members of a formally recognized (or one that has applied for membership) student organization, casting an unfavorable reflection on their respective student organization or Adelphi University as a whole, may be considered to be sufficient reason for a conduct case. All conduct cases



shall be conducted by the Center for Student Involvement and, in some cases, is referred to the Office of Student Conduct. All conduct cases shall come under the heading of one or any combination of the following:

1. Violation of the Adelphi University Student Code of Conduct.
2. Violation of the policies in the Student Organization or Greek Life Policy Handbook.
3. Conduct that may be considered harmful to the University or local communities.

Timeline: All cases, from the initial receipt of a complaint, shall take no longer than forty-five (45) days (including weekends) to complete, including investigations, hearings, and notice of sanction/appeal. To protect the rights of the accused group the following investigation procedure shall be followed:

### Investigation Procedure

- A. The Center for Student Involvement shall notify the president of the organization when a complaint is filed against the organization. Included in the notice will be:
  1. A brief description of the actual complaint that was received by the Center for Student Involvement.
  2. Notification that the student organization President has two (2) business days to respond, in writing, regarding the complaint.
  3. Description of the date/time/location of the forthcoming hearing.
- B. The Center for Student Involvement shall also notify the complainant of receipt of their complaint and the forthcoming procedure.
- C. The president shall serve as the official representative and respondent for the organization. The Center for Student Involvement, and in some cases, representatives from various parts of the campus community will serve as a Board to hear from the complainant(s), student organization representative(s), witness(es) and other individuals to make a decision regarding responsibility and validity of the complaints and any applicable sanctions and referrals.
- D. The Center for Student Involvement shall inform the student organization/individual via a letter to the President or individual in question within two (2) business days of the hearing of the decision.
- E. The Center for Student Involvement will inform the complainant that the hearing has taken place and that a decision has been made.
- F. In cases where an appeal is warranted, the student organization or individual has up to two (2) business days to appeal the decision. All appeals must be submitted in writing to the Director of the Center for Student Involvement by 4pm, indicated by timestamp, before the deadline. If no appeal is submitted, the decision is final, and the student organization forfeits its right to an appeal. If an appeal is made, a designee from the Dean of Student Affairs office will review the appeal, make a decision, and notify the student organization of the outcome in writing.
- G. All decisions after the appeal process are final.
- H. Conditions for Appeal
  1. Appeals may be granted for one or more of the following reasons:
    1. Improper procedure was followed by the Center for Student Involvement.
    2. Proper due process was denied.
    3. Further evidence has been found since the decision was rendered which may affect the decision.
    4. The penalty or sanction imposed was excessive.

Upon completion of any assigned sanctions, the Center for Student Involvement will notify the student organization and/or individual with a letter officially closing the case. If a student organization or individual does not complete sanctions without making previous arrangements with the Center for Student Involvement, the student organization's recognition may be revoked for not complying with the Center for Student Involvement's decision and further sanctions may be applied on an individual or organizational level.

***Section III.***  
***Student Organization***  
***Planning***

# Meeting and Event Policies

---

The below policies were established to allow student organizations to understand the regulations set by Adelphi University.

## Meeting Policies

- All Clubs/Organizations must meet a minimum of two (2) times a month, if not more.
- All meetings must be advertised properly.
- Windows cannot be covered in the University Center, unless prior approval has been granted by Auxiliary Services/Operations and the Center for Student Involvement.
- Candles cannot be used unless prior approval has been granted by Auxiliary Services/Operations and the Center for Student Involvement and an advisor must be present.
- Interest Meetings should be advertised at least two (2) weeks prior to the entire campus.
- All meetings should be open to the entire campus community (excluding Fraternities and Sororities).
- Any changes to the room set must be coordinated with Auxiliary Services/Operations at least one (1) week prior to the meeting.
- All meetings should be conducted in a professional manner following all university governing documents (i.e. code of ethics, student code of conduct, etc.)
- No Program Planning Meeting is required for a meeting UNLESS you are having a speaker/mini event during your regular meeting.

## Events Policies

- Organizations are allotted one (1) event per semester which may end after 12am (Thursday thru Saturday).
- If you are holding an event with alcohol, proper food must be provided.
- All doors will close 45 minutes prior to the end of an event.
- DJ's may only have two (2) people accompany them to help with their equipment. All DJ's used must be on the approved DJ list, provided by the Center for Student Involvement.
- Lights in the University Center Ballroom cannot be lower than 25%.
- If an event has no or low attendance, Public Safety, the Center for Student Involvement Staff on duty and the Student Group Event Coordinator will come to a decision on when to end the event.
- In case of bad weather or extreme circumstances, the Student Group Event Coordinator and the Center for Student Involvement Staff on duty will come to a decision on whether or not to cancel the event.
- Student organizations can only program (i.e. hold space for a meeting or event) up until the last day of classes each semester.
- All events require a Program Planning Meeting at least twenty-one (21) days in advance in order for it to be considered a recognized event. Program Planning Meetings not held within this time frame will be subject to cancellation.
- All events must adhere to the procedures and policies in this section in order to avoid cancellation.
- The Center for Student Involvement has the right to cancel any event that violates any University policy.
- All events should be advertised at least two (2) weeks prior to the entire campus.
- All events must be open to the entire campus community.

# Center for Student Involvement Program Planning Meeting Facilitator Breakdown

<b><u>Michael Berthel</u></b> berthel@adelphi.edu	<b><u>Assistant Director</u></b>	<b><u>Jennifer Hunker</u></b> jhunker@adelphi.edu	<b><u>Will Neris</u></b> wneris@adelphi.edu
Accounting Society	Alpha Kappa Alpha	Student Activities Board	Adelphi Christian Fellowship
Adelphi Ballroom Dance Club	Amnesty International	Class 2011	Black Student Alliance (BSU)
Alpha Epsilon Phi	C.A. L.I.B.E.R.	Class 2012	Delta Sigma Pi
Biology Club	Circle K International	Class 2013	Desi Club
Chemistry Club	Debate Society	Class 2014	Hellenic Society
Commuter Student Organization	Delta Sigma Theta	Tau Sigma Honor Society	Hillel
Criminal Justice Club	Entrepenurship Society		International Student Society
Delta Delta Delta	Gamma Sigma Alpha		Latin American Student Organization
Delta Gamma	Order of Omega		Le Cercle Français (French Club)
Environmental Action Coalition	Sigma Lambda Honor Society		MOCA (Men of Color Alliance)
Finance Society	Sigma Lambda Upsilon		MOSAIC (UMOJA)
Future Teachers Association	Swing Phi Swing		Muslim Student Association
History Society	Theta Delta Sigma		NAACP
Human Resource Society	United Greek Fellowship Council		Newman Club
Magnus Opus	United Nations		Pride Alliance
Math & Computer Science Club	Up 'Til Dawn		VIP Gospel Choir
MSHLA	Anime Club		Inter Fraternity Council
Oracle Yearbook			Kappa Sigma
P.A.W.S. Radio			Phi Sigma Kappa
Panhellenic Council			Pi Lambda Phi
Phi Sigma Sigma			Zeta Beta Tau
Physical Education Majors Club			
Physics Club			
Pre-Law Society			
Psychology Club			
Rho Lambda			
Sigma Delta Tau			
SNAP			
Spanish Club			
The Delphian			
Works in Progress			
YADDA			

# How to Plan an Event

The following are the minimum procedures that should be adhered to by all student organizations planning a program.

1. **Forty-five (45) days prior to the requested date**, an organization must contact their Faculty Advisor and the Center for Student Involvement to inform them about their plans to organize an event. At this time they should contact potential vendors and follow-up with their room confirmation.
2. Upon confirmation of the Student Room Request Form or a minimum of **twenty-one (21) days prior to the event** (whichever one comes first) the Student Organization's event planning committee must have their Initial Programming Planning Meeting with the Center for Student Involvement. This meeting will cover all the logistics and procedures of planning the event, including:
  - a. Tickets/cash collection
  - b. Publicity
  - c. Guest policy
  - d. Room(s) set-up
  - e. Catering request
  - f. Equipment request
  - g. Vendors/contracts
  - h. Public Safety needs
3. A completed Programming Planning Meeting Form must be returned to the Center for Student Involvement within **five (5) days** of the Initial Programming Planning Meeting. *When you are collecting signatures make sure that the room set-up is finalized with Operations, Public Safety is aware of the expected number of attendees, and if applicable, Lackmann is aware that you will need your event catered.* (Refer to next page for full list of who your organization should meet with for a Program Planning Meeting)
4. **Ten (10) days prior to the event** you must submit your requested Lackmann catering menu to the Center for Student Involvement for budget approval. At this time we also ask that you hand in any additional paperwork including publicity requests and if applicable a tentative guest list (*final guest list must be sent to the Center for Student Involvement and Public Safety no less than 24hrs prior to the event*).
5. **Within one (1) business day after the event** you must submit your completed event evaluation form via Orgsync. ***If you do not submit an evaluation form your event will not count.***
6. All contracts must be completed prior to the event date.
7. Submit all check requisitions, purchase orders, and advanced check requisitions in a timely fashion. Remember it takes 2-6 weeks for payments to be processed.
8. Please verify all entertainers/vendors/lecturers with the Center for Student Involvement prior to the event to make sure that you are within your budget and have completed the appropriate paperwork. It is the responsibility of the organization to follow-up immediately prior to the event to reconfirm the event details.
9. If it is a ticketed event, the tickets will be sold out of the PantherTainment Booth prior to the date of your event. Remember all money must be accounted for by the Center for Student Involvement. If it's a ticketed event you will not be required to provide a guest list of all non-Adelphi guests. However, the University guest policy will apply to all individuals who purchase their ticket at the door. If it is not a ticketed event the Adelphi University guest policy is in effect. A guest list of thirty individuals or less is approved on a case by case basis. Please note: not all events are eligible to be a ticketed event.
10. Prizes – you must complete a prize verification form for any prize that is received and submit it to the Center for Student Involvement.

***Special Note: All meetings must be scheduled in advance by contacting the Center for Student Involvement. Due to the high-volume of student traffic, unfortunately walk-in appointments cannot always be guaranteed.***

### *Sit-Down Dinners:*

- **Planning Process:** 6-10 weeks
- Depending on the size of your event you will need the University Ballroom and side rooms available for at least 5 hours prior to your event start time.
- Formal invitations are a good tool to invite your guests with. (see suggested vendors)
- Are you charging a fee for your dinner? If so how will you be collecting the money? Remember if you are a Student Government Association funded student organization all of your revenue must be accounted for by the Center for Student Involvement.
- Seating arrangements: if you are not doing assigned seating it might be a good idea to reserve a few tables for VIP guests.
- Table arrangements: you can order flowers directly through Lackmann, additionally they have a wide array of table linens that you can choose from (please note, table linens and centerpieces cost extra).
- Menu: meet directly with Lackmann at least 3 weeks prior to your event to go over your catering order. Keep in mind that you must pay for wait staff. You can modify your guest count up to 5 days prior to the event.
- Entertainment/Vendors: speakers, DJ, student performers, entertainment act, photographer, decorations, etc. (See Suggested Vendors)

### *Buffet Dinners:*

- **Planning Process:** 4-6 weeks
- How will you be promoting your event?
- Are you charging a fee for your dinner? If so how will you be collecting the money? Remember all money must be accounted for by the Center for Student Involvement.
- Seating arrangements: if you are not doing assigned seating it might be a good idea to reserve a few tables for VIP guests.
- Entertainment/Vendors: speakers, disc jockey, student performers, entertainment act, photographer, decorations, etc. (See Suggested Vendors)
- Menu: meet directly with Lackmann at least 2 weeks prior to your event to go over your catering order. Keep in mind that you must pay for table linens.
- Serving of food: It is best to call guests up by table numbers, have club members serve the food, and two buffet lines to allow the lines to move more efficiently. Also, if you want to extend your program past dinner it is suggested that you don't serve dessert at the same time as dinner – use it as an after the event social gathering.

### *Fashion Shows:*

- **Planning Process:** 6-8 weeks
- You will need the ballroom and all dressing rooms (side rooms on the second floor) reserved for the entire day of the event.
- Auditions/dress rehearsals: make sure you reserve locations for all gatherings.
- How will you be promoting your event?
- Is this a ticketed event?
- Dressing Rooms: remember to cover the dressing rooms with dark paper, and close the blinds. For extra protection you may want to put piping and draping inside of the dressing room so that individuals cannot see into them.
- Models: all models must sign University waiver forms prior to the first dress rehearsal. Make sure that you provide them with an adequate amount of food and water.
- Designers: all designers must sign a University approved contract prior to the event. Please submit the contract via check requisition for payment. Additionally, at the discretion of the Center for Student Involvement, they reserve the right to decline any clothing deemed inappropriate.

- Entertainment/Vendors: disc jockey, student performers, intermission entertainment act, make-up artist, host, photographer, videographer, decorations, etc. (See Suggested Vendors)
- Please note that students cannot get paid for services rendered.
- Remember, a main contract from the vendor of entertainment must be completed if any entertainer cost over \$1000 or requires their own contract.
- Please notify the Center for Student Involvement of all individuals who you will be contracting out prior to securing the entertainer, so that they can verify budgets and make sure the appropriate contract is completed.
- Will there be an after-party? If so, keep in mind that all guests will be asked to leave the venue and there will be a minimum of a half-hour turn over before guests can reenter. The University guest policy will not apply to those individuals who attended the fashion show – wristbands are a good way to distinguish these guests from others.

### *Dance/Step Competition/Talent Shows:*

- **Planning Process:** 4-6 weeks
- Is this a ticketed event?
- Dressing Rooms: remember to cover the dressing rooms with dark paper, and close the blinds. For extra protection you may want to put piping and draping inside of the dressing room so that individuals cannot see into them.
- Dancers: all dancers must sign an Adelphi University Hold Harmless Agreement prior to the event. If a dancer is under 18 years of age their parent/guardian must sign the form and be present for the entire length of the event. Make sure that you provide them with an adequate amount of food and water.
- If you are giving out a prize award you must have them complete a prize verification form. No cash prizes will be awarded unless it's an Adelphi University only competition or otherwise approved by the Center for Student Involvement. C.S.I. must approve any cash prizes being given out prior to the event.
- Entertainment/Vendors: DJ, student performers, intermission entertainment act, make-up artist, host, photographer, videographer, decorations, etc. (See Suggested Vendors)
- Please note that students cannot get paid for services rendered.
- Remember any entertainer represented by a literacy/talent agency must submit an official contract from the respective literacy/talent agent to the Center for Student Involvement for approval from the University's legal department at least four weeks prior to the event.
- Please notify the Center for Student Involvement of all individuals who you will be contracting out prior to securing the entertainer, so that they can verify budgets and make sure the appropriate contract is completed. Additionally, the Center for Student Involvement must approve all prizes, even if you are paying for it out of your club account and the University will only give cash prizes if they are deposited directly into the winner's club account.

### *Rock Show Concerts:*

- **Planning Process:** 6-8 weeks
- Is this a ticketed event?
- Band Members: all members should be over the age of 18 and a list of all band members and managers must be submitted at least 24hrs prior to the event. If a band is not receiving payment all members must complete an Adelphi University Hold Harmless Agreement. If members are not over 18yrs old you must contact the Center for Student Involvement for approval.
- Payment: all bands that do not have a literacy/talent agent must sign a University approved contract prior to the event. Please submit the contract via check requisition for payment. Any band that is represented from a literary/talent agency must have an official contract signed by the University's legal department at least four weeks prior to the event. If in place of payment you are giving out a prize award you must have the winning



band(s) complete a prize verification form. Please note that the Center for Student Involvement must approve all prizes, even if you are paying for it out of your club account and the University does not allow monetary prizes to be awarded.

- Reserve Rooms: Make sure proper space is arranged for the event, including reserving a room to serve as a green room for bands.
- Please note: You must outsource production equipment.

### Lecturer/Speaker:

- **Planning Process:** 6-8 weeks
- Lecturer/Speaker: will you be using an agent? If so you must submit an official contract from the respective literacy/talent agent to the Center for Student Involvement for approval from the University's legal department at least four weeks prior to the event. If the lecturer/speaker is not part of an organization or larger company, you must complete an Adelphi University Performance Agreement form at least two weeks prior to the event.
- Reserve Rooms: Make sure proper space is arranged for the event, including reserving a room to serve as a green room for high-profile speakers.
- Travel expenses: if there are any they must be coordinated by the Center for Student Involvement.

### Carnival:

- **Planning Process:** 4-6 weeks
- Vendor: you must submit a contract from the company to the Center for Student Involvement for approval from the University's legal department at least four weeks prior to the event.
- If your event is being held outside you must order generators. Please note that the generators must be enclosed in a safe area away from the festivities. Additionally, generators cannot be refilled on the grass and must have a mat placed under them to protect the grass.
- If your event includes large items, you must meet with Auxiliary Services prior to ordering equipment to ensure that all equipment will fit in the room and can be accommodated.

### Party/Social Event:

- **Planning Process:** 4-6 weeks
- Guest policy will remain in effect.
- Doors close 45 minutes prior to the event ending.
- DJ must be from the approved DJ list and may not have more than 2 people in his/her entourage, break the University code of conduct, or hand out flyers.
- If you are using the UC Ballroom, the amount of expected attendees will determine how many sections within the UC Ballroom will be available for you. If you plan on having less than 200 attendees you will only have access to either UC 201, 202 or 203. If you expect 200-400 people attending, you will have access to consecutive rooms (i.e. UC 201 - 202 or UC 202 - 203). Anything over 400 attendees you will have all three ballrooms, UC 201 - 203. Please note that the dividing walls cannot be removed after the event is in progress.
- If after an hour it is deemed by Public Safety and the Center for Student Involvement that there is an inadequate amount of attendance at the event, they reserve the right to end your event. Therefore, please do not start your event until you expect attendees to arrive.

# Guest Policies

---

## Guest List Policies

- All clubs/organizations have the option of submitting a guest list for any event. There can only be a maximum of 30 people per event on the guest list. All individuals must identify themselves and indicate their affiliated school.
- The guest list MUST be submitted 3 days prior to the event to be honored. The guest will also be required to show I.D. at the door when they arrive to the event.
- There will be a C.S.I. staff member or designee on duty at all major events. Events with a projected attendance of 300 may be staffed with additional members of the C.S.I. staff.
- All attendees must be at least 18 year or older unless special approval has been given from the Center for Student Involvement and Public Safety, at which time guests under 18 years old must be accompanied by a parent or guardian.
- All clubs/organizations are encouraged to have their advisors present at their events.

## General Guest Policy

The Guest policy will be 3-1 (prior guest list excluded). Adelphi students will be permitted to host up to three guests to any on-campus activity. The Adelphi students must accept full responsibility for their guests as follows:

- Adelphi students must be present at the door with their guest, or his/her guests will not be admitted.
- The Adelphi student must sign-in his/her guest.
- The Adelphi student must be present for any guest to re-enter the building.
- All attendees must be at least 18 year or older unless special approval has been given from the Center for Student Involvement and Public Safety, at which time guests under 18 years old must be accompanied by a parent or guardian.
- Per the Adelphi Code of Conduct students will be held accountable for the actions of his/her guest.
- All guests will be required to submit identification (driver's license or college I.D.) to the Event Staff and/or Public Safety at the door. Public Safety will make a copy of the information or may elect to hold all I.Ds until the close of the event.

## Advanced Ticketed Events

There will be no Guest Policy for these events.

- All attendees must be at least 18 year or older unless special approval has been given from the Center for Student Involvement and Public Safety, at which time guests under 18 years old must be accompanied by a parent or guardian.
- Photo I.D. is required for all guests.
- Guests must present a printed ticket with the date and event listed.
- Tickets can be sold at the door, but the club members must be responsible for selling the tickets outside the building before guests reach the front door.
- If any infractions occur the club/organization will be held responsible.

## Family Guest List

The Family Guest List may be permitted beyond the regular Guest List for special occasions with the approval of C.S.I. Public Safety must be notified two weeks prior to the event if the use of the family guest list has been approved. If families arrive who are not on the family Guest List, they should be directed to the C.S.I. staff member or designee on duty.

# Requesting University Space for Meeting, Events and Tables

## University Center, Alumni House and selected Outdoor Space

In order to reserve facilities within the University Center, Alumni House and selected Outdoor Space, Student Clubs and Organizations must complete the University Center Room Request Form and return it to Auxiliary Service/Operations in the University Center, Room 301. The spaces include:

Ballroom	Meeting/Event Space		Special Space	Outdoor Space
UC 201	UC 210	UC 214	Atrium	Flagpole
UC 202	UC 211	UC 215	Fireplace Lounge	Café Patio
UC 203	UC 212	UC 216	Lobby	Underground Patio
	UC 213	UC 313	Alumni House Board Room	UC Plaza
			Alumni House Main Room	Underground Cafe

## Selected Outdoor/Green Space

Student Clubs and Organizations are able to request outdoor space, also known as Athletic/Recreational Fields, within the Adelphi University campus. To request this space, students must pick up a form from the Center for Student Involvement, University Center Room 110, or the Center for Recreation and Sports. The spaces include (note some space may not be available due to construction, sporting events, etc):

Center for Recreation and Sport		Woodruff*  (Pool & Studio) *Undergoing renovation -	Athletic/Recreational Fields	
Gymnasium East	# Courts _____ West _____ Main( <i>limited</i> )			Mohammed Field
			Practice Field	Softball Field
Indoor Track			Tennis Courts	
Campbell Lounge: #1 Meeting #3 Lounge #2 Lounge #4 Lounge Note: for combined use of AV, Rm#1 has master control.			Quad	Levermore Lawn

If you have any questions, please do not hesitate to contact the Center for Recreation and Sports at 877-4242.

## Table Reservation

In order to reserve a Table in the University Center Lobby, the student group must go to Auxiliary Services/Operations located in UC 301 and speak with the Reservations Coordinator. There is a limit of three (3) tables reserved for student organizations from Monday to Friday, 11am – 3pm. However, if the Lobby is reserved by another student group or University Department, the tables may not be available. Keep in mind that the Reservations Coordinator will NOT ask what the table will be used for, therefore, if there are similar fundraising activities happening simultaneously there is nothing that can be done. At the same time, if any illegal activity that violates any University Policy is taking place, the student group will be brought up on charges.

## Residence Hall Reservations

In order to reserve a space within a particular Residence Hall, the student group must speak to the Residence Hall Director (RHD) of that particular Residence Hall. All rules and regulations that are placed within a Residence Hall must be followed. If any of the following rules and regulations are violated, the student group will be brought up on charges.

1. You must provide the building Residence Hall Director (RHD) with an expected attendance list three (3) business days prior to the event. This will be used by the front entrance security attendant to keep track of what individuals are in the building during the event. Anyone not on this list will not be permitted to enter the building.
2. All event attendees must sign in and sign out of the building if the event is taking place after 6:00 PM in the evening. Failure to abide by this will result in disciplinary action for individuals and organizations.
3. At no point can an organization refuse access to any building resident who wishes to use the kitchen, computer or facilities.
4. Absolutely no covering or obstructing doors and windows is permitted.
5. There is no lighting of candles inside the Residence Hall.
6. At no point should the maximum capacity exceed 25 people.
7. Events are not to take longer than **90 minutes** unless given approval by the RHD of the building.
8. All Lounge furniture must be moved back to its original location and how the room appeared when the event started. No furniture may be removed from the lounge for any reason.
9. Food and drink are permitted; however, all garbage in both the kitchen and lounge must be removed at the conclusion of your event and be placed in the proper garbage cans in the kitchen or garbage room. Any garbage that does not fit in the cans must be brought to the dumpster.
10. If applicable, the computer and projector may be used, but any tampering and/or breaking to the equipment; illegal use of internet access, or screening of copyright materials without obtaining all necessary rights for showing is strictly forbidden.
11. Any organization that is currently on suspension or probation as per the Center for Student Involvement is not permitted to use lounge space. Any organizations that are not recognized by the Center for Student Involvement, Residential Life and Housing or Adelphi University are not allowed to use the space.
12. If *any* of the above-mentioned policies or any other Residential Life or University policy is violated, the ability to reserve lounges will be revoked for an amount of time determined by Residential Life and Housing.

## Advertising and Marketing Policies

---

### Keys to Successful Advertisements

Advertising is a tool to attract students and the Adelphi community to your event. Whether it is a meeting, a social, party, dance, etc. advertising is how you get people to your event.

Successful advertisements are eye catching and unique. They are able to attract the attention of the reader without distracting them from the main purpose of advertisement. Ways to grab the attention of the reader without distracting them are:

1. Use 1-3 different fonts max. Adding more than that will distract the reader from the ad and they will be unable to focus on the main idea.
2. Size matters. You want the reader to understand the main idea without distraction. Making things too big or too small will cause the reader to either focus on one point or completely miss the main objective of the advertisement.
3. Use construction paper. Color prints can be costly. Colored paper is a change from the plain white flyers you see all over campus and will direct attention to your advertisement.
4. Placement is key. Where you place information in your ad is very important. The standard practice is:
 

>Title of Event	> Time
>Brief Summary of event	>Email Address
>Location	>Disability Support Statement
>Date	

5. Have fun and be unique. You want your ad to be eye catching. Adding pictures and/or designs will grab the reader's attention but use caution. Do not use offensive or objectionable material as it may turn off your readers.

Advertising is extremely important when you want people to attend your event. The University has strict guidelines of approving advertisements and where it is acceptable to place these ads. All ads must be approved by the Center for Student Involvement. Those advertisements that are not approved will be removed immediately. In addition, you may only place them in appropriate venues; Levermore Hall is completely off limits to flyer advertisements.

### **Flyers**

There are over 5,000 people on our campus on a given day. Chances are those people will be walking through the halls of one of the buildings on campus. Flyers that catch the eye of someone are more likely to be read and remembered.

1. All flyers and posters must be approved and stamped by the Center for Student Involvement.
2. All publicity must bear the name of the sponsoring group, admission policy, date, time, contact information, and location of event.
3. Publicity may not promote the use of alcohol or advertise drink specials.
4. No off-campus advertising is permitted.
5. Posters may be displayed on designated bulletin boards only. They may not be put on doors, glass, painted surfaces, or bricks.
6. Flyers may be distributed after they have been approved by the Center for Student Involvement.
7. As a service to student organizations, the Student Government Association will also announce events at their weekly Senate meetings. To utilize this service you must place a flyer in the S.G.A. mailbox by 3:00pm on the day of the meeting.
8. You may also leave forty (40) copies of flyers and/or six (6) copies of posters with the Office of Residential Life and Housing (Earle Hall). They will display them on the residence hall bulletin boards. You may not post flyers or posters in Residence Halls without prior approval.

### **Interest Meeting**

An interest meeting is usually held during the beginning of each semester. This is a great way to invite students who may be interested in your organization to find out about your organization. These meetings generally allow organization leaders the opportunity to answer questions students have, and give them detailed information regarding their organization. S.G.A. recognized organizations receive \$110 per semester for an Interest Meeting.

### **Tables**

Hundreds of students come through the University Center each day. What better way to expose your organization than to set up a table in the lobby of the University Center and promote your organization. In the past clubs have held fund raisers such as bake sales, 50/50 raffles, and accepted donations for charities. This is a great way to distribute materials about your organization and expose it to the campus community.

### **Activities Fairs/Greek Expo**

During Orientation and the beginning of each semester, the Center for Student Involvement sponsors an Activities Fair. During this time, organizations are invited to set up a table and promote themselves to students. These students will be walking around checking out the various organizations Adelphi has to offer. This is a great way to expose your organization to the Adelphi community. To reserve a table you must contact the Center for Student Involvement.

### **Mass E-mail**

Mass E-mail allows your event to be advertised to the entire Adelphi Community. In order to request this service, you must fill out an Advertisement Form, which is located in UC 110. The Center for Student Involvement sends out the requests once a week in order not to overload students' mailboxes, so requests must be submitted at least one (1) week prior. Requests are usually sent out on Mondays.

### **Chalking**

As a unique way of advertising, the Center for Student Involvement allows student organizations to chalk right outside the University Center. In order to request this service, you must fill out an Advertisement Form, which is located in UC 110.

1. Student organizations must submit the Advertisement Form that includes the wording and/or diagram they want to chalk at least one week prior to requested date. All submitted requests will be reviewed by the Center for Student Involvement.
2. Chalking will only be approved for on-campus programming.
3. Chalking may not promote the use of alcohol or advertise drink specials.
4. Chalking is permitted in designated locations only.
5. Student organizations are responsible for placement and clean up of chalk at an agreed upon date and time.

### **Delphian**

The Delphian is the campus newspaper. Clubs and Organizations can use the Delphian to publicize their events. Contact the Delphian at [delphian@adelphi.edu](mailto:delphian@adelphi.edu) for more information and costs.

### **AUTV**

AUTV is the campus television station (Channel 8). Organizations must create their own slide to be displayed by the Center for Student Involvement. Your slide will then be broadcasted on AU TV for up to 4 weeks. This is a free service provided to you by the Center for Student Involvement. To advertise your event on AUTV you must fill out an Advertisement Form, which is located in UC 110.

1. An Advertisement Form with the wording you want to display must be submitted at least one week prior to requested date. You can also submit a pre-made slide or PDF document. All submitted requests will be reviewed by the Center for Student Involvement.
2. AUTV will only be approved for on-campus programming.
3. AUTV may not promote the use of alcohol or advertise drink specials.

### **PAWS Web Radio**

PAWS Web Radio is the campus radio station. The station currently broadcasts through the internet and occasionally on AUTV (campus TV station). To advertise your event, please contact PAWS Web Radio to inquire about this useful tool.

1. An Advertisement Form with the wording you want to display must be submitted at least one (1) week prior to requested date. All submitted requests will be reviewed by the Center for Student Involvement.
2. Outside vendors must submit advertisement to the Center for Student Involvement for approval.

### **Large Posters**

The Center for Student Involvement provides student organizations the opportunity to print 18"x24" colored posters for various events.

1. Only recognized student organizations may request large posters.
2. An electronic copy must be sent to [CSI@adelphi.edu](mailto:CSI@adelphi.edu).
3. The submission must be in a Word document with fonts common to all computers.

4. All submission must be sent at least one week prior to the requested date. All submitted requests will be reviewed by the Center for Student Involvement.
5. Posters cost \$5 per poster. (all fees are subject to change)
6. Large posters will only be approved for on-campus programming.
7. Large Posters may not promote the use of alcohol or advertise drink specials.
8. Any organization wishing to post large posters in the University Center must reserve space with Auxiliary Services.

## Financial Information

---

### Cashbox

Student organizations can request a cashbox during their twenty-one (21) day Program Planning Meeting as well as twenty-five (\$25) start up money that must be returned the night of their event.

### How Do I Deposit Money?

All Funds and money received or generated must be deposited through the Center for Student Involvement. The Center for Student involvement will then deposit the money with the cashier. All transactions will have a receipt of the exact amount deposited and will be properly recorded on your account ledger.

Any general questions regarding your account should be directed to your respective C.S.I. advisor or the Administrative Assistant for the Center for Student Involvement.

### Student Cash Advance Policy

Students who need money in advance must submit financial paperwork a minimum of ten (10) days prior to the date that money is needed. Late paperwork will *not* be accepted so any student who fails to account for their spending by the given deadline will have their Adelphi account charged accordingly.

## Public Safety Policies

---

Public Safety is used as a safety measure for events at Adelphi University. They are responsible for securing the event by utilizing metal detectors, searching bags, checking IDs, monitoring the parking area as well as other precautions. When an organization comes to the Center of Student Involvement, University Center 110, for the Program Planning Meeting, the PPM Facilitator will indicate whether or not Public Safety is needed. Please note that the Department of Public Safety and/or the Director for the Center for Student Involvement may request Public Safety to be present at an event.

Public Safety will be required during the following events:

- Parties
- Concerts
- High Profile Entertainers, Public Figures, etc.



# Lackmann Catering Policies

---

If student organizations are using Lackmann to cater their event or meeting, they must complete the Lackmann Catering Form. This form can be found in UC Room 110. The form must be fully completed at least ten (10) business days prior to the meeting/event date and submitted to the Center for Student Involvement for approval.

**Along with the Lackmann Catering Form, each group must submit an event flyer or attendance sheet in order for the order to be processed.**

Once your form and supporting documents are properly submitted a confirmation should be received within five (5) business days prior to the meeting or event to assure that the order was placed correctly. If a confirmation is not received, stop by the Center for Student Involvement immediately in order to find out if the order was properly placed. Please note, for student organizations not utilizing their SGA Account or Club Account, the full payment for the amount must be paid at least one (1) week prior to the event.

## Approved DJ List Procedure

---

The Center for Student Involvement requires all clubs and organizations to contract DJ's that are on the APPROVED DJ LIST supplied by the Center for Student Involvement. In the attempt to ensure that all clubs and organizations host safe events, the Center for Student Involvement has created a list of DJs that are respected and reputable within their field.

### How to add a DJ to the List

C.S.I. recognizes that the taste of music changes over time and has set procedures for adding new DJs. The following guidelines are in place:

- The APPROVED DJ LIST will be reviewed each year. The Center for Student Involvement reserves the right to remove any DJ from the list.
- All approved DJ's and their entourage must adhere to University Policies. There will be no more than two (2) persons allowed as part of the DJ's entourage.

In order to be considered for the APPROVED DJ LIST a DJ must do the following:

1. Meet with the Center for Student Involvement appointed staff member.
2. Present a list of references from their last three (3) previous events including:
  - Name of sponsor
  - Phone number
  - Date of event
  - Venue of event
3. Present a list with the types of music they specialize in.

If the Center for Student Involvement decides to accept the DJ, they will be placed on for a probationary period. The DJ will be given up to one (1) academic semester before they get a final review. In such time, the DJ should have performed at least once. After a final review is conducted by the Center for Student Involvement and approval is granted, the DJ will be added to the list.

The APPROVED DJ LIST can be found in the Center for Student Involvement, UC 110.

# Suggested Vendors

---

## [Sandy's Party Supply Center, Inc.](#)

829 Hempstead Turnpike  
Franklin Square, NY 11010  
(516) 352-3032

**What they sell:** balloons, party supplies, decorations, etc. Additionally you can rent tables, chairs, cotton candy machine, etc.

**How to place an order:** Either via phone or in person.

When placing the order please include the name of the student organization placing the order, contact name and phone number, and location/time/date of event.

You will receive a pink invoice slip, which you must submit for payment via a check requisition form.

## [Oriental Trading](#)

[www.orientaltrading.com](http://www.orientaltrading.com)

**What they sell:** all different favors and decorations for event.

**How to place an order:** go to the website, put all the items that you want to purchase in a checkout cart and print out the finished check-out cart. Please submit this to the Center for Student Involvement to be processed.

When you are determining your budget please do not forget to account for shipping and handling. The shipping and handling fees can be determined by clicking on the shipping rates link at the bottom of the website. Please note that due to the average process time you must put in your request no less than 2 weeks prior to your need by date.

## [Campus Marketing](#)

<http://campusmarketing.vermotion.com/>

**What they sell:** promotional items, customized apparel, etc.

**How to order:** Look at the website to determine what you would like to purchase. Once you are ready to order contact the Center for Student Involvement so that your order can be processed. Please note that due to the average production time you must put in your request no less than 3 weeks prior to the date you need the materials. When determining your budget, do not forget to account for shipping and handling or set-up fees.

## [Silver Screen Design](#)

<http://www.silverscreendesign.com/>

**What they sell:** promotional items, customized apparel, etc.

**How to order:** Look at the website to determine what you would like to purchase. Once you are ready to order contact the Center for Student Involvement so that your order can be processed. Please note that due to the average production time you must put in your request no less than 3 weeks prior to the date you need the materials. When determining your budget, do not forget to account for shipping and handling or set-up fees.

## [Positive Promotions](#)

<http://www.positivepromotions.com>

**What they sell:** customizable promotional items with a focus on educational/awareness items including breast cancer awareness, black history month, diversity, etc.

**How to place an order:** Look at the website to determine what you would like to purchase. Once you are ready to order contact the Center for Student Involvement so that your order can be processed. Please note that due to the average process time you must put in your request no less than 3 weeks prior to the date you need the materials. When determining your budget do not forget to account for shipping and handling or set-up fees.

### [Garden City Printers](#)

144 Cherry Valley Ave  
West Hempstead, NY 11552  
(516) 485-1600

**What they sell:** personalized invitations

**How to place an order:** in person

Look through the invitation books and choose a design and go over what you want printed. When placing the order please include the name of the student organization placing the order, contact name and phone number, and location/time/date of event.

All invoices should be mailed to your student organization mailbox. (see mailbox information)

**Production time:** 8-15 business days

Please note that you must pick up your order as to not incur a delivery fee and delay receipt of your order.

### [Essential Printing](#)

45 Cherry Valley Ave  
West Hempstead, NY 11552  
(516) 292-2553

**What they sell:** personalized invitations, posters, postcards, etc.

**How to place an order:** in person

Look through the invitation books and choose a design and go over what you want printed. When placing the order please include the name of the student organization placing the order, contact name and phone number, and location/time/date of event.

All invoices should be mailed to your student organization mailbox. (see mailbox information)

**Production time:** 8-15 business days

Please note that they require a purchase order number prior to production. Please inquire about delivery.

### [NY Party Works](#)

<http://nypartyworks.com/>  
(631) 501-1414 – Marianne

**What they sell:** inflatables, arts and crafts, photo booth, etc.

**How to place an order:** via phone

You must request a contract, certificates of insurance, and workmen's compensation form to be faxed to the Center for Student Involvement at (516) 877-3659. Please note that this must be submitted at least four weeks prior to your event.

### [Any Excuse for a Party](#)

<http://anyexcuseforaparty.com/>  
(201) 530-1292 - Tomianne

**What they sell:** inflatables, arts and crafts, photo booth, etc.

**How to place an order:** via phone

You must request a contract, certificates of insurance, and workmen's compensation form to be faxed to the Center for Student Involvement at (516) 877-3659. Please submit four weeks prior to event.

### [Abe V. Systems](#)

(717) 904-0236 - Manny

**What they sell:** rental production equipment and technicians

**How to place an order:** via phone / Center for Student Involvement

Any order over \$2000 must have two attached quotes confirming you are receiving the best price.

Requires a proposal, certificates of insurance, and workmen's compensation form

### [Ace Party & Tent Rental](#)

(718) 445-2600 ext. 11

**What they sell:** rent chairs, tables, tents, staging equipment, etc.

**How to place an order:** via phone / Center for Student Involvement

Any order over \$2000 must have two attached quotes confirming you are receiving the best price.

Requires a proposal, certificates of insurance, and workmen's compensation form

### [The PRINTS-ables Office](#)

(631) 589-4054

**What they sell:** personalized apparel, give-aways and promotional items.

**How to place an order:** by phone

### [Justin Hooch](#)

**Photographer**

Please contact the Center for Student Involvement to book his services.

### [Kevin Norris](#)

**Photographer**

Please contact the Center for Student Involvement to book his services.

### [Approved DJ List](#)

Only DJs on this list may be used

**How to book:** Contact the Center for Student Involvement for an Approved DJ List.

## Travel & Conferences Policies

---

Student organizations who are attending a club/organization conference must abide by the following criteria. Remember, it is your responsibility to comply so that your conference preparation will run smoothly.

1. Any individual who commits to attending a conference and withdraws from attendance will be held responsible for any associated costs and must repay the organization or office that funded the conference.
2. Check with Center for Student Involvement that you are approved to attend a conference.
3. Gather all materials related to your conference two months in advance and give to C.S.I. Administrative Assistant.
4. Print out conference literature that includes dates, time, place, name of conference and hotel information. Give a copy to the C.S.I. Administrative Assistant and keep one for yourself.
5. Provide a roster of students attending with cell phone numbers and e-mail addresses.
6. Provide the name of advisor/chaperone with cell phone number and e-mail address.
7. Provide the date and times you need to leave and return to and from conference.
8. Pick up cash advance forms and have them signed and completed two to three weeks prior to your event. Please note that if there is an outstanding balance on your student account no cash advance will be issued until the account balance is cleared.
9. Advise the C.S.I. Administrative Assistant if you will need absence excusal forms for any classes that you will miss while you are attending the conference.

10. Have all paperwork completed and signed in a timely manner to C.S.I. Administrative Assistant. For example, cash-advance, food allotment contract and code of conduct contracts.
11. Any individual who violates University or conference policies will be held responsible by the Center for Student Involvement once they return to campus and will be required to reimburse the University for all monies given for the conference and may be disciplined by the Center for Student Involvement and/or the Office of Student Conduct and Community Standards.

**IMPORTANT TRAVEL POLICY**  
**SAVE ALL RECEIPTS FROM THE CONFERENCE!**

You must complete your travel expense form and return it to the C.S.I. Administrative Assistant along with the original receipts as soon as you return from your conference. These forms must be checked, signed by the C.S.I. Director and sent to the Controller's Office within five (5) business days after the conference. Any travel expense reports not completed in a timely manner will result in a hold on your Adelphi Student Account. In addition, your account may be charged until the paperwork is rectified.

Please note that any individual using University monies is not permitted to spend over \$50.00 per day. Any money spent over this amount will be at the expense of the student. Any lost receipts will not be counted towards the amount spent and student will be required to pay back funds.

**Failure to return receipts and complete paperwork will result in a charge of the students account and may result in not being permitted to attend University-sponsored trips in the future.**

All funds MUST be used during the duration of the conference and cannot be used prior to the start date of the conference or after the return from the conference. All items purchased are subject to review and approval by the Center for Student Involvement.

Under no circumstances should an individual purchase any item that was not specified under the stipulation for the money being given. If emergency-related instances occur, a receipt should be kept for expenses and special consideration will be given if the Center for Student Involvement deems it appropriate.

If you have any questions or concerns, please contact your respective advisor in the Center for Student Involvement within a timely manner.

***Section IV.***  
***Forms***

# Important Forms & When To Use Them

---

## ***Student Group Room Request***

- To reserve a space in the University Center and selected outdoor space.

## ***Table Reservation Form***

- To reserve a table in the University Center Lobby.

## ***Request for Use of Athletic Facilities***

- To reserve a space within the Center for Sports and Recreation and selected outdoor space.

## ***Advertisement Form***

- To utilize the various advertisement resources offered by the Center for Student Involvement.

## ***Lackmann Request***

- To request Lackmann Catering for a meeting or event. Must be submitted with event flyer.

## ***Club and Organization Community Service/Volunteer Activity Log***

- To document community service or volunteer hours completed by your student organization.

## ***Event Evaluation Form***

- To evaluate the success of a student organization's event.

## ***Check Requisition***

- To request payment for any item under \$2,000.

## ***Purchase Order Requisition***

- To request payment for an item over and including \$2,000.

## ***Advance Check Requisition***

- To request monies in advance for companies that do not accept purchase orders or checks.

## ***Hold Harmless Agreement***

- To indemnify Adelphi University against any and all liability, loss, cost, expense or damage.

## ***Transportation Request Form***

- To request the Adelphi Bus for traveling to and from events.

## ***Prize/Award Receipt***

- To document the prize and awards that were given out.

## ***Event/Entertainment Contract***

- To contract a DJ for a club or organization's event.

## ***Travel Expense Report***

- To document the cost of any expenses incurred during a conference.

## ***Cash Collection Function Sheet***

- To record the amount of money to be deposited to the student organization Club Account.

## ***S.G.A. Photocopy Form***

- For S.G.A. recognized organizations to request copies of flyers for events and meetings.



# University Center Room Request Form

**SAMPLE**

ROOM REQUEST FORM				
RUTH S. HARLEY UNIVERSITY CENTER/ALUMNI HOUSE				
DEPARTMENT OF AUXILIARY SERVICES				
<i>All information on this form must be completed. The form must be signed and returned to the Reservations Coordinator in UC 301 or faxed to (516) 877-3606 in order for your reservation to be processed. Please take note that your request is tentative until you receive written confirmation. Once received, you will be contacted by an Operations Manager to review specific details of your event.</i>				
For assistance & information please call: Reservations & Set-ups ext. 3604 Beverage Service ext. 3647				
EVENT INFORMATION				
Person Making Request: <b>John Doe</b>	Phone: <b>516-555-5555</b>			
Event Contact Person: <b>Mary Doe</b>	Phone: <b>631-555-5555</b>			
Email: <b>ABCclub@adelpi.edu</b>	Fax:			
Department or Student Organization: <b>ABC CLUB</b>	Number of People: <b>30</b>			
Requested Date (Month, Date, Year): <b>1/23/09</b>	Day (circle):	Sun	Mon	Tue
		Wed	Thu	<b>Fri</b>
Alternative Date(s): <b>2/6/09</b>				
Name of Event: <b>It's easy as 1, 2, 3...</b>	Type of Event: <b>Educational Program</b>			
Room Access Time: <b>6p</b>	Event Start Time: <b>7p</b>	Event End Time: <b>10p</b>	Breakdown Time: <b>10:30p</b>	
Is this event being Co-Sponsored? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Is approved Co-Sponsorship application attached? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Name of Co-Sponsoring Organization:				
<i>Facilities for Co-Sponsored Events without an approved Co-Sponsorship Application will be tentatively held for two weeks only.</i>				
SPACE REQUESTED				
<input checked="" type="checkbox"/> 201	<input type="checkbox"/> 202	<input type="checkbox"/> 203	<input type="checkbox"/> 210	<input type="checkbox"/> 211
<input type="checkbox"/> 212	<input type="checkbox"/> 213	<input type="checkbox"/> 214	<input type="checkbox"/> 215	<input type="checkbox"/> 216
<input type="checkbox"/> 313	<input type="checkbox"/> Atrium	<input type="checkbox"/> Fireplace Lounge	<input type="checkbox"/> Lobby	<input type="checkbox"/> UC Plaza
<input type="checkbox"/> Underground Patio	<input type="checkbox"/> Café Patio	<input type="checkbox"/> Alumni House Multipurpose Room	<input type="checkbox"/> Alumni House Board Room	<input type="checkbox"/> Alumni House Patio
Notes:				
SERVICES NEEDED				
<b>Food Service:</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes This box is for informational purposes only and is NOT a request. To place standard orders log-on to <a href="http://Adelphi.catertrax.com">Adelphi.catertrax.com</a> or for specialty orders contact Lackmann Catering at ext. 3954.				
<b>Liquor Service Request:</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Location: _____ Start Time: _____ End Time: _____ Number of People: _____ For liquor service in the UC or Alumni House, details must be arranged at least 2 weeks prior to event and finalized 1 week prior. For liquor service at other locations on campus, details must be arranged at least 4 weeks prior to event and finalized 1 week prior. Contact Beverage Manager at ext. 3647.				
<b>Audio/Visual Needs:</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Audio Visual includes items such as sound equipment, DVD players, LCD projectors, Laptops, etc. AV request must be made at least 2 weeks prior to event. Contact your Event Coordinator at ext. 3604.				
CORESPONDENCE LOG				
(For Office Use Only)				
Signature: X <b>John Doe</b>				Date
DISCLAIMER: Until a written confirmation for the space requested has been issued by the Office of Auxiliary Services, binding obligations such as speaker bookings, advertising, publications, etc. should not be entered into. The Department of Auxiliary Services reserves the right to change any requested space to alternate space. The department making the request shall be responsible for any and all direct expenses associated with their program.				

# Media Center Reservation Form

## EARLE HALL MEDIA CENTER ROOM RESERVATION FORM CENTER FOR STUDENT INVOLVEMENT

*All information on this form must be completed. The form must be signed and returned to the Center for Student Involvement in UC 110 in order for your reservation to be processed. You will receive an email confirming your reservation for the Media Center meeting space. Each organization is responsible for setting up and breaking down the room that is reserved.*

**SAMPLE**

Any questions should be directed to the Center for Student Involvement  
(516) 877-3603 [csi@adelphi.edu](mailto:csi@adelphi.edu)

### MEETING/ RESERVATION INFORMATION

Name: <b>John Doe</b>		Phone: <b>516-555-5555</b>	
Meeting Contact Person: <b>John Doe</b>		Phone: <b>516-555-5555</b>	
Email: <b>Abcclub@adelphi.edu</b>		Name of Organization: <b>ABC Club</b>	
Type of Event/ Name of Event: <b>Weekly Meeting</b>		Number of People: <b>40</b>	
Requestal Date (Month, Date, Year): <b>September</b>		Day (circle): Sun Mon <b>Tue</b> Wed Thu Fri Sat	
Alternative Date(s):			
Room Access Time: <b>6:30 pm</b>	Meeting Start Time: <b>7 pm</b>	Meeting End Time: <b>8 pm</b>	Breakdown Time: <b>8:15 pm</b>
Room Requested: <input checked="" type="checkbox"/> Large Meeting Room <small>(approx. 30-45 people)</small>		<input type="checkbox"/> Small Meeting Room <small>(approx. 10-15 people)</small>	

### NOTES REGARDING SPACE

- Student Organizations are responsible for maintaining space.
- Student Organizations must reserve space at least 48 hours prior to meeting time.
- Student Organizations may arrange the reserved room in any way they wish, but must return the room to its original form.
- Student Organizations must keep volume to a minimum. Space is in residence hall.
- Meeting and/or event duration may not exceed 90 minutes.

### SIGNATURE OF RESPONSIBILITY

Signature: X <b>John Doe</b>	Date <b>9/1/2010</b>
------------------------------	----------------------

**DISCLAIMER:** No space reservation is finalized until a written email is sent to the contact listed above confirming the reservation. All rooms must be set up and broken down by the organization utilizing the space. Failure to maintain the condition of the room may result in fines or inability to reserve the Media Center space.

<b>Office Use Only</b>	
Date Received: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No



# Table Reservation Form

**SAMPLE**

TABLE REQUEST FORM	
RUTH S. HARLEY UNIVERSITY CENTER	
DEPARTMENT OF AUXILIARY SERVICES	
<p><i>All information on this form must be completed. The form must be signed and returned to the Reservations Coordinator in UC 301 or faxed to (516) 877-3606 in order for your reservation to be processed. Please take note that your request is tentative until you receive written confirmation. Once</i></p> <p style="text-align: center;"><i>For assistance &amp; information please call: Reservations &amp; Set-ups ext. 3604</i></p>	
EVENT INFORMATION	
Department or Student Organization: <b>ABC Club</b>	
Person Making Request: <b>John Doe</b>	Phone: <b>516-555-5555</b>
Contact Person: <b>same</b>	Title: <b>President</b>
Email: <b>john.doe@mail.adelphi.edu</b>	Phone: _____ Fax: _____
Requested Date (Month, Date, Year): <b>Feb 13, 2009</b>	Day (circle): Sun Mon Tue Wed Thu <b>Fri</b> Sat
Alternative Date(s): <b>Feb 12, 2009</b>	
Type of Program: <b>Bake Sale</b>	
POLICIES	
<p>Monday through Friday from 11:00am to 3:00pm, for fundraising, informational and vending purposes, there are four (4) tables available in the front of the University Center Lobby and two (2) tables available inside the lobby. . Three (3) tables in the front of the lobby are exclusively for registered student groups and one (1) table in the front of the lobby is for University departments. The additional two (2) tables inside the lobby are for vendor use.</p> <p>In the event that the department table and/or the vendor tables have not been reserved by the week prior, they will be made available to wait listed student organizations.</p> <p>All postings must comply with posting regulations. The student organization or department's name must be displayed in a visible location. If the student organization or department is fundraising for a charity, then the charity's name must also be clearly displayed.</p> <p>With the exception of bake sales, the service of outside food is NOT permitted. Events serving outside food will be shut down.</p> <p>Persons manning the lobby tables must first report to the Office of Auxiliary Services, located in the University Center 301, with a valid University ID. Once individuals have checked-in with the Office of Auxiliary Services, a table will be provided. IDs will be held until the conclusion of the program.</p> <p>Cancellations must be made in writing to the Reservations Coordinator at <a href="mailto:herring@adelphi.edu">herring@adelphi.edu</a> at least forty-eight (48) hours prior to the reserved date. Failure to properly notify the Office of Auxiliary Services shall be subject to a cancellation fee and/or loss of reservation privileges.</p>	
SPECIAL REQUIREMENTS	
Please indicate if there are any special requirements needed: <b>N/A</b>	
CORESPONDENCE LOG	
(For Office Use Only)	
Signature: X <b>John Doe</b>	Date
By signing this form, you as a representative of your organization or department, agree to abide by the above listed policies.	

# Request for Use of Athletic Facilities

**SAMPLE**

**Adelphi University  
Request for use of Athletic Facilities  
And information flow sheet 2008-09**

This form must be completed for approval and reservation of the athletic facilities in the Center for Recreation and Sport as well as the outdoor athletic fields. Return it to Linda Gundrum (CRS - Rm 109) or fax it to 877-4237 in order to begin processing the request. Reservations are not final until approval sign off. An email confirmation will be sent as well as a copy of the completed & signed form. Event set up, equipment needs, catering, etc. must be arranged with the appropriate personnel.

**EVENT/ORGANIZATION INFORMATION**

Organization: <b>ABC Club</b>	Today's Date: <b>1/26/09</b>
Contact Person: <b>Mary Doe</b>	Ph: <b>631-555-5555</b>
Adm. In charge:	Ph:
Contact fax #:	Email: <b>@mail.adelphi.</b>
Event Title: <b>Letter Battle</b>	Day(s) /Date(s): <b>2/14/09</b>
Event Type: <b>Tournament</b>	#Participants:
Event Description: <b>Spelling Bee</b>	#Spectators:
Event Time (beg./end): <b>7p-11p</b>	Set up time: <b>5p</b>
	Break down end: <b>11:30p</b>

**FACILITY REQUEST**

Center for Recreation and Sport (√)	Woodruff*	Athletic/Recreational Fields (√)
Gymnasium <input checked="" type="checkbox"/> # Courts <u>2</u>	(Pool & Studio) *Undergoing renovation - Not available Until Fall 2009	Stiles Field ( ) Baseball Fld ( )
East ( ) West <input checked="" type="checkbox"/> Main(limited) <input checked="" type="checkbox"/>		Practice Fld ( ) Softball Fld ( )
Indoor Track ( )		Tennis Cts ( ) # Cts: _____
Panther Rooms:		Not avail until Fall 2008 (tba)
#1 Meeting ( )		Quad ( ) Lev. Lawn ( )
#2 Lounge ( )		Other (please specify):
#3 Lounge ( )		
#4 Lounge ( )		
Note: for combined use of AV, Rm#1 has master control.		
Other (please specify):		

**(\*\*\*Page 1 of 2 - SEE BACK FOR EQUIPMENT, SET UP NEEDS & COMMENTS\*\*\*)**

Schedule clearance: \_\_\_\_\_  
(Director of Recreation)

Approved: \_\_\_\_\_  
(Associate Dean/Director Athletics/Recreation)

**Approved form distribution list:**

- \_\_\_\_ Linda Gundrum (original)
- \_\_\_\_ Request Applicant
- \_\_\_\_ Robert Hartwell
- \_\_\_\_ Event Management \_\_\_\_\_
- \_\_\_\_ Recreation Staff \_\_\_\_\_
- \_\_\_\_ Athletic Staff \_\_\_\_\_
- \_\_\_\_ Faculty Member \_\_\_\_\_
- \_\_\_\_ Facilities \_\_\_\_\_
- \_\_\_\_ Public Safety \_\_\_\_\_
- \_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_ Other: \_\_\_\_\_

Approval	
Email: _____	Date: _____
Distribution: _____	Date: _____
Initial: _____	
Booked (EZ facility) _____	

Revised 7/08



**SET UP/SERVICES REQUIRED**

<b>Gymnasium Court set up</b>		<b>Equipment Needs (list below)</b>
Bleachers: Yes ( ) No ( <input checked="" type="checkbox"/> ) East ( ) West ( ) Full out ( ) 1 <sup>st</sup> "Flex" row ( )		Set up req'd? Yes ( ) No ( ) Pick Up date/time:
Basketball Backboards: East: full court up ( ) down ( ) half cts. up ( ) down ( ) West: full court up ( ) down ( ) half cts. up ( <input checked="" type="checkbox"/> ) down ( ) Main court: up ( ) down ( <input checked="" type="checkbox"/> )		
Divider Curtains: East: Up ( ) down ( ) West: Up ( ) down ( )		
Batting cage Yes ( ) No ( )		
Other:		
Other:		
<b>Panther Room set up</b>		
Audio Visual: Yes ( ) No ( ) Specify:		
Room configuration: Meeting ( ) Lecture ( ) Reception ( ) Meal ( )		
Other:	Other:	Other:
Food Service: Yes ( ) No ( ) <b>Contact Lackmann Catering at x 3954 min. 5 days prior to event</b>		
Liquor Service: Yes ( ) No ( ) <b>Contact Bar Manager at x3611 min. 3 weeks prior to event</b>		
Notes:		

**Notes/Special Agreements**

Additional Staff req'd? Yes ( ) No ( ) Name:	Ph:
Maintenance needs:	
Other:	
Comments:	

# Advertisement Form

SAMPLE



Center for Student Involvement

## Advertisement Form



Please submit completed form to the Center for Student Involvement located in the University Center room 110.

Name of Organization ABC Club  
Contact Person for the Program John Doe  
Contact's Phone 516-555-5555 Club E-mail Abcclub@adelpi.edu  
Name of Program/Event It's easy as 1,2,3..  
Date(s) of Program/Event 9/1/10  
Location of Program/Event UC 201  
Time(s) of Program/Event 7pm - 10pm  
Who is sponsoring the program/event? \_\_\_\_\_

Brief provide a brief description or sketch of the program/event (write/draw legibly):

Come learn how easy it is to learn numbers with letters.

Please indicate where you want your event information published (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Campus-Wide Bulletin Boards</b><br>(Must email flyer to <a href="mailto:csi@adelpi.edu">csi@adelpi.edu</a> )               | <input type="checkbox"/> <b>Chalking</b><br>(Must provide picture & Chalk is <i>not</i> provided.)   |
| <input checked="" type="checkbox"/> <b>AUTV</b><br>(Must create own PowerPoint slide and email to <a href="mailto:csi@adelpi.edu">csi@adelpi.edu</a> ) | <input checked="" type="checkbox"/> <b>Mass E-mail</b><br>(Due each <u>Thursday</u> . Attach a separate page with date, time, contact, location and descrip- |

### Attention Student Clubs and Organizations:

This form must be submitted in the mailbox of Assistant Director Michael Berthel for approval.

\_\_\_\_\_  
Signature John Doe Date \_\_\_\_\_

\* Attach approved flyer \*





# Club and Organization Community Service/Volunteer Activity Log



## SAMPLE

### Club and Organization Community Service/Volunteer Activity Log

1. Name of Club/Organization ABC club
2. Club/Organization Representative James Roe
3. Telephone 917-555-5555 Email Jamesroe@mail.adephi.edu
4. What type of activity is this? A  Community Service B.  Philanthropy C.  Volunteer Experience
5. Name and location of Organization you Volunteered/Performed Community Service for: Red Cross  
195 Willis Ave, Mineola, NY 11501
6. Contact person from Organization you Volunteered/Performed Community Service: Robert Nori
7. Contact person: Telephone 516-747-3500 Email rnor@usa.redcross.org
8. Semester and year of service (choose only 1 semester): Fall 20\_\_\_ Spring 2009 Summer 20\_\_\_
9. Number of hours volunteered: 5
10. Please attach a list of club/organization members that attended. Each member who attends must sign next to their name. The sheet will not be accepted with missing signatures.
11. Please describe the volunteer experience, or community service that your organization participated in (Do not list paid or work experience): we helped transport the patients who gave blood.
12. Please have the organization which you Volunteered/Performed Community Service for attach a letter verifying you volunteered.

*	Club/Organization Representative Name	Club/Organization Representative Signature	Date
*	Club/Organization Advisor Name	Club/Organization Advisor Signature	Date
*	Signature of Verifying Volunteer/ Community Service Contact Person	Title	Phone #

Verified by the Center for Student Involvement	Date
--	------

# Event Evaluation Form

SAMPLE

## EVENT EVALUATION FORM

The evaluation should be submitted to the Center for Student Involvement no more one (1) business day after the event.

### STUDENT ORGANIZATION & EVENT INFORMATION

Name of Organization: ABC Club  
 Submitted by: John Smith E-Mail: johnsmith@mail.adelphi  
 Contact Number: 516-555-5555 Date Submitted: 1/26/09  
 Name of Event: It's easy as 1, 2, 3...  
 Event Date: 1/23/09 Time of Event: 7pm - 10pm  
 Event Location: UC 201 Amount spent on event: \$ #110

Approximately how many people were in attendance? 20

Was this event/program open to the general public? Yes  No  \* Non-Adelphi

How much money was made? (if applicable) #0

What methods of advertising were used?  Flyers  Facebook  Poster  Word of Mouth  Mass E-mail  AUTV

When did you begin advertising? 1/14/09

What were the best parts of the event and its planning?

People getting to know the alphabet in different languages.

What were the worst parts of the event and its planning?

Couldn't get enough resources from operations.

What could CSI have done to better assist you in the program?

Inform me of the different advertising methods.

Would you do this event again? Why or why not?

Yes, I felt that people learned more about our club and had fun.

Event Analysis: (SCALE: 1 = poor to 5 = excellent)

Program Planning Meeting	1	2	3	4	<input checked="" type="radio"/> 5	N/A
Preparations of event	1	2	3	<input checked="" type="radio"/> 4	5	N/A
Publicity and Marketing	1	2	3	<input checked="" type="radio"/> 4	5	N/A
Room Setup	1	2	3	<input checked="" type="radio"/> 4	5	N/A
Length of Program	1	<input checked="" type="radio"/> 2	3	4	5	N/A
Guest Enthusiasm	1	2	3	<input checked="" type="radio"/> 4	5	N/A
Food (if applicable)	1	2	<input checked="" type="radio"/> 3	4	5	N/A
Performer/Vendor (if applicable)	1	2	3	4	5	<input checked="" type="radio"/> N/A
Overall Programming Rating	1	2	3	<input checked="" type="radio"/> 4	5	N/A

How would you improve this event?

Program was too long. Next year do it on a Thursday.





# Purchase Order Requisition

**SAMPLE**

**\*Purchases over \$1000**

ORDER NO. \_\_\_\_\_

DEPT NO. \_\_\_\_\_

VENDOR NO. \_\_\_\_\_

REQ.NO. \_\_\_\_\_

PURCHASE ORDER REQUISITION  
ADELPHI UNIVERSITY

**\*Attach invoice  
! flyer \***

Suggested Source of Supply:

Date:

Vendor Name: <b>Silver Screen Design</b>			Ship to: Adelphi Univ/Your Name: <b>ABC club/Jen McCabe</b>		
Location Address: <b>324 Wells St.</b>			Building/Room/Dept.: <b>CSI/UC 110</b>		
City: <b>Greenfield</b>	State: <b>MA</b>	Zip: <b>01301</b>	Location Address:		
Phone #: <b>800-593-4052</b>		Fax #: _____	Check One: Purchase Order should be:		
Account No.:		Delivery Required	Mailed _____ Faxed _____ or		
Do Not Send to Vendor (DNSTV)					

Instructions: Type, print or write clearly. Send original (BLUE) to Purchasing Dept. and retain duplicate (WHITE) for your files.

Quantity	Description	Unit Price	Total
150	medium, Gilden T-shirts (white) with custom imprint in gold on front/back	\$4	\$600
125	large, Gilden T-shirts (white) with custom imprint in gold on front/back	\$4	\$500
			\$1100

Authorized Signature: \_\_\_\_\_

Extension: \_\_\_\_\_

**If over \$2000, you need 1 bid**

Comments and/or Instructions:

**If over \$5000, you need 2 bids**



# Advance Check Requisition

**SAMPLE**

**\*No more than \$500**

**ADELPHI UNIVERSITY  
Check ADVANCE Requisition**

(Note: Not to be used for Travel Reimbursement) Date: \_\_\_\_\_

Check Payee: James Rice ID # \*SSN

Telephone/Extension (Check must be picked up in person with photo id): 917-555-5555

Reason for Disbursement (attach back-up): groceries for event on 1/24/09

Travel Date (back-up must show dates): Start \_\_\_\_\_ End \_\_\_\_\_

Date needed by (No more than 7 days prior to travel date): 1/16/09

Special Remarks: \_\_\_\_\_

Account Number	Amount
	\$ <b>100</b>
	\$
	\$
<b>Total</b>	\$ <b>100</b>

**For Accounts Payable Use Only**

Reviewed for:

- Authorization
- Documentation
- Business Purpose
- Coding
- Math Accuracy

By: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

All Cash Advances must be accounted for within date specified on release form and in accordance to Adelphi University Policy.

Voucher#

Advance Request/DTE/12/15/2008

**\*You WILL NOT get reimbursed for TAX!!!**

# Hold Harmless Agreement

SAMPLE

\* For any individual who is providing a free service to Adelphi University during an event.

## HOLD HARMLESS AGREEMENT

(name of individual providing service)

I, Jimmy Mac, shall indemnify and shall save harmless Adelphi University, its Board of Trustees, officers, servants, agents, and employees from and against any and all liability, loss, cost, expense or damage, (including, but not limited to, reasonable counsel fees for Adelphi University, as well as claims for legal fees to be paid by Adelphi University for counsel for any person or party), and from and against any and all suits, claims and demands of every kind and nature, by or on behalf of any person, the estate or heirs of any person, firm, association or corporation including punitive damages, arising out of or based upon any accident, injury or damage however occurring, which may happen on or about Adelphi University's premises. Such liability shall not be limited to the insurance coverage herein provided.

SIGNATURE: Jimmy Mac

ADDRESS: 956 Winner Ln

City, NY 54321

DATE: \_\_\_\_\_

EVENT: It's easy as 1, 2, 3...

PURPOSE: Educational Program about alphabet

DATE OF EVENT/ENGAGEMENT: 1/23/09

holdharm.7/04



# Transportation Request Form

**SAMPLE**

ADELPHI UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY & TRANSPORTATION  
TRANSPORTATION REQUEST FORM

REQUESTED BY: James Roe DATE SUBMITTED: \_\_\_\_\_

DEPARTMENT: CSI/ABC Club EXT: 3603 FAX: 3659

DESTINATION: Mineola High School  
(Directions must be provided)

DEPARTURE DATE: 2/10/09 TIME: 3pm LOCATION: \_\_\_\_\_

RETURN DATE: 2/10/09 TIME: 7pm LOCATION: \_\_\_\_\_

NUMBER OF PASSENGERS: 20 Provide a passenger list for the driver.

Name of Person Responsible during trip: Club Advisor /Chaperone

COMMENTS: Club President Name /Number /E-mail

PUBLIC SAFETY DRIVER REQUIRED: YES  NO \_\_\_\_\_ (unless advisor is certified)

\*ANY TOLLS, PARKING FEES, OR GAS MUST BE PAID BY REQUESTING DEPARTMENT

Van Rental Fee (\$50.00 per vehicle (up to 15 pass.)) \$ \_\_\_\_\_

Bus Rental Fee (\$100.00) (between 30-40 pass.) \$ \_\_\_\_\_

\* Toll, Parking, Gas Fees \$ \_\_\_\_\_

Driver cost (if applicable):

Hours worked \_\_\_\_\_

Cost per Hour \_\_\_\_\_ \$ \_\_\_\_\_  
(cost varies per driver)

Meal Allowance \$10.00 \$ \_\_\_\_\_  
(Applicable when working over 8 hours)

Total Cost \$ \_\_\_\_\_

Account Number to be charged: \_\_\_\_\_

Department Authorized Signature: \_\_\_\_\_

Business Affairs Authorized Signature: \_\_\_\_\_

Account to be credited: 1-1913-4551

\*IF PROVIDING YOUR OWN DRIVER:

- Contact Office of Business Affairs Extension 3240  
(License must be approved and copy on file)
- Submit Transportation Request Form to the Director of Public Safety for approval.  
(Levermore Hall, Lower Level)

\*\*\*\*\*  
For Office Use Only: DRIVER(S): \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Authorization Form to Booth: \_\_\_\_\_ Date: \_\_\_\_\_



# Prize/Award Receipt

**SAMPLE**

## ADELPHI UNIVERSITY PRIZE/AWARD RECEIPT

DATE: \_\_\_\_\_

RECIPIENT'S INFORMATION

NAME Paul Walker \*Winner

SOCIAL SECURITY NO. (of winner)

ADDRESS Permanent address

PHONE NO. (of winner)

TO BE COMPLETED BY ISSUING DEPARTMENT

EVENT: It's easy as 1,2,3...

COLLEGE PURPOSE OF EVENT: Raffle

PRIZE/AWARD: Dictionary

CASH VALUE OF PRIZE/AWARD: \$ 23.99

According to IRS regulations, "If the prize or award you receive is goods or services, you must include the fair market value of the goods or services in your income". Therefore a Form 1099-misc. will be issued to you at year end. Your signature below acknowledges the terms of the prize received as described above.

\* of receipt \*

Signature

Date

# Event/Entertainment Contract

\*To be completed by  
DJ/Band

SAMPLE

Adelphi University  
EVENT/ENTERTAINMENT CONTRACT

(Read carefully)

No section of the contract may be altered in any way without the prior written consent of the Vice President of Finance and Treasurer.  
Payment for work performed will not be issued unless this contract has been signed and the work done to the satisfaction of the University.

of DJ/  
Band

Name: DJ FIZZ  
Address: 123 Anywhere Rd, Town, NY 12345  
Social Security Number or Federal ID Number: (required): of DJ  
Date of Event: 1/23/09  
Time Event is scheduled to begin: 7pm (please arrive at 6:30pm)  
Time Event is scheduled to end: 10pm  
Nature of Event/Entertainment Services: (describe in detail)  
It's easy as 1, 2, 3...

Amount Due: \$300

Additional Terms and Conditions

- I do hereby and forever discharge and agree to hold harmless Adelphi University, its trustees, officers and employees from and against all claims, demands, suits, awards and judgements for any and all injuries and/or damages to my person or to my property which may result from work performed under this contract. I fully realize and accept the risks and dangers to my person and my property (including, but not limited to, my performance equipment, vehicles and other personal property) involved in performing under this contract. Furthermore, I am fully aware that I am not covered under any accident and/or health insurance plan or any other insurance of Adelphi University.
- I agree that a maximum of 2 persons (including myself) will be permitted on the Adelphi University Campus. The names, addresses and telephone numbers of the individuals must be submitted with this contract. Photo ID's will be required of each individual. No additional assistants, handlers, drivers or substitutes will be admitted to campus. Each individual must sign a waiver form and said form must be attached to this contract.
- I agree to abide by the University's Drug-Free and Alcohol policy.
  - I agree that I will not bring, nor allow my assistants to bring, any alcohol in any form, or any illegal drugs. I agree to allow my person, equipment and vehicle to be searched by the University's Office of Public Safety if requested.
  - I agree that I will not consume, nor allow my assistants to consume any alcohol or illegal drugs prior to, during or after this contracted event while on University property.
  - I acknowledge that I have received a copy of this policy and have read it.
- I have read the Common Law Factors listed on the back of this form that determines whether a worker is an independent Contractor or an employee. I affirm that I am an Independent Contractor and, therefore, I am not rendering the services described above as an employee of the University.

I, the undersigned have read, understand, and agree to the above terms and conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Witness: \_\_\_\_\_





# Travel Expense Report

**SAMPLE**

**ADELPHI UNIVERSITY  
TRAVEL EXPENSE REPORT**

Page \_\_\_\_\_ of \_\_\_\_\_

Please read instructions on the back of this form

Name \_\_\_\_\_ ID# student id # / SS # Phone # \_\_\_\_\_  
 Title student organization Department CSI Building UC Room 110  
 Function attended Conference / event Location where it was held  
 Business Purpose, Remarks, and/or Details: \_\_\_\_\_

Attach all original receipts, conference brochure, if applicable, and other documentation supporting business purpose

Date	Day 1 (1/9/08)	Day 2 (1/10/08)	Day 3 (1/11/08)	Day 4 (1/12/08)	Day 5 (1/13/08)		Total
------	----------------	-----------------	-----------------	-----------------	-----------------	--	-------

Maximum of \$50 per day for meals

Meals: Breakfast	amount spent	amount spent	amount spent	amount spent	amount spent		total amount spent
Lunch	amount spent	amount spent	amount spent	amount spent	amount spent		total amount spent
Dinner	amount spent	amount spent	amount spent	amount spent	amount spent		total amount spent
<b>Total Meals</b>	total amount spent	total amount spent	total amount spent	total amount spent	total amount spent		total amount spent
Lodging	N/A	N/A	N/A	N/A	N/A		N/A
Phone	N/A	N/A	N/A	N/A	N/A		N/A
Parking	N/A	N/A	N/A	N/A	N/A		N/A
Tolls	N/A	N/A	N/A	N/A	N/A		N/A
Other							
<b>Daily total</b>	total amount spent	total amount spent	total amount spent	total amount spent	total amount spent		grand total

**TRANSPORTATION\***

Date	Type (T, R, P, C)	Travel Points List Name of Organization, Street Address and City	Mileage	Rate	Amount
of service		To: exact location of pick up From: exact location of drop off	N/A	N/A	total amount
		To: From:			
		To: From:			
		To: From:			
		To: From:			
		To: From:			
<b>Total</b>					

*Transportation Types T - Taxi R - Railroad P - Public Transportation C - Personal car U - University car	<b>MAILING INSTRUCTIONS</b> Pick up <input type="text"/> pick one Campus Mail <input type="text"/> pick one Home <input type="text"/> pick one	<b>Total Expenses</b> Less: University advance <b>Refund to University</b> <b>Reimbursement Requested</b>	Grand total Total amount of cash advance Grand total - University advance equals <small>depends on total and if spent more than \$50 a day if spent more than university advance without going over \$50 a day</small>
--	---	--	---

I hereby certify that the above statement is true and the expenses incurred were related to university business.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_ of signature \_\_\_\_\_

Although the Controller's office has final approval, it is the responsibility of the supervisor approving the Travel Expense Report to ensure that all expenses submitted for reimbursement are reasonable and relate to official University business

<b>FOR CONTROLLER'S OFFICE USE ONLY</b>
Reviewed by: _____
Date: _____
Voucher # _____

CSI Director  
\_\_\_\_\_  
Supervisor's Approval

club account number advance check was taken out under  
\_\_\_\_\_  
Account to be charged



# Cash Collection Function Sheet

SAMPLE



## Cash Collection Function Sheet

Program Name Alphabet Soup Date 2/5/09  
Sponsoring Organization ABC Club  
Contact Name Mary Doe Contact Phone # 631-555-5555  
Open Doors at 11am Close Doors at 3pm  
Start Bank at \$ 50 Remake Bank at \_\_\_\_\_

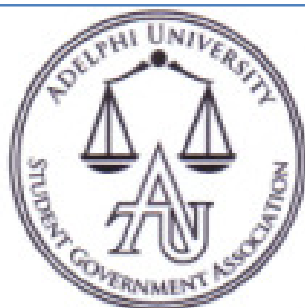
TOTAL REVENUE \$ 160  
CASH (minus start bank) \$ 50  
DIFFERENCE \$ 110

We, the undersigned have observed the counting of revenue earned at the above-mentioned event and confirm that the amount listed above is correct.

_____ CSI Representative (print)	_____ Sign	_____ Date
_____ Organization Rep. (print)	_____ Sign	_____ Date
_____ Cash Collector (print)	_____ Sign	_____ Date

# S.G.A. Photocopy Form

SAMPLE



## Photocopy Form

**Must attach CSI approved flyer**

All copies will be available to be picked up in your organization mailbox.

NAME OF ORGANIZATION: ABC Club DATE: 9/1/10

CONTACT PERSON: John Doe

CONTACT PHONE NUMBER: 516-555-5555

CONTACT E-MAIL: Abc.club@adelphi.edu

NUMBER OF COPIES: 100

(Limit 100 flyers per event)

PAPER: Check the box and number of copies you want of that color.

WHITE: # \_\_\_\_\_  BLUE: # 20  GREEN: # 20  RED: # \_\_\_\_\_

PURPLE: # \_\_\_\_\_  PINK: # 20  YELLOW: # 20  ORANGE: # 20

*Please note that it takes at least 24 hours to complete most requests.*

Ruth S. Harley University Center, Room 110 PHONE: 516.877.3603 CONTACT E-MAIL: [csi@adelphi.edu](mailto:csi@adelphi.edu)

***Section V.***  
***University Policies***



# Code of Ethics

---

## *Preamble*

We, the trustees, faculty, administrators, staff, and students of Adelphi University affirm our commitment to this Code of Ethics and to conducting ourselves in ways that promote mutual trust as well as public confidence in the University. We are individually responsible to each other for exhibiting in our own actions the highest ethical standards and for avoiding any impropriety or appearance of improper behavior that might reflect negatively upon our community. We value highly the mutual support that assists us in behaving in ways that are ethically exemplary. In complex situations, ethical principles may be in conflict with each other—both may be legal and moral—and the chosen course of action may be difficult to determine. Thus, we at Adelphi openly discuss ethical matters, make ethical choices without prejudice, and show appreciation for ethical behavior. We seek to promote adherence to the codes of conduct included in University policies, as well as to those of the professional organizations to which our members belong, so that the University will be better able to achieve its educational mission.

The Adelphi community aspires to be a model of ethical behavior and to achieve its vision by educating graduates known for their exemplary ethics, character and citizenship. Each member of the community is responsible for conducting him or herself in accordance with this Code of Ethics and all other applicable university policies while engaged in university activities. This Code of Ethics is merely a codification of existing rights and obligations contained within other University documents; it is not intended to create any new rights and obligations on the part of faculty, administration, staff, and students of the University.

## *Core Values and Principles*

The identity of Adelphi University as an institution of higher education is rooted in a set of core values from which flow broad principles that provide general guidelines for acting ethically in the often ambiguous realities of daily life. The standards of conduct articulated in University policies reflect the application of these core values and principles.

The PURSUIT OF KNOWLEDGE is a core value which is central to the mission of the university. The members of the university community strive to advance intellectual and creative inquiry and use the work of others responsibly in this endeavor. The university is committed to the maintenance and protection of academic freedom and freedom of speech which are essential to the pursuit of knowledge.

The core value of PERSONAL INTEGRITY requires that all members of the university community act honestly and responsibly, holding ourselves accountable to others for our actions.

The core value of MUTUAL RESPECT is essential to achieving a sense of community at Adelphi that values all equally. This sense of community is attained by treating others with courtesy, acceptance and respect and through responsible stewardship of the university's heritage, property and resources.

The core value of JUSTICE requires that every member of the University accept responsibility, locally within the Adelphi community, in the neighborhoods that surround us, and globally, for the just treatment of others and the natural world.

## *Relationships*

The members of the Adelphi community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment of any sort is not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflect bias. In relationships where there is unequal power, such as those between faculty and their students, the person in the position of authority is

obligated to avoid potential conflicts of interest, abuse of power, sexual or romantic relationships, or exploitation of any type of those they supervise, teach, coach or advise.

### ***Financial Transactions***

All financial matters, including cash receipts, contracts, purchase orders and reimbursements for travel and entertainment expenses are transacted according to policies that have been established so that the University upholds the laws and the principles underlying them. Grants and contracts are subject to University review to assure that funds are expended in compliance with all applicable statutory and regulatory requirements. Competitive bidding, for example, is required for all purchases of goods and services over \$1,000, and costs must meet the basic guidelines of allowability, reasonableness, allocability and be net of all applicable credits.

### ***Use of University Resources***

University services, staff time, supplies, equipment and travel budgets are used solely for University-related business and not for the personal advantage of an individual.

### ***Impact on the Environment***

Adelphi seeks to protect the natural environment by appropriately using and recycling resources and by avoiding conditions that may result in creating environmental hazards.

### ***Electronic Communication***

Information systems are used in accordance with all laws and are not used for commercial purposes or non-University, personal or solicitous activities. Computer programs, electronic mail, voice mail and electronic files are presumed to be private and confidential unless misuse is suspected. Loopholes in security systems should not be used to damage information systems obtain extra resources or gain access to systems without authorization.

### ***Reporting an Alleged Violation***

All trustees, faculty, administrators, staff and students have an obligation to bring suspected violations to the attention of appropriate supervisory personnel in a responsible manner. Generally the first person to be informed should be either one's immediate supervisor in the case of employees, or the director of the University office concerned. In those instances in which the immediate supervisor is involved in the alleged violation, the report should be made to the person at the next highest supervisory level. The process for reporting suspected violations of specific policies, such as sexual harassment, is usually explained as part of the policy itself.

The Office of Internal Audit should be contacted in instances of financial irregularity. Complaints about financial matters, such as accounting, internal accounting controls and audits, and about other matters relating to the conduct of business, such as relationships with vendors and government officials, may be submitted confidentially and/or anonymously.

The Adelphi community expects that those who report violations in good faith and in an appropriate manner, whether or not further investigation substantiates the claim, will be free from retaliation in any form. The identity of complainants will be protected, within legal limits, and those who retaliate against them will be disciplined.

### ***Enforcing Ethical Standards***

All reported violations will be investigated promptly in accordance with procedures detailed in the relevant policy identified in the documents listed below. Those accused are not assumed to be responsible for the reported behavior until the appropriate process has reached a conclusion. Fundamental fairness is accorded to all individuals.

### ***Refraining from Abuse of This Code***

No one will falsely report misconduct of any sort by another individual for the purpose of discrediting or otherwise harming the reputation of that individual. Any complainant guilty of such abuse will be subject to disciplinary action.

## **Hazing Policy**

---

This policy is deemed to be part of the by-laws of all organizations operating on the Adelphi University campus. Each organization has the responsibility to review, annually, such by-laws with individuals affiliated with such organizations.

### ***Hazing Regulations***

Adelphi University opposes hazing (inappropriate or unlawful activity conducted for the purpose of initiation into an organization) in any form by any person or group associated with this University. In recognition of the enactment of Chapter 676 of the Laws of 1980 which amends Section 6450 of the Education Law to prohibit dangerous activity conducted for the purpose of initiation into an affiliation with any organization, the Board of Trustees reaffirms as University policy its opposition to hazing by adoption of the following Rules and the Regulations hereunder:

1. No student, faculty, or staff member, visitor, licensee, invitee, or group or organization of such persons on the Campus of Adelphi University at Garden City, New York, and on any other University property used for educational purposes (collectively called Campus), shall engage in any action or situation which, among other things, recklessly or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purpose of initiation or entering into an affiliation of any group or organization (to be referred to as the Anti-Hazing Rule).
2. It shall be a condition of any University approval or the continuation of approval for the operation of any group or organization on the Campus that the Anti-Hazing Rule shall be deemed included in the Charter and By-laws of all groups or organizations now, or hereafter, operating on the Campus. A statement acknowledging the inclusion of such prohibited conduct in its Charter and By-laws shall be filed with the Director of the Center for Student Involvement by all groups or organizations operating on the Campus, with respect to presently approved organizations operating on the Campus, such statement shall be filed within 30 days of the first publication of this Anti-Hazing Rule in the Campus Notices and the Delphian, and thereafter within the first 30 days of the commencement of each academic year. A failure to comply with the filing of such statement shall result in the denial of University approval and the right to operate on the Campus of such group or organization, or the rescision of any prior approval and right to operate on the Campus, as the case may be.
3. In addition to any penalty prescribed by the New York Penal Law, the penalty for violation of this Anti-Hazing shall be as follows:
  - a. For individual students, faculty, or staff members, violation may result in suspension, expulsion, or other disciplinary action.
  - b. For visitors, licensees, or invitees, violations will result in ejection from the Campus.
  - c. For any group or organization, the violation will result in the rescision of any previously issued permission to operate on the Campus or the refusal of permission to operate on the Campus, as the case may be.
  - d. The disciplinary procedures leading to the penalty for violation of this Anti-Hazing Rule shall be those continued in the Campus Rule regulating the maintenance of public order on Campus adopted by the University on June 17, 1969 (to be referred to as the Regulation of Public Order on Campus Rule).

### *Definition of Hazing*

Hazing is defined as any action or conduct, on or off the campus, with or without consent which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation or ridicule or which willfully destroys or removes public or private property, for the purpose of initiation, admission or affiliation with or as a condition for continued membership, in any organization, team or other group whether recognized by the University or not.

Such activities and conduct include, but are not limited to, compelling an individual to engage in any illegal activity; forced consumption of alcohol, drugs or any substance; creation of excessive fatigue; physical and/or psychological trauma; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games, activities and events; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other similar activities or conduct which are not consistent with University regulations and policies.

## Discrimination and Harassment Policy

---

Adelphi University is committed to extending equal opportunity in employment, admission, educational policy and programs, student financial assistance, all University administered activities, and programs to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national/ethnic origin, physical disability, or status as a disabled or Vietnam-era veteran.

In addition to meeting fully its obligations of non discrimination under federal and state laws, Adelphi University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, acceptance, civility, and mutual respect for the rights and sensibilities of each individual, regardless of differences in economic status, ethnic background, political views, or other personal characteristics and beliefs. In support of this commitment, it is the moral responsibility and the pledge of the University to protect all those under its care from any form of discrimination or harassment.

Acts of harassment, threats, vandalism, and violence are in themselves serious and morally objectionable, but when combined with overtones of discrimination and prejudice, they become even more offensive and reprehensible. Such acts as telephone or written harassment, physical violence, as well as the use of graffiti and other damage to property are considered crimes by the New York State Penal Code and thereby punishable by prison and/or fines.

Students encountering any form of discrimination or harassment should report these matters immediately to the Dean of Student Affairs. This office is prepared to address all inquiries as well as allegations of discrimination and harassment and will assist students to take appropriate follow-up action.



CENTER FOR STUDENT INVOLVEMENT

University Center, Room 110

1 South Avenue

Garden City, NY 11530

516-877-3603

[www.adelphi.edu/csi](http://www.adelphi.edu/csi)