



## Student Club & Organization Advisor Handbook 2011-2012



A guide to advising student groups with programming, member relations, organizational structuring and group development.

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MarymountManhattan  
a college of the liberal arts

## *Welcome to the Office of Student Development & Activities!*

Thank you for volunteering to be a club advisor at Marymount Manhattan College! Your time and efforts are truly appreciated as we strive to provide a more holistic education for the students of the College. Clubs and organizations provide a way for students to develop leadership skills that they will use in their careers no matter what field they choose.

To that end, the Office of Student Development & Activities has put together this handbook in order to help guide you as you provide support and resources for the student groups. In it, you will find all the processes and procedures you need to know in order for your group to remain active at MMC as well as expectations you should have of your group, our office and the College.

If after reading this, you have any questions or concerns, please visit the Office of Student Development & Activities and speak with a member of our staff. The staff is available to help advisors with any issues or concerns for their club or organization.

## **Our Mission Statement**

The Office of Student Development & Activities is dedicated to supporting the educational mission of Marymount Manhattan College by providing students with a sense of community through meaningful interaction outside the classroom. This allows students to connect with peers, faculty and staff members of the College throughout their experience. We are committed to helping students explore the opportunities available to them at the College and New York City through social, cultural, leadership and recreational experiences. Our mission is grounded on the premise that every student is a leader capable of making a difference within MMC and beyond.

# Introduction to Advising

## Importance of the Advisor

All recognized student organizations are required to have a member of the Marymount Manhattan College faculty or staff serve as advisor to the group at all times. Advisors play a key role in the development and prosperity of student organizations by providing guidance, support and continuity. The Office of Student Development & Activities, the advisor and the student organization form a partnership that contributes to the overall success of recognized clubs and organizations on campus.

## Why Get Involved?

Student activities have a major impact on the overall education of students. Such activities perform many functions that complement classroom learning and facilitate student development. These factors include the following:

- Developing relationships between faculty and students
- Complementing and reinforcing classroom learning
- Teaching self-discipline, initiative, self-direction, and responsibility.
- Allowing the student to apply concepts in a real-life setting.
- Acting as an area for testing beliefs, values, attitudes and morals.
- Allowing the students to solidify his/her identity through contact with diverse and conflicting viewpoints.
- Improving leadership and communication skills.
- Teaching the student how to work effectively with a group.
- Promoting closer contact to faculty, staff, and other influential role models
- Channeling anxiety and excess energy into enjoyable and productive pursuits
- Teaching and promoting hobbies, sports, and other leisure pursuits at nominal cost.
- Providing support groups for students with common needs and interests.
- Motivating students to strive for and maintain academic excellence (i.e. honor societies, departmental organizations)
- Broadening the perspectives of the students involved due to contact with a variety of different personalities.
- Encouraging diversity and an understanding of different cultures
- Exploring social issues facing the organization.

Participation in student activities is an important aspect of education. Research clearly indicates that students who find college fulfilling and rewarding are more likely to persist toward reaching their educational goals. Student activities are central to the mission of higher education and help students in reaching their goals.

## Policies pertaining to Performing Arts Clubs and Organizations

1. **Purchasing Rights** – Clubs and Organizations wishing to purchase the performance rights to any material requiring such action must submit a request to the Coordinator of Student Activities with the following pieces of information included:

**Title of the material in question**

**Dates of the intended performance**

**Location: Space must be reserved before rights can be purchased**

**Intended Cost of Admission**

**Name of Stage Manager for the production**

2. **Participation**

- Auditions must be open and accessible to all Marymount Manhattan College students
- Admission to performances must be open to all members of the MMC community.
- Membership in any Student Development & Activities recognized organization must be open to all Marymount Manhattan College students.
- Participation in any and all productions must be approved by SDA staff for all students involved (actors, producers, directors, writers, etc.)

3. **Casting/Crew/Production & Direction Staff**

- A list of all students involved in every aspect of the production must be submitted to the office of Student Development & Activities for final approval before any and all public announcements have been made.
- List may be submitted separately according to production schedule (e.g. submitting proposed director, stage crew & production staff lists prior to cast lists) but still must adhere to the policy above.
- SDA Staff will notify student organizations regarding approval status of all lists.

4. **Raised Funds**

All monies generated from admission or sale of items related to performance must be deposited with the Student Development & Activities office in accordance with the **Fundraising Policy**.

## MMC's Flyer/Poster Policy

The following is required for flyer approval:

1. The Club or Organizations Secretary must provide the Office of Student Affairs with an original copy of the flyer/poster.
2. The copy will be reviewed and approved by a Student Affairs staff member.
3. Students should not bring more than one copy of a flyer for approval. Staff will manually stamp and sign the flyer making it ready for copying.
4. Should the club request copies, students must use the copier located in the Student Affairs Office located on the 8th floor of the Main Building.
5. All flyers must be in good taste, according to college policies. Flyers should not be offensive to any members of the MMC community. Student Development & Activities staff have final review on the appropriateness of all club and organization flyers/posters.
6. All flyers **must have the club's name and contact information** prominently displayed.
7. Flyers can be posted only on approved bulletin boards throughout the college.
8. All flyers and posters **MUST BE REMOVED** from the boards immediately following the event.
9. For additional policies, please see the Student Handbook.

## Student Development & Activities

### Advising Philosophy

The advisors primary roles are to educate, advocate and coach. Educators make involvement a learning experience. Advocates provide a link between students and University administration. Coaches provide guidance and support. Advisors have the authority to intervene when an organization is breaking federal or local law, College policies or the organization's own constitution, however, organization members assume responsibility for their decisions and actions. Advisors do not dictate or determine the mission, or programs of the organization.

#### Attributes of a Good Advisor

<b>Aware</b>	Know what is happening with the group at all times – problems, concerns, dates of functions, etc. Can provide continuity and knowledge of the group's history to new officers.
<b>Dedicated</b>	Always willing to assist the organization when necessary. Enjoy being associated with the group; is very involved.
<b>Visible</b>	Attends meetings, social functions, and other special activities of the group when possible.
<b>Informed</b>	Is familiar with the rules, policies, and regulations of the College and of the organization's constitution and by-laws, and is prepared to render assistance with their interpretation.
<b>Supportive</b>	Provides encouragement and praise to group members. Can be a source of support in times of crisis.
<b>Open-Minded</b>	Is willing to consider new ideas and approaches, although he/she may not completely agree with them.
<b>Respected</b>	Earns respect by being trustworthy and honest, and by demonstrating a genuine interest in the group's welfare.

## ***Criteria for Useful Feedback***

Feedback: A corrective mechanism to relay information to a learner for his/her own benefit.

1. It is descriptive rather than evaluative.
2. It is specific rather than general.
3. It takes into account the needs of both the receiver and the giver of feedback.
4. It is directed towards behavior, which the receiver can do something about.
5. It is solicited, rather than imposed.
6. It is well timed.
7. It is checked to ensure clear communication.
8. It is checked with others to ensure accuracy when delivered in a group.

David E. Stoddart: Oklahoma State

ACUHO-I Presentation

## ***Additional Policies***

### **Alcoholic Beverages**

Alcohol is prohibited at all student-sponsored events and at all events to which students are invited. Exceptions to the latter may be made on a limited basis at the discretion of the Associate to the President for Operations.

Alcohol is only permitted at events to which students are not invited. All attendees must provide appropriate identification in order to be served alcohol. Only a trained bartender, contracted from Aramark Corporation, may serve alcohol. At no time may a member of the Marymount Manhattan College Community serve alcohol to others. Any violation of this policy will be subject to investigation by the College, which could result in the dismissal of the violator(s).

### **Web Pages**

- The Office of Student Development & Activities reserves the right to monitor content of student organizations' web pages and request removal of material which does not conform to College policy.
- Organizations must adhere to the Marymount Manhattan College's Technology Policy.
- Organization WebPages will be linked from Student Development & Activities webpage.
- Organization must maintain current and accurate information on their webpage.

### **Visual Identity Guidelines (for student organizations)**

#### **What you can do**

- Use the official College logos (the MMC apparel, nameplate, and circle logos) *only* if you follow the College's style guidelines when using them. Please refer to the College's style guidelines for terms of use.
- Use any color, font or fabric when using the College's name on a T-shirt, flyer, or other merchandise as long as it bears no resemblance to any of the official College logos.

#### **What you can't do**

- Use the word Marymount independently of Manhattan and vice versa when referring to the College.
- Create a logo or seal for your student club that incorporates the College's name in the design; you can, however, place the College's name near your logo or seal.
- Use a low-res version of the official logos. Do not cut and paste the logo from the Web or anywhere else. You must use a high-resolution version of the logo, which will be provided by Student Affairs.

### **Process for approval**

Contact a member of the Student Development & Activities staff.

### **Copyright Regulations**

The Federal Copyright Act makes it unlawful to show a film in public without explicit permission of the film's copyright owner. Renting or purchasing cassettes/DVDs at a local video store or elsewhere gives the consumer the right to view the film, but not in public. The Copyright Act defines "public" in this context as "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

# Deposit Memo

**To:** Manal Meseha, Administration and Finance  
**From:** Demetria Jennings, Student Development & Activities  
**CC:** File  
**Date:**

**Re:** Club Fundraising Deposit

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

Event/Activity/Fundraiser: \_\_\_\_\_

Amount: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Please deposit these funds into exchange # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**\*For multiple check deposits, please indicate by including the name on the check and dollar amount**

Additional Information

SAMPLE

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
SDA Staff Signature

Thank you.

## The Role of a Student Group Advisor

Every recognized student club and organization at Marymount Manhattan College must have an active advisor. The advisor must be a Marymount Manhattan College faculty or staff member. The following describes the role of the advisor. Any questions regarding the position should be made to the Office of Student Activities. In order for a group to maintain their status as a recognized organization, they must continue to have an advisor at all times.

### I. Advising

- Assist group members in the development of a Mission Statement including goals for the organization.
- Provide support and serve as a resource for the group throughout the entire academic year.
- Advise group officers on the Marymount Manhattan College policies for recognized student groups.
- Assist group in election of officers and support group through the officer transition.
- Assist group members in the development of a yearly calendar of events.

### II. Budgeting

- Assist the group in the development of a budget.
- Approve all budget requests prior to submission to the Student Government Association.

### III. Involvement

- Attend organizational events (a must if they don't occur during business hours) and periodic meetings.
- Act as a liaison to the Office of Student Activities; assist group in membership development.
- Sign off on all recognition, renewal, space, budget and cash requests.

### IV. Advisor's Responsibility to the College

- Work with students to help them plan programs that are beneficial to the MMC community and consistent with the educational objectives of the College. (The advisor does not have the responsibility for directing an organization's programs and activities.)
- Explain or clarify any issues related to college policy to the executive officers and/or membership.
- Express disapproval of a decision when it violates a stated objective, the by-laws, codes, standing rules, or college policy and notify SDA staff if the group tries to move forward without the advisors approval.
- Have a copy of all official correspondence, constitutions and bylaws.
- Serve as liaison between group and MMC departments.
- Be familiar with college facilities, services, and procedures that affect group activities.
- Monitor procedures the organizations must follow when handling their funds and make recommendations when appropriate.
- Uphold and enforce policies of the institution when serving as event/program advisor

## Academic Eligibility for Club Officers

Only students in good academic standing are eligible to hold or run for election or appointed office in any organization or activity associated with the College.

The Office of Student Development & Activities, in support of College policy, monitors the academic progress of student officers of clubs and organizations.

- All organization officers must maintain a cumulative grade point average of 2.5 or better.
- All organization members must be in good academic and disciplinary standing with MMC.

In some cases a student organization may choose to require higher academic standards for its officers or members through its constitution (GPA requirements may not be lower than the 2.5 minimum). The Office of Student Development & Activities is only responsible for monitoring the requirements listed above.

## Risk Management, Liability, and Insurance

An important responsibility to the College is to make every effort to keep student activities safe for participants through good risk management practices.

Risk Management is the process of protecting an organization from accidental financial loss. It is really a common sense methodology to:

1. Analyze the planned event for potential hazards and problems
2. Take steps to manage the perils
3. If a mishap still occurs, try to control the loss
4. Recover from the incident as promptly and as efficiently as possible.

## Liability Insurance

Liability coverage protects those persons (above) and activities that are approved by MMC's office of Student Development & Activities. There are two requirements for this coverage: (1) The individual must be acting within the scope of employment or performing duties assigned and (2) The negligent act must not be a willful disregard of safety or wrongful (illegal) act. Illegal acts include sexual misconduct or harassment, offering alcohol to minors, the use of drugs, and the submission of fraudulent bills for reimbursement. Liability coverage includes the preparation of a defense by the State's Attorney General, the settlement of claim, and court charges.

Often, private firms or government agencies will incorporate clauses in contracts that attempt to release them from all liability for their actions relating to the contract. These are often referred to as "hold harmless or indemnification" clauses. In many cases these terms can be negotiated with alternative language or be removed altogether.

Also, remember that only certain administrators at the College have authority to sign contracts or agreements on behalf of Marymount Manhattan College. If you are being asked to sign any document please bring it to the attention of the Director of Student Development & Activities.

*Fundraising Policy cont.*

## Appropriate Fundraising Objectives

1. Fundraising for future programs.
2. Charitable or not-for profit donations: Recognized student organization raising money for charitable or non-for-profit organizations must obtain a receipt of contribution, which is to be submitted to the Office of Student Development & Activities.
3. Dues for affiliate organizations: Recognized student organizations, which are affiliated with national organizations that require payment of dues as part of membership, may hold fundraising events to raise money for membership dues.

## Paid admissions to events/activities

Admission fees are permissible only to the extent that they are needed to support the legitimate activities of the organization concerned (see above). However, no one should be turned away because of inability to pay. This must be explicitly stated in any advertising or promotions for the event/activity in question.

## Cash and Receipts

### Cash

All revenue received by the student organization during events must be deposited with the Demetria Jennings in the Office of Student Development & Activities using the 'Deposit Memo' form (see next page). Revenue will be deposited into the organization's exchange account.

### Receipts

All original receipts must be turned in to the appropriate office depending on the process. Receipts must have totals circled in ink pen and then affixed to a blank piece of paper.



## ***Fundraising Policy and Procedure***

The following policy exists to provide recognized student organizations with the ability to fundraise during programs and events, which are open to the College community and conducted on property owned and/or controlled by Marymount Manhattan College. Failure to abide by the policy may result in the loss of fundraising privileges and/or college recognition.

Items that may be offered for sale or re-sale by student organizations during authorized campus activities and programs are limited to the following:

- Non-alcoholic beverages.
- Properly prepared food items (which do not require refrigeration or heating) and commercially prepared food items.
- Organizational promotional items with the name and/or logo of the organization or event (i.e., tee shirts, mugs, posters, etc.).
- Flowers, greeting cards, arts/crafts, and other items, which are consistent with the nature of the event and deemed appropriate by the Office of Student Activities.
- Items used for raffles.

Merchandise and activities, which are prohibited include, but are not limited to, the following:

- Sale of goods and services by an individual student for individual profit.
- Sale of food and beverage other than previously stipulated.
- Re-sale of used clothing, furnishings, appliances, etc.
- Alcoholic beverages, except as provided for in the College's policies regarding alcoholic beverages. (Please refer to "Policy on Alcoholic Beverages and Illegal Drugs").

### **Procedures for Fundraising**

- The student organization advisor with a member of the sponsoring student organization must collect all funds and submit them to the Office of Student Activities. The OSA shall be responsible for depositing funds into the organization's exchange account. The OSA will retain receipts for all deposits. Copies of receipts shall be placed in the student organization file.
- If the organization is sponsoring an off-campus vendor, a vendor's contract must be completed between the student organization and the vendor and submitted to the OSA. The student organization should receive at least 15% of all funds collected by the vendor for their fund raising effort. A member of the student organization must be present with the vendor at all times during the event.
- If applicable, a letter of acknowledgement from the organization receiving the funds must be submitted to the Office of Student Activities.

### **Prohibited Fundraising Activities**

- No recognized student organization shall open an outside bank account in the name of the student organization.
- No individual member of a recognized student organization shall hold onto student organization money, which includes petty cash.

## **Club and Organization Operational Information**

### **Privileges and Benefits of Club and Organization Membership:**

All clubs and organizations recognized by the Student Government Association or affiliated with the office of Student Development & Activities are entitled to:

- Partake in LEAD workshops to enhance leadership skills
- Advising by the Office of Student Development & Activities
- The opportunity to apply for funding through SGA
- Use of select college facilities
- A webpage on the MMC website
- An MMC email address
- A mailbox in the Student Organization Suite
- Use of the Club and Organization computer in the Student Organization Suite
- Phone and fax services for club-related business
- Copies for club-related documents
- Utilize Student Organization Suite space for organization related business

### **Annual Club Registration and Membership Roster**

All active clubs and organizations must turn in a Renewal Application form with the Office of Student Development & Activities to be considered active in the fall semester. The Club and Organization Application (*Appendix A*) can be turned in as early as February; deadlines for submission vary based upon the organizations status in the preceding semester. Every Club and Organization Application must be filled out in its entirety in order to be considered and must be accompanied by a completed membership roster. Incomplete applications will not be accepted and failure to submit this paperwork in a timely fashion will result in your organization becoming inactive.

**\*Inactive status shall result in the organization's loss of access to its SGA funding and other services and privileges granted to active clubs.**

### **Recognition Process: In Brief (Full version available in Club/Org Handbook)**

#### **I. Renewal-**

- Officer elections must be completed by the end of March
- Renewal application due by the first business day of April including new officers and a current roster
- Clubs and Organizations that miss the Renewal deadline may be deemed inactive until further notice

#### **II. Reactivation-** Clubs and Organizations that have been inactive for more than one semester

- In order to reactivate, a club and organization must be in good disciplinary standing with the Office of Student Development & Activities.
- Deadline for Reactivation is one month after the first day of each academic semester (Fall/Spring). Club and Organization Applications for reactivation submitted after this date will be considered for the following semester.

#### **III. New Club and Organization**

- Club and Organization Applications must be submitted by one month after the first day of each semester. Applications for new clubs or organizations submitted after this date will be considered for the following semester.
- Meet with Student Development & Activities Staff to determine readiness of organization for active status.



## Maintaining Active Status

The term “active status” refers to a club or organization’s access to the privileges afforded to it by affiliation with the Office of Student Development & Activities and the Student Government Association

- All clubs and organizations must hold **at least one activity per semester** in order to remain active.
- All groups must be represented at the three leadership trainings (**Fall, Spring and Transitional**).
- Adhere to the policies of the Office of Student Development & Activities

## Attending Leadership Retreats/Trainings

The Office of Student Development & Activities holds three leadership retreats per year to train executive officers and member on a variety of topics ranging from event planning, conflict resolution, effective communication and organizational leadership, to name a few.

- Representation by each group is mandatory at all training sessions
- The SDA staff will specify which members/officers will most benefit from each training date

Fall Training: Geared towards executive officers

Spring Training: Geared towards general members and executive officers

Transitional Training: Geared only towards outgoing and incoming executive officers

## Advisement

All student groups must be advised by a member of the MMC faculty or staff.. It may benefit the group, but is not required, if the advisor has familiarity with the content of the organizations mission.

## Cash Advance Request Form

Please fill this form in its **entirety**. Submitting an incomplete form will delay your request. Attach additional sheets if necessary.

### Organization Information

Organization:	
Member Submitting Request:	
Telephone:	
Email:	
Signature:	
Advisor Name:	
Advisor Email:	
Signature:	

### Event Information

Name:	
Date:	
Time:	

Please circle one: Cash Advance      Reimbursement

Please circle one: Application      Exchange Account (Fundraised)

Amount Requested: \_\_\_\_\_ Funds Needed By: \_\_\_\_\_

**Clubs and organizations will be notified when funds are ready for pick-up via email.**

All receipts must be returned to the SGA Treasurer no more than **two business days** after the date of your event. Failing to do so will affect future requests.

### For Office Use Only

Date Form Received: \_\_\_\_\_ Account number: \_\_\_\_\_

Date Funds Issued: \_\_\_\_\_ Funds Received by: \_\_\_\_\_

Date Receipts Returned: \_\_\_\_\_ *Student Signature*  
Amount Spent: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Event 3

Title:	Annual event?
Date:	Location:
Time:	Expected Attendance:
Cosponsor (if any):	
Description of Event:	

### Expenses

Item	Description	Amount
Entertainment		
Food		
Publicity		
Rentals/Tech/Facilities		
Other		
Admission Fee (if any)		
<b>Total Expenses</b>		

### Event 4

Title:	Annual event?
Date:	
Time:	Expected Attendance:
Cosponsor (if any):	
Description of Event:	

### Expenses

Item	Description	Amount
Entertainment		
Food		
Publicity		
Rentals/Tech/Facilities		
Other		
Admission Fee (if any)		
<b>Total Expenses</b>		

**TOTAL AMOUNT REQUESTED FOR SEMESTER**                      \$ \_\_\_\_\_

Please return this form by deadline.

#### For Office Use Only

Amount Approved: \$ \_\_\_\_\_ Request Denied: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## How Students Form a Club or Organization

Clubs and organizations provide services to students and plan a host of activities during the academic year. MMC clubs and organizations are formed based on a variety of reasons. We encourage students to form new clubs or organizations when existing groups do not fit their particular needs. Any student can form a group by picking up an application at the Office of Student Development & Activities and speaking with a staff member. To obtain recognition, a club or organization may not discriminate on the basis of age, gender, gender expression, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran, or marital status. Clubs and organizations must remain open to any and all matriculated students of MMC.

Below are some basic steps students should take in order to form and organize a group:

**STEP 1:** The interested party must find out if the club or organization is already in existence. If it exists or has existed in the past, there will be a constitution, membership records and other information that will ease the work. *(In order not to duplicate efforts, clubs and organizations with similar missions and goals will not be allowed.)*

**STEP 2:** If the group has existed in the past, then a **Reactivation Form** should be completed. The form can be obtained in the Office of Student Development & Activities.

**STEP 3:** In order to form a new group\*, students will need to complete a **Club and Organization Application Packet**. The packet can be obtained in the Office of Student Development & Activities on the eighth floor of the Main building or in the Student Organization Suite, room 302 in the Main Building. In order to complete the packet, students will need:

- An Executive Board (Must be academically in good standing with a **2.5 GPA minimum**)
- A membership list of at least 10 matriculated (degree-seeking) students
- A mission statement/statement of purpose
- A constitution
- A staff or faculty advisor

**STEP 4:** Once students have completed the Reactivation Form or the Application Packet, they must submit it to the Student Development & Activities Staff. The Student Development & Activities Staff will then review the information for completeness. *Students may be required to meet with the staff in person if more information is needed.*

**STEP 5:** The Student Development & Activities Staff will submit completed Reactivation Forms and Application Packets to the Student Government Association (SGA). **SGA will notify the group of the results within a week after receipt of the packets via MMC email.**

\*Deadline for applying for new club activation is one month after the first day of classes each semester.



# MarymountManhattan

a college of the liberal arts

## Club and Organization Application 2010-2011

- ☐ **Club Renewal Application** (Club retained active status in preceding semester and is eligible for continued active status)
- ☐ **Club Reactivation Application** (Club was not active in preceding semester.)
- ☐ **New Club Application** (A club of this nature does not exist and has not existed in the past)

Club Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
MMC Club Email: \_\_\_\_\_

\*\*\* All blanks must be filled in accordingly. Application will not be accepted unless completed in its entirety\*\*\*

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Phone#: \_\_\_\_\_ Phone#: \_\_\_\_\_

MMC Email: \_\_\_\_\_ MMC Email: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Phone#: \_\_\_\_\_ Phone#: \_\_\_\_\_

MMC Email: \_\_\_\_\_ MMC Email: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Student ID #: \_\_\_\_\_

If there are additional officers, please attach a separate sheet with pertinent information.

Advisor: \_\_\_\_\_

Phone#: \_\_\_\_\_

MMC Email: \_\_\_\_\_

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

President

Advisor

Please attach a current copy of the following items:

- Membership List (10 Minimum; should include **full name, student ID and email address**)

Please note: Executive Board must be in good academic and disciplinary standing with a 2.5 GPA minimum.

FOR OFFICE USE ONLY	
<input type="checkbox"/> <b>Accepted</b>	<input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Incomplete</b>
Reviewed by the Office of Student Development & Activities:	
Signature: _____	Date: _____
If denied, reason: _____	
Signature: _____	Date: _____

## Student Government Association Allocation Request Form

Instructions: Please fill this form in completely. Attach additional sheets as necessary.

### Organization Information

Organization:	
Treasurer:	
Email:	Advisor Name:
Signature:	Advisor Signature:

### Event 1

Title:	Annual event?
Date:	Location:
Time:	Expected Attendance:
Cosponsor (if any):	
Description of Event:	

### Expenses

Item	Description	Amount
Entertainment		
Food		
Publicity		
Rentals/Tech/Facilities		
Other		
Admission Fee (if any)		
<b>Total Expenses</b>		

### Event 2

Title:	Annual event?
Date:	Location:
Time:	Expected Attendance:
Cosponsor (if any):	
Description of Event:	

### Expenses

Item	Description	Amount
Entertainment		
Food		
Publicity		
Rentals/Tech/Facilities		
Other		
Admission Fee (if any)		
<b>Total Expenses</b>		

If the vendor does not have his/her own contract, students should contact the Student Development & Activities staff, so that one can be created. Please keep in mind that **no student or advisor is allowed to sign off on contracts and no contract should be under a student's or advisor's name.**

Once the requisition is complete, students should submit it to the Student Development & Activities staff, along with the invoice. Requisitions must be submitted ***at least two weeks in advance*** of the event.

Checks may take up to **one business week** in order to be processed. Please make sure students complete the steps early so checks will be ready for distribution when they need them.

If the event is more than \$100:

- i. Students should speak to the Student Development & Activities Staff with a breakdown of the expenditures. If a certain element requires cash, see instructions above.
- ii. Students will need to complete a Purchase Requisition Form for each expenditure that requires a College check. Requisition forms can be filled out with the assistance of the SGA Treasurer.
- iii. In order to complete the requisition form students will need to bring in an invoice or contract from the vendor. If the vendor has never been
- iv. Invoices may be obtained by contacting the vendor and requesting them. Students can have them faxed to Student Development & Activities at 212-774-0758, but be sure that *the organization's name* is listed on the invoice along with the student's contact information. Faxed invoices will be placed in the club mailbox in the Student Organization Suite.
- v. If the vendor does not have his/her own contract, students should contact the Student Development & Activities staff, so that one can be created. Please keep in mind that no student or advisor is allowed to sign off on contracts and no contract should be under a student's or advisor's name.
- vi. Once the requisition is complete, students should submit it to the Student Development & Activities staff, along with the invoice. Requisitions must be submitted ***at least two weeks in advance*** of the event.
- vii. Checks may take up to **one business week** in order to be processed. Please make sure students complete the steps early so checks will be ready for distribution when they need them.

*\*Please note that whenever you are spending money on behalf of your club or organization, students must use a tax-exempt form. This will prevent students from being charged tax. Tax-exempt forms will be included with their cash advance or may be obtained through the Office of Student Development & Activities.*

At least 10 members must be degree-seeking full-time or part-time students at MMC for the 2010-2011 academic year. Attach additional sheets, if necessary.

[illegible]

\*Your Student ID number can be found on your MMC school ID card.      \*\*This will be the email used to contact club members by the SDA

As an advisor to a campus organization you will undoubtedly face the challenge of helping students plan and implement activities. The events may range from a simple get-together for the membership to a major production. Whatever the size and scope of the activity, helping students follow the steps outlined below will ensure that they complete the essential phases of program development and presentation.

### 1. Assess Campus and Organizational Needs and Interests

Through group discussions, informal or even formal surveys, and other means, students should find out what the target audience (e.g., the campus, your members) wants and how the organization can provide it. Basing programs on facts about people's interests, rather than on intuition, hunches, traditions, or purely personal preferences, will greatly increase the chances for success in programming.

### 2. Choose a Program

This is obvious enough, but in choosing a program, students should focus on its goals and how the program relates to the group's larger goals and purposes. (If it doesn't relate much, why do it?)

### 3. Notify the Advisor

Students should keep you abreast of all meetings and activities sponsored by the group. If you cannot regularly attend your organization's meetings, let the officers inform you of logistics so you can attend the group's functions. Students should give you plenty of notice and inform you of the process as you may be able to offer assistance.

### 4. Meet with the Office of Student Activities

The Office of Student Activities can assist your group in planning the event. Resources can be provided to ensure that all the proper policies and procedures are being followed. Also, additional ideas can be offered to assist with program planning.

### 5. Plan and Budget for Event

Identify resources available for the event, including: funding within the organization; possible co-sponsors (on- and off-campus); people who can help find speakers, entertainment, and supplies, and most likely locations for the event. Then, finalize the structure of the planning committee, and responsibilities should be delegated with clear communication and follow-up.

### 6. Schedule Time(s) and Location(s)

Students should be sure to check the academic calendar in order to avoid holidays and scheduling conflicts with other groups or College programs. Programs and events **must be completed** by the **Programming Deadline**. The Programming Deadline is the last day in which student groups may host any activities on or off-campus. The dates will be set as *the day prior to the beginning of finals each semester* as defined by the Academic Calendar of the College.

## How Student Organizations Receive Funding

All clubs and organizations recognized through the Office of Student Development & Activities are welcome to apply for a budget from the Student Government Association. Funds can only be used for events and programs officially sanctioned by the Office of Student Development & Activities and must be open to all MMC students. For group specific events, we encourage groups to fundraise. Each club/organization must have one (1) activity per semester in order to remain an active organization.

### 1. Students should complete a "Student Government Association Allocation Request" form.

This form can be found in the Office of Student Development & Activities located on the 8<sup>th</sup> Floor of the Main Building or in the Student Organization Suite, Room 302 in the Main Building. In order to complete the form, students will need to create a budget. If they need assistance in figuring out how to create a budget, please have them see the Student Development & Activities Staff.

### 2. Submit the "Request for Funds" form.

All requests for funds must be received by the deadline. Students groups are required to submit the form *by the deadline determined by the Student Government Association* (typically two weeks prior to the end of the semester). The completed form should be dropped off in the SGA Treasurer mailbox in the Student Organization Suite, Room 302 of the Main Building. **Incomplete request forms will not be considered.**

### 3. Receive notification of your funding request.

The Student Government Association will notify your organization via email of the amount that has been allocated for the group. They can be approved for the total amount requested, a portion of the amount, or they may be denied.

### 4. Complete the appropriate expense form.

Clubs and organizations may spend their funding as needed for programs and events.

If the event is less than \$100:

- i. Students should complete the Cash Advance Request Form. The form can be found in the Office of Student Development & Activities. Make sure you sign the form as the advisor.
- ii. The Cash Advance Request Form should be submitted to the SGA Treasurer in the Student Organization Suite ***at least one week before the cash is needed.*** Availability of cash is not guaranteed as it is a limited resource.
- iii. Member listed on the form will be notified via email when the monies are ready. (only this member may retrieve the funds requested).
- iv. Upon completion of purchases, the member responsible for the cash must return receipts and change, if any, to the SGA Treasurer ***within two business days of the event.***

paid by the college, they will also need to request a W-9 form. *Make sure contracts are under the name of the College.* Consult SGA Treasurer for information on this process.

Invoices may be obtained by contacting the vendor and requesting them. Students can have them faxed to Student Development & Activities at 212-774-0758, but be sure that *the organization's name* is listed on the invoice along with the student's contact information. Faxed invoices will be placed in the club mailbox in the Student Organization Suite.

## *Available Facilities for Student Organizations*

**The Black and White Lobbies** – Both the first and second Black and White lobbies can be reserved for some kinds of programming. Traffic through the areas is high, so it's a great place to set up a table for fundraising or publicity. Formal programs in the Black and White lobbies can be difficult, because chairs cannot be set up in the lobbies since they create a fire hazard.

**Regina Peruggi Room** – The Regina Peruggi Room, the small room on the second floor of the Main Building above the Black and White lobbies, is a good space for small student events or programs that require a quieter environment. For example, the Regina Peruggi Room is a great place to have a speaker address the club or organization. The Office of Student Activities will not reserve the Regina Peruggi Room for any programs that are potentially destructive to the flooring and furnishings in the room. Thus, any group using the space must take extra care with the furniture and flooring. The Regina Peruggi Room comfortably seats about 70 people.

**Classrooms** – Classroom space at Marymount Manhattan College is difficult to obtain. During the week, most classrooms are completely filled with academic classes. It is sometimes possible, however, to reserve a classroom for club meetings, rehearsals, or other small events.

**The Great Hall** - The Great Hall is the largest dance studio at Marymount Manhattan. However, it is very difficult to schedule student events in the Great Hall because it is so often in use for Dance Department classes and performances, Theatre classes, and events hosted by other departments. The Great Hall can only be reserved through the Operations Director of Fine & Performing Arts (Ross Chappell, x765). If students are interested in this space, they should check with him as far in advance as possible. Students must strictly adhere to all the policies and procedures as established by the Division of Fine & Performing Arts and Marymount Manhattan College.

**Theresa Lang Theatre** - The Theresa Lang Theatre is the largest performance space at Marymount Manhattan. However, it is very difficult to schedule student events in the Theatre because it is so often in use for Theatre Department classes, Theatre Department and Dance Department performances, and a wide variety of other events hosted by the Communication Arts Department, Academic Affairs, Admissions, et al. The Theatre can only be reserved through the Operations Director of Fine & Performing Arts (Ross Chappell, x765). If students are interested in this space, they should check with him as far in advance as possible. Students must strictly adhere to all the policies and procedures as established by the Division of Fine & Performing Arts and Marymount Manhattan College.

**The Chapel**—The Chapel is located on the fourth floor of the Main Building and is a multi-denominational space. Events in the Chapel should be mindful of the purpose of the space. Small gatherings, worship, and quiet activities are appropriate in the Chapel.

**The Commons**—The Commons is located on the third floor of the Main Building - adjacent to The Lowerre Family Terrace and below the 4<sup>th</sup> Floor Café. The space is comprised of The Commons East and The Commons West. The Commons is a lounge area from 9am-5pm Monday through Friday. After 3:30pm, The Commons West is available for programming. After 8pm, the entire Commons is available for programming. Meetings, small performances and receptions are most appropriate for this space. A dance floor is available for performances and an eight-foot table is available for promotional use. Reserving The Commons East or The Commons West between the hours of 9am-5pm or on weekends requires the approval of the Coordinator of Promotional Sales and Event Operations and the Associate to the Executive Vice President.

**The Nugent Lounge**—The Nugent Lounge is located on the first floor of the Nugent Building and is a student lounge. Student activities and promotional tables for student groups are most appropriate in this space.

### *6. Cont.*

As you know, space at MMC is at a premium. Therefore, it is extremely important that students begin to look for a space for the event AT LEAST one month in advance. Pick the space that most fits the needs of the event.

#### **Room Request Process Until September 25, 2010\***

Students must fill out a **Room Request Form** completely *for any space they wish to reserve* and submit it to you for signature. (Note: For the Theater and Great Hall, additional forms are required.) After you have signed the form, students must submit it to the Director of Student Activities **at least two weeks prior to the event**. Room Request Forms can be found in the Office of Student Affairs. Students **CAN NOT** begin to plan events with a specific location in mind until they get a confirmation.

*\*After September 25, 2010 Transition to Online Event Reservation Process*

### **7. Make Arrangements for Special Services\***

Students should arrange set-up, technical, and security services as far in advance as possible. They may need to finalize specifics later, but begin making arrangements **at least two weeks in advance**. All audiovisual equipment must be checked out from the Shanahan Library Media Center. In most cases, a staff member must check out the equipment. There is a shortage of audiovisual equipment, especially microphones, speakers, and CD players, so students must plan EARLY. The equipment can be reserved in advance and can be picked up before the event. Clubs and/or their members will be held financially responsible for all audiovisual equipment, so THEY MUST TAKE CARE OF IT!

*\*After September 25, 2010 Transition to Online Event Reservation Process*

### **8. Vendors**

Sometimes your club may want to use a vendor for an event. A vendor is anyone who provides a service for money – persons who provide food, drinks, t-shirts, poster art, or even a DJ all qualify as vendors.

All clubs and student organizations must notify the Director of Student Activities when an outside vendor is being used for a function. When choosing a food vendor, we strongly recommend working with Aramark, as their prices are reasonable and the convenience of working in-house is important. Clubs **MAY NOT** confirm use of or payment to a vendor. This includes signing off on contracts. **Clubs must inform the Director of Student Activities when they are considering using a vendor, company, or store to provide services for an activity. All contracts need to be in the name of the Director of Student Activities, not a student.**

### **9. Alcohol Policy**

In accordance with campus policy, alcohol is no longer permissible at any club or organization sponsored event both on and off campus regardless of the use of non-organization affiliated funds. Violations of this policy will result in judicial sanctioning for both individuals and organizations involved in such actions

## 10. Publicity

Publicity is extremely important; it can make the difference between a well-attended program/event and a flop. Students should start publicizing an event early and go through several “rounds” of publicity to make sure the publicity is seen. Students should start early, be creative, and be relentless in publicizing the event. **Please have students follow the guidelines for posting as stated in the Student Handbook.**

## 11. Conduct a Final Review of the Program

Students should make sure everything is set during the week preceding the event, review members’ assignments for the day of the event, assign any work still needing to be done, and walk through the program step-by-step to try to anticipate any potential problems. Students should also confirm with services and performers their arrival times and related information.

## 12. Run the Event

Running the event should be the easiest step if students have planned well. On the day of the event, students should pick up checks if needed to pay performers or services before the Office of Student Affairs closes. Students should arrange for someone to meet the performers and anyone else providing a service for the event. They should also arrive early, and oversee the event from set-up through cleanup. It is the organization’s responsibility to clean up thoroughly after all events. If they do not, the group will not be allowed to have other events on campus.

## 13. Evaluate and Follow up on the Program

Here is something that is not done enough. Evaluations can help the planning of future events, and thank-you notes are essential for those who deserve them. Finally, students should be sure to account fully for all of your expenditures and income.

## Program Planning Checklist

\*4 week mark is ideal planning time for small to average events. Large scale events will require more planning time.

#	Activity	Timeline	Deadline	Check-up Date	Date Completed	Person in Charge	Comments
1	Develop Program Goals	*4 Weeks Prior					
2	Select date and time	4 Weeks Prior					
3	Develop Budget	4 Weeks Prior					
4	Request Facilities	4 Weeks Prior					
5	Discuss General Idea & Alternatives	3 Weeks Prior					
6	Delegate Responsibility	3 Weeks Prior					
7	Secure Performers	3 Weeks Prior					
8	Confirm Tech Requirements	3 Weeks Prior					
9	Confirm Room Set-Up	3 Weeks Prior					
10	Catering Arrangements	2 Weeks Prior					
13	Begin Publicity	2 Weeks Prior – week and day of					
14	Check-In	1 Week Prior					
15	Set-Up	Day of					
16	EVENT!						
17	Attendee Evaluation	During and after					
18	Submit Receipts	1-2 days after					
19	Send Thank You Notes	2 days after					
20	Planner Evaluation	1 week after					