



Student Club/Organization Manual

2010-2011

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<http://studentaffairs.stonybrook.edu/sac/index.shtml>

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INTRODUCTION

The purpose of the Club Manual is to assist all students, staff, and faculty with club registration, re-registration, event planning, and funding. The Office of Student Activities works in conjunction with all student clubs and organizations on campus.

The mission of the Office of Student Activities is to provide programs, resources, and guidance to student clubs and organizations. All services and guidelines are designed to further club and organization success.

Who's Who in Student Activities

Director of Student Activities: Oversees all Program Advisors and is assigned a cohort of clubs and organizations.

Assistant Director for Fraternity and Sorority Life: Oversees all Fraternity and Sorority life on campus; prepares workshops for new and current members.

Assistant Director of Student Activities: Manages the club registration process and is assigned a cohort of groups.

Program Advisor: Works closely with UNITE Cultural Center and is assigned a cohort of clubs and organizations.

Evening/Weekend Program Advisor: Manages “Red Hot After Hours” and advises a cohort of clubs and organizations.

Assistant Director for Student Media: Manages the radio station and is assigned a cohort of clubs and organizations.

Coordinator of Craft Center: Manages the craft center and is assigned a cohort of clubs and organizations.

Graduate Student Staff: These students are assigned to professional staff to assist with the office, workshops, event person, and advising groups.

Office Manager: Oversees the day to day operations of the office and supervises student staff.

Student Assistants: These students staff the front desk and assist the professional staff when needed.

CHAPTER 2: BENEFITS OF RECOGNITION

Club Categories

The Office of Student Activities has designed the following club categories to better advertise and search clubs and organizations.

Academic: base their mission and events around academic interests and events.

Advocacy: support a cause and are advocates to the organization.

Civic Engagement: conduct community service outreach programs/events for local, national, and international communities.

Cultural: celebrate and/or educate about a specific cultural community.

Fraternity/Sorority: single gender social organizations founded on a common purpose.

Governing Body: oversee a distinct population of students on campus.

Graduate: membership is geared for graduate students and the graduate majors.

Honor Society: affiliated with a departmental, national, or international honor society.

Performance: performs on/off campus. Performances can be theatrical, vocal, dance, athletic, spoken word and more.

Pre-Professional: designed for specific occupation that can also be affiliated with local, national, and international professional organizations.

Residential: based out of the residence halls.

Recreational Hobbies: groups that offer activities outside one's interest that encourages relaxation.

Media: offer participation in many forms of media such as: radio, newspaper, magazines, journalism, and on-line publishing.

Spiritual: celebrate and/or educate about beliefs and values.

Sports Clubs: fill the void between intramural sports activities and intercollegiate athletics. A sport club may be oriented toward competition, instructional, or recreational purposes.

Why Should I Register My Club or Organization?

Student clubs and organizations are encouraged to register with the Office of Student Activities each year for recognition, space approval, and directory listing.

Reason 1: Space on Campus

Registered clubs and organizations on campus are eligible to book the Student Activities Center (SAC), Stony Brook Union (SBU), Library, Wang Center, Recreation Fields, Residence Halls, Tabler, and Sports Complex.

Reason 2: Block Booking

Every May, registered clubs and organizations on campus can pre-book their upcoming year's meetings and event. This allows incoming executive boards to properly plan over the summer.

Reason 3: Pre-scheduling

Registered clubs and organizations can pre-schedule all major annual events one year in advance.

Reason 4: Candidates for funding

Whether you are an undergraduate or graduate group, you could be eligible to receive funding for your group's events. (See Chapter 5 for more details)

Reason 5: Faculty Advisor

All registered clubs and organizations must have a fulltime Stony Brook employee serve as their advisor. Your advisor could have a strong interest in the mission, or could be a past member of the organization. Your advisor will also assist with goal setting, program ideas, conflict resolution, and group growth.

Reason 6: Program Advisor

Your Program Advisor is assigned to work with your club/organization to plan events, reserve space for events, meetings, etc., assist with club registration and recognition, advise members of clubs/organizations on club matters, leadership opportunities, and so much more.

Reason 7: Opportunity to be featured in campus publications

You can appear in the Statesman, monthly newsletters; events can be added to the Student Life List Serv, and other media outlets.

Reason 8: Co-sponsorship opportunities

When holding large events, there is always an option to ask other registered clubs and organizations for their interest in assisting. The Office of Student Activities can provide a list of other organizations that are registered on campus.

How Do I Register My Club or Organization?

If you are a new club or organization on campus, these easy steps will guide you and your executives to approval status. Eligibility statement: If you are an undergraduate student club or organization, members of your executive board must be full time registered Stony Brook University Undergraduate students. Graduate and part time students cannot hold executive board positions. In order to be eligible to maintain an executive board office, one must be in good judicial and academic standing with the University.

Step 1: Discuss your idea with the Office of Student Activities

Create a mission statement that is unique to the student body's interest.

Step 2: On-Line Registration

Confirm your executive board members and faculty/staff advisor and then visit: <http://studentaffairs.stonybrook.edu/sac/registration.shtml>

Step 3: On-Line Workshop

Once the on-line registration form is completed and all the executive board members meet the University requirements, all will be invited to complete the on-line workshop.

Step 4: Official Paperwork

Turn in a copy of your club registration with original signatures and an electronic club/organization constitution to the Office of Student Activities.

Step 5: Meeting with Student Activities

You will be assigned a Program Advisor if approved.

Every spring through summer, the Office of Student Activities requires clubs and organizations to re-register their new executive board members and their faculty advisors.

Club and Organization Approval Definitions

Registered/Approved: A group that has submitted all the proper paperwork and the executive board meets the University requirements.

Pending: A group seeking recognition but they are missing paperwork.

Inactive: A group that has not been on campus for one academic year.

Defunct: A group that has not been active on campus for over one academic year. Once a group is defunct, in order to gain approval status they must complete the new club workshop.

CHAPTER 3: ON CAMPUS EVENTS

Step One: Idea for the Event

- ❖ Your club or organization comes up with an idea for an event!
- ❖ Figure out how this event relates to the mission of your club or organization.
- ❖ Choose one individual to serve as the event planner / main contact. Encourage all members to get involved on an event planning committee.
- ❖ Depending on the type of event, deadlines for paperwork and confirming space will vary:

Student Activities Event Levels

Level One: Meet with Program Advisor at least **8 weeks** in advance

- Celebrity Comedy Shows, Conferences, Large Block Parties, Concerts, Events held in the Sports Complex

Level Two: Meet with Program Advisor at least **6 weeks** in advance

- Formals, Fashion Shows, Carnivals, Step Shows, Parties, Off Campus Trips

Level Three: Meet with Program Advisor at least **3 weeks** in advance

- Comedy Shows, Variety Events, Lectures, Educational Programs

Level Four: Meet with Program Advisor at least **2 weeks** in advance

- Meetings

Levels can change based on the risk of the event.

Step Two: Space Reservation

- ❖ Complete the online room reservation for space in the SAC or the Stony Brook Union: <http://studentaffairs.stonybrook.edu/sac/docs/Student%20Room%20Request.pdf>
- ❖ Your program advisor will email your completed reservation to you within five business days.
- ❖ Please contact your Program Advisor to reserve space in the Library, Residence Halls, Recreation Fields, Tabler Arts Center, Wang Center, or Sports Complex. Feel free to ask your Program Advisor about other spaces as well.

Step Three: Meet with Program Advisor

- ❖ Set up a meeting with your Program Advisor after you receive your room confirmation to discuss details of your event.
- ❖ At the meeting, your program advisor will walk you through an Event Checklist. Come to the meeting prepared with the following information:
 - Budget
 - Food
 - Resources

- Ticketing
 - Contracts
 - Fundraising
 - Special Needs
- ❖ Your Program Advisor will assign deadlines to complete the event planning. Failure to meet your assigned deadlines can result in the cancellation or postponement of your event.

Step Four: Follow Up on the Event Details

- ❖ Complete the checklist given to you by your Program Advisor. You may need to visit other offices on campus in order to complete this paperwork. Don't leave it until the last minute!
- ❖ You can find the forms you need to complete your event checklist here:
http://studentaffairs.stonybrook.edu/sac/online_forms.shtml
- ❖ If your club is receiving funding, you will need to complete budget paperwork. Please refer to Chapter 5 for more details.
- ❖ Don't forget that planning an event is more than just paperwork with your Program Advisor. Try to remember things like: themes, decorations, invitations, registrations, etc.

Step Five: Advertise Your Event

- ❖ There are a variety of opportunities for advertisement of your events! Make sure that your club or organization name, the title of the event, date of event, and location are prominent on all advertising. For the posting policy, please refer to Chapter 4.
 - On Campus***
 - Flyers, Posters, Handouts, Poster boards, Student Media Groups (Newspapers, WUSB, SBU-TV, etc.)
 - Web Based***
 - Student Life Listserv & Calendar, Face book, Twitter, Your Club Website

Step Six: Hold Your Event

- ❖ Discuss responsibilities of each member prior to the event happening so everyone knows their role.
- ❖ Arrive early to ensure all details are correct, including room set up and audio/visual needs.
- ❖ Start on time! It's important to show your attendees that you care about their time! Any event that starts late must still end on time. Starting late may affect your club or organizations' ability to plan future events on campus.
- ❖ Be prepared for anything that may come your way! Discuss all scenarios with your club and with your Program Advisor prior to the event.

Step Seven: Evaluation

- ❖ Reconnect with your Program Advisor about your post event overview meeting. Discuss with them the things that went well and things you may need to change in order for the event to be a success the next time you hold it.
- ❖ Complete the online evaluation sent to you from the facility you held your event in.
- ❖ Please provide both positive and negative feedback.

CHAPTER 4: EVENT POLICIES

(listed in alphabetical order)

Facility Cancellation Policies

Student Activities Center & Stony Brook Union

All student club and organization events must be cancelled one week in advance in order to avoid cancellation fees. Any meeting spaces must be cancelled 48 hours in advance.

<http://studentaffairs.stonybrook.edu/forpolicies/policies/cancel.shtml>

Wang Center

All events must be cancelled 10 business days prior to the event date. A \$50 cancellation fee will apply if cancelled after the deadline.

<https://naples.cc.sunysb.edu/Pres/wangforms.nsf/policy>

Food Policy

Private Events

Events that are open only to members of your organization. No food permit needed.

Campus Community Events

Events that are open to the campus community (students, staff, faculty, and alumni) and invited guests only. Food permit is needed if using an off campus caterer.

Public Events

Events that are open to the public. Suffolk County food permit needed if using an off campus caterer; there is a cost involved for this permit. Suffolk County food permits take 21 days to obtain and cost money. Information regarding food permit policies:

www.stonybrook.edu/facilities/ehs/ih/food.shtml

Fundraising Policy

All fundraisers must be approved by the Office of Student Activities. Fundraising request forms must be submitted to your Program Advisor at least two weeks in advance.

www.stonybrook.edu/vpadmin/policy/policies.shtml?ID=700

Guest Policy

A guest policy needs to be established for all ticketed events.

<http://studentaffairs.stonybrook.edu/forpolicies/policies/guests.shtml#list>

Media Permit, Photography & Videography Policy

Any time an event is being photographed or video recorded, special permission or a media permit will need to be issued.

<http://studentaffairs.stonybrook.edu/forpolicies/policies/media.shtml>

Posting Policy

General Posting Policies

- Flyers and posters should only be posted on designated bulletin boards. Flyers and posters are not to be attached in any way to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees.
- Information printed in any language other than English must include an English translation.
- Credit card advertisements will not be approved.
- Posters must be in good taste and non discriminatory.
- No advertisements for solicitation of alcohol will be approved. Student group advertisement should NOT promote or display alcohol.
- Advertisements that violate any guidelines will be removed at the organizations' expense. Please educate your club membership about these guidelines. Posting Policy infractions can result in loss of posting privileges for the individual, the organization, or both.
- Campus organizations are responsible for removal and disposal of material at the conclusion of their event.
- Chalking or writing on any University surface with chalk, other than a chalk board, is not permitted and can be considered vandalism.

Student Activities Center & Stony Brook Union Policies

- A total of 12 flyers or posters can be posted in the Student Activities Center (6 total) and the Stony Brook Union (6 total). These advertisements must be approved by the Office of Student Activities.
- Date, time, and location must be confirmed prior to approval.
- Items may be posted for up to two weeks, or until the day after the listed event, whichever comes first.
- Notices posted over valid posters or in non-designated areas will be removed.
- Only one poster per bulletin board is allowed. Flyer size is not to exceed 11" x 17".

Other Facilities

- Anything posted in a residence hall must be approved by the Quad Office. You may also contact the Division of Campus Residences at 631-632-6750.
- Table tents are permitted in dining areas. Table tents will be limited to one per table and require approval.

SAC & SBU Facilities Policies

Rehearsal Space

Student Organizations may only pre-book one rehearsal space for the week of the event. Additional rehearsal space can be booked two weeks out.

Set Up

All details regarding room set up and A/V needs need to be submitted at least one week in advance of the event.

For additional SAC & SBU Facilities policies please refer to the following web page:

<http://studentaffairs.stonybrook.edu/forpolicies/policies/ads.shtml>

Security Policy

The University Police Department will make all final decisions regarding security plans for large, high profile events and parties held on campus. All ticketed events must contract USG Events Management.

<http://studentaffairs.stonybrook.edu/forpolicies/policies/security.shtml>

Weather Related Policies

Rain Call Policy

A rain call for any outdoor event will be made by noon the day before the program. Rain calls for all events scheduled on Saturday or Sunday will be made by noon on Friday. All rain calls are final – events cannot return to their original location. If a decision is made to keep the event outdoors, the event may be cancelled depending on weather conditions.

Severe Weather Policy

In the event that the University cancels classes and events due to severe weather conditions, the Office of Student Activities will help you find space in order to reschedule your event.

Risk Management for Student Activities

Risk Management is defined as "the process of advising organizations of the potential and perceived risks involved in their activities." It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. We need Risk Management and we must apply principles of risk management at every management level for the purpose of:

- identifying and evaluating risks;
- avoiding or eliminating them where practical and
- minimizing, controlling or contractually transferring them to others where possible

Retain those risks that can be self-assumed from current funds without seriously affecting the financial condition of the organization, if this is the most economically practical means of meeting such obligations.

Colleges and Universities deal with many risks on their campuses. It is important for colleges and Universities to:

- Know what the risks are.
- Know how to manage risk.
- Know how much risk you want to be responsible for. Try to manage as little risk as possible and transfer the risk.
- Have a plan in place to manage risk.

Importance of Insurance

Insurance is very important. You must require proof of insurance from the other party/vendor. It is important to:

- Make sure that they can make good on their promise to pay damages and make you whole.
- If the other party has no assets or becomes insolvent, they will not have the means to honor their contract.
- Obtain Certificates of Insurance to prove that they have the required coverage.
- Understand Risk Management and related Stony Brook University policies.
- When listed additional insured it should always read: State of New York, the State University of New York and SUNY Stony Brook. This provides you with insurance coverage under their policy so you do not have to use your own insurance.

Preventive Techniques to Manage Risk

- University Counsel
- Ombuds Office
- Human Resources/Diversity
- CR- Advocate
- Disability Support Services
- Our ability to prevent and predict

CHAPTER 5: OFF CAMPUS EVENTS

Off campus trips are any event, service project, or trip that occurs off campus. All off campus trips meetings need to be with your Program Advisor three weeks in advance.

Step One: Meet with your Program Advisor

- Fill out the front page of the Off Campus Trip Form
- If you are driving your car, submit a copy of your driver's license
- Review the itinerary for the trip and submit any bus or ticket contracts

Step Two: Signing up for the event

- If you are selling tickets, students can go to the Box Office
- If the event is free, choose a location to sign up
- Obtain a contact number for the student, an emergency contact, and their SB ID
- Only Stony Brook University students can attend off campus trips

Step Three: Day of the event

- Greet the bus driver and obtain their contact information and review the itinerary for the day
- Greet the students and verify the name on the list to the person in front of you
- Ask the students if they will be returning with the bus

Step Four: Returning Campus

- Meet the bus fifteen minutes early
- Check the students in as they return
- If a student is missing, contact them

Conduct on trips: Any off campus trip is a representation of Stony Brook University; therefore the behavior of the student reflects the image of the University and your club or organization. The Student Conduct Code is applicable at these events. The club or organization is responsible for the action of its members and any liability with the actions of the members. All students are to be drug and alcohol free during the off campus trip.

Please contact University Police immediately of any incidents, injuries or illness that require hospitalization (631-632-3333).

CHAPTER 6: FUNDING

All Undergraduate students at Stony Brook University pay a student activities fee each semester which funds all the USG funded clubs and organizations. Graduate Students pay a Graduate Student Activity fee which funds Graduate Clubs/Organizations on campus.

USG Line – An undergraduate group is eligible to propose a budget to the USG if they are recognized by the Office of Student Activities and the membership is not exclusive.

GSO – This option is available to all Graduate student clubs and organizations that are recognized by the Office of Student Activities.

Dues – These are fees collected by clubs and organizations for league fees, national recognition, registrations... You can visit SAC 200 for more details on this account process.

Any undergraduate clubs and organizations that are seeking or are funded by the USG line visit: <http://sbusg.org/laws/constitution-and-by-laws/>

Any graduate clubs and organizations that are seeking or are funded by GSO visit: www.sbgso.org

CHAPTER 7: CAMPUS RESOURCES

Student Activities Center (SAC)

USG Accounting Office	Room 229	631-632-6476
Campus Recreation	Room 217	631-632-7168
Commuter Student Services	Room 220	631-632-7353
Dean of Students Suite	Room 222	631-632-7320
Facilities Operations	Room 220	631-632-4591
SAC Gallery	Room 164	631-632-7320
Undergraduate Student Government	Room 202	631-632-6834

Stony Brook Union (SBU)

Center for Prevention & Outreach	Room 216	631-632-9666
Club Alley	Lower Level	
Craft Center	Room 049	631-632-6822
Student Media Office	Room 266	631-632-6828
Studio 97 Unisex Hair Salon	Room 043	631-632- 6432
UNITI Cultural Center	Room 135	631-632-7741
Wo/Mens & Gender Resource Center	Room 216	631-632-9666

Melville Library

Academic Advising	E2360	631-632-7082
Career Center	W0550	631-632-6810
International Academic Programs	E5340	631-632-7030
FedEx Kinkos	E0320	631-632-1831
Orientation and Family Programs	W3519	631-632-6710
Undergraduate Colleges	N3071	631-632-4378