

# Student Involvement Leadership Club Manual



State University of New York  
College of Environmental Science and Forestry

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## Welcome and Introduction

Dear Student Officers:

Welcome to another exciting year at SUNY-ESF! You are taking a huge leap to being involved in campus life by leading a student organization. As you may know, it is a big responsibility that takes a high level of energy, commitment, and time on your part. In an effort to assist you in creating and sustaining a successful student organization, this manual has been developed to help you succeed! We hope it will prove to be very well utilized and useful. It will be very beneficial for you to become familiar with the policies, procedures, and helpful resources that have been compiled in this manual. Please take time to read through it and refer to it through the academic year.



The year is sure to be set with both challenges and rewards. As we are sure you realize, student organizations are an important part of the college experience. We, in the Student Involvement and Leadership Office as part of the Office of Student Affairs, recognize and support your learning, development, and growth as a student leader.

College learning experiences are enriched by active participation in student organizations. These groups provide a framework for ESF students to develop special talents and interests as well as provide benefit to the College community.

We hope you continue to stay involved at ESF and we look very forward to working with you and your organization to enhance our vision, mission, community, and excellence!

With warm thoughts,

A handwritten signature in cursive script that reads "Laura D. Crandall".

Laura D. Crandall  
Director of Student Involvement and Leadership  
Office of Student Affairs

## Student Involvement and Leadership

### Mission, Vision, and Goals

#### **Mission:**

*The Student Involvement and Leadership Office serves to support and promote the development of the whole student through co-curricular involvement, community building, and leadership development.*

#### **Vision:**

The Student Involvement and Leadership Office seeks to enrich and empower the students of SUNY-ESF to become active and successful citizens of the world.

#### **Goals:**

- Provide inclusive social, cultural, and educational opportunities for all students on campus through a variety of involvement opportunities including workshops, trainings, educational sessions, student-led programming, and recognition opportunities.
- Provide consulting, advising, and leadership opportunities for student association, student organizations, faculty and staff advisors, and other students and colleagues of ESF.
- In collaboration with other Student Affairs offices, provide educational, social, and recreational activities to promote balance, wellness, and healthy lifestyles to help students increase their productivity in the classroom and their overall satisfaction with the college experience.
- Cultivate a welcoming, inclusive, and respectful climate for all students and their families.
- Offer on-campus and off-campus events for students, faculty, staff, and families that recognize and celebrate the achievements of students and the ESF campus.

## What is a Club at ESF?

Inherent in the relationship between the College and organized student groups is the understanding that the purpose and activities of such groups are consistent with the mission and formal organization of ESF. Failure to comply with the guidelines outlined in this manual will result in these privileges being revoked. A club is a group of students who share a common interest and have gone through the formal approval process. Only current clubs have the privilege to use facilities and are granted the privileges provided through the USA and Student Involvement and Leadership. Clubs should be formed for the purpose of social, educational, and leadership development. Clubs share in the enhancement of a student's personal and professional growth. Each club must be registered with the College and have agreed to abide by the regulations of the Student Code of Student Conduct, the USA Constitution, and the policies and procedures of SUNY-ESF. ESF recognizes that student organizations not only enhance campus life but also provide an opportunity for students to fulfill a variety of interests and leadership roles. With your dedication and planning, this will be a successful experience for your club members. Planning is the key to making it all happen.

Yearly plans should include club participation in four general categories:

**1. Student Officer Training:**

Regular and special programs should be held that are designed to better acquaint members with the academic areas and administrative areas of ESF with which help the success of your organization.

**2. Campus Service Projects:**

These should be projects that will contribute to the quality of campus life for students and other members of the college community as well as the quality of life for the citizens of the greater Syracuse community and beyond.

**3. Social Activities:**

Associated with your regular meetings and/or approved sponsored events which must be in line with ESF policies and procedures.

**4. USA Involvement:**

Your organization should be in regular, consistent contact with USA including attending USA meetings, finance board hearings, and treasurer roundtables. This will give your organization more visibility on campus and let the student body know what your organization is doing.

## Club Rights, Responsibilities, and Requirements

### Club Rights

As a recognized, approved student organization, you are given the rights to have access to the following services:

1. Use of the College name, SUNY-ESF, in connection with club activities.
2. Use of College rooms, buildings, facilities, and equipment (subject to proper scheduling procedures and prior needs of the College).
3. Use of the Office of Communications including flyers, electronic advertising, and social media.
4. Use of the services of the Office of Student Involvement and Leadership, including assistance in planning, facilitation, and evaluation of activities and programs.
5. Sponsorship of fundraising activities for club activities in accordance with College regulations.

### Responsibilities of Student Organizations

1. To manage and facilitate activities in accordance with the organization (club) constitution, Undergraduate Student Association constitution, USA Finance Codes, College regulations, and all local, state, and federal laws.
2. To conduct business and fiscal operations in accordance with College policies. Accurate minutes of all meetings will be produced, circulated, and filed. A yearly Annual Report and annual budget will be produced, approved, and expended.
3. To work cooperatively with the organization advisor and the Student Involvement and Leadership Office in conducting operations and activities. This includes updating any information supplied to the Student Involvement and Leadership Office such as changes in the constitution, officers, and membership requirements.
4. To be aware of the special role the organization enjoys as a part of the academic community of the College of Environmental Science and Forestry and to act accordingly in the best interests of the organization members, the College, and the community.

### Administrative Responsibilities of Approved Organizations:

- All approved organizations shall conduct elections **prior** to the deadline of the Annual Report as set by the Student Involvement and Leadership Office.
- All officers of approved organizations must maintain a cumulative and semester GPA of at least 2.2 (President = 2.5) and not be on academic or disciplinary probation at the end of the semester preceding elections.
- All approved organizations shall submit an Annual Report to the Undergraduate Student Association and the Student Involvement and Leadership Office that includes:
  - ✓ A roster of officers including accurate addresses, phone numbers, and e-mail addresses. This information shall be updated as necessary.
  - ✓ An itemized inventory and condition report of all equipment owned or purchased by the organization using Undergraduate Student Association funds (items must exceed \$10 to be included in report).
  - ✓ A final budget from the current year and proposed itemized budget for the upcoming year.
  - ✓ Name, title, and phone number of faculty/staff advisor.
- All approved organizations must have representation at the Leadership (LEAD) Training sponsored by the Student Involvement and Leadership Office.
- **Must attend at least FIVE Undergraduate Student Association meetings per semester.**
- New organizations seeking funding (after waiting a full calendar year) must receive the approval of two-thirds vote of the elected members of the Undergraduate Student Association. An application for approval must include:
  - 1) A statement of the mission and expected contributions the organization will make to the campus community.
  - 2) A statement of the proposed activities of the organization.
  - 3) A proposed budget spending plan.
  - 4) A constitution and bylaws of the organization.
- Organizations must be approved annually for a budget. Organizations, which were previously funded, may be granted continued funding status for the current academic year, subject to the following requirements:
  - 1) Amendments or changes to the Constitution must receive the approval of the elected members of the Undergraduate Student Association and shall be properly filed and recorded.
  - 2) The financial records shall be accurately maintained and current and are subject to review by the Undergraduate Student Association.



- Any funds raised by a funded organization shall be deposited into the Undergraduate Student Association's club account. These funds may be allocated to the specific organization's budget upon approval by the Undergraduate Student Association.
- Any allocation of funds from the Association's general fund to an organization's budget must be submitted one week and voted upon the following week.
- All organizations are required to attend at least FIVE Undergraduate Student Association meetings per semester.
- All clubs/organizations hosting Undergraduate Student Association sponsored activities shall not limit attendance to members of that particular club. Undergraduate Student Association sponsored activities shall be open to the entire student population.
- Organizations hosting Undergraduate Student Association sponsored events shall advertise said activities campus-wide at least 5 days prior.
- Activities and behaviors that could be interpreted as offensive and/or inappropriate by the Undergraduate Student Association shall not be condoned.
- Should any of these or other policies referred to in this document be violated the situation will be assessed by the Undergraduate Student Association and will result in appropriate action.
  - 1) The situation will be discussed within 2 weeks of the allegation at an Undergraduate Student Association meeting.
  - 2) Clubs/organizations will be notified of actions discussed and invited to attend the next association meeting in order to represent themselves.
  - 3) A vote on the action will occur following the club/organization's defense.
  - 4) The action must be passed by a majority vote.

### Revoking Club Status

- An approved status may be revoked from an organization should it not adhere to the regulations set forth in this document or those outlined by the Student Involvement and Leadership Office and the Undergraduate Student Association.
- An approved status may be revoked from an organization if its practices violate any anti-discrimination policies set forth by the Undergraduate Student Association or ESF.
- An approved status may be revoked from an organization should its officers or members violate the Code of Student Conduct during an organization sponsored activity.

## Recruiting and Retaining Members

1. Why should students become a part of your organization? Share goals and the mission of your group. Ask current members why they joined and share their experiences with others. Be specific about your programs- you worked hard!
2. PUBLICIZE! Word of mouth is extremely effective. E-mail, announcements, flyers, and the activities fairs are just some of the ways you can recruit students to your organization.
3. Benefits and Opportunities! Make a list of all the benefits and opportunities that new members will receive from their involvement. Give students a desire for accomplishment and make sure you let others know why your organization is important!
4. Recruitment is an ongoing process. This is not only something you do in the beginning of the semester, it's something that you should do all year long. Get involved in opportunities that educate people about your organization. Be available at all events, not just your own, to answer questions and recruit!!!

### A FEW WORDS ABOUT RETAINING YOUR MEMBERS....

Members need to...

- Have a sense of belonging – members should feel welcomed and be able to give input into the organization.
- Assist in some aspect of the planning of events and goals.
- Be “in the know”. Communication to all members is a huge factor in retaining students every year.
- See that progress is being made toward the goals of the organization.
- Have confidence and trust in the organization and other members of the group.
- And...HAVE FUN!

## Criteria for Formation and Approval of New Student Clubs

*Please first set-up a meeting to discuss the possibility of creating a new student organization with the Director of Student Involvement and Leadership before moving forward with the next steps to create a new organization and read the Questions to Consider section below.*

1. The organization should fill a need for ESF students which is not currently being met by an existing organization on campus at ESF or Syracuse University.
2. It must have an educational purpose that relates to the College with a set of objectives that will prove the organization can sustain itself through time.
3. The organization must have at least FIVE active members in it to be considered. Must also have the following positions: President, Vice President, Secretary, Treasurer, and a Faculty or Staff Advisor from ESF.
4. The constitution of the organization shall be consistent with College rules, regulations, and policies and include valid bylaws. This must outline the specific duties of each officer position, general goals of the organization, and procedures your organization will follow throughout time.
5. The constitution of the organization must follow guidelines on "How to Write a Constitution" included in this manual.
6. The organization must have the approval of the Director of Student Involvement and Leadership and the Undergraduate Student Association.
7. The organization must present a budget (after the first year of existence) and list of officers annually to the Undergraduate Student Association and to the Student Involvement and Leadership Office.

## Questions to Consider When Creating a Student Organization:

To effectively organize your new group, consider the following questions:

1. What is the purpose of your organization?
2. What are the goals of your organization?
3. How do you plan to accomplish these goals?
4. What is unique about your group?
5. Are there other students you know who would like to join?
6. What type of commitment will members need to make to the organization?
7. How will you identify and recruit members for the organization?
8. Who will advise the group? (The advisor must be an ESF employee.)

Answering these questions will help prepare your group before you make the steps of creating a constitution and bylaws. If your organization is unclear about any of these items, or would like assistance, please do not hesitate to contact the Student Involvement and Leadership Office at (315) 470-6658 or [studentinvolvement@esf.edu](mailto:studentinvolvement@esf.edu).

## Registering Your New Student Organization:

A new student organization must submit to both the Undergraduate Student Association (USA) at a USA meeting and the Student Involvement and Leadership Office the following:

- Constitution
- Bylaws
- List of members and officers
- Name of the advisor



## A Note on Club Advisors

Identify the right advisor for your group! This person is an important part of the success and longevity of your group. Your advisor can play as active a role as you feel necessary; however their expertise and experience are an added plus in helping your organization flourish. It is important in any case to choose your advisor carefully and consult with them regularly to get their assistance and expertise as well as keeping them informed of your club's activity.

But remember: YOU are responsible for leading and managing your student organization. Your advisor is available to guide, support, and challenge you!

## Club Sport Formation Details

If you (and a number of individuals) are interested in starting a sports related club, the following are some things you need to be aware of. As always, it is a good idea to meet with the Director of Student Involvement and Leadership before setting up a club sport.

- ❑ You must first gain recognition as a SUNY-ESF club/student organization through the Undergraduate Student Association. See the section above on how to do this.
- ❑ You need to retain a coach/advisor who will assist in the planning of practice activities and will be present at all practices and competitions. This coach/advisor must be an ESF faculty/staff member.
- ❑ New club sports, that are currently non-funded student organizations, must request funding through USA on an ad hoc basis as the club's needs for funding arise. Fundraising is another great opportunity for a club to raise money.
- ❑ Club sports recognized by the Undergraduate Student Association are covered under USA's liability insurance. In the annual report, an inventory of club supplies used should be included.
- ❑ Once recognized by USA for a year, the club sport can propose for a budget to be funded by USA.
- ❑ Your club must follow club travel policy as outlined in the student organization manual to use transportation for competitions and practices.
- ❑ Club members are responsible for reserving facilities to perform practices and games. Reservations of facilities can be made through Syracuse University's Office of Recreation Services for use of SU's fields and gyms.
- ❑ Membership/participants may only include ESF students due to transportation and liability concerns.
- ❑ All ESF club sports must abide by Syracuse University's club sport handbook. Please familiarize yourself with this material! You can pick up a club sports handbook at Recreation Services in Archbold or on the web at:  
<http://recreationservices.syr.edu/Programs/clubsports/forms/Club%20Handbook%202010-11.pdf>



## Budgeting

In order for your club to receive funding every year, your club must abide by the above rules listed in section 2 (p. 6-13) which included attending at least 5 USA meetings per semester, handing in annual reports and budgets, and attending a budget hearing. In addition, proposed activities and events must always be open to ALL undergraduate students and follow the policies of SUNY-ESF.

At your budgeting hearing, you must bring a Budget Proposal Form which outlines your anticipated operating expenses for the upcoming academic year. You should prepare a list of events, supplies, equipment, travel/trips, conferences, and any other anticipated expenses for which you are seeking funding.

The Finance Board has the discretion to amend proposed student organization budgets as necessary to meet the goals and guidelines of the Board and the Association. The deliberation and subsequent allocation of funds will be determined during a closed Board meeting that will take place after Budget Hearings have concluded. The Board will then present its recommended budget for approval by majority consent of the Association. The Board must present finalized budgets at the first Association meeting of the following academic year.

It is required by the Association that recognized student organizations that have used allocated funds for conferences or field trips present at the following Association meeting.

Failure to meet any stipulations proposed by the Board may result in penalty at the discretion of the Board.

No reimbursements or funds will be given for the purchase of disposable consumables at any event hosted by a recognized student organization. This includes paper or plastic tableware and cutlery.

## How to Use Your Club's Funds

In order to expedite disbursement of funds, the following procedures must be followed:

1. Organization's **Approved Member** (check your own constitution) fills out an "Authorization to Disburse Funds" (Reimbursement) Form and MUST attach an **itemized** receipt to the form (**sales tax is not reimbursed**). The form is only available in 14 Bray Hall. Ultimately, the treasurer is responsible for keeping track of your organization's budget!
2. On the Reimbursement Form, you must add the account name and number of your club. The list of club names and account numbers is located on the wall above the forms.
3. Pick up checks in Business Office, 102 Bray Hall, seven to ten business days after submission.
4. All bills must have original itemized receipts (no credit card slips will be accepted). You will not be reimbursed for tax. Tax exempt forms can be found in 14 Bray Hall and must be signed by the Director of Student Involvement and Leadership. You should get these well in advance of your purchases.
5. When advanced payment is needed, complete the Reimbursement Form at least seven days in advance to ensure you will receive your check on time.
6. The Undergraduate Student Association Treasurer will provide specific procedures each semester.

\*\*\*The Undergraduate Student Association Treasurer will hold weekly office hours to handle reimbursement/payment issues. These hours will be posted each semester.

Collected money:

1. Any money from admission fees, tickets, sales, etc. must be turned into the Undergraduate Student Association Treasurer.
2. All funds will be distributed to your account through the Undergraduate Student Association (USA) Treasurer.

Budget and annual report/data sheet:

1. Must be submitted prior to budget hearings which are typically held in early April.
2. If you have any problems or questions, please contact the Undergraduate Student Association (USA) Treasurer through the Undergraduate Student Association mailboxes or stop by the USA Office in 12 Bray Hall.

## Co-Sponsorship Funds

- Co-sponsorship monies represent a percentage of the total student activities fee that has not been allocated to the Association, recognized student organizations, and College Foundation.
- Co-sponsorship monies shall be directed to matriculated undergraduate students and recognized campus organizations at the discretion of the Board.
- *Procedure for Requesting Funds*
  - Parties shall submit a proposal at a meeting of the Association under *New Business*, beginning the tabling period. The Board will deliberate during its following weekly scheduled meeting
  - Any discussion by the Board will follow Robert's Rules of Order and should any measure come to a vote, the majority motion shall pass.
  - In the event of equal consent and dissent for an entertained motion, the Treasurer of the Association will decide.
  - An email response will notify interested parties and an announcement will be given at the following Association meeting.
  - If affected parties should disagree with any decision given by the Board, that decision may be appealed to the general body of the Association. As a result, majority vote and new expenditure plan will be decided that meeting through the collective decision of the Association, terminating the tabling period.
  - Costs will be disbursed using the procedure outlined by the Office of Student Affairs and the Bursar's Office of the SUNY College of Environmental Science and Forest
- Recognized student organizations (clubs), campus organizations, and individual students funded by the Board are to abide by post-funding stipulations that will be agreed upon by Board members during the meeting time. Failure to abide by agreement will result in penalty at the discretion of the Board.
- It is required by the Association that parties requesting funding from the Co-sponsorship account present at the following Association meeting.
- Failure to meet Finance Board requirements will result in a penalty as determined by the board members.



## Curriculum Mixer Account Funding

- Curriculum Senators are required to organize faculty-student mixers at least once a year, and may be held once a semester if desired and funding is available.
- Recognized student organizations are not permitted to use their funds for curriculum or department mixers.
- Funding operates on a “first come, first served” basis and must be requested from the Association’s Mixer account.
- Funding is requested by completing a Mixer Request Form and presenting it at a meeting of the Undergraduate Student Association where voting members will approve or deny said request.
- If alcohol is desired at a mixer, a Request to Serve Alcohol form must be completed and submitted to the Office of Student Affairs for review. Any such request must abide by all rules and regulations set forth in the College’s Alcohol Policy, ESF Student Handbook, and the Code of Student Conduct.

## A Note on Contracts with Vendors

If your club is working with a company, speaker, entertainer, or other vendor that involves a contract, please contact the Student Involvement and Leadership Office to inform them of this. Some contracts involve addendums, riders, insurance, or other liabilities that ESF needs to review in advance. No student or organization advisor is permitted to sign a contract on behalf of ESF. All contracts and riders, etc. must be signed by the Dean for Student Affairs or his/her designee.

In addition, some vendors may need to produce a tax identification number or W-9 Form. Please work with Student Involvement and Leadership Office at least 10 business days in advance to determine the right procedures for this.

\*\*As a reminder, SUNY-ESF has accounts with the following:

### **\*\*\*PAPA JOHN’S\*\*\***

**CHECK PAYABLE TO:**  
**\*JSSM ENTERPRISES, LLC\***  
 (not Papa Johns!)  
 JSSM Enterprises, LLC  
 120 Richmond Circle  
 Chittenango, NY 13037

### **WEGMAN’S**

**CHECK PAYABLE TO:**  
**WEGMANS FOOD MARKETS INC**  
 Wegman’s Food Markets Inc.  
 P.O. Box 92217  
 Rochester, NY 14692-0217

### **TOPS (Nottingham only)**

**CHECK PAYABLE TO:**  
**TOPS MARKETS, LLC**  
 Tops Markets, LLC  
 6592 Paysphere Circle  
 Chicago, Illinois 60674

## Fundraising 101

Student groups interested in fundraising activities should consider the following guidelines before making any plans. **NOTE: ONLY ESF ORGANIZATIONS APPROVED THROUGH THE UNDERGRADUATE STUDENT ASSOCIATION ARE PERMITTED TO FUNDRAISE ON CAMPUS!**

1. The activity should offer a service to the College community.
2. The reason for seeking funds is related to the goals and purpose of the organization and does not violate College regulations.
3. Funded and non-funded organizations should submit a written request for fundraising events to the Student Involvement and Leadership Office two weeks in advance. Request should be signed by organizing representative and advisor.
4. All money raised by organizations is to be deposited into your clubs/organization's account.
5. A member of the organization must be present at the sale at all times.
6. Sale or solicitation activities shall not impede normal traffic flow (in public areas) and will be confined to a campus location designated by the Student Involvement and Leadership Office.
7. If food is to be sold, strict adherence to public sanitary laws is critical, especially in regards to food permits and refrigerated foods. For further information and direction, please see the Director of Student Involvement and Leadership or the Environmental Health and Safety Office in 5 Bray Hall.
8. No 50/50 drawings are allowed on campus.

## Ideas for Fundraising

Assistance in planning and organizing is always available from the Student Involvement and Leadership Office, 14 Bray Hall. Stop by well in advance for consultation. Past fundraising activities:

- ESF T-shirts
- Hard hats
- Hand-made wood products (planters, cutting boards)
- Bake sales
- Plant or pumpkin sales
- Jewelry sales

## Fundraising – Information Tables:

As an official organization, your group is allowed to set up information or fundraising tables in Marshall Hall or Gateway Center. Here are the steps that you must follow to request a table:

1. Determine dates of table display.
2. Obtain an Event Registration Form from 14 Bray Hall.
3. Complete and return the form along with a written statement of purpose for the display to 14 Bray Hall at least 7 business days prior to start date.
4. If you are in need of a cash box, you must work through the Business Office in 102 or 14 Bray Hall. You are responsible for providing your own change.

## Club Funding FAQ's

### What can club funds be used for?

- ◆ Anything that is educational, cultural, recreational, or of a social nature that benefits the organization and the College community as a whole.
  - Includes: speakers, special meetings, club events that are open to the entire campus, conferences that are approved by the advisor and promote the mission of SUNY-ESF, community service, etc.

### What can't we use our funds for?

- ◆ Food for regular meetings, club specific events, ***alcohol for any events.***
- ◆ Donations: You cannot use money from club accounts to donate **directly** to non-profit organizations. You can, however, fundraise to donate to a non-profit organization.

### How do you create your budgets?

- ◆ You should have received a Budget Proposal Form that goes through the steps in developing your budget.
- ◆ In this packet are must know dates and times, sheets that describe what you can and cannot use club money for, and a example of what a budget is and what needs to be included in it.

### What is the Finance Board?

- ◆ Come to the Finance Board Meeting with a few officers of your club.
  - Club Treasurer should be present at this meeting.
  - Bring your club budget with you.
  - Please bring **4 copies** of your budget, so everyone on the finance board can have a copy.
- ◆ Be prepared to answer questions about your club's activities this past academic year and about your club plans for the next academic year.

### What happens when your club runs out of money?

- ◆ Either you have spent your money on things you didn't budget for, you didn't do enough fundraising, or it's the end of the academic year and you would like to more activities.
  - You can fundraise. Be creative and make some money. Please work with USA Treasurer and Finance Board to make regular deposits of the fundraised money. **DO NOT KEEP MONEY THAT IS FUNDRAISED OR DONATED WITH A STUDENT!**
  - USA Co-Sponsorship. There is money for all clubs use. USA looks favorably at those clubs that try to fundraise first.

## Step-by-Step Guide to Planning Events at ESF

### *7 Easy Steps to Planning an Event!*

\*Be sure you understand these rules before you begin the planning process!

1. If the event will be supported by Student Activity Fee monies, notices advertising the activity must be posted on the bulletin boards in all the major buildings on campus at **least five days** before the event. All student fee supported functions are open to the entire ESF student body.
2. Use of state vehicles; see travel policy page.
3. Approval to serve alcoholic beverages at a College event must be obtained from the Dean for Student Affairs two weeks before the event (see Alcohol Policy).
4. Upon approval of the request for a social activity, Student Involvement and Leadership will notify Physical Plant and University Police, in writing, of the event, be it on or off campus.

*\*\*\*In accordance with SUNY Policy #5603, our campus facilities are available for use by ESF students and College approved organizations ONLY. If you would like to host an event with non-ESF students/staff, you will need to get approval from the Vice President for Administration and include:*

- *Name of organization*
- *College facilities to be provided*
- *Dates and times of use requested*
- *Nature of use, anticipated number of participants, and other pertinent information*

1. Brainstorming. Begin with an idea.
2. Determine your costs in advance.
3. Schedule the event.
4. Organize, delegate, and plan your event!
5. Advertise!
6. Execute the event!
7. Assess and wrap up from event.

### STEP 1: Brainstorming

1. Combine ideas to make better ideas! Think of an event you would like your group to do.
2. Let others add more ideas into the brainstorming pool.
3. Discard any ideas that are impossible, illegal, or just not feasible. (You may want to check with the Director of Student Involvement and Leadership on this!)
4. Choose the best idea by having everyone in your student organization vote.

**STEP 2: Determine your costs in advance**

- Your organization should have already received a budget for every event or program you want to host from budget hearings held during late spring semester.
- Determine if your budget will still work for this particular event. If not, then:
  - Ask other clubs/organizations if they would like to co-sponsor the event with you.
  - Speak with the Finance Board or USA about getting additional funding and/or Co-Sponsorship money through USA.
  - Fundraise!
  - Find ways to reduce the budget of the event.

**STEP 3: Schedule the event**

- Schedule the event with the Student Involvement and Leadership Office:
  - The Office should always be informed of an event or activity before the planning has begun. Sometimes events may require permissions, insurance, or may have safety issues that will need to be resolved ahead of time.
  - Make sure you check the ESF events calendar, SU schedule, and other events that may conflict with your event!
- Reserve the Room or Host a Table (Tabling) Area: Most campus rooms can be reserved online at: <http://www.esf.edu/spaces>
  - Log in using your SU/ESF net ID and password. Log in is located in the peach box to the right of the screen.
  - Click on the room you want to view and read the information about the room you wish to reserve e.g. capacity, restrictions, etc.
  - Check the appropriate reservation calendar by selecting “view reservation calendar for this space” to be sure your desired date/time is available.
  - Using the back arrow, return to the previous page with the room information and select “request a reservation.”
  - You can now make your reservation – be sure to “submit reservation” at the bottom of the form.
  - You will receive e-mail notification within 24 hours either approving or canceling your reservation.

**STEP 4: Organize, delegate, and plan your event!**

*Utilize the Event Planning Worksheet that is located in the Resources Section on p. 39.*

- Three to Five Weeks prior to the Event
  - Organize and establish committees with person(s) in charge of major activities.
  - Make publicity arrangements early.
  - Get copies of contracts (see note on contracts on p. 17) and fill out disbursement form in advance.
  - Make arrangements for special needs which include:
    - ◆ **Audio-Visual Needs:**
    - ◆ Student Involvement and Leadership Office in 14 Bray has two wireless microphones that can be signed out and borrowed for a night and also a

megaphone for outdoor use only. If you have additional AV needs that may require the assistance of Instructional Services in the basement of Moon, please work with the Director of Student Involvement and Leadership.

- ◆ **Safety, Security, and Guest Parking:**
- ◆ University Police personnel work to provide a safe campus environment for the College community. Student organizations deal most frequently with security for social events. The Office of Student Involvement and Leadership will notify the University Police when an approved social event will occur on or off campus. Normally, the University Police personnel cover Nifkin Lounge events as part of their regular weeknight patrols (including Fridays).
- ◆ If you need guest parking on campus, you must contact University Police so they can authorize the parking. You will need to know the driver's name, time of arrival, and location where they should park.
- ◆ **Physical Plant:**
- ◆ Physical Plant personnel work to provide support, advice, and help when planning events on campus. Student organizations deal most frequently with Physical Plant staff when requesting a particular set-up and/or room needs for an event. When reserving room space, it is the club's responsibility to contact Physical Plant **at least two weeks prior** to the event for specific/unique needs for room set-up and accommodations. Physical Plant can be contacted at (315)-470-6588 and/or their office is located below Baker Lab on campus.
- ◆ **Making Copies:**
- ◆ If your organization is funded, you can make copies through the Copy Center located in B4 Bray Hall. You must complete an order form when you submit originals to the Copy Center. Allow 3-4 days for the job to be completed. Order forms may be found at the Copy Center which will allow your club account to be billed directly from the ESF Copy Center.

## STEP 5: Advertising on Campus

*ESF Posting Policy:* All campus bulletin boards are the property of SUNY-ESF. Clubs wishing to advertise their events and activities are to strictly adhere to the campus' posting policies.

- Student organizations are able to post on bulletin boards that are available in each of the buildings on campus. Poster size is limited to 24in. x 24in. maximum. Taping, nailing tacking etc. signs or other displays to walls, doors, glass, stairs, railings, balconies or other building surfaces is not permitted. Material posted in unapproved areas will be removed and may result in a loss of posting privileges for the club.
- Writing, drawing, etching, painting, chalking or otherwise marking the exterior of College buildings and/or sidewalks is considered defacement of College property and therefore is not permitted.
- Groups may post one poster or notice per event, per bulletin board area to insure adequate space for other groups to post their advertisements.
- All postings are **required** to include the following information:
  - Name of the organization/club sponsoring the event
  - The title of the event

- The time
  - The place
  - The date
- Groups may not remove or cover up current notices or posters of other campus groups out of courtesy and respect for others. The Student Involvement and Leadership Office has the right to remove material that is deemed inappropriate and/or violates the posting policy.
- Personal notices (for sale, rides, roommates, etc.) may be posted only in the basement of Marshall or Bray Hall.

Request for special consideration for exceptional situations and/or unique material can be directed to the Student Involvement and Leadership Office. Please respect your fellow student organizations on campus when posting for your events.

### **On-Campus Advertising Ideas:**

- **You Must Post Your Event on the ESF Online Calendar First:** Post your events on ESF's web calendar by going to <http://www.esf.edu/students/calendar.asp> and login to the MyESF Student Portal and click on "News and Events".
- E-mail [studentinvolvement@esf.edu](mailto:studentinvolvement@esf.edu) to update your club's meeting time and location on the ESF website as well as to send any flyers or announcements for special events, programs, or activities.
- Create flyers: Don't use your print quota – come into 14 Bray with a flash drive and print them. (Max of 20 posters please).
- Any Television Screen: E-mail your flyer (in powerpoint format, landscape) to Student Involvement and Leadership at [studentinvolvement@esf.edu](mailto:studentinvolvement@esf.edu).
- Kiosk on the quad: Get the key to the kiosk in 14 Bray. Don't tape things to it!!!
- Facebook: If you want to create an official ESF club page, work with Paul Otteson in Communications. E-mail him at [webmaster@esf.edu](mailto:webmaster@esf.edu).
- Website: If you want to create an official website for your club, or if you want to update your club's meeting time and location, e-mail Paul Otteson at [webmaster@esf.edu](mailto:webmaster@esf.edu).
- Student Involvement and Leadership Weekly Update e-mails: E-mail [studentinvolvement@esf.edu](mailto:studentinvolvement@esf.edu) to get your event included in the update. Updates are sent out each Friday, so make sure you get it in a few days in advance.
- NO CHALKING: You may not chalk the sidewalks.

### **In Centennial Hall:**

**All posted materials and flyers must be approved by a member of the management staff** and specify the date, time, place, and sponsor of the event/program. Only recognized student organizations, and SUNY-ESF departments and offices, may request that their information be posted. Requests by non-University organizations to have their activities/events publicized will not be honored. All materials must conform to the policies and procedures of SUNY ESF and Centennial Hall staff. Centennial Hall staff reserves the right to make exceptions to this policy at any time. All materials must be hung by a Centennial Hall staff member. Should materials and flyers be hung by individuals other than staff members, they will be removed immediately.

**In an effort to provide residents with an environment that is free of unwanted personal solicitation** for services or products, outside vendors are prohibited from entering Centennial Hall. No flyers, handbills, or other posting materials are to be distributed in any form, including under student doors, in mailboxes, or left in any public areas.

## **STEP 6: Execute the Event!**

- One Day Before the Event:
  - Make final check-up on the location, seating, refreshments, decorations, AV equipment, etc.
  - Communicate with presenters on final details.
  - Let your club members know final details.
  - Do one final reminder about the event to friends, club members, etc.
- Day of the Event:
  - Ensure all tasks and assignments are carried out and details are underway
  - Pick up any payments that need to be handed out at time of service from the Cashier's Office (open 9am-2pm daily). If the event occurs on a weekend, checks must be picked up no later than 2pm on Friday.
  - Pick up or meet with vendors/guests.
  - Pick up food/drinks.
  - Set up your event including seating and decorations,
  - Double check sound/AV equipment prior to presentation.
- Immediately After the Event:
  - Be sure to clean up everything! This involves picking up the trash, washing tables, sweeping and mopping floors, straightening the furniture, and cleaning the equipment used. Cleaning materials are available from the custodians on duty in Marshall Hall or in advance by arrangement with Physical Plant. All items need to be removed before and after events are over.
  - Be sure to track ALL of your expenses. If you need to submit receipts for reimbursement, you must submit a disbursement form with all itemized receipts to 14 Bray Hall.
  - Return all supplies, decorations, AV equipment, etc.
  - Send or give out thank you gift if applicable.
  - Hand out evaluation of event and/or informally ask participants their thoughts.

## **STEP 7: Assess and Wrap Up Event**

*Utilize the Event Summary Worksheet that is located in the Resources Section on p. 41.*

- Track and record all of the details of the event to keep for future years.
- Discuss the event as a whole with all members involved in the planning of it as close to the event as possible (I.e. within one week).
- Review evaluations from the event to see what participants thought of it.
- Double check to make sure all expenses have been paid and reimbursed.
- Review the program again to make sure it met your outcomes.



## Travel Policy at ESF

This travel and safety plan outlines College policies and procedures related to student organization trips. It is expected that everyone participating in a club trip will abide by the policies herein.

1. Each club trip **must** have an assigned Trip Leader. The Trip Leader must be designated at the time a club informs the Student Involvement and Leadership Office of the trip (**at least 7 days** in advance of trip).
2. All Club Trips must be approved by one or more of the following: Director of Student Involvement and Leadership and/or the student organization faculty advisor. The Dean for Student Affairs must approve all out-of-state trips and the Vice President for Administration must approve all international trips, including Canada.
3. The Trip Leader **must be an employee** of the State University of New York or the Research Foundation of SUNY which include ESF faculty, staff, graduate assistants, and visiting professors.
4. Club representatives must complete the necessary paperwork in the appendix (available in 14 Bray Hall):
  - a. Trip Notification Form
  - b. Behavior Contract and Liability Form
  - c. Medical Information Forms
  - d. Vehicle Request Forms (and example)
  - e. Volunteer Registration Forms (and example)
5. It is expected that all safety procedures will be strictly adhered to and communicated to all trip participants.

### Trip Leader Responsibilities:

Each club trip **must** have an assigned Trip Leader. The Trip Leader must be designated at the time a club informs the Student Involvement and Leadership Office of the trip (**at least 7 days** in advance of trip). The Trip Leader **must** be an employee of the State University of New York or the Research Foundation of SUNY. Persons eligible to be Trip Leaders include ESF faculty, staff, graduate assistants, and visiting professors. NOTE: Federal work-study students are **not** eligible to be Trip Leaders.

The Trip Leader **MUST**:

1. Ensure the submission the **ESF Student Organization Trip Notification Form** to the Student Involvement and Leadership Office, 14 Bray Hall (at least 7 days in advance of trip).
2. If using ESF state vehicles, ensure the availability of vehicles by calling Physical Plant. Determine needed number of drivers and ensure that **Vehicle Request Forms** and **Volunteer Registration Forms** are completed by each designated driver. Trip Leader must understand and communicate that University Police will do license checks on each driver prior to the trip.
3. Ensure that all trip participants sign the **Behavior Contract and Liability Release Form** prior to departure. This form must be submitted to the Student Involvement and Leadership Office prior to departure.

4. Ensure that all trip participants who have indicated a medical condition to the Trip Leader complete the **Medical Information Form**. These forms should remain in the possession of the Trip Leader to be used in the case of emergency and to be destroyed or returned to the students directly after the trip.
  5. Keep handy throughout the trip the **SUNY-ESF Emergency Contact Numbers**.
  6. In emergency situations, make decisions regarding the need to call for medical or other emergency support; communicate with emergency personnel; make arrangements for the safety of passengers; and notify ESF University Police at (315) 470-6666 of emergency events.
  7. Immediately address any situation that, in his/her judgment, threatens the safety of the passengers or driver. Examples of action that might be required include asking the drivers to bring the vehicles to a halt and calling for emergency medical or law enforcement assistance. Another example is ensuring drivers are responding appropriately to inclement weather conditions. The Trip Leader is **not** expected to personally render emergency assistance or enforce laws.
  8. Report violations of College rules and policies (including drugs and alcohol) to the appropriate College administrator immediately. Employee violations should be reported to Human Resources in 216 Bray Hall, (315) 470-6611, and student violations to Dr. Anne Lombard, Dean for Student Affairs, 110 Bray Hall, (315) 470-6660.
- \*\* Report ANY incidents or accidents to 14 or 110 Bray Hall the next business day!!!**

### Insurance and Liability:

1. An employee or student who is sued for damages resulting from an automobile accident that occurred **while driving their own vehicle or a rented vehicle on state business** must look to their own personal automobile insurance policy for primary liability coverage.
2. Where students are authorized to use state-owned vehicles for the Student Involvement and Leadership Office, the College, as the registered owner of the vehicle, will be liable for the operation of the vehicle by anyone who is driving that vehicle with the consent or permission of the College.
3. Student Association obtained liability insurance will *not* cover state vehicles.
4. If **injury** or property damage should occur as result of an accident while students are driving their personal vehicle for club and/or school business, the driver will have to look first to their own personal automobile liability insurance for liability coverage. **Only if** that primary coverage is inadequate will the State's protection be available as excess insurance, conditioned, upon the Attorney General's determination that the student was an authorized SUNY employee or volunteer in a state-sponsored program.
5. New York State self-insures for risks associated with the driving of state-owned vehicles.

**The following items are required in each vehicle (state or personally owned) used for a club/organization trip:**

1. A list of the driver and passengers in each vehicle on the trip.
  2. A signed Medical Information Form for the driver and each passenger in the vehicle.
- Optional: A first aid kit, flares, and a flashlight with extra batteries.*

## How to Reserve a Vehicle:

As an official student organization, your group is eligible to use College vehicles. **For club/organization trips, drivers are strongly encouraged to use College vehicles as opposed to personal vehicles. It is strongly encouraged that drivers of vehicles are members of the campus staff and students drive only when it is not possible for a staff member to do so. Students and staff who drive the vehicles must understand that University Police will do license checks for each driver. (LENS forms can be found in 14 Bray Hall)** Here are the steps that you must follow to reserve/request a vehicle:

1. All drivers must have their licenses verified by the Department of Motor Vehicles under the NYS License Event Notification Service (LENS) program. A form to check your driving record is located in 14 Bray Hall. You will need to bring this form and a valid driver's license to University Police at least seven days in advance.
2. Determine what type of vehicle you will need (i.e.: car; suburban, 8-passenger van, etc.) Please note: In order to drive a suburban and/or 12-passenger van you should have previous experience driving these vehicles.  
\*\*\*Undergraduates (anyone under the age of 25) are not permitted to drive 15 passenger vans.
3. Complete a "Vehicle Request Form" located in 14 Bray Hall. Request requirements:
  - a. Driver must be on the payroll or deemed as an "official volunteer".
  - b. Advisor and/or Department Head must sign the Vehicle Request Form.
  - c. The top two sections of this form must be completely filled out. All information provided on the form must be clear and accurate.
  - d. You MUST have a club account number to pay for the vehicle!
  - e. A form **must** be completed for each trip.
  - f. Contact Physical Plant (315-470-6588) to determine availability and make reservation.
    - i. **NOTE: YOU MUST DO THIS AT LEAST 7 DAYS IN ADVANCE!**
4. If you are a first time driver, complete an "Official Volunteer Registration Form" (included in this packet). Form requirements:
  - a. Form must be completed accurately and completely.
  - b. Director of Student Involvement and Leadership and Dean for Student Affairs must sign.
  - c. A form must be completed for every driver of each trip.
  - d. Form must be submitted to Human Resources, 216 Bray Hall.

## Additional Information on Requesting Vehicles:

- Any vehicle not picked up within one hour of scheduled time will be released for other use unless Physical Plant is notified.
- Vehicle packets must be picked up by 4pm. If you are using a vehicle for the weekend but only need it on a Saturday, you must still pick up the vehicle packet by 4pm.
- The current vehicle rates are:
  - \$.40 per mile and a flat \$10 fee per day (only request vehicle for days you need it)
- The current bus rate is:
  - \$2.25 per mile and a \$40 per hour rate.
  - Please remember: ESF must rent out a bus so give extra time to plan this! Please fill out the form and let 14 Bray Hall know of your trip!  
<http://www.esf.edu/au/pp/bus-trip.pdf>
- Use of State-owned vehicles is specifically restricted to official purposes only, and only employees, authorized students, or volunteers may operate or be passengers in these vehicles. Volunteers must be registered through Human Resources. Volunteer registration forms are found in 14 Bray Hall.
- **Prior to departure and after you return, fill in odometer readings to nearest whole mile.**
- Upon return, park vehicle in the Physical Plant garage (if there is no room left in the garage, park in the Baker Lab lot). If the garage is locked, park next to Baker Lab.
- Report any purchases of gas, oil, repairs and any mechanical difficulties in the spaces provided on the front of this form. Attach receipts.
- The driver is responsible for care of the vehicle. PLEASE REMOVE ALL LITER, close all windows, and lock all doors.
- **Place the completed vehicle request form with keys and credit card receipts in vehicle packet and return to Physical Plant Office. After hours, on weekends and holidays, place packet in box inside foyer of garage. You MUST return the vehicle, packet, and keys by the date you had requested to return it by!**
- There is no smoking in state vehicles.
- Failure to follow these procedures may result in a suspension of use of vehicles.

In case of a breakdown or accident, CALL THE PHYSICAL PLANT OFFICE at 315-470-6588. After normal business hours, call University Police at 315-470-6666.

A vehicle accident form and notice of self-insurance are in the green vehicle packet.

## Community Service and Reporting

During the 2012-2013 academic year, ESF students contributed over 75,000 hours of service to the community. These hours included projects that clubs/organizations facilitated throughout the year. Service to the local community has become the norm for clubs here at ESF; whether it is by fundraising, clean-ups, restoration projects and/or tutoring local elementary students, ESF student organizations make service projects happen. You are encouraged as a student organization to get involved and give back to the local community; not just so you can feel good about what you and your members accomplish, but so that you are able to make valuable connections with your community neighbors. At every December Soiree, the College President presents the “President’s Award for Community Service” to a student organization that has gone above and beyond their mission through public service. The club is awarded \$200 towards their club account.

If your organization is interested in facilitating service projects, familiarize yourself with the following guidelines before you begin a project:

- The Community Service and Service-Learning Office serves to guide you as you begin to coordinate and facilitate community service projects. The office is able to assist you in finding current projects and organizations that are in need of volunteers in the local community, and things you need to consider while planning. If your club has already identified a project and/or community organization that you would like to volunteer with, particularly if this is a new and/or unfamiliar organization, it is recommended that you first make an appointment with the Community Service and Service-Learning Coordinator.
- Any community service project performed on or off-campus must first be approved by the Community Service and Service-Learning Office.
- If your community service project entails your traveling off-campus, you must follow the guidelines for the club travel policy (see page 25).
- Please fill out a “Community Service Reporting Form” after completing each project. They can be found online at <http://www.esf.edu/forms/students/csreporting.asp>
- As a recognized organization, you are able to hold donation drives on campus provided you have taken the appropriate steps to organize the drive. Before you begin a drive, check with the Physical Plant to gain permission to put boxes in hallways, foyers, etc. and make sure that the boxes are checked and emptied regularly and removed immediately after the drive is over.
- You cannot donate money directly to a community organization using club funds. You can, however, fundraise specifically for that agency and then have a check cut for that purpose. Consult the Community Service and Service-Learning Office for more information.

## Planning Your Club's Service Project(s)

### Preparatory Steps

- ❑ Survey your group members on their strengths and interests, including:
  - Type of service they want to do
  - When your group members are available during the week
  - Skills they can offer to the community organization
  - Amount of time they can devote to service
    - One-time, often for special events
    - Ongoing service: each week, month, or semester
  - Commitment to the project -- although service is unpaid, agencies depend on volunteers as if they were employees. This is incredibly important for you to know before you proceed, as you must honor your commitments.
  - Research community organizations and their volunteer needs
    - Set up an appointment with the Community Service and Service-Learning Coordinator to discuss ideas for service projects

Be sure to consider the size of your group. Some organizations cannot accommodate large groups of volunteers due to staffing and space constraints.

### Considerations for Planning Service Projects

#### Transportation:

Before contacting a community organization, find out where it is located in relation to campus.

- Will you need ESF vehicles, or do you plan to carpool, walk/bike, or use public transportation?
- If you need ESF vehicles, do you have the funding available to pay for them?
- ESF students are not permitted to transport non-ESF affiliated people in their own or state vehicles at any time, including Syracuse University students, due to state policy (no exceptions).

#### Risk and Liability:

The safety of your group is of the utmost importance and must be taken seriously. In addition, your group will be held accountable by ESF and the community organization for the way you conduct yourselves.

- The Community Service and Service-Learning Office can help you and your volunteers explore the risks and liability that may be involved in your service project.
- ESF students must exercise extreme caution when planning service projects with youth; ESF students should never be alone with children, and should always have an adult from the organization present during the project. Never work alone with a child!

- Agency staff must be present at all on and off-site events to assume responsibility for the service projects.
- ESF students should not handle money for an organization or event.
- ESF students should not work with heavy machinery or perform high-risk tasks such as tree removal.
- Know where your project is located and what that particular community is like – think about the risks to your safety and the steps you should take to ensure your group's safety.
- If agencies do not have their own permission slips (e.g. for taking photographs during youth-based projects), the Community Service and Service-Learning Office can assist you in creating the proper forms.

### Logistics:

Be sure to fulfill any volunteer intake procedures that agencies may have, such as applications, training or background checks. Consider all logistics as you plan so that your group is well organized and prepared.

- Project day, time, location, duration
- Number of volunteers needed
- Number of attendees
- Ask the organization questions so that your group is prepared, such as how to dress, who to look for once you arrive, if you can/cannot take photos, and general policies and procedures of the organization.
- Activities planned and how they will be completed
  - Will your group need to prepare anything? If so, is your group realistically able to do this?

### **Advanced Planning**

Volunteer coordinators are often very busy and difficult to reach. Planning will often require much more time than simply calling a week in advance.

- Planning ahead is extremely important in all cases! This includes on the morning of the project – make sure you give your group enough travel time so that you arrive when you are supposed to.
- Give yourself more than 2-3 weeks to plan the project to make sure it is planned well.
- If you need an ESF vehicle, reserve it ASAP and before you confirm that your group is available for the project.

### **Communicate**

Communication is the key to working with community organizations and each other. It is hard to over-communicate, and doing so is better than not communicating at all.

- Ask questions and thank the community organization for welcoming your group.
- Confirm all details with the organization at least a few days in advance.

- Keep your group informed – let them know everything you can about the project, where to meet, what to bring/wear, and how to conduct themselves as representatives of the club and ESF.
- It is especially important to manage any issues/conflicts that arise rather than avoiding them, and the Community Service and Service-Learning Coordinator and Director of Student Involvement and Leadership are always available to discuss any specific situations and advise on conflict resolution.
- ALWAYS let the Community Service and Service-Learning Office know about your service projects.

### **Setting Impressions**

The moment your group contacts the community organization, you set an impression. The better the impression you set, the more the organization will trust your group, and the better the chances that they will invite you back. Ultimately, this will lead to greater opportunities within the organization. Make sure you set a courteous, professional tone with the organization – before, during and after the project.

## **Selecting a Community Organization or Event**

Match community organizations' needs with your group's interests, skills and resources when selecting a service project. With around 300 community agencies and various community needs, Syracuse has something for almost any service interest, for example:

- On-going service opportunities
  - Tutoring, mentoring, advocacy
  - Recreation activities for youth/elderly/people with disabilities
  - Soup kitchens and meal delivery
  - Tree planting, invasive species removal and stream clean-up
  - Grounds and office work, and more...
- One-time service projects
  - Outdoor cleanups
  - Charity walks/runs
  - Local events
- ESF holds a Campus Day of Service each semester, and clubs are welcome to help select and sponsor a site. The Community Service and Service-Learning Office can assist you in finding additional projects.

### **Philanthropy**

Request a “wish list” of what an agency needs before donating food, clothes, or other items. Be sure to consider how much they need and how items will be collected, stored, and transported.



## Resources

### Sample Constitution

**\*All sections that are printed in italics must be included in the constitution\***

#### **SUNY College of Environmental Science and Forestry (ORGANIZATION) Constitution**

Founded  
Amended  
Approved

#### ARTICLE 1. NAME

The name of this organization shall be...

#### ARTICLE 2. PURPOSE

The basic goals of (ORGANIZATION) are to...

*(ORGANIZATION) shall not discriminate, or promote any form of discrimination, on basis of race, gender, religion, national origin, age, handicap, sexual orientation, marital or veteran's status in any program, activity, or service.*

#### ARTICLE 3. MEMBERSHIP

Section 1. DEFINE MEMBERSHIP (WHO, CLASS STANDING, ETC).

Section 2. Voting privileges at meetings shall be reserved for...

#### ARTICLE 4. OFFICERS

Section 1. The governing body shall be known as...

Section 2. The GOVERNING BODY shall be composed of President, Vice President, Treasurer, Secretary (ETC).

Section 3. Qualification of Officer Nominees

- a) Presidential candidates shall have a cumulative average of at least a 2.25 and must not be on academic or disciplinary probation at the end of the semester preceding elections.
- b) The remaining officers shall have a cumulative average of at least a 2.00 and must not be on academic or disciplinary probation at the end of the semester preceding elections.

#### ARTICLE 5. MEETINGS

Section 1. Meetings shall be held (HOW OFTEN?). Special or emergency meetings may be called at the discretion of the President.

Section 2. All meetings shall be conducted (HOW?) All business not otherwise governed by this Constitution and Bylaws shall be conducted by the rules established.

- Section 3. Members shall be required to attend all meetings, including any special or emergency meetings as called by the President.
- Section 4. Three unexcused absences during an academic year shall constitute a violation of Article 5, Section 3. With a two-thirds approval of the voting members present, the violating member may be relieved of responsibility.
- Section 5. Excuses for absence must be submitted in written form and presented to the President or Secretary prior to the meeting for which the excuse is requested, unless the absence is due to illness.
- Section 6. Members in violation of attendance rules and facing dismissal shall be given the opportunity to present mitigating circumstances to the membership one-week following the third absence.

#### ARTICLE 6. ADOPTION AND AMENDMENTS

- Section 1. A two-thirds majority vote of at least one half of the total membership is needed to approve the constitution.
- Section 2. Amendments to this Constitution may be proposed as motions by any member present during a meeting. A vote of two-thirds majority of members present is required for the motion to pass and to become an official amendment proposal to the membership.
- Section 3. A vote of two-thirds total membership is needed to pass an amendment.
- Section 4. All amendments must be approved by the Undergraduate Student Association and the Student Involvement and Leadership Office before implementation.

## Sample Bylaws

### SUNY College of Environmental Science and Forestry (ORGANIZATION) BYLAWS

Founded  
Amended  
Approved

#### ARTICLE I. DUTIES OF THE OFFICERS AND REPRESENTATIVES

- Section 1. Officers shall:
- a) DEFINE...
  - b) Prepare a written report at the end of his/her term which outlines specific responsibilities in order to assist future holders of said position.
  - c) Adhere to the attendance requirements stated in Article 5 of the Constitution.
- Section 2. The President shall:
- a) DEFINE....
  - b)
- Section 3. The Vice President shall:
- a) Assist the President in his/her executive duties at all times.
  - b) DEFINE...
  - c)
- Section 4. The Treasurer shall:
- a)DEFINE....
  - b)
- Section 5. The Secretary shall:
- a) Keep minutes of all meetings.
  - b) DEFINE...

#### ARTICLE II. ELECTIONS

- Section 1. Election of Officers and Voting Members
- a) All officers shall be elected in the spring semester by a plurality vote of the organization.
  - b) All members may vote for the executive offices.
  - c) No member may hold more than one office at one time.
- Section 2. Terms of Office
- a) Officers shall assume office (when?)...
  - b) other...
- Section 3. Dates of Elections
- a) Fall semester elections shall take place between the fourth and sixth week of the semester. (Only if you're holding fall elections).

- b) Spring semester elections shall take place prior to the Spring Banquet.
- Section 4. Election Procedures
  - a) Candidates for office shall not be near the polling place except to cast their own ballot in the election.
  - b) other...
- Section 5. Voting Procedures
  - a) All voting shall be by...(secret ballot, hand vote, etc.)
  - b) Write-in ballots will not be accepted.
  - c) Members shall only be allowed to vote once.
  - d) Position is won by a majority vote.
  - e) In the event of a tie...

### ARTICLE III. IMPEACHMENT OF OFFICERS

- Section 1. DEFINE "BRINGING OF CHARGES"
- Section 2. HOW WILL "STATEMENTS OF DEFENSE" BE HANDLED?
- Section 3. A vote to impeach the officer shall be held at referendum two weeks following submission of charges. A two-thirds vote, with at least one-half of the total membership voting, shall be required for impeachment of an officer.
- Section 4. If the required one-half of the membership does not vote, a committee of the officers, excluding the charged officer, shall convene and decide which of the following actions to take:
  - a) A vote of referendum
  - b) A vote by the officers to impeach the officer. A two-thirds vote will be necessary for this action.
  - c) Dismissal of the charges.

### ARTICLE IV. ENFORCED RESIGNATION

- Section 1. Any officer who fails to maintain a 2.00 (President = 2.25) cumulative or semester grade point average or is placed on academic probation must resign his/her office.
- Section 2. Any student placed on disciplinary probation must resign his/her office.
- Section 3. Any officer or member who fails to meet attendance requirements stated in Article 1, Section 1, may be dismissed by a majority vote of the membership.

### ARTICLE V. VACANCY OF OFFICE

- Section 1. In the event that an office becomes vacant, it shall be filled by a candidate who receives majority vote.
- Section 2. Candidate qualifications for vacant positions are identical to those outlined previously in this document.
- Section 3. Other...

## ARTICLE VI. COMMITTEES

- Section 1. Each year (ORGANIZATION) shall establish committees as necessary. Examples may include: programming, events, community service, etc.
- Section 2. Other...

## ARTICLE VII. REQUIREMENTS TO BE AN OFFICIAL ORGANIZATION

- Section 1. (ORGANIZATION) is considered a (non-funded or funded) organization on the ESF campus.
- Section 2. Requirements of Student Organizations
- A) (ORGANIZATION) must be approved annually. Organizations which were previously funded may be granted continued funded status for the current academic year, subject to the following requirements:
- 1) Amendments or changes to the Constitution must receive the approval of the voting members of the Undergraduate Student Association and shall be properly filed and recorded.
  - 2) The financial records shall be accurately maintained and current and are subject to review by Undergraduate Student Association.
- B) Any funds raised by a funded organization shall be deposited into the club's account. These funds may be used by the end of the same fiscal year the funds were raised.
- C) Any allocation of funds from the Undergraduate Student Association's general fund to an organization's budget must be submitted one week and voted on the following week.
- D) Failure to comply with USA requirements of funded organizations may result in the withdrawal of organization funds.
- E) All funded organizations shall be encouraged to have a designated representative at every Undergraduate Student Association meeting. All funded organizations are required to have a representative attend FIVE USA meetings each semester.
- F) It is the responsibility of the club/organization to manage their funds so that they do not exceed their budgeted allotment. If the club/organization exceeds the allotment, the club/organization will not receive reimbursement for the item that causes them to exceed their allotment. The club/organization will have to fundraise or seek Co-sponsorship Funds in order to be reimbursed.
- Section 3. Administrative Responsibilities of Approved Organizations
- a) All approved organizations shall conduct elections prior to the Spring Banquet.
  - b) All officers of approved organizations must maintain a cumulative and semester GPA of at least 2.0 (President = 2.25) and not be placed on academic or disciplinary probation.
  - c) All approved organizations shall submit, (date as specified), to the Association and the Student Involvement and Leadership Office:

- 1) A roster of officers including accurate addresses and phone numbers. This information shall be updated as necessary.
  - 2) An itemized inventory and condition report of all equipment owned or purchased by the organization using Undergraduate Student Association funds (items must exceed \$10 to be included in report).
  - 3) A proposed itemized budget for the upcoming year.
  - 4) Name, title, and phone number of faculty/staff advisor.
- d) All approved organizations must have representation at the Leadership Training sponsored by the Student Involvement and Leadership Office.

Section 4. Regulations Governing Undergraduate Student Association (student fee) Sponsored Activities

- a) All activities shall be open to the entire student body.
- b) All such activities must be advertised at least five days in advance.
- c) Inappropriate activities or conduct will not be condoned.

Section 5. Advisors

- a) Each Non-funded and Funded Organization shall annually submit to the Council and the Student Involvement and Leadership Office the name of a faculty or staff advisor.

ARTICLE XIII. BYLAWS

Section 1. Amendments to these bylaws shall be made...how?

Section 2. A copy of all resolutions passed by the membership shall be maintained by the Secretary and submitted to the Undergraduate Student Association and the Office of Student Involvement and Leadership Office.

## How to Conduct a Successful Meeting

Your organization should decide how you would like to conduct official meetings. One suggestion is to use a semi-formal approach to be sure that you cover all of your agenda items. It is important to have a reason and purpose for meeting each time. If you do not have any formal information to share, it is okay to cancel a meeting once and a while. If you struggle each week to come up with agenda items, you should revisit the mission and purpose of your organization.

### Order of Business

1. Roll Call
2. Reading and approval of minutes
3. President's Report
4. Vice President's Report
5. Secretary's Report
6. Treasurer's Report
7. Other Officer Reports
8. Committee Reports
9. Old Business--vote on business discussed and/or motioned at previous meeting
10. New Business--new motions only!
11. Announcements
12. Adjournment

### **Making Motions** *(used to vote or pass meeting minutes/agendas when using Roberts Rules of Order)*

1. Motions are made only during new business.
2. Motions are made in the form: "I move that..."
3. All motions must be seconded.
4. After a motion is made and seconded, the President will call for discussion on the motion.
5. Discussion may be limited by a motion.
6. Discussion may be ended by calling the question.

\*Parliamentary procedure is used to give order to a meeting and ensure continuity. A group may delete parts mentioned here or use a more formal process.

### Other tips:

- Make sure you have a purpose to have a meeting. Don't feel you have to have one just because it is on the schedule. No one wants to go to a meeting if there is no purpose to it!
- Give your members an agenda ahead of time. Have a few copies or one posted on the wall at the meeting, too.
- Make sure you have a secretary or someone else in place to record the minutes and distribute.

## Event Planning Sheet

*\*The following section includes two worksheets to assist you in the planning of events. The "Event Planning Sheet" benefits you in the planning ahead and organizing of an event your club is sponsoring. The "Event Summary" creates a productive venue for reflection and the planning of events in the future.*

**Title of Event** \_\_\_\_\_

**Event contact** \_\_\_\_\_

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Location:** \_\_\_\_\_

Has location been reserved? \_\_\_\_\_ Date it was reserved: \_\_\_\_\_

Contact person: \_\_\_\_\_

Set up needed: \_\_\_\_\_

Set-up arranged: \_\_\_\_\_ With whom \_\_\_\_\_

**Performer/Presenter's Name (if applicable):** \_\_\_\_\_

Speaker phone number \_\_\_\_\_

Special request? \_\_\_\_\_

Contract? \_\_\_\_\_ (if yes, see Office of Student Involvement and Leadership) Fee?

### Public Safety

Do we need public safety assistance? (parking, special requests?) \_\_\_\_\_

Specific needs: \_\_\_\_\_

If so, have they been contacted: \_\_\_\_\_ Date of contact: \_\_\_\_\_

Assistance confirmed by: \_\_\_\_\_

### Transportation

Will transportation be required? \_\_\_\_\_ If so, what type of vehicle?

College vehicle (van, car) \_\_\_\_\_

Charter bus \_\_\_\_\_

Personal carpool \_\_\_\_\_

Contact person for transportation \_\_\_\_\_ Date reserved: \_\_\_\_\_

Phone number for contact: \_\_\_\_\_

### Event Help

Do we need a sign-up list for help? \_\_\_\_\_ Contact person? \_\_\_\_\_

When should this sign-up be completed? \_\_\_\_\_

### Important Contacts

Name \_\_\_\_\_ Phone \_\_\_\_\_



Name \_\_\_\_\_ Phone \_\_\_\_\_

### Audio-Visual

Do you have audio-visual needs? \_\_\_\_\_

Where are you getting the equipment from? \_\_\_\_\_

Who is setting up the equipment? \_\_\_\_\_

Are there any special instructions? \_\_\_\_\_

### Food/Refreshments

Where is the food from? \_\_\_\_\_

What is being served? \_\_\_\_\_

Will the food be catered? Buffet w/servers? Serve yourself? \_\_\_\_\_

How much funding is needed for the food? \_\_\_\_\_

To whom shall the check be sent? \_\_\_\_\_

Are there any special instructions? \_\_\_\_\_

### Publicity (note: must be done at least five days before the event)

Who is responsible for advertising? \_\_\_\_\_

Info to knothole sent? \_\_\_\_\_

Faculty/Staff e-mail? \_\_\_\_\_

Student e-mail? \_\_\_\_\_

Student web portal? \_\_\_\_\_

Flyers? \_\_\_\_\_

Other? \_\_\_\_\_

### Decorations and Supplies (tables, paper goods, balloons, etc.)

Do you need supplies? \_\_\_\_\_

Where are you getting supplies? \_\_\_\_\_

How much funding will you need for supplies? \_\_\_\_\_

Who will be setting up the supplies/decorations? \_\_\_\_\_

### Anticipated Budget

ITEM	EXPENDITURE	BALANCE
Total Budget		\$
Food	\$	\$
Supplies/Decorations	\$	\$
Transportation	\$	\$
Speaker/Performer	\$	\$
Other:	\$	\$

### Other Comments

## Event Summary Sheet

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

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

Number of people attending: \_\_\_\_\_ Location: \_\_\_\_\_

Total Cost of the Event: \$ \_\_\_\_\_

### Cost Breakdown:

Please categorize the major cost areas for the event (i.e.: speakers, refreshments, transportation, entertainment, publicity, etc.).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

## Evaluation of the Event

Why did you sponsor this event?

What went well?

What would you do differently?

Resources used and contact information:

Would you recommend this activity for the future?

## TGIF Event Hosting Rules and Procedures

The Undergraduate Student Association sponsors funding for all TGIF and TGIO events on campus. TGIF events are a tradition on the ESF campus as they provide a social opportunity outside the classroom for students, faculty, and staff to engage with each other and also serve as a model for responsible drinking behaviors.

Any registered student organization may take advantage of hosting a TGIF party to support on-campus programming. Hosting organizations do not have to pay for TGIF expenses out of their club budget. However, to host a TGIF, clubs must adhere to the following:

➤ **Forms:**

Your organization will be responsible for completing and returning a “Request to Serve Alcohol” Form to 14 Bray Hall **no later than 2 weeks prior to the scheduled TGIF party**. If your form is turned in later than 2 weeks in advance, your request to serve alcohol at the TGIF WILL NOT be approved. Forms can be found online at <http://www.esf.edu/students/alcohol>.

➤ **Ordering Food/ Beer:**

All clubs must follow the procedures outlined below when purchasing kegs.

- Any club purchasing kegs from Party Source (315-446-8281) **MUST pre-order the kegs no later than 2 weeks** prior to the date of pickup.
- Party Source will then fax a bill over to ESF with the cost of the kegs. The fax number is (315)-470-4941.
- The bill for all kegs **MUST** be handed into the USA treasurer at least a week prior to the TG. This way a check for the amount owed can be cut by the Business Office (instead of you paying out of pocket!).
- On the day of pickup, a club rep must pick up the check for Party Source before you go pick up the kegs. You will be responsible for fronting the deposit which will be refunded to you upon return of the empty kegs. The check will be given to the cashier at the time of pickup. **GET A RECEIPT!!!**
- Food may be ordered from any place you wish. Student Involvement and Leadership has an account with Tops, Wegmans, and Papa John’s (Westcott Street, (315) 474-7272). All Tops purchases put on an ESF account must have a form with two required ESF signatures on it (forms are in 14 Bray Hall). Papa John’s will give you a receipt at delivery (please add a \$4 tip only). Wegmans requires a Wegmans Shoppers Club for Business card which you can sign out in 14 Bray Hall. **KEEP ALL RECEIPTS!!!** If you choose to order food from other places you will have to “front” the money and be reimbursed later.

• **Advisor Information!!!**

- Your organization **MUST** identify an advisor (must be faculty/staff member) who will be in attendance for the entire duration of the TG.
- **KEGS WILL NOT BE TAPPED UNTIL YOUR CLUB ADVISOR IS PRESENT AND NOT BEFORE 4:30PM!!**

- Host Responsibilities at the TG:
  - Must have 8-10 members present to begin set-up by 3:30pm
  - Serving:
    - *You must have 2-3 people who are 21 years old serving beer at all times who are "Responsible Server Trained".*
    - All club members present at TG must read, understand and comply with the alcohol policy. The alcohol policy can be found online at [www.esf.edu/students/alcohol](http://www.esf.edu/students/alcohol). In addition, all members must sign a statement verifying that they have read, understand, and will comply with the alcohol policy.
    - Computerized "ID Checkers" are used to check ID's. Do this carefully. If it is determined that members of your organization inappropriately provided an underage individual with a wristband, you will be referred to Office of Student Affairs for adjudication through the Conduct process.
    - Servers must adhere to the **3 beer limit** for each individual and ensure that the beer is being served in the appropriate amounts (no more than 12 oz. servings).
  - Must have 6-8 members present to clean-up
    - Return tables, trash receptacles, etc. to where they were obtained
- Entertainment:

While it must be approved by the programming co-chairs, clubs/organizations hosting TGs are invited to solicit entertainment for the TG. Take note: Payment for entertainment will come from the sponsoring club's budget, not USA's.

**Remember: TGIF'S MUST BE OPEN TO THE ENTIRE CAMPUS COMMUNITY!**

## How to Create a Homepage on ESF's Website

An ESF student organization may create and host a website on ESF's web server by following the procedures and standards outlined below.

### *Standards:*

1. The person responsible for the student organization's Web pages must include a link to his/her email ID at the bottom of the organization's home page where all the comments and questions regarding the contents of the Web pages can be directed.
2. ESF branding must be placed prominently at the top of the homepage, along with the identification of "SUNY College of Environmental Science and Forestry."
3. There must be a return link to the ESF Home page as well as a return link to the Student Activities and Organizations page (<http://www.esf.edu/students/involvement>).
4. You may include graphics as well as text, but your organization's Web directory must occupy a reasonable amount of disk space. Keep your files organized by creating sub-directories as needed.
5. Although students' personal Web pages may be linked to the organization's home page, under no circumstances may a student's personal homepage reside on the ESF server! Syracuse University resources must be used for all student personal Web pages. **Failure to observe this rule will result in the loss of directory privileges for your organization.**

### *Procedures:*

1. Complete the "Request for Student Organization Web Hosting" form: <http://www.esf.edu/web/documents/orgweb.pdf> and acquire appropriate signatures, and return to Aaron Knight, Office of Communications, 123 Bray Hall.
2. Once your request for hosting has been approved, you will need to fill out the Student Web Access form to get an account created. <http://www.esf.edu/forms/studentwebaccess.asp>
3. Create your organization's Web pages. These will be HTML documents with the .htm extension. The name of your homepage document should be "default.htm". You may use any of the number of different software and hardware products designed to create web pages. Search the Web for abundant information on how to create Web pages.
4. Transfer your files to the ESF server using the connection information found at <http://www.esf.edu/web/>

## Annual Report Template

*This annual report document is done each year to help not only your incoming officers know what you do, but for the entire ESF community to know as well. It is best to provide as much detail as possible so that your incoming officers know how to do their jobs properly and efficiently. Just think back to how it was for you when you became an officer, and pay it forward! The deadline to complete and hand in this report is **TBD** by the Student Involvement and Leadership Office.*

### **General Information for your Club/Organization**

Name of Organization: \_\_\_\_\_

Purpose (be specific):

---

---

---

Description for Student Involvement and Leadership Website:

---

---

Annual Activities or Events:

---

---

---

Do you have a Listserv: ☐ Yes ☐ No

If yes, e-mail address: \_\_\_\_\_ Password: \_\_\_\_\_

Do you have a generic e-mail: ☐ Yes ☐ No

If yes, e-mail address: \_\_\_\_\_ Password: \_\_\_\_\_

Do you have a Website: ☐ Yes ☐ No If yes, website address: \_\_\_\_\_

Log-In Info for Website (*anything that would be helpful to know for new officers*):

---

---

Regular Meeting Date and Time: \_\_\_\_\_

Frequency of Meetings (i.e. weekly, biweekly, etc.): \_\_\_\_\_

Approximate # of Members: \_\_\_\_\_ (Attach a list of active members to this report)

### **Club Supplies/Equipment Inventory:**

Below please list any equipment (with a value greater than \$10) which your organization owns. Also include where the equipment is stored and who has access. If the information is too lengthy to fit here, attach sheets to this form.

Item	Product Info	Approximate Value	Stored At
<i><b>Example:</b> Snowshoes</i>	<i>LLBean Trek Snowshoes, Size L</i>	<i>\$50</i>	<i>Advisor's Office</i>

It is your responsibility to notify the incoming officers of your equipment and supplies as well as passing it on of them. Supplies and equipment should be kept in an on-campus location. If you do not have a space for them, please make an appointment with Student Involvement and Leadership to further discuss.

\_\_\_\_\_  
Signature, Outgoing President

\_\_\_\_\_  
Signature, Incoming President

\_\_\_\_\_  
Signature, Advisor

### **Financial Information:**

***If you do not know what your current budget is, please contact JP Tucci, USA Treasurer, at [iptucci@syr.edu](mailto:iptucci@syr.edu). It is very important that your treasurer know when your organization spends money to prevent over spending.***

**Total Budget for 2013-2014:**                      \$\_\_\_\_\_

**Current Budget to Date:**                      \$\_\_\_\_\_

Did you use any co-sponsorship money? ☐ Yes ☐ No    If so, list below with cost and purpose.

Total Allocation:    Purpose:

Please specify your expenditures. Total expenditures should equal your total budget!

<b>Date</b>	<b>Events/Activities</b>	<b>Cost</b>	<b>Details</b>	<b>Vendor</b>
<b><i>Example:</i></b> 2/11/12	<i>General Interest Meeting</i>	<i>\$62.97</i>	<i>Pizza for meeting</i>	<i>Papa John's</i>

TOTAL BUDGET EXPENDED:                      \$\_\_\_\_\_



Did you fundraise? ☐ Yes ☐ No Please be specific about fundraisers, etc.

Date	Events/Activities	Profit	Details	Vendor
<b>Example:</b>  2/14/13	Plant Sale	\$26.50	Raise money for spring break trip	Used Greenhouse plants

TOTAL AMOUNT RAISED: \$\_\_\_\_\_

Please obtain the necessary signatures:

\_\_\_\_\_  
Signature, Outgoing President, Date

\_\_\_\_\_  
Signature, Outgoing Treasurer, Date

\_\_\_\_\_  
Signature, Incoming President, Date

\_\_\_\_\_  
Signature, Incoming Treasurer, Date

\_\_\_\_\_  
Signature, Advisor, Date

**Officers' Combined Reports**  
**Please fill out these questions together!**

Officers filling out answers: \_\_\_\_\_

1. Describe *in detail* what your organization did this past year. (i.e. hiking, community service, education, music performances, etc.) Use a separate sheet of paper if needed.

Activity 1:

Planning Process:

Activity 2:

Planning Process:

Activity 3:

Planning Process:

Activity 4:

Planning Process:

2. What did you do at general meetings? How did you involve general members at meetings?

3. Describe the relationship that existed between your club and your advisor.

4. Did your organization encounter any problems? If so, how did you overcome them?

5. Please give recommendations about things you would do the **SAME and DIFFERENTLY**. Provide suggestions for improvement or future ideas you have for the club.

### **2014-2015 Incoming Officer List**

**Name of Organization:** \_\_\_\_\_

Please fill in all that applies.

<b>Position</b>	<b>Name</b>	<b>E-Mail</b>	<b>Phone</b>	<b>Fall Address</b>	<b>Primary Responsibilities</b>
<b>*President</b>					
<b>Vice President</b>					
<b>*Treasurer</b>					
<b>Secretary</b>					
<b>*Advisor</b>					

**\*Mandatory Positions for Club to Exist**

*Your organization must fill out this entire report and submit it to the Student Involvement and Leadership Office no later than **Friday, April 5th** so it can be reviewed at the LEAD Series. Thank you very much for your leadership and contributions to ESF and the community. We wish you the best of luck with your future endeavors.*

## Appendices

### Authorization to Disburse Funds Form (Must go to 14 Bray Hall)

- This form is for club accounts (4000 #'s only!) This form is NOT used for Insomniacs!
- To be reimbursed or pay a bill to a vendor, you must fill out an "Authorization to Disburse Funds" form.
- Bring original ITEMIZED receipt and make a copy. Paperclip both to form.
- Fill out form completely, including club account number. Club account numbers can be found in 14 Bray Hall.
- Put form with original and copy of receipt into USA Treasurer's mailbox.
- USA Treasurer will sign and be responsible for second signature.

### SAMPLE :



### Authorization to Disburse Funds

This is an order authorized by the disbursing officer of SUNY-ESF acting in the same capacity for the Undergraduate Student Association to disburse the funds.

Person Filling Out Form: Eustace B. Nifkin Date Today's Date  
 Name of Club Account: TGIF Account # 4014  
 Check Payable to: Name of Company / Person Reimbursed Amount (No Sales Tax) \$ 20.11  
 Item(s)/Reason for Purchase: Supplies for TGIF

Select Appropriate Method to Receive Check:

☐ Transfer to: \_\_\_\_\_ ☐ Mail Check \_\_\_\_\_  
☒ Pick up by: Eustace B. Nifkin \_\_\_\_\_

The Undergraduate Student Association has reviewed the purpose of the transaction and it is within the expenditure plan of the Undergraduate Student Association.

#### USA Use

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

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

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

#### Business Office Use

Posted \_\_\_\_\_ Check # \_\_\_\_\_

Pickup \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request Form

- Student filling out a vehicle request form must fill it out completely.
- Club account numbers are found on the wall behind "FORMS". For Mentor Trips or Insomniac Trips, use the account number S-52.
- Vehicle request forms must be approved by the Director of Student Involvement and Leadership.
- After the form is signed, it may be faxed to Physical Plant at 470-6957 or taken directly to Physical Plant.
- Only ESF students, faculty, or staff are allowed to drive and ride in state vehicles.

SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY  
VEHICLE REQUEST

NAME OF DRIVER (print or type) John Doe

CAMPUS ADDRESS Room # 14 Building Bray Phone 6658

I hereby certify that I am a college employee (State or Research Foundation) or authorized student or volunteer and possess a valid driver's license and that this vehicle will be used for official college business only.

John Doe  
Signature of Driver  
(If more than one driver, sign on reverse)

---

TYPE OF VEHICLE REQUESTED. Indicate preference by number. One vehicle per request.

☐ Sedan
 ☐ Wagon
 ☒ Van (8 pass)
 ☐ Pickup  
☐ Cherokee
 ☐ Minivan
 ☐ Suburban (9 pass)

PICK UP VEHICLE Date 12/12/12 Time 2:00 AM or PM

RETURN VEHICLE Date 12/12/12 Time 6:00 AM or PM

DESTINATION City Syracuse State NY

PURPOSE OF TRIP pick up supplies - Dec. Science # of Passengers 4

USA-4011 Account to be charged

Anna Crandall  
Signature of Unit or Project Head  
authorizes travel, drivers, and account listed

---

VEHICLE ASSIGNED \_\_\_\_\_ RETURN ODOMETER \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_ BEGIN ODOMETER \_\_\_\_\_

LIST GAS & OIL PURCHASES

DATE	PURCHASED FROM	GALS GAS	COST	QT OIL	COST
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

LIST ANY MECHANICAL DIFFICULTIES ENCOUNTERED WITH VEHICLE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Request for Co-Sponsorship Funding Form

- All recognized student organizations and individual students have the opportunity to ask for money for club related purposes from the co-sponsorship account funded by USA.
- If clubs are interested in asking for money, they must complete this form and present it at a USA meeting.
- USA and Finance Board will vote on the proposal with either an approval or denial.



### Request for Co-Sponsorship Funding

SAMPLE

Organization: Bob Marshall Club  
 Submitted by: Eustace B. Nifkin  
 Phone Number: 315-470-4865 Email: NIFKIN@esf.edu  
 Date: 9/30/13 Amount Being Requested(\*): \$ 149.99

Description of Proposal: We are requesting funds to purchase food for a guest speaker. We will also give the speaker (who is free) a \$50 gift card as appreciation.

How is this proposal relevant to the mission of the club / organization and SUNY ESF?

The speaker will speak about Global Warming and Climate Change. The topic is very relevant to ESF students and our community.

How will the proposed event / initiative lead to an enrichment of the social or academic life of SUNY ESF?

This speaker will increase awareness about global warming and give everyone ideas on how to reduce their carbon footprint.







## Request for Co-Sponsorship Funding

### Page 2

Funding sources pursued prior to this request: We have asked BSA  
to help fund us as well as looking into  
EPB to help fund with food and drinks.

\* A complete breakdown of the total event costs (including quotes from more than one source), and all other sources of funding contributing to the event (i.e.: faculty associates, academic departments, fundraising, student / participant contribution, etc) must be attached to this proposal. Breakdown must also clearly show the requested USA contribution.

I, the undersigned, understand that this proposal is merely a request and that approval is not guaranteed or assumed. I also understand that myself, or my designee must represent this petition, at any USA meetings where this proposal will be discussed or voted on.

Christace B. Nyken  
 Signature

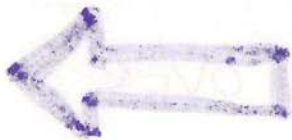
9/30/13  
 Date

\$50 = Gift Certificate for speaker

\$79.99 = Sub Tray from Wegmans

\$20 = Iced Tea and Lemonade

\$149.99



## Request to Serve or Sell Alcoholic Beverages SUNY College of Environmental Science and Forestry

(As regulated by the ESF Policy for Serving Alcoholic Beverages at Campus Events)

Events held at which alcoholic beverages will be consumed or sold, whether on the property of the SUNY College of Environmental Science and Forestry or at off-campus events sponsored by a College department, organization, or approved user, must be approved in advance. The request must be received in the Office of Student Affairs, 110 Bray Hall, ten (10) business days in advance. Serving alcoholic beverages at any event open to the public is legally defined as sale. Please contact the Dean of Student Affairs if you have any questions about planning events within campus lines. Copies of the College policy are available upon request or at [\(insert hyperlink\)](#).

You want permission to ☐ SERVE ☐ SELL (by authorized third-part vendor only) (check one)?

Applicant organization: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Campus address/cell phone: \_\_\_\_\_

Contact person responsible for event: \_\_\_\_\_

Contact person's cell phone/email: \_\_\_\_\_

Name/cell phone/email of advisor: \_\_\_\_\_

Are you present for the duration of the event  
(student org events only)

Location(s) of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
(Must be after 11 AM) (Must be prior to 1 AM)

Location of event: \_\_\_\_\_ Is the event ☐ PUBLIC ☐ PRIVATE (check one)?

Description of event (be specific): \_\_\_\_\_

Type of alcohol to be served (check all that apply): ☐ BEER ☐ WINE ☐ LIQUOR (not allowed at student org events)

Quantity of alcohol to be served: \_\_\_\_\_ Serving size: \_\_\_\_\_

Number of beverages (if sold): \_\_\_\_\_ Anticipated attendance: \_\_\_\_\_

**NON-ALCOHOLIC BEVERAGES** to be served (required): \_\_\_\_\_

**NON-SALTY FOOD** to be served (required): \_\_\_\_\_

**For student organization events only: Please complete and attach the second page to your request.\*\***

I have read the ESF Policy for Serving Alcoholic Beverages at Campus Events and if applicable, rules regarding the sale of alcoholic beverages. I accept responsibility for enforcing the policies and laws therein as they apply to this event. Violations of New York Liquor Authority or College policy may result in referral to appropriate law enforcement agencies, the Student Conduct Office, and/or denial of permission to serve or sell alcoholic beverages in the future.

Applicant Signature	Date	Advisor Signature	Date
		(For student org events only)	

**Please DO NOT write below this line. For office use only.**

Additional requirements imposed: \_\_\_\_\_

APPROVED ☐ DENIED

\_\_\_\_\_  
Anne E. Lombard, Ph.D., Dean of Student Affairs

\_\_\_\_\_  
Date

FILE ☐ ESF PD ☐ PHYSICAL PLANT ☐ APPLICANT ☐ ADVISOR (For student org events only)

**For student organization events only: Please complete and attach this page to your request.**



**For student organization events only: Please complete and attach this page to your request.**

Names of people who will be serving alcoholic beverages (must be over 21 years of age and cannot consume alcohol prior to or while serving):

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For events at which people under 21 years of age will be in attendance, mechanisms for determining the legal drinking age (“proofing” measures) must be specified. Please outline the plans for verifying this below:

Names of people who will be verifying proof of age and applying wristbands:

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Proofing mechanism (please describe):

[illegible]