# Stony Brook University
## Recognition Guidelines For Registered Student Organizations

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Last Edited: Melissa Scuccimarri-Pastor, 9/19
Introduction

The purpose of the Stony Brook University Guidelines for Registered Student Organizations is to assist all students, staff and faculty with all aspects of club functioning. This includes, but is not limited to, club registration, re-registration, event advising and planning, and policy enforcement. The Department of Student Engagement and Activities, works in conjunction with all recognized student clubs and organizations on campus to provide programs, resources and guidance.

Stony Brook University acknowledges that clubs and organizations can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between University goals and those of individual organizations. These guidelines provide a mechanism for encouraging congruence of policies and goals, and describes the relationship between clubs and organizations, and the University. These guidelines serve to assist students, staff and faculty with all aspects of club functioning and management. All services and guidelines are designed to further organizational success and development.

Whenever reasonably possible, the University will make every attempt to notify the appropriate governing organizational leaders of potential changes to the policies contained within this document in order to encourage their input. The University does, however, reserve the right to make changes to this document and the policies within it when doing so is deemed necessary and in the best interest of the student body.

Staff & Program Advisors for Clubs & Organizations

There are a number of staff members across campus that work closely with registered student organizations. These staff members will often serve as Program Advisors for a cohort of student groups. It is important for club leaders to connect with these individuals during their tenure with their club.

Student Engagement and Activities Staff

Christine Marullo, Director of Student Engagement and Activities: Christine oversees the overall operations of the department. Fun Fact: Christine decided to get over her fear of planes by jumping out of one!

Melissa Scuccimarri-Pastor, Associate Director for Student Engagement & Activities: In her position, Melissa oversees all aspects of the 350+ recognized campus clubs and organizations. Fun Fact: Melissa loves glitter and anything that is sparkly!

Samantha Thompson, Associate Director of Student Engagement & Activities: Samantha oversees the Fraternity & Sorority Life system, including 30+ organizations and 7 governing councils. Fun Fact: Sam loves Harry Potter and has been to The Wizarding World 3 times.

Becky Seifter, Program Coordinator for Student Engagement and Activities: Becky oversees large scale and traditional programming for the department, as well as our marketing initiatives. Fun Fact: Becky has a dog named Waffles!

Melissa Ferrin, Program Coordinator for Student Engagement & Activities: Melissa’s role focuses on student involvement and program planning for clubs and organizations. Fun Fact: Melissa once rode an elephant!

Kevin Grunder, Program Coordinator for Student Engagement & Activities: Kevin provides support to our Fraternity & Sorority community, as well as other clubs and organizations on campus. Fun Fact: Kevin runs on Dunkin Donuts.

Graduate Student Coordinators: Graduate students assist with office administration, workshops, events, and program planning. Graduate Student Coordinators work in specialized areas, including Clubs and Organizations, Fraternity and Sorority Life, and Programs and Traditions.
Customer Service Specialists: These undergraduate students are the first point of contact for anyone who comes into Suite 218. These staff members provide assistance in many areas and are trained to direct customers to the correct resources when necessary.

Other Staff

Marie Turchiano, Interim Director of Campus Recreation and Wellness: Marie oversees all areas of Campus Recreation and Wellness, including the Campus Recreation and Wellness Center.

Tom St. John, Assistant Director of Recreation and Wellness: Tom serves as the program advisor for many of the club sports. Tom works with his staff to confirm space reservations and travel plans, and they secure on-site supervision and Athletic Trainers for home competitions. Fun Fact: Tom is an NCAA basketball official and a native Mainer!

Travis Liu, Manager of Intramural and Club Sports: Travis manages the intramurals in Campus Recreation and Wellness. He also serves as a program advisor for many of the sport clubs. Fun Fact: Travis is originally from Hawaii!

Isobel Breheny-Schafer, Assistant Director for Student Media: Isobel works directly with the media clubs and organizations. Isobel is also the General Manager for WUSB, the Stony Brook University radio station. Fun Fact: Isobel writes poetry and once sang Desperado (not Despacito) on stage.

Recognition & Registration

Responsibilities of Student Organizations to Maintain University Recognition

To remain in good standing with the University, It is the responsibility of every recognized student organization and/or its representative to:

● Successfully re-register the organization with Student Engagement and Activities every academic year
● Maintain an executive board that meets all University requirements
● Maintain a roster of at least 15 active members (including top four eboard and advisor), unless approved otherwise by a staff member in the Department of Student Engagement & Activities
● Immediately notify Student Engagement and Activities of any changes in the organization’s executive board, advisor, constitution, or other important details
● Manage itself and abide by its constitution, as well as all local, state and federal laws, as well as university regulations and policies including, but not limited to, University Code of Student Responsibility, University Policy Manual, Fraternity and Sorority Life policies where applicable
● Attend the Leadership Conference and any additional training required by the Department of Student Engagement and Activities, and any applicable National Organizations
● Complete university mandated Title IX training
● Anticipate, provide for, and meet all legitimate financial obligations. Practice sound financial management and record keeping.
● Act in the best interest of its members and the university
● Comply with all requests for organization information
● Complete all required paperwork (registration, roster updates, etc.) in a timely manner
● Take reasonable precautions for the safety and comfort of participants in organized events
● Communicate with Student Engagement and Activities and their program advisors regularly
● Communicate with their faculty/staff advisor regularly
● Check organizational emails on a regular basis, and respond in a timely manner when necessary

Club and Organization Status and Approval Definitions

The following definitions/statuses apply to those organizations “In Good Standing” with the University:
★ **Recognized/Approved:** A group that has submitted all the proper paperwork and the executive board meets the University requirements for recognition.

★ **Pending:** A group seeking recognition, but has not yet fully completed the process

★ **Inactive:** A group that has not been active on campus for up to one academic year. These organizations do not need to go through the new club process if they would like to re-register after one year of inactivity.

★ **Defunct:** A group that has not been active on campus for more than one academic year or two academic semesters. Once a group is defunct they must go through the new club process to regain campus recognition.

The following definitions/statuses apply to those organizations “Not In Good Standing” with the University:

★ **Administrative Warning:** Organizations may be placed on Administrative Warning for a period of time. Administrative Warning will require corrective action and/or educational sanctions and a schedule for completion. Upon successful completion of the warning period, the organization may be required to attend periodic meetings with a University official.

★ **Probation:** Organizations may be placed on probation for a period of time. Probation will involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. The terms of the probation will be tailored to fit the individual circumstances. Upon successful completion of the probation period, the organization may be required to attend periodic meetings with a University official.

★ **Suspension:** Organizations may be placed on suspension for a period of time. During this time all organizational activities are suspended and all privileges are revoked.

★ **Withdrawal of Recognition:** Upon Withdrawal of Recognition, all organizational operations must cease. All campus privileges and university permission for the organization to function are revoked. Upon Withdrawal of Recognition, the group shall be ineligible to re-apply for recognition for five years, unless the Dean of Students, or their designee, waives this requirement.

**Club and Organization Categories**

The Department of Student Engagement and Activities has designated the following categories to better organize and search for clubs and organizations:

**Academic/Honor Society:** Base their mission and events around academic interests and events. Often affiliated with a departmental, national or international honor society.

**Activism/Advocacy:** Support a specific cause or proposal; often using noticeable actions to bring about political or social change.

**Community Awareness/Service:** Conduct community service outreach, programs or events for local, national or international communities.

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

**Fraternities and Sororities:** Organizations founded on shared values of academic excellence, service, personal development, leadership, multiculturalism, and brotherhood/sisterhood. These organizations may be single gender or designed for a specific occupation, and are typically affiliated with a national organization.

**Graduate:** Membership is geared toward graduate students and/or the graduate majors.

**Leisure Activities:** Offer activities that promote relaxation and shared hobbies.

**Media Organizations:** Offer participation in many forms of media such as radio, newspaper, magazines, journalism, and online publishing.
Performance: Perform on/off campus. Performances can be theatrical, vocal, dance, spoken word, and more.

Religious/Spiritual: Celebrate and/or educate about a specific religion or spiritual community.

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

Benefits of Being a Registered Student Organization

Student clubs and organizations are encouraged to register with the Department of Student Engagement and Activities each year for a variety of reasons highlighted below:

★ Space on Campus: Registered clubs and organizations are eligible to request reservations for space in venues including but not limited to the Student Activities Center (SAC), SAC Plaza, Library, Wang Center, Campus Recreation Center, recreation fields, outdoor residence hall space, Undergraduate College Centers, academic spaces, and Staller Steps.

★ Block Booking and Pre-Scheduling: Every year registered clubs and organizations on campus can pre-book their upcoming year’s meetings. Registered clubs can also pre-schedule up to six (6) major events in advance (three per semester, one per month). This allows incoming executive board members to properly plan well in advance, including during the summer months.

★ Candidates for funding: Whether an undergraduate or graduate group, only registered organizations are eligible to receive funding.

★ Faculty/Staff Advisor: All registered clubs and organizations must have a full time Stony Brook employee serve as their advisor. Faculty/Staff advisors will assist with goal setting, program ideas, conflict resolution, and group growth. They also provide consistency to group, as many advisors remain in this role for multiple years.

★ Program Advisor: A program advisor is assigned to work with clubs/organizations to plan events, reserve space for meetings, events, etc. Program Advisors will also assist with club registration and recognition, advise members of clubs/organizations on leadership opportunities, club matters, and much more.

★ Opportunities to be featured in campus publications: Registered groups can be highlighted in various campus publications. Events can be advertised on Campus Connect, and other media outlets, including the Stony Brook University Website.
  ○ If you are not receiving the weekly listserv and would like to sign up, do so here
  ○ To have your past events highlighted in our monthly newsletter, fill out the “Tell Us About Your Event!” form on SB Engaged under the Campus Links tab. Please include pictures that we can include in the newsletter!

★ Co-sponsorship Opportunities: When holding large events, registered groups have the opportunity to ask departments, agencies and other registered clubs and organizations if they are interested in assisting. All registered clubs can be found on SB Engaged.

★ Award Recognition: The Jerrold L. Stein Student Life Awards are held at the end of each spring semester. During this ceremony student organizations, leaders, advisors and programs are recognized for their contributions to the campus community. Only registered organizations are eligible to be recognized at this prestigious ceremony.

How to Propose a New Club or Organization

New clubs and organizations can be proposed each year. If you are interested in creating a new club or organization on campus, these easy steps will guide you and your proposed executive board through the process. Please note that to be considered for campus recognition all steps must be completed. Any missing or incomplete information will delay the process and may ultimately result in the proposed group not earning University recognition.

For a full list of requirements and deadlines, please visit Student Engagement and Activities website.
How to Re-Register An Existing Club/Organization

At the end of every spring semester, the Department of Student Engagement and Activities requires existing clubs and organizations to register their new executive board members as well as their faculty/staff advisors for the upcoming academic year. Additionally, all new executive board members must complete specific, mandatory training modules prior to the club becoming active for the new academic year. Advisors are required to be up to date with any University training requirements.

For full instructions on re-registering a student organization, please visit Student Engagement and Activities website.

Event & Organizational Policies & Procedures

The University has full discretion to apply principles and measures of risk management at every management level for the purpose of:

- Identifying and evaluating potential and perceived risks
- Avoiding or eliminating them where practical
- Minimizing, controlling or contractually transferring them to others where possible

★ Student Event Levels: Every student group event is assigned a level, which determines the timeline for planning the event. Event levels are assigned by the Department of Student Engagement and Activities and are based on several factors, including the perceived risk of the event. Below are some basic guidelines for determining event levels.

*Note: Event levels are subject to change during the planning process as details arise. Our department reserves the right to postpone or cancel events should any part of the planning process not be followed properly/fully.

For more information please review the Student Event Security Plans, Policies and Diagrams Manual here.

★ Student Event Planning Timelines, Procedures, and Definitions:
This chart shows the general lead time needed to plan the most common types of events:

<table>
<thead>
<tr>
<th>Reservation Request Type</th>
<th>Minimal Planning Time Needed</th>
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<tbody>
<tr>
<td>Literature Table/Fundraising Table</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Practice/Rehearsal Space</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Programming Space</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Off-Campus Trip/Event</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Large Scale Event with USG contracted resources</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Late Night Event/Party (11pm to 2am)</td>
<td>8 to 10 weeks</td>
</tr>
<tr>
<td>International Trip</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Event with Minors</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

Below is additional information regarding planning the most common types of events:

★ Block Booking: Registered clubs and organizations can pre-book meeting rooms for the upcoming year as part of the re-registration process. Once the organization’s re-registration is approved, the group will receive 25 Live login information to the club email address. Groups are responsible for submitting requests for their meetings. Each organization is permitted to request one meeting space for weekly, biweekly, or monthly meetings. Meetings are limited to 50 minutes and must start on the hour, in accordance with the academic vectors. Please see the Practice Space Policy for information on requesting additional practice space for performance groups.

★ Practice Space: Student groups can request to schedule weekly practice space in addition to regular meeting space. Student groups are limited to six hours of practice each week (maximum time block is 1.5 hours during
“prime time” or 2 hours during “non-prime time”) and should be requested through the regular reservation process. Requests for practice space are approved on the following priority schedule:

- Sport Clubs
- Performance Groups
- All other groups/orgs

Note: Organizations with practice reservations in the Campus Recreation Center will receive one warning after their first “no call/no show”. Reservations will be cancelled after the second “no call/no show”

★ Rehearsal Space: Student organizations may only pre-book one rehearsal space within one week of an event. Additional rehearsal space can be booked two weeks out. Scheduled rehearsal space is subject to change to allow other student organizations the opportunity to program events in these spaces. The amount of rehearsal time that can be reserved will be dependent upon availability. Rehearsal space can be reserved through the regular reservation process.

★ Pre-Scheduling: Beginning in April, clubs and organizations can request space for events in the Student Activities Center for the upcoming academic year through the regular 25 Live request process. Groups that wish to request space in the Undergraduate College Centers, Campus Recreation and Wellness Center, or any academic space will need to follow the timeline that is posted on the Student Engagement and Activities website. Organizations can request up to three events per semester, but no more than one each month. All approved events will be confirmed with the executive board during the summer months and events must be created in SB Engaged by the given deadline in the confirmation. Any events that are not submitted to SB Engaged by the deadline will be cancelled in 25 Live. Booking events in advance gives the incoming executive board ample time to plan appropriately, including during the summer months.

★ Off Campus Trips and Events: Off campus trips and events are any event, service project, banquet, fundraiser, or trip scheduled to take place outside the University. Meetings with program advisors for all off-campus trips and events must take place at least three weeks in advance of your trip/event. Groups that intend to travel internationally must meet with the Associate Director at least three months in advance as they require more information and multiple meetings over a period of time to ensure the safety of our students.

- Conduct: Any off campus event is a representation of Stony Brook University and of the student organization; therefore the behavior of the students involved reflects on the University and on the club or organization. The Code of Student Responsibility is applicable at all off campus events/trips. The club or organization is responsible for the actions of its members and any liability with any actions of its members. All students are to be drug and alcohol free during off campus events/trips. Students violating policies could be sent home at their own expense.

- Emergency Protocol: Please contact University Police immediately, followed by your Program Advisor and notify them of any incidents, injuries or illnesses that occur. University Police can be reached at (631)632-3333. Organizations should also contact local police or call 911 in the case of an emergency.

★ Late Night Events: Due to the facility and staffing requirements of a late night event, a number of dates have been set aside for student organizations to host these events. Student organizations interested in hosting on campus “Late Night Events” may select one of the dates that have been held through the re-registration form. After re-registration is closed, holds will be removed from any dates that were not selected. Late night events will be held in the Student Activities Center on a Saturday night from 10pm to 2am or 11pm to 3am. Due to staffing needs, the Department of Student Engagement and Activities reserves the right to only approve one late night event per month. If multiple organizations request the same date, priority will be given based on the date of approval of the organization’s re-registration.

- For the 2019-2020 academic year, the following dates have been held for late night events: Saturday, September 7, 2019; Saturday September 21, 2019; Saturday, October 26, 2019; Saturday, November 23, 2019; Saturday, December 7, 2019; Saturday, February 8, 2020; Saturday March 7, 2020; Saturday, April 11, 2020; Saturday May 2, 2020

★ Events with Minors: Some groups may be interested in hosting on campus events with minors (those 16 and under). If a student group is interested in hosting an event with minors (on or off campus) the following initial steps must be taken:

- Submit the space request via 25Live as soon as the group has decided they are interested in hosting this type of event.
Create an Event in SB Engaged within 48 hours of approval.
Meet with a Program Advisor at least 12 weeks in advance.

- When meeting with a Program Advisor, specific questions will need to be answered so the event can be vetted and planned appropriately. Please be sure the Event Coordinator has the following information ready when meeting with the Program Advisor:
  - Age range of the minors involved
  - Where the minors will be coming from (school, community, etc.)
  - Where the minors will be on campus (one building, moving to multiple buildings across campus, etc.)
  - Will chaperones be provided by the outside agency/organization/school? *(Highly preferred)*
  - Will the minors parents remain with them? *(Highly preferred)*
  - What specific events will be occurring with the minors while they are on campus?
  - A possible timeline of the program if possible
  - How and where will the program be advertised

- If approved, events with minors may necessitate additional training and/or background checks for those students involved. This is done through University Human Resources, and takes additional time that is out of the control of the Department of Student Engagement and Activities. University legal counsel is often involved in vetting events with minors, and additional information may be needed in order to ensure that events fall within SUNY and state guidelines.

- It is extremely important groups do not begin advertising events with minors prior to being given approval from a Program Advisor. Due to the specific requirements of these types of events, changes may need to be made to your event, or advertising may need to have specific information included prior to being disseminated.

For additional information on SUNY compliance please visit the [SUNY Child Protection website](#).

**Off Campus Trip/Event Planning Procedures**

**Step One: Request Form:** By filling out the proper request forms, the Department of Student Engagement and Activities is notified you are interested in organizing an off campus event. Please note the definitions of the following terms:

**Off Campus Trip:** An off-campus trip is when the club or organization travels to a location off of the Stony Brook University campus. Off campus trips typically involve some type of transportation for the group, including but not limited to, personal cars, rental cars, airplanes, and public transportation.

**Off Campus Event:** An off campus event is one in which an organization will somehow be involved, but absolutely no transportation is provided. An example of an off campus event is a fundraiser at a local restaurant where people bring in a flyer in and part of their order is given to the group.

For both Off Campus Trips, & Off Campus Events the following initial steps must be taken to initiate the planning process:

- Reserve the Off Campus Trip or event in 25Live.
- Request the event through the Event Request Form in SB Engaged. Again, you will need to upload proof that you have reserved the “space” in 25Live.
- Wait for a response from a staff member in the department to continue the planning process.

**Step Two: Meet with a Program Advisor:** The Event Coordinator will need to meet with a Program Advisor to review the details of the event.

- Until an event request form has been submitted to the Department of Student Engagement and Activities, groups should not begin seeking funding through USG or GSO for their trip. Once requested, USG funded groups must upload proof of their request to any vouchers related to the trip on CampusVine to proceed with funding
- An off campus trip roster will need to be completed by all students attending the trip
- All drivers must complete the Driver Eligibility Form on SBEngaged. The information contained in this form will be used to determine if they are allowed to drive for a University sponsored event. Out of state drivers will need to obtain and submit their Driving Record.
o If personal cars are being used a copy of the car insurance must be submitted and that insurance must meet the liability requirements outlined on the Driver Eligibility Form.
o If using rental cars, the rental car agreement must be submitted on the off campus trip form
o All required forms are available on SB Engaged and must be completed by all planning to drive.
★ All students attending a trip who plan to travel separately in lieu of provided transportation must sign a waiver

Step Three: Sign Up for the Event: Groups can manage sign ups in a variety of ways.
★ If groups want to sell tickets, work with the Program Advisor and USG Ticket Office to coordinate ticket sales.
★ Groups not selling tickets will work with a Program Advisor to collect information via an off campus trip roster.
★ Each student attending the trip must provide their contact information, SBU ID number, and information for an emergency contact (this should not be someone that is also attending the trip).
★ Students must sign an electronic waiver and electronically agree they have read the Code of Student Responsibility and agree to abide by it while on the trip.
★ All information will be recorded on an electronic roster to be shared with the Event Coordinator at the meeting.
★ Only Stony Brook students can attend off campus trips.

Step Four: Day of the Event: The day of the event, it is important to ensure the following:
★ The Event Coordinator should have a list of students attending the trip on hand.
★ If the group is taking a bus, greet the driver and obtain their contact information. Review the itinerary for the day to ensure expectations are clear.
★ If the group is taking public transportation, the Event Coordinator should get to the station 15 minutes early.
★ If the group is taking personal cars, determine in advance where everyone will meet the morning of the trip. The Event Coordinator should be the first one at the meeting place.
★ The Event Coordinator is responsible for greeting students and should verify names and contact information.
After the event, it is important for the Event Coordinator to ensure all students are accounted for prior to returning to campus.
★ The Event Coordinator should arrive at the meeting place 15 minutes prior to the agreed upon meeting time.
★ Check in all students as they return
★ Contact any students that are missing.

Step Five: Evaluation: The evaluation is a very important piece of any off campus trip. This will allow your group to reflect on the event, and will also provide our department with information that is useful for future events. Organizations can also use their SB Engaged page to archive this feedback for future leadership.
★ Expect an email from the Department of Student Engagement and Activities within a week of your event. This email will include the “Event Assessment and Feedback Form”, an online form that will ask a variety of questions, including the attendance of the event. It is helpful for your group to respond with as much specific information as possible, as the department always strives to improve.
  o If your organization would prefer to meet with the program advisor to debrief the event, please make sure that is noted in the evaluation. Staff are happy to process events with organizations and review the things that went well, and also areas where improvements can be made in order for the event to be more successful in the future.

On Campus Event Planning Procedures

Step One: Idea for the Event: One of the ways your club or organization may choose to be active on campus is to hold events on campus. These events could be open to only your group, to the larger campus community, or even to the public. Whatever type of event you choose to have, there are a variety of program advisors available to help work toward their success with you. Some basic steps in event planning that will help you begin the event planning process are as follows:
★ Your club or organization comes up with an idea for an event. This event could relate to the mission of your club or organization, it could be a social event, a community service event, a fundraiser, an educational event, etc. The possibilities are endless!
Encourage members to get involved! Your organization will have one dedicated Event Coordinator, but there are lots of ways for others to get involved. Do you need decorations? Food? Games? There are many things for others to do so that the event coordinator doesn’t have to do all of the work alone.

Depending on the type of event your group is hosting, the paperwork that needs to be completed, as well as the deadlines for that paperwork will vary. A program advisor from the Department of Student Engagement and Activities will be assigned to work with you on this important part of the event planning process.

**Step Two: Space Reservation:** To request space, the event coordinator will need to submit a reservation request on 25Live. The coordinator should ensure the space is appropriate for the event, by taking the following details into consideration:

- **Program Content:** What is going to be happening at the event? Will there be speakers, or music? Are you planning a simple business meeting? Are you having food? The answers to these questions will also help inform what space is appropriate for your event.

- **Capacity:** How many people does the group expect to attend the event? Each space has a limit of how many people will safely fit into the space. You may not request a space with a lower capacity than the anticipated attendance of your event. Additionally, you don’t want your event to feel lost in a space that is too large, so you want to request a space that closely matches your anticipated attendance.
  - For example, a meeting for 30 people would not make sense to be held in SAC Ballroom A, as this space is much too large for an event of this size. Conversely, a program that is expecting an attendance of 100 people with music and dancing would not fit in a SAC third floor classroom.

- **Appropriate Time:** For large scale events, such as those in the SAC ballrooms or Undergraduate College Centers you will need to determine if there is enough time for not only the event itself, but time for facilities and AV staff to setup and break down the space itself. Facilities and AV staff require an hour before the event and an hour after the event at a minimum. The only exception to this hour after is if yours is the last event in the evening (ending after 10pm). Also, think about how much time your organization might need to set up and clean up the space. Most groups use an hour for set up and a half hour for clean up.
  - For example, if your group is hoping to host an event from 7 to 10pm in SAC Ballroom A, the space needs to be available from 5:00pm to 11:00pm. The time breakdown is as follows:

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<thead>
<tr>
<th>Time</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00-6:00pm</td>
<td>Facilities/AV set up</td>
</tr>
<tr>
<td>6:00-7:00pm</td>
<td>Group set up</td>
</tr>
<tr>
<td>7:00-10:00pm</td>
<td>Event</td>
</tr>
<tr>
<td>10:00-10:30pm</td>
<td>Group clean up</td>
</tr>
<tr>
<td>10:30-11:00pm</td>
<td>Facilities/AV breakdown</td>
</tr>
</tbody>
</table>

- Reservations for meeting rooms, such as the SAC 3rd floor and most academic spaces, do not require this additional time.

*Note: Food and/or drink are not permitted in academic spaces. If you are planning to have any type of refreshments at your event, do not request an academic space, as this will not be approved. Additionally, food and drinks are not permitted in the SAC Auditorium.

**Step Three: Event Request:** Once the group has requested a space through 25 Live, the staff will approve or deny the request based on the information submitted. If approved, the Event Coordinator should create an event on SB Engaged within 48 hours of approval. This notifies our department that your club or organization is interested in hosting an event and provides important details about the event, so this step is of critical importance. If an event is not created in SBEngaged within 48 hours the space reservation will be cancelled.

*Note: Organizations that do not follow the event request process and hold unregistered events, or host events that have been denied by the Department of Student Engagement and Activities may be subject to follow up through our conduct process.

**Steps for Submitting an Event Request via SB Engaged:**
★ Request events on SB Engaged by going to stonybrook.edu/sbengaged
  ○ Go to the “Manage” tab on the top right of your screen.
  ○ Find the organization you wish to create an event for and select that organization.
  ○ From the drop down menu on the left, select “Events” and you will be taken to a screen that says “Manage Events” at the top.
  ○ From the Manage Events screen, click the blue “Create Event” button on the top right.
    ■ You will need to upload confirmation of your space request from 25Live to complete this form. Please be sure to have this ready.
    ■ You will also need to upload a flyer for your event on this form. Please upload a flyer that DOES NOT include the date or location of your event, as those might change. Once the event is approved, the flyer will show up on the homepage of SB Engaged as well as the Corq app, and the specific details of the event will be populated.
★ Wait for staff member approval/denial.
  ○ A staff member will respond as soon as possible. We strive for a response within 5 business days. At busy times, such as the beginning and end of each semester or during break periods, this response may take longer. Staff will respond by commenting on the Event Request in SB Engaged and asking the event coordinator to set up a meeting.
    *Note: Requests are responded to based on the date of the request, not the date of the event. It is extremely important that groups understand this and leave enough time to adequately plan their event AFTER receiving a response.
  ○ **Denial of Requests:** Requesting a space on 25Live and/or SB Engaged does not guarantee your reservation will be approved. For this reason, it is very important that you wait to hear from a program advisor before getting too far into planning your event. Some of the reasons requests are denied are as follows:
    ■ Same day requests will not be approved/accepted.
    ■ **Lack of Appropriate Space:** There may not be an appropriate space available for the event you are requesting. This could be because of the size of your group or the date and/or time you are requesting. If this is the reason your request is denied, your group may want to consider making changes to the event to see if it can be accommodated.
    ■ **The Risk is Too High:** If the event you are proposing involves too high a risk, there is a chance that it may be denied. If this is the reason your event is denied, you could consider altering the event in some way to bring down the risk factor so that your event could retain its goal and intention. A program advisor can assist with this.
    ■ **Violation of Policy:** If the event you are proposing violates University or departmental policy in some way, the request will be denied. Again, your group may want to consider changing aspects of the event to allow you to still hold the event in a way that is in compliance with all University and departmental policies and procedures. A program advisor can also assist with this.
    ■ **Past Programming Deadlines:** Each semester has different deadlines for the end of programming based on event levels. These deadlines are determined based on the scope of the event in relation to the end of classes. If your program is requested past the programming deadline it will be denied. If this is the reason your request is denied, you may want to submit a new request for a different date. The deadlines for the 2019-2020 academic year are as follows:

<table>
<thead>
<tr>
<th>Event Level</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 programs</td>
<td>12/02 (Monday - 7 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Level 2 programs</td>
<td>12/02 (Monday - 7 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Level 3 programs</td>
<td>12/05 (Thursday - 4 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Level 4 programs</td>
<td>12/09 (Monday - the last day of classes)</td>
</tr>
<tr>
<td>Level 5 programs</td>
<td>No deadline</td>
</tr>
</tbody>
</table>

**Fall 2019**

Last day of classes: Monday 12/09

**Spring 2020**
### Step Four: Meet with a Program Advisor

As previously mentioned, the event coordinator will receive a message via SB Engaged asking you to set up a meeting with a program advisor to discuss your event. It is the responsibility of the event coordinator to set up this meeting to review the details of your event. This meeting will walk through all of the necessary steps and set the program on the path to success! There are three ways you can set up this very important meeting:

1. Respond to the message that was sent confirming the program. The message was sent by the program advisor assigned to the event, so simply replying to the message is the easiest way to begin scheduling a meeting.
2. Contact the Department of Student Engagement and Activities at 631-632-9392 and schedule a program planning meeting.
3. Stop by the office in suite 218 of the Student Activities Center and see if your program advisor is available to meet with you. The office is open and advisors are available Monday to Friday from 9am to 5pm. Your program advisor may not be in the office if you just stop by, so an appointment is highly recommended.

At the meeting, the program advisor will work with the event coordinator to complete an event checklist. This list will allow the group to work through all of the important details of the event. To make the program advising meeting as successful as possible, please come to the meeting prepared to discuss the following information:

- ★ Budget
- ★ Food/food permits
- ★ Desired room set up
- ★ Ticketing
- ★ Contracts
- ★ Performers/entertainers/outside guests
- ★ Fundraising
- ★ Special needs
- ★ AV needs
- ★ Target audience (students only, both students and community members)
- ★ Collaborating organizations

*Note:* The program advisor will assign deadlines to complete aspects of the event planning process. Failure to meet assigned deadlines may result in the cancellation or postponement of the event.

*Note:* If your group is planning to have vendors (outside groups selling merchandise) at the event, there are additional requirements that need to be taken into consideration. This may take additional time to secure, so it is important to take that time into consideration when planning the event. These additional requirements include:

- ★ A W9 form to be supplied by the vendor
- ★ A signed permit from FSA (there is a fee for this permit)
- ★ Vendors must charge sales tax on the goods they are selling
- ★ Vendors must have liability insurance
- ★ Vendors must have a NYS tax ID form
- ★ If vendors want to sell food items, food permits are needed. Food permits take time to obtain, so leave additional time to complete this.

### Step Five: Follow Up

Once the program coordinator has met with a program advisor and the event is approved, your organization may begin funding the program.
★ If the group is not funded, you can start confirming any funding resources at this time.
  ○ There are several grants and other funding sources available. Talk to your program advisor to learn more.
★ Funded undergraduate groups can post vouchers to CampusVine at this time.
  ○ Specific instructions on how to do this are discussed during the Leadership Conference, and are available through Treasury Resources of USG.
★ Graduate organizations may request funding from GSO. Please visit the GSO website for funding information.
★ If you are bringing outside performers or speakers to campus, Reference Forms will likely need to be filled out. There are two types of Reference Forms available.
  ○ The Reference Forms can be found on SB Engaged under Campus Links. Your program advisor will tell you if either of these forms are necessary.
    ■ The Entertainer Reference Form is used when an organization is planning to bring entertainers to campus. Entertainers could include, but are not limited to, a DJ, Emcee, Band, Performance Artist, Singer, or Comedian. For this form, an organization will need to provide three references for each entertainer that will be performing. These references cannot be students from Stony Brook University or any other College or University, and it is typically best if they are staff members who can speak to the program the artist was part of.
    ■ The Speaker Reference Form is used when an organization is planning to bring a speaker to campus such as a lecturer (from outside of SBU), a clergy member, an author or a political speaker. For this form the speaker’s cover letter, website, or CV will need to be provided.
  ○ Reference forms must be submitted 6 weeks in advance of your event.
  ○ Reference forms that are incomplete in any way will be denied and must be resubmitted, the checks cannot be completed without all of the requested information.

The Department of Student Engagement and Activities will work with you to follow up on any outstanding event items, but the organization is ultimately responsible for the completion of all tasks involved with the planning of the event.

*Note: Planning an event is more than just paperwork with the program advisor. Try to remember things like themes, decorations, invitations, goals, advertising, registrations, etc.*

**Step Six: Advertise The Event**

There are a variety of opportunities to advertise club events. Make sure the club or organization name, event title, date, time, and location are prominent on all advertising, and that all advertisements are consistent with the University Posting Policy.

**SB Engaged:** All events should be advertised on SB Engaged. To advertise in this way, the organization simply uploads an event flyer to the event request. Once the event is approved, the flyer can be approved and it will automatically be displayed on the homepage of SB Engaged and on the CORQ app. Other means of advertising include:

- Flyers, posters, handouts, poster boards, student media groups (Newspapers, WUSB, SBU-TV, etc), Scala screens
- Campus Connect Listserv, University Calendar, Instagram, Facebook, Twitter, Club/Organization website

For specific information on advertising in the Student Activities Center, please refer to the Advertising page on the Student Engagement and Activities Website. For information on advertising events in other campus locations, please see Policy 615 of the University Policy Manual: Posting Information: Posters/Flyers University Wide.

**Accessibility:** Student organizations are required to include information on accessibility options on all forms of advertising, including print and online. In most instances, including the statement "If you need an accessibility related accommodation, please contact INSERT CLUB EMAIL ADDRESS HERE or the building manager in which the event is scheduled" is sufficient.

★ If you need assistance with accessibility needs, please speak to your Program Advisor for assistance.

**Step Seven: Hold The Event**
Proper preparation is vital to the success of events, so make sure to follow through during the event itself. Here are some tips to help with the event:

★ Discuss responsibilities of each club members well in advance of the event so everyone is clear on their role and what is expected of them.
★ Arrive early to ensure all details are correct, including room set up and audio/visual needs.
★ Start on time! It’s important to show your attendees that you care about their time. Any event that starts late must still end on time, and starting late may affect your group’s ability to plan future events on campus.
★ Be prepared for anything that may come your way! Discuss all possible scenarios with your club and with your program advisor prior to the event.
★ Events that are cancelled less than a week in advance may result in cancellation fees!

Step Eight: Evaluation
The evaluation is a very important piece of the program. This will allow your group to reflect on the event, and will also provide our department with information that is useful for future events. Organizations can also use their SB Engaged page to archive this feedback for future leadership.

★ Expect an email from the program advisor within three business days of the completion of your event. The email will direct include a link to an online form that will ask a variety of questions, including the attendance of the event. It is helpful for your group to respond with as much specific information as possible, as the department always strives to improve.
  ○ If your organization would prefer to meet with the program advisor to debrief the event, please make sure that is noted in the evaluation. Staff are happy to process events with organizations and review the things that went well, and also areas where improvements can be made in order for the event to be more successful in the future.
★ Complete the facility evaluation. Depending on the venue, this may be done during your event on a tablet, or sent via email after the event.
  ○ Please provide both positive feedback as well as constructive criticism.

Other Organizational & Event Policies & Procedures
★ Insurance: When entering into a contract you must obtain proof of insurance from the party/vendor. It is imperative to obtain Certificates of Insurance to ensure the vendor has the required coverage and list the appropriate parties as “additional insured”: State of New York, the State University of New York, SUNY Stony Brook, and/or Stony Brook Undergraduate Student Government or Stony Brook Graduate Student Organization if being funded by one of these organizations.

★ Animals on Campus: As a general rule, animals are prohibited from all University buildings, athletic facilities, and outdoor events unless otherwise permitted by University policy P620. The exceptions to this policy are as follows:
  ○ Service animals as defined by the Americans with Disabilities Act
  ○ Therapy animals for approved clinical sessions, as through Counseling and Psychological Services or pursuant to approved policies at SBU Hospital or the LI State Veterans Home
  ○ Animals used by law enforcement or emergency personnel in the exercise of their official duties
  ○ Animals used for research in compliance with all applicable laws, regulations and other University policies and teaching activities that are part of an approved curriculum
Any research or teaching activities involving the use of live vertebrate animals must be approved by the Institutional Animal Care and Use Committee prior to ordering animals and prior to commencement of the activity and must comply with all requirements of University Policy P204.

Animal exhibits (petting zoos, rides, etc) may require an operating permit from Suffolk County Department of Health and must be pre-approved. Groups planning an animal exhibit must complete the Campus Animal Exhibition Request Form and send it to Environmental Health and Safety and the Division of Laboratory Animal Research. The Campus Animal Exhibition Request Form can be found here.
**Campus Walks/Runs:** Outdoor walks/runs are a way that groups can raise awareness or funds for various causes. These types of events pose very specific requirements and often require additional safety measures. Requests for campus walks/runs should be made through 25Live and the Event Request Form as with any other event. When meeting with a program advisor, the event coordinator should be prepared to discuss specifics of the event, including:

○ Route: what is the exact route your group would like the run/walk to follow? If possible, a campus map with the route highlighted is extremely helpful.

○ Money/fundraising: will this event be collecting money? If so, how? Will there be money changing hands at the event (this includes registration fees)?

○ Budget: does your group have funding available to assist in any fees that might be incurred as a result of the event? There may be fees for security, grounds crew, lighting or other incidentals depending on the specifics of your event.

**Food Policies**

○ **Public Events:** These are events that are open to the campus community and the general public. All PUBLIC events, regardless of size, who utilize caterer(s) other than the campus caterer, must be permitted by the Suffolk County Department of Health Services (SCDOHS) and require a SCDOHS “Organizer’s Temporary Event Permit” application be submitted to SCDOHS at least 21 days prior to the event. Additionally, each individual vendor serving food is required to submit a Vendor’s Temporary Event Permit application to SCDOHS at least 14 days prior to the event. An EH&S “Public Event Notification Form” must also be submitted to EH&S at least 21 days prior to the event.

○ **Private Events:** A Private event is an event where attendance is limited to a Stony Brook University Department or Group. All private events are exempt from food permit requirements as long as the food is obtained from the campus caterer or from a food establishment that is permitted by SCDOHS.

○ **Bake Sales:** Student groups conducting bake sales where the items being sold are prepared in the home and not purchased must display the Suffolk County “Home Prepared Food” sign. This sign can be obtained from the Environmental Health and Safety [website](#). Please see the Fundraising and Solicitation Policy below for more information.

○ **Campus Community Events:** These are events that are open to the campus community (students, staff, faculty and alumni) and invited guests only. A Campus Community food permit is needed if using an off campus caterer. Food permits can be obtained from the Environmental Health and Safety [website](#). All permits must be uploaded to the event in SBEngaged at least 1 week in advance of the event.

  ■ The student organization is responsible for completing the food permit and submitting it to Environmental Health and Safety for approval.

  ■ If USG funds are being used to pay for food, the food permit must be uploaded to campusvine.

  ■ All approved food permits must be uploaded to the SBEngaged event.

  ■ The approved food permit should also be displayed at the event.

  ■ No food permit is needed when serving cheese or pepperoni pizza or pre-packaged snacks.

  ■ If food is homemade, the Suffolk County “Home Prepared Food” sign must be displayed at the event.

*For more information on Food Safety Policies, please visit the [website here](#).*

**Fundraising and Solicitation Policies**

All fundraisers must be approved by the Department of Student Engagement and Activities. Fundraising request forms must be submitted via SB Engaged at least 2 weeks in advance of the requested event date. In an effort to streamline processes, the Fundraising Request Form has been incorporated into the Event Request Form. Student organizations must comply with the following additional policies and expectations surrounding fundraising and solicitation:

○ Any and all fundraising activities and/or events must be consistent with the mission, goals and mandates of the University.

○ Fundraisers with expected donations exceeding $2,500 require an additional approval from the Vice President for Student Affairs or their designee.

○ Events with “suggested donations” will be approved on a case by case basis and may require additional security/staffing measures depending on the nature of the event, and amount projected to be collected. The Program Advisor and Event Coordinator will determine collection options that may or may not include a fee. These options could include, but are not limited to:
- Opening the SAC Ticket Office during the event to collect money
- Hand delivering cash revenue to the Ticket Office during operating hours
- Utilizing the SAC drop safe, requiring the assistance of a SAC Facilities Manager.
- **Events located in venues other than the SAC may require a University Police “money run”. Program Advisors will make arrangements for this.** University Police will escort the Event Coordinator to the SAC Facilities Manager on duty. All revenue will be secured the night of collection in a drop safe located in the Student Activities Center. The Ticket Office Manager will either deposit the revenue via courier in the group’s USG account, T&A account (for non-funded clubs), or sign it over to a designated member of the organization’s leadership the next business day.
  - For instructions on setting up a T&A Account, please see Chapter 6.
  - Student groups interested in soliciting donations from non-SBU entities must discuss this with a professional staff member from the Department of Student Engagement and Activities prior to requesting any type of donation.
  - Student organizations that receive funding from USG or GSO for a fundraising event are required to reimburse the agency before profits can be accounted for or donated.
  - “Date Auctions” are not permitted.
  - In an effort to allow all groups an equal opportunity to fundraise, organizations will only be initially approved for 4 fundraising tables per month; two in the SAC and two in the library horseshoe. If a group would like to do a sale where items are paid for in advance and picked up at a later date the “pre-order” table does not count toward the 2 date limit for that location.
  - Groups should have a poster, banner, or tablecloth identifying their organization prominently displayed for the duration of their fundraiser. **This is a requirement for all fundraisers taking place in the library.**
  - Student groups may not solicit donations or the purchase of goods outside of an approved fundraising table/event. This means groups may not:
    - Take goods of any kind (i.e. baked goods, money jars, etc) to offices, classrooms, residence halls, etc.
    - Collect money for goods (i.e. donuts, meals, etc) outside of an approved fundraising table. This may not take place in class, residence halls, offices, round tables in the SAC lobby, academic building lobbies, etc.
    - Request donations or purchase of goods on the SAC plaza without prior permission from the Department of Student Engagement and Activities.
  - **Gambling:** Gambling is strictly prohibited on campus. Groups that would like to hold raffles may do so only if every person in attendance has the same chance of winning. For example, all attendees receive one raffle ticket upon entering the event, and no additional raffle tickets may be purchased. For the full policy, please reference the University Policy on Fundraising and Solicitation on Campus, which can be found [here](#).
  - **50/50 Raffles:** Similar to gambling, there are many state laws that govern if a student organization may hold a 50/50 Raffle. In some cases the group may be permitted to hold the raffle, but may need to apply for a permit. In some cases, the group may be permitted to hold a raffle without a permit. In yet other cases, the organization may not be able to hold a raffle at all. The ability of an organization to hold a 50/50 raffle can be determined using this [2016 SUNY memo](#).

**Guest Policy:** A guest policy needs to be established for all ticketed events. The policy will vary based on the type of event, as well as level. More information on guest policies can be found [here](#).

**Media, Photography & Videography Policies:**
- ★ Any time an event is being photographed or video recorded, special permission or a media permit will need to be issued. For more information, please review the policy found [here](#).
- ★ Advisors who volunteer to advise student media clubs and organizations cannot be held liable or be fired from their University position for their advisory role to a publication. They are not responsible for editorial oversight. These protections apply for faculty advisors who are advising in the course of employment or volunteerism that is formally requested or acknowledged as such by the appropriate University representative.
- ★ Student media organizations are bound by the Society of Professional Journalists [Code of Ethics](#).
- ★ **Student Media Relationship Statement:**
  - The student media such as produced radio, newspapers, literary or opinion magazines or journals, video and film shall remain free of censorship and prior review of copy from University administration.
  - Editor(s) and director(s) are free to develop their own editorial policies.
Editors, managers and directors of student media are protected from arbitrary suspension and removal from office because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes are editors and managers subject to removal (see below), and then by orderly and prescribed procedures.

All student media must explicitly state that the opinions therein expressed are not necessarily those of the college community.

All student media are encouraged to adhere to a published code of ethics. Samples may be found on the Society of Professional Journalists website.

The freedom given to student editors, managers, and directors require adherence to the ethics and laws of responsible journalism and reporting (e.g., the avoidance of libel, copyright infringement, indecency, undocumented allegations, attacks on personal integrity, harassment, and slanderous innuendo).

Charges of violation of the items noted above shall be dealt with through the usual University judicial and mediation process.

**Movie Screenings:** Student groups interested in screening movies must first obtain the rights. This can be done through various ways, including paying for the rights through companies or contacting the movie production company itself. Proof of rights must be submitted to the Program Advisor at least one week in advance of the event. Stony Brook University often works with Swank Motion Pictures, Inc. ([www.swank.com](http://www.swank.com)) and Criterion ([www.criterionpic.com](http://www.criterionpic.com)) however student groups may use any company they choose. If neither of these companies has the movie the organization is looking for, the Reference Library of the Motion Picture Academy may be able to help (1-310-247-3020).

*Owning the DVD of a movie or paying for a Netflix, Hulu, Amazon Prime, or other similar account does not constitute for paying for the rights to show a movie.* Movies considered Public Domain can be shown without having to pay for rights. These movies are those which no government, organization or individual owns, and as such is common property. To determine if the film your organization would like to show is considered Public Domain, check [this list](http://www.criterionpic.com) for movies with release dates prior to 2011, and [this list](http://www.swank.com) for movies with release dates after 2012. You can also search the internet, or contact the Reference Library of the Motion Picture Academy.

**Hazing:** Hazing and/or harassment of prospective member and members is strictly prohibited as stipulated by New York State Law and the Stony Brook University Code of Student Responsibility. Hazing may be perpetrated by individual(s) against individual(s), individual(s) against group(s), group(s) against individual(s), or group(s) against group(s). Hazing conduct may result in charges under the rules of “Maintenance of Public Order” ([Education Law, Section 6430](http://www.criterionpic.com)), withdrawal of chapter or campus recognition as described in this document, campus judicial charges against individual students, and/or the arrest of individuals. No chapter, colony, student or alumnus should conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense.

- **Stony Brook University University Code of Student Responsibility Section III.A.1.g: Hazing**
  In connection with an affiliation to any organization, group, team, or sports club: no student shall (i) endanger the mental, physical, or emotional health of a person, intentionally or recklessly, by commission or omission, regardless of whether the other person has consented to the activity; (ii) participate in activities on or off University property, involving the forced or expected consumption of alcohol, drugs or other substances, or damage, destroy tamper with, or remove public or private property.

- **New York State Law (as of 8/2018)**
  - **Section 2755: Hazing in the first degree:** A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct, including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person and thereby causes injury.
  - **Section 5200: Hazing in the second degree:** A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct, including but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person.

**Hazing Amnesty Policy:** The University recognizes that students may be reluctant to report hazing activity due to a fear of potential consequences for their own conduct. Therefore, a student who acts in good faith to report
activity that may fall within the definition of hazing and who cooperates fully as a witness to the investigation and student conduct process may not be subject to student conduct sanctions related to their own participation in hazing behavior, as determined by the University in its sole discretion. In the event that hazing amnesty is granted for self-reported behaviors, if evidence is presented that the student has continued to engage in hazing behaviors or has knowledge of hazing activity that was not reported, they may be held accountable for past behavior. Students who choose to report and request amnesty for their own conduct.

★ Unrecognized Organizations:
- Registered organizations may not co-sponsor activities with unrecognized organizations. This includes, but is not limited to, those organizations that have not yet gone through the recognition process, those whose organizations are not in good judicial standing with the University or the Department of Student Engagement and Activities, or those whose recognition has been withdrawn by the University. Recognized organizations may not give platforms to these organizations in any way, including allowing performances at organizational activities. If a group is unsure if an organization is eligible for collaboration, please contact Student Engagement and Activities.
- Unauthorized operation: No student shall function or participate in a club or organization, athletic team or student group whose University recognition has been withdrawn or suspended.
  1. Students who are members of University organizations or other campus organizations whose campus recognition has been withdrawn or suspended, either temporarily or permanently, may not participate as a representative of that organization in any campus activity or event, i.e., Recruitment, Intake Activities, Intercollegiate Athletics, sport clubs, intramural sports, Inter Fraternity & Sorority Council, campus committees, talent shows, contests, or community service projects.
  2. Unrecognized organizations may not use the University name, logo, equipment, or facilities. Student recruitment and/or related activities by an unrecognized organization may not take place, nor may University students take part in recruitment and/or related activities on behalf of any alter ego organization used to veil or disguise the activities of an unrecognized organization. Students may not join fraternities, sororities or other campus organizations whose campus recognition has been withdrawn or suspended, either temporarily or permanently.
  3. Any violation of this policy may result in individual and/or group sanctions, such as the extension of the current suspension; suspension or permanent expulsion of individual(s) from the University, and/or the suspension or permanent expulsion of the organization from future campus recognition. Individuals or groups may be required to attend mandatory educational programs.

★ Facilities Policies
- Posting Policies: Every organization should be familiar with the posting policy guidelines. Infractions of the policy can result in loss of posting privileges for the individual, the organization, or both. Be sure to reference “Step Six: Advertise The Event” as well as the full University policy, which can be found here.
  - General Posting Policies
    - Flyers should only be posted on designated boards using staples or thumbtacks. Flyers are not to be attached to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks or trees.
    - Information printed in any language other than English must include an English translation.
    - Credit Card advertisements will not be approved.
    - Posters must be non-discriminatory.
    - No advertisements promoting alcohol or illegal substances will be approved.
    - Advertisements that violate any guidelines will be removed at the organization’s expense.
    - Notices posted over valid posters or in non-designated areas will be removed.
    - Campus organizations are responsible for removal/disposal of material after the event.
    - Chalking or writing on any University surface with chalk, other than a chalkboard, is not permitted and can be considered vandalism.
  - Student Activities Center Posting Policies
    - Any advertisements posted in the SAC for recognized student organizations must be approved by the Department of Student Engagement and Activities. To have posters approved, bring them to room 218 in the Student Activities Center where a staff member will approve or deny them. Date,
time and location must be confirmed prior to approval. Upon approval a staff member will stamp them and they can be posted.

- A total of four (4) posters or flyers can be put up in the Student Activities Center. Additionally, one can be posted on the display board in the Student Engagement Office, as well as displayed on an easel in the SAC Lobby if requested.
- Items may be posted for up to two weeks, or until the day after the listed event, whichever comes first.
- Only one poster per bulletin board is allowed. Flyer size is not to exceed 11” x 17”

**Other Facilities Posting Policies:** Groups wishing to post flyers in the residence halls should leave posters in the Division of Campus Residences (Attention: Associate Director of Residential Programs). Residential Programs staff will post signs if they are received at least 48 hours prior to the onset of the advertising campaign.

- **Set Up:** All details regarding room set up and AV needs must be submitted at least one week in advance of the event. Student groups are limited to a maximum of a 4 hour set up time for each event.
  - For events in UGC centers, groups must meet with UGC center staff at least one week in advance to discuss set up.
  - For events in the Campus Recreation Center, groups may have to meet with CRC staff at least two weeks in advance to discuss additional regulations governing that space.
  - Additional SAC & SBU Facilities policies can be found [here](#).
  - Additional UGC Facilities information can be found [here](#).
  - Additional CRC information can be found [here](#).

- **Portable Multimedia Kit Policy:** Portable multimedia kits are available to student organizations through SAC facilities. This is a complimentary service provided to organizations holding events in SAC 3rd floor rooms only. There are a few important things to note regarding the use of multimedia kits:
  - Each kit contains a laptop, projector, and a set of speakers.
  - Kits can ONLY be used in SAC 3rd floor rooms. They cannot be used in any other location or building.
  - There are a very limited number of kits available, therefore they are only assigned to single events and are not available for block bookings.
  - Requests for Portable Multimedia Kits must be made through the SBEEngaged form, which can be found [here](#).
  - Requests must be made at least 1 week prior to the date requested. Any request made less than one week from the event may be denied.
  - Kits can be picked up at the SAC Info Desk 15 minutes prior to your reservation, and must be returned there after.

- **Cancellation Policies**
  - **Student Activities Center:** Student organizations not adhering to the policies outlined [here](#) under “Student Organizations” may be subject to cancellation fees.
  - **Wang Center:** Please note there may be fees associated with cancellations of events in the Wang Center. A complete list of Wang Center fees can be found on SBEEngaged under “Campus Links”

**Public Assembly:** As a public University, free speech and public assembly are rights that are afforded to all students. The University and the staff in the Division of Student Affairs are highly committed to the protection of the rights of all members of the campus community, however these rights bring with them the obligation to maintain safety and order for all community members. Organizations wishing to stage a public assembly are strongly encouraged to work with the Department of Student Engagement and Activities to do so in a safe way that remains within the bounds of Policy P107R: Public Assembly. Some of the basic tenets of this policy include the following:

- Assemblies may not prevent the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, and other public events.
- Assemblies may not obstruct the free movement of vehicles or persons. This includes, but is not limited to, in and out of buildings or facilities, inclusive of blocking hallways or doors.
- Assemblies may not willfully cause injury or damage to persons or property.
- Assemblies may not jeopardize the safety and security of others.
If a student organization is planning a public assembly it is the responsibility of that organization to read the entirety of Policy P107R and to comply with said policy.

★ Weather Related Policies

○ **Severe Weather Policy:** In the event the University cancels classes and events due to severe weather conditions, the Department of Student Engagement and Activities will work with student groups to attempt to find space to reschedule events. Please note that while every effort will be made to reschedule events, it may not always be possible due to time and/or space constraints.

○ **Rain Call Policy:** A rain call for any outdoor event will be made by noon the business day before the program (if not sooner). All rain calls are final - events cannot return to their original location. If a decision is made to keep an event outdoors, the event may be cancelled depending on the weather conditions. This cancellation may be made by the organizing group or University staff.

**Note:** Any event cancellations made by the organization after the official deadline could result in fees being charged to the sponsoring club or organization.

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**Funding & Budget Management**

**Organization Funding**

All graduate and undergraduate students at Stony Brook University pay a Student Activity Fee each semester. These fees help to fund the Graduate Student Organization and the Undergraduate Student Government, respectively. These organizations can assist in funding recognized graduate and undergraduate organizations on campus. To receive funding, groups must follow the process outlined by their respective governing body.

★ **USG Line:** An undergraduate group is eligible to propose a budget to the USG if they are recognized by the Department of Student Engagement and Activities and the membership is not exclusive. Any undergraduate club or organization that is seeking funding from USG and does not already have a USG line budget should contact the USG Vice President for Clubs and Organizations. All USG funded organizations must reapply for funding during the spring semester prior to the start of the next academic year. For more information visit stonybrook.edu/commcms/usg/.

★ **GSO Line:** This option is available to graduate student clubs and organizations that are recognized by the Department of Student Engagement and Activities. There are specific rules surrounding how much of the group must be made up of graduate students for your group to be eligible. For more information visit www.sbgso.org, or see appendix 1.

**Event Funding**

There are grants available that could assist with funding for individual events. Each grant requires its own application, as these grants are offered by different areas.

★ **Calendar to Promote Diversity and Inclusion:** The Calendar to Promote Diversity and Inclusion promotes inclusive communities by raising awareness around a diverse set of identities, while striving to maintain a socially just environment. Two grants of up to $250 per month are awarded to events surrounding the monthly themes:

★ September - Introduction to Social Justice
★ October - Hispanic Heritage, LGBTQIA
★ November - Native American Heritage, Transgender
★ December/January - Dis(Ability), Diversity of Religions
★ February - Black History, Healthy Relationships
★ March - Class and Socioeconomic, Women’s History
★ April - Sexual Assault Awareness, Asia/Pacific-Islander/Desi-American Heritage

○ The submission deadline is the 15th of the prior month. For more information on this calendar and funding, please visit the Calendar to Promote Diversity and Inclusion.

★ **USG Grants:** The Undergraduate Student Government provides several grants a club or organization may apply for. Specific information can be found on their website stonybrook.edu/commcms/usg/.
Budget Management

There are a variety of ways that student organizations can choose to maintain their finances, in addition to any line budget they may have.

- **T&A Account:** A T&A (or Trust and Agency) Account is an account that can be set up with USG accounting by unfunded organizations. These accounts are typically set up prior to an event where a group will generate revenue, whether through ticket sales, fundraising or donations.
  - T&A accounts are active for one academic year only, therefore all monies in these accounts must be remitted prior to the end of the year.
  - To set up a T&A Account meet with USG Accounting (SAC 229) prior to the event. It is suggested that the organization make an appointment for this meeting.
  - Once proceeds are deposited into the account, the organization can go to the Accounting office and request payment through the voucher process. Vouchers must include: W9 for whom the check is made payable to, event report to support proceeds (to be provided by Ticket Office or Fiscal Agent), and voucher signed by the President, Secretary and Treasurer.

- **FSA Accounts:** Student organizations can open an FSA Agency account through the Dean of Students area. This type of account is open to all organizations; both those funded by USG and those who are not. This account is different than a T&A Account in that FSA Agency Accounts can carry balances from year to year. There is currently a 10% overhead fee for all deposits into this type of account. To open an FSA Agency account, please contact the Dean of Students area.

Some clubs choose to set up bank accounts at external banks. The Department of Student Engagement and Activities does not encourage this practice for a variety of reasons. External bank accounts must be in the name of an individual. This can be problematic for the following reasons:

- Any monies in this account must be reported by the person who holds the account. This can affect income tax for that person
- Similarly, this money can affect financial aid for the person holding the account
- The person who holds the account may leave the club for any number of reasons and the club could lose the money. There is no way to prove that this money does not belong to the individual

**Conduct Process**

Stony Brook University embraces the value of a robust co-curricular experience for students. Involvement outside the classroom is an essential part of a holistic university experience, and the University formally recognizes many student organizations. The ability to be part of a registered club or organization on the Stony Brook University campus is a privilege and should be treated as such. Stony Brook University’s Department of Student Engagement & Activities expects our recognized student organizations and their members to:

- maintain standards of personal integrity in alignment with the institution’s educational goals;
- be responsible for their actions;
- observe national, state, local laws and University policy;
- respect the rights, privileges, and property of other people.

Situations arise in which formally recognized student organizations may be in violation of University policy and an appropriate level of action is warranted to address the concern. The intent of the Student Organization Conduct Process among other things, is to articulate the University’s behavioral expectations for formally recognized student organizations, provide a consistent and equitable framework for addressing University policy violations, and ensure the long-term viability of formally recognized student organizations and at Stony Brook University. The organizational conduct process is a learning experience which can yield growth, behavioral changes, and personal understanding of one’s responsibilities and privileges. This process balances the needs and rights of students and organizations with the
needs and expectations of the University and the larger community. Students and organizations are treated with care, fairness, and respect. The interests of the complainant, the organization, and the community at large are equally important.

As a general rule, violations of policy and the sanctions that may be imposed will not be routinely reported to parents. However, in the case of serious violations of Federal, State, or Local law, including alcohol and other drugs violations, or when instances of medical emergencies come to the University's attention, the University may notify parents.

In addition to our departmental policies and procedures students and organizations must also follow applicable policies including but not limited to those in the Code of Student Responsibility\(^1\), University Policy Manual\(^2\), and the Rules of Public Order\(^3\). All students should become familiar with these important items. All University policies and related documents may be accessed through the Stony Brook University website.

**PROCESS FOR VIOLATIONS REFERRED TO STUDENT ENGAGEMENT & ACTIVITIES:**

All recognized student organizations and groups are required to follow the Recognition Guidelines for Registered Student Organizations, and Fraternities and Sororities; general fraternity and sorority policies/procedures (i.e. Expansion, New Member, Risk Management, Recruitment/Intake), the Code of Student Responsibility and the University Policy Manual. All recognized student organizations and groups may be held responsible for violations of any such regulations by the Department of Student Engagement & Activities.

\(^2\) [http://www.stonybrook.edu/policy/](http://www.stonybrook.edu/policy/)
\(^3\) [https://www.stonybrook.edu/commcms/studentaffairs/ucs/policies/order.php](https://www.stonybrook.edu/commcms/studentaffairs/ucs/policies/order.php)
Alleged violations will be reviewed in accordance with the procedures outlined below. A finding of responsibility as to each of the charges must be supported by a preponderance of the evidence; whether it is “more likely than not” that the incident occurred. If the totality of all the information presented meets this standard, then the organization is found responsible. The burden of presenting such evidence rests with the Complainant(s).

PRE-CONDUCT MEETING PROCEDURES:

a. Complaint or Referral
Any member of the University community may make a complaint and/or referral or offer information concerning such complaint and/or referral to the appropriate office or person. The complaint and/or referral shall be directed to a University official. In an appropriate case, a University official may act as a Complainant on behalf of others in enforcing the Code, and other departmental and University policies. In order to facilitate a timely investigation and processing of complaints, it is recommended that referrals are made within thirty (30) calendar days following the date of the incident giving rise to the complaint.

i. Mediation (Dispute, Conflict Resolution)
In certain situations, mediation is a process available for resolving disputes between groups. Mediation is a voluntary, confidential and non-judgmental process providing an opportunity for parties in conflict to meet with a mediator to present the issues. Mediation can be an alternative to or supplement the formal student organizational conduct process for certain types of conflict. The mediator’s role is to facilitate a conversation between or among parties in conflict in an effort to reach an agreement. Mediation agreements are enforceable as Official Directives, and failure to comply with an agreement may be a violation of the Recognition Guidelines. When a satisfactory agreement cannot be reached through mediation, the complaint may be referred for student organization conduct action, where appropriate.
b. Investigation
A designated University official shall investigate and determine whether further action is necessary within a reasonably prompt time frame and in an effective manner. The investigation may include interviews and requests for written statements from the parties (i.e. complainants, organization members, witnesses). In circumstances involving investigation of complaints when the Complainant does not choose to proceed, the University official reserves the right to continue its investigation regardless of Complainant cooperation or involvement.

c. Decision to Proceed
If in the judgment of the University official there is sufficient evidence to warrant further action, such official shall initiate one of the following procedures:

i. Directive to Appear/Notice of Charges - The organization charged with an alleged violation/s will be provided with written notice of charges and will be required to either meet with a University official for a conduct meeting on the date cited in the notice. The meeting shall be scheduled for no less than ten (10) calendar days from the date of the notice, unless extenuating circumstances prevent such a timeline.

ii. Organizational Conduct Meeting Waiver - The organization may choose to accept responsibility for and not contest the charges. If this election is made, leadership from the organization will sign a waiver of their right to a conduct meeting, and must accept the sanction(s) identified in the waiver. An organization’s decision to waive their right to a conduct meeting and accept the sanction(s) is final and not appealable.

e. Case Preparation
If an organization receives a Notice of Charges, a University official will inform the Complainant(s) and Organization representatives of the rights and responsibilities they will have in the scheduled conduct meeting.

f. Information in Support/Defense of Allegations
Information in support/defense of allegations (including statements, documentary and/or physical material) to be presented by the Complainant(s) and the Organization during a conduct meeting are typically shared with the opposing party at least two (2) business days in advance of the scheduled conduct meeting. Sensitive and/or confidential information may be redacted and/or shared only at the time of the conduct meeting. The University official presiding at the conduct meeting will make the final decision relating to the admissibility of all information in support/defense of allegations. The designated University official may exclude information in support/defense of allegations, or adjourn the meeting to afford all parties the opportunity to review information in support/defense of allegations to be presented during the meeting. Hearsay information in support/defense of allegations, including written statements, may be considered. First hand oral statements subject to cross examination will be given greater weight than hearsay statements. Written statements from character witnesses are permitted into the hearing.

g. Advisors
The Complainant and Organization representatives may appear at the conduct meeting with an advisor of their choice. The role of the advisor is to assist each party, but not to engage in any verbal presentation or questioning. Attorneys may serve as advisors to the parties subject to the same conditions and restrictions.

h. Attendance at Conduct Meeting
Those in attendance at the meeting may include the Complainant(s), Organization representatives, their advisor(s), witness(es) (while giving statements), and the presiding Conduct Meeting Officer. A University observer may be present. The presiding University official shall determine whether additional persons may be present.

i. Confidentiality
In order to protect confidentiality, organizational conduct meetings shall be closed to members of the campus community and to the public.

CONDUCT MEETING PROCEDURES:

Organizational Conduct Meetings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Conduct Meeting Officer. In the event that an Organization has received notice of a
conduct meeting and elects not to appear, the meeting shall proceed in their absence. When requested, the University will provide options for a room divider, use separate rooms, or other reasonable mechanisms to prevent interactions between the parties. Organizational Conduct Meeting procedures generally include the following basic steps:

a. Opening
The presiding Conduct Meeting Officer states the alleged violations and identifies the individuals present.

b. Challenge
Conflicts of interest must be disclosed. Any party may request and cite cause for the removal of any member of the meeting. The Conduct Meeting Officer will determine whether the cited cause warrants removal.

c. Organizational Response
The Organization will be asked to state their response (i.e., responsible or not responsible) to each of the alleged violations.

d. Complainant Presentation
The Complainant should begin with an opening statement describing the alleged violation(s). Information in support/defense of allegations will be presented by the Complainant and by witnesses offered by the Complainant. The Organization may question the Complainant/witnesses regarding the opening statement and information supporting the allegation.

e. Organization Presentation
The Organization’s presentation should begin with an opening statement of its position regarding the alleged conduct. Information in support/defense of allegations will be presented by the Organization and by witnesses offered by the Organization. The Complainant may question the Organization/witnesses regarding the opening statement and information presented in defense of the allegation.

f. Closing Statements
After all witnesses have presented statements and all questioning has been completed, closing statements are made first by the Complainant(s)/Meeting Officer, then by the Organization. No questioning is allowed during or after closing statements.

g. Deliberation
After closing statements have been presented, a review of information in support/defense of allegations is conducted by the Conduct Meeting Officer to determine the Organization’s responsibility as to each of the charges.

h. Decision
Upon a review of the totality of the information discussed, a decision regarding the Organization’s responsibility as to each of the charges shall be made by the Conduct Meeting Officer. A decision of responsibility shall be made only if the allegations contained in each charge have been established by a preponderance of the evidence (more likely than not standard).

i. Recommendation/Determination of Sanctions
The presiding Conduct Meeting Officer shall determine sanction(s) based upon the severity of the conduct as well as any prior conduct history.

POST CONDUCT MEETING PROCEDURES:

After the conduct meeting procedures have taken place, the following will occur:

a. Notification/Conduct Meeting Disposition
The decision of the proceeding will be communicated in writing to the Organization and the Complainant by the presiding Conduct Meeting Officer (or designee). Written notification (also called a disposition) will include the date and
time of the conduct meeting, the findings, and the sanctions to be imposed, if any. If the Organization charged is found responsible and a sanction is to be imposed, the notification/disposition shall inform the Organization of the right to appeal and the method for submitting the appeal.

b. Hearing Documents
A written notification/disposition summarizing the main points of the proceedings and information in support/defense of allegations presented during the conduct meeting become part of the proceeding’s official record. Any recordings made during the conduct meeting also become part of the official record. These materials are confidential. However, these materials may be made available, in cases of appeal and upon request, to the designated University official hearing the appeal and to the student(s) requesting the appeal.

c. Enforcement
The presiding University official/Conduct Meeting Officer and other designated University officials will ensure that any sanctions imposed are carried out on behalf of the University.

SANCTIONS AND ORGANIZATIONAL STATUS CHANGES:

Failure to meet the criteria for recognition and/or organizational conduct violations may result in the imposition of sanctions and/or a change in organizational status and standing. In determining the appropriate response for a student organization and/or individual, the Department of Student Engagement & Activities will consider the severity of the violation, the impact the violation had on the community, and the disciplinary record of the organization. Continued violations of policy/failure to complete a sanction may result in further conduct action/sanctions/change in status. Examples of sanctions and organizational status changes that may be imposed upon a student organization/individual may include, but are not limited to:

a. Informal Warning
An informal warning advises an organization to be more mindful of their behavior and encourages them to review policies and procedures in order to ensure future compliance. Informal warnings are not routinely reported as organizational conduct action unless subsequent violations occur.

b. Written Warning
A written warning indicates that an organization has violated a University policy and that continued or repeated violations of University policy will result in further organizational conduct action.

c. Restitution
Restitution for violations against University property may include restoration or replacement of the property.

d. Special Restrictions or Loss of Privileges
An organization or individuals privileges may be limited or suspended for a specific period of time. Privileges that may be suspended include, but are not limited to, the ability to:
- Recruit members
- Engage in social functions of any type
- Use specific University buildings, facilities, properties, equipment, resources, services, and/or funds
- Participate or attempt to participate as an organization in any University event, or
- Co-sponsor or participate as an organization in another recognized organization’s activities
- Participate in Leadership Positions: In situations where specific Individuals are found responsible for improper actions or violations of policy they may be removed from their leadership position by the Department of Student Engagement & Activities.

h. University Service, Educational Projects, and Programs
Student organizations may be assigned projects, programs and/or service determined appropriate to the offense. Such assignments will be designed to provide the organization with a better understanding of the behavior and its impact on others.
i. Administrative Warning
Organizations may be placed on Administrative Warning for a period of time. Administrative Warning will require corrective action and/or educational sanctions and a schedule for completion. Upon successful completion of the warning period, the organization may be required to attend periodic meetings with a University official.

j. Probation
Organizations may be placed on probation for a period of time. Probation will involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. The terms of the probation will be tailored to fit the individual circumstances. Upon successful completion of the probation period, the organization may be required to attend periodic meetings with a University official.

k. Suspension
Organizations may be placed on suspension for a period of time. During this time all organizational activities are suspended and all privileges are revoked.

j. Withdrawal of Recognition
Upon Withdrawal of Recognition, all organizational operations must cease. All University privileges and permission for the organization to function are revoked. The organization shall be ineligible to apply for recognition for five years, unless the Dean of Students, or their designee, waives this requirement.

APPEALS:

1. Grounds for Appeal
Organizations found responsible for University and/or departmental policy violations, and/or to whom sanctions/status changes have been levied against may appeal such findings on the following limited grounds:
   a. Significant violation of organizational conduct procedures;
   b. New information, unavailable at the time of the hearing, has become available and could have substantially impacted the decision; and/or
   c. The sanction(s) issued is/are disproportionate in relation to the organization’s conduct record and/or nature of the violation.

2. Application for Appeal
Organizations wishing to appeal a disposition must submit a written application to the designated office/University Official within seven (7) calendar days of receipt of the disposition. The application for appeal must identify which of the three grounds forms the basis of the appeal. Organizations must be in compliance with the disposition at the time of their appeal request and until a final decision on their appeal is rendered.

3. Appeal Procedure
If the appeal has been submitted within the specified time frame and has identified at least one of the permissible grounds for appeal, the designated University official will review the complete record of the case, the statements of any parties, or any other information in defense of allegations, and where necessary, may require interviews with the parties involved. The designated University official will be a neutral decision maker who will conduct the appeal in an impartial manner. The organization shall be notified in writing of the decision. The decision of the University official will be final.

PROCESS FOR VIOLATIONS REFERRED TO UNIVERSITY COMMUNITY STANDARDS:

Alleged violations of the University Code of Student Responsibility may be referred to University Community Standards for an investigation. A formally recognized student organization acts through its members, but the University understands that an individual can violate a University policy independent of the individual’s affiliation with the student organization. Therefore, if a complaint is filed against a student organization, the University will review the underlying allegation/s and make a threshold determination as to whether the allegation/s, if proven true, should proceed against the student organization or whether the underlying conduct is independent of the individual(s)’ affiliation with the student organization. A charge that is based on conduct that is independent of the individual(s)’ affiliation with the
A student organization will not be pursued against the student organization but may still be pursued against the individual(s) through other University policies.

Should University Community Standards determine whether there is sufficient evidence to proceed, the individual conduct process will be initiated. The threshold determination will be viewed on the totality of the circumstances. Any pertinent student organizational conduct proceedings on behalf of Student Engagement & Activities may be delayed in these instances to allow for University Community Standards to complete their proceedings. For additional information regarding this process, please refer to the Code of Student Responsibility.

Making the Most of SB Engaged

SB Engaged is the hub for all club and organization related activity. It is helpful for your group to use its page to its fullest potential. Here are some tips on how you can make the most of the group’s page!

Basic things to know about an organization’s SB Engaged page:

★ The Department of Student Engagement and Activities will set the group’s Primary Contact as the President upon approval of re-registration. If the group would like someone else to be set as the Primary Contact, please send an email with the preferred contact person to StudentEngagement@StonyBrook.edu.

★ The Department of Student Engagement and Activities will set the contact email to the organization email. It is important this email is monitored, as this is the primary way the Department will correspond with organizations throughout the year.

Manage

The “Manage” tab is where all of the pages within an organization’s SB Engaged page can be accessed. From the Manage tab, users can select the organization to update, and can then make changes. Once an organization is selected, click the drop down menu on the left to manage the areas within that group’s profile.

About

The About tab allows a user to customize what the public can see about an organization. Items such as the group’s profile picture, contact information, and social media accounts can all be personalized. It is recommended to add other information such as general body meeting time and location. It is helpful to ensure this information is up to date so that interested students know how to find the organization.

★ Links to personal profiles will not display on an organization’s page.

★ Information listed in the “External Page Links” section will be made available on the organization’s home page, and will be shown on the public side of SB Engaged. Users that are not logged into the system will be able to see this information, so do not include anything that should not be public.

★ To change the profile picture for an organization simply upload the preferred image under “Profile Picture”.

Roster

The Department of Student Engagement and Activities strongly encourages groups to keep their rosters available on their profile. This allows people to know who is part of the organization and if they hold a position. At a minimum President, Vice President, Secretary, Treasurer, Primary Contact and Advisor must be visible on this page as a requirement of recognition. If an organization feels this requirement should be waived due to privacy concerns, please contact the Department of Student Engagement and Activities for further information and assistance.

★ When a person clicks “View Full Roster”, all members of the organization, along with their photo and position will be visible. After this will be a list of general body members who do not hold positions. Clicking on a member’s name will open their Community Directory information, including their basic contact information and any other information that member has chosen to show publicly.

★ Officers of organizations and those who have access to manage the Roster tool have the ability to create positions specific to the organization. To do this, click on “Manage Positions” in the Action Center. That page will
show a full list of positions available to the organization. Don’t see what you need? Click “Position” to create a new position specific to the organization.

★ To invite people to join the organization, simply click “Invite People” at the top for the “Roster” page in the Action Center. If the person being invited holds an executive board position, this can be selected once the invitation to join the roster is accepted, or these members can be sent individual invitations with the position indicated.

○ To do a mass invitation, click “Send Invitations” when all invitees have been added to the list. For specific information on this process, read this tutorial.

★ If a person is no longer part of an organization, it is important to end their membership. To do this, simply locate the member that is to be removed and check the box on the far left of the name. Click “End Membership” at the top of the user list. A confirmation box will appear to let you know you are ending this user’s membership and will also remove all of the positions and permissions.

★ For more detailed information on Rosters, please read this article.

Events
As mentioned earlier, this is how an organization will request to host any type of event on or off campus. When requesting an event, the organization must have already submitted a space request through 25Live. Confirmation of that space request, as well as a generic flyer (one for the event that does not include date, time or location) must be uploaded into the event request. This flyer can be updated with specific information once it is approved, and the new flyer can be uploaded to the event. This will also allow groups to swipe people into their events for easier attendance.

Any organization officer with full access to manage events has the ability to Manage Event Invitations and also to Track Event Attendance.

Inviting Guests to Events
Once the event has been created and approved, it is easy to invite guests to attend!

★ From the “Action Center” click on the name of the event that the group would like to invite people to.

★ Click “Invite People”. After this there are two options:

○ Invite users by selecting them from the list that automatically populates. Event organizers can choose to invite members across all of their organizations, or just one. It is also possible to search for users to invite based on the position held within the organization hosting the event.

○ Invite users by email. Up to 500 emails can be entered, however this must be the users “stonybrook.edu” email address. Click “add email addresses” to invite these users to attend the event on the box that says “Manage Invitations” at the top of the screen.

Tracking Attendance at Events
Once the event has been created and approved, it is easy for organizations to track attendance in two different ways. Student groups can borrow a card swiper from the Department of Student Engagement and Activities, or can use the Mobile Check In app. Tracking attendance at events is a wonderful way for your group to have information about who attends your events, to email event attendees, and to keep records for your group.

To use a card swiper:

★ Once in the “events” tool, find the event you would like to take attendance for

★ Click on the box “Track Attendance” box next to the name of the event.

★ On the “Track Attendance” page, copy the Swipe Access Code. Then click the URL to go to the swipe page. Enter the access code and click “submit”
The system will display either “success” or “error” after a card is swiped.

Upon completion of the event, return to the “Track Attendance” page to view the users that have swiped into the event.

For information on other ways to track attendance at student events, visit this article.

To use the Mobile Check In app:
- Download the “Campus Labs Check In” app
- Open the app and insert the “Swipe Access Code” in the white box with the key icon
- Click “Start Session”
- Use the mobile device to scan the Event Pass of your attendees

Updating an Event Flyer and Making Changes to the Event Details
It is possible that specific details of events will change after the request has been submitted. It is important for student organizations to be able to change the event details on SBEngaged. To make changes to a previously approved event, follow these easy steps:
- Navigate to the public-facing event page for the event you would like to change
- Click the “Manage Event” button in the upper right corner.
  - If the user does not see this button, they do not have the appropriate access levels to make changes
- From the Events Dashboard, select “Change Details”, which initiates a Change Request.
- Make any necessary changes, including uploading a new flyer, and then submit
- All changes need to be approved by the Program Advisor before they appear on the event page

News
The “News” tool allows members to stay up to date with the latest information! The format is similar to a blog, so members can get a quick summary of the most recent news or can view the full contents of each post.
- To create a News Article, simply click the “+Create Article” button once in the “News” section. There will be steps asking for a title, summary and the body of the article.
- Next, there will be additional settings such as the headline image, which will appear next to the summary, as well as at the top of the article. Upload the image by clicking “Choose File” and then select the image you want to include.
- After the header will be visibility settings, which allows the user to determine who can see the new post. Visibility options are “The Public”, “Anyone on Campus” which requires authentication, “Only People on the Organization Roster” and “Only Organization Members in Specific Positions”.
- When finished, be sure to SAVE to create the post. After being saved, the article will automatically post to the wall and to the campus news ticker for the organization.

Gallery
The “Gallery” is the perfect place to keep photos of the group and events! This provides a wonderful place to store these valuable memories of the organization and its accomplishments! To add photos to the gallery follow these steps once you are in the Gallery:

★ Select “Create New Album”. Enter a name for the album and a brief description. Indicate who can view the photo album based on their position. Click create album. If you are looking to add photos to an existing album, you can skip this step.
★ Click on the title of the album
★ Click “Add Photos”
★ Select the file(s) from a saved location and include a caption (if selecting multiple images from a desktop, drag and drop might be the best option if it is supported).
★ Click “Upload All”
★ Once photos have been uploaded, group members can select which will be featured on the organizations homepage. There is no limit to how many can be selected for this. To feature a photo, select the “Edit Photo” button and then check the box next to “Set as Featured Photo”. All of the featured photos will be randomized into a collage.

Documents
The “Documents” section of an organization’s SB Engaged page allows the creation of a shared storage space for important organizational files. These files can be shared publicly or only with certain members or Position holders within the organization. Only the Primary Contact or an officer with full access to Documents can upload files to an organization. Uploading a document is easy! First you must determine if you want to upload a document or a folder. Once you have decided, simply select “add folder” or “add file” from the top right of the screen. These buttons will be red and blue respectively.

★ Folders: There is no limit to how many single files a folder can hold. The folder is a tool to assist in the organization of the page. To create a folder, click “add folder”, give your folder a title, and set the appropriate levels of permission.
★ Files: click add file and select the file by clicking the Upload button. The title of the file will automatically generate with the name of the document, but this can be changed. Next, assign the document type, and then select the permission level for the document.
★ Permission levels indicate who can view the document, and include “The Public”, “Anyone On Campus Organization Roster” and “Specific Organization Positions”.

Forms
The Forms tool can be used for a variety of purposes! Any forms an organization uses can be built right in the group’s SB Engaged page.

★ There are a variety of settings that must be determined before beginning to build a form. This page explains all of the available settings.
★ Once all the settings are determined, it is time to build the form. This page details all of the steps to build a form.
★ There are a variety of question types that can be used, and questions can be built using conditional logic, so users are only answering questions that apply to them.

Service Hours
The Department of Student Engagement and Activities is aware that many student organizations complete community service hours. SB Engaged is a perfect place to keep track of these hours, as it allows individual members to create a personal report of the service hours that have been completed.

★ Service hours should be completed for each student, not the organization as a whole.
★ Organization officers who have access to manage the “Service Hours” tool have the ability to submit service hours on behalf of group members.
★ To submit hours on behalf of a group member go to the Action Center for the organization and select “Service Hours”. Click “+Add Service Hours”. Fill in all required information and click “Create”.
   ○ Service hours submitted by Officers are automatically approved.
★ Students can submit their own service hours from the user profile. This is likely a better option for those who are submitting hours for more than one organization. To submit through this method the user will access their own
account (not the organization account) and select “Service Hours”, and then select “+Service Hours” on the top of the page. Once here, the user will need to select the group for which the service was performed, and submit all information.

- Individual user submissions will need to be approved by the officers of the organization the hours are linked to.

**Messaging**

Organization leaders have the ability to send rich-text email messages to many people based on their involvement data that is stored in SB Engaged. Organization leaders have the ability to message the members of their organization.

- ★ From the Roster tool click on the “Messaging” link in the upper right.
- ★ Next, click “Create Relay” on that page that loads
- ★ Select the members that the message should be sent to by selecting “edit”
- ★ Enter a title for the message to identify it later (this does not carry over to the message) and click “generate”
- ★ Take the Temporary Relay Address (this is an email address that will be in blue text), and open a new email, and put this relay address in the “To” field. Compose the email and send as normal.

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### Faculty/Staff Advisor Information

**Who is eligible to serve as an advisor?** Only a Stony Brook University faculty member (not on sabbatical) or a staff member at the University may serve as an advisor to a campus club/organization. Every group **must** have an advisor who is employed by Stony Brook University in at least a part-time role. Advisors are expected to be involved in their organizations in a way that is mutually agreeable to the organization and the advisor. Fraternity and sorority organizations may have alumni advisors in addition to a faculty/staff advisor.

**What are the expectations of an advisor?** The Department of Student Engagement and Activities has some general expectations of club and organization advisors. The below expectations are in place to assist the organizations be as successful as possible, and ensure open communication between our department and advisors:

1. Be knowledgeable about appropriate university policies and procedures
2. Understand student organizations can be held accountable to policies within the Department of Student Engagement and Activities, as well as university policies, and beyond. Please familiarize yourself with:
   - a. The Code of Student Responsibility, which can be found [here](#)
   - b. Recognition Guidelines for Registered Clubs and Organizations
   - c. Stony Brook University Policy Manual, which can be found [here](#)
   - d. Stony Brook University Rules of Public Order, which can be found [here](#)
3. Have a genuine interest in the goals and objectives of the organization(s) you advise
4. Be willing to meet with the group and/or members when needed or requested as it is reasonable
5. Be available to provide guidance to the organization. The group may look to you for guidance on many things, including but not limited to the following
   - a. Programs/activities
   - b. Cohesiveness of members
   - c. Recruitment of members
6. Take part in the organization’s activities when possible
7. Develop a supportive atmosphere where students help themselves under your guidance
8. Complete the Advisor Agreement Form on SB Engaged and accept the advisor role on the roster during the registration period.

**What are the responsibilities of an advisor?**

An advisor can prove to be a valuable asset to an organization by sharing their life experiences, wisdom, providing continuity and organizational memory, and connecting students to resources. Advisors give ideas, share insights, and
provide an unbiased perspective to student groups and individual members. The advisors at Stony Brook have four main functions:

1. Growth and Development
   a. Help maintain the existence of the student club/organization by providing continuity with past history and traditions. This is especially important as members graduate
   b. Advise in both the academic and co-curricular aspects of college life and as they pertain to the club’s statement of purpose
   c. Counsel on university policy, conflict management, and non-bias evaluation
2. Program Content
   a. Improve operation and effectiveness of the group and help them progress toward goals
   b. Question the rationale for the club/organization’s existence and lead its members into activities that will contribute to their intellectual and social development
3. Networking Opportunities
   a. Advise and/or provide personal and professional development opportunities to organization members
   b. Create experiences for members to interact with different people in their field of interest, helping them to develop new contacts for possible future careers
   c. Encourage collaboration with departments, clubs and organizations, both inside and outside the university community
4. Responsibility to Report a Crime
   a. Under the Clery Act, it is the responsibility of all university faculty and staff to report any crime to University Police. Specific information about the Clery Act can be found on the [Clery Center website](https://www.clerycenter.org).
   b. Hazing is a violation of both Stony Brook University and New York State law. For specific information about hazing, please see page 18.
   c. Under Title IX regulations, all university faculty and staff are mandated reporters. All club advisors are considered a “Responsible Person”, and must complete the additional “Responsible Person” portion of the Title IX training.
   d. Non-compliance with this federal law may result in fines, and/or university sanctions or termination

Good advisors keep these three sets of responsibilities in mind while working with our student organizations:

1. Responsibility to individual group members
2. Responsibility to student organization
3. Responsibility to Stony Brook University

**Responsibility to Individual Organization Members**

- The advisor may help students find balance between academics and co-curricular activities.
  - Student leaders often have the tendency to burn the candle at both ends and overextend themselves. The advisor has the unique opportunity to mentor students through their academic obligations and personal needs, and guide them in balancing various responsibilities.
- The advisor may encourage each individual to participate in and plan group events.
  - Some group members fade into the background if not effectively encouraged. Being a member of a student organization can provide students with valuable interpersonal and/or leadership skills, but these are best developed when the student is involved.
- The advisor may encourage students to accept responsibility for specific roles within the group.
  - The advisor may help students understand the importance of their roles. From officer positions to committee members to general body member, each student should feel invested in and accountable for their specific role.

**Responsibility to the Student Organization**

- The advisor may assist the group in developing realistic goals for the academic year.
  - This will contribute to the education and personal development of the students involved. It is often a positive experience when the advisor takes an active role, rendering advice and counsel as circumstances allow.
• The advisor should assist the group in clarifying realistic expectations
  ○ It is important that both the student organization and the advisor have clear expectations of one another. It is beneficial to speak early and clearly about what the group expects of your role as an advisor, and what you expect of the group. Discussing things like the advisor’s participation in meetings and programs is a good place to start. Setting clear expectations in the beginning will alleviate possible disappointment or hard feelings later.
• The advisor may be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.
  ○ The advisor should reinforce that groups and its officers have an obligation to be familiar with the policies and procedures that govern their organization. The advisor should similarly encourage organizations to be familiar with where the policies are listed, why they exist, and the channels to be followed.
• The advisor may encourage collaboration and shared governance within the organization, and also encourage equal/more balanced participation and initiative amongst members.
  ○ Eager leaders may occupy the limelight more than others. This can lead to resentment by some members or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in an appropriate setting, either with the students or the organizational leadership.
• The advisor may need to refer students to University Resources. Invariably, during interaction with the group’s members, the advisor will encounter students with personal concerns.
  ○ If you are unsure of how to best refer students please contact our office.
• The advisor may provide continuity within the group and should be familiar with the group’s purpose, history, and constitution.
  ○ Membership turnover in student organizations is high and often the only link with the immediate past is an advisor. The advisor can steer group members clear of mistakes and help them avoid “reinventing the wheel”. Serving as the group’s memory and continuity link, the advisor can help new officers build on history and develop long term plans for the future of the organization.
• The advisor may offer ideas for projects and events
  ○ The advisor will perform an invaluable service by providing opportunities for students to exercise initiative and judgement, and to enjoy a proper measure of autonomy in their events. Advisors may help the organization to iron out the details and consider aspects of the program they might not have thought of. Ultimately it is the responsibility of the active members to operate the organization; however, advisors are vital to learning that occurs during this important educational experience.
• The advisor should assist the group in evaluation
  ○ This includes evaluating individual programs as well as doing a complete evaluation at the end of the year. The advisor should be willing to give constructive criticism and offer praise for work well done.

Responsibility to Stony Brook University

• Complete all training and paperwork requirements
  ○ As faculty and/or staff members of the University, every advisor is expected to comply with University requirements for training.
  ○ All advisors must accept their place on the organizational roster on SB Engaged, and fill out the “Advisor Agreement Form”, also on SB Engaged.
• The advisor should work with the group, but not direct its activities
  ○ Although the advisor’s role is not regulatory or disciplinary, the advisor has an obligation to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to guide the organization to operate within institutional policies so that violations do not occur. The advisor may also work with the organization’s officers to establish and maintain internal group standards. If you need further assistance regarding this matter, or have disciplinary concerns please contact our office immediately.
• An advisor can help an organization during difficult times.
Although this type of intervention is rarely necessary, the advisor’s good judgement can assist in the event of mishaps, internal conflict, personal crisis, etc.

**What’s the difference between a Program Advisor vs. Faculty/Staff Advisor?**

When planning an event, students may be required to meet with a Program Advisor. A program advisor is a staff member that has been trained on university policies, as well as risk management and best practices as they relate to programming, and is charged with serving in such a capacity as a function of their job. This advisor will guide student groups to ensure events are as successful as possible.

<table>
<thead>
<tr>
<th>Program Advisor</th>
<th>Faculty/Staff Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Purpose:</strong></td>
<td>Main Purpose: Advising groups in their topical area, providing guidance and consistency, serving as a role model</td>
</tr>
<tr>
<td>Assist groups in program planning, assess risk, ensure compliance with policies and procedures</td>
<td></td>
</tr>
<tr>
<td><strong>Who they are:</strong></td>
<td>Who they are: University faculty or staff members</td>
</tr>
<tr>
<td>Graduate Coordinators, Professional Staff in a variety of departments</td>
<td></td>
</tr>
<tr>
<td><strong>Requirements:</strong></td>
<td>Requirements: At the discretion of the advisor and students, though Student Engagement and Activities suggests at least monthly</td>
</tr>
<tr>
<td>Groups may be required to meet with a program advisor when planning a program</td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Location: Varies based on faculty/staff member</td>
</tr>
<tr>
<td>Varies based on department</td>
<td></td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td>Responsibilities: Be a mentor, role model, and source of support for the students. Assist with program ideas, networking opportunities, speakers, etc. Level of involvement should be agreed upon by the advisor and the student organization</td>
</tr>
<tr>
<td>Approve requests for space, signing of required documents, assisting with program planning process, approving events in SB Engaged, assessing risk associated with events/programs, ensuring compliance with university and departmental policies</td>
<td></td>
</tr>
</tbody>
</table>

**Appendix 1: Campus Office Information**

<table>
<thead>
<tr>
<th>Student Activities Center</th>
<th>SAC Lobby</th>
<th>631-632-6730</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Info Desk</td>
<td>SAC Lobby</td>
<td>631-632-6464</td>
</tr>
<tr>
<td>USG Ticket Office</td>
<td>SAC Why Lobby</td>
<td>631-632-6822</td>
</tr>
<tr>
<td>Uniti Cultural Center</td>
<td>Room 169</td>
<td>631-632-6822</td>
</tr>
<tr>
<td>Undergraduate Student Government</td>
<td>Room 202</td>
<td>631-632-6460</td>
</tr>
<tr>
<td>Department</td>
<td>Room</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>--------</td>
<td>---------------</td>
</tr>
<tr>
<td>Student Engagement &amp; Activities</td>
<td>Room 218</td>
<td>631-632-9392</td>
</tr>
<tr>
<td>Facilities &amp; Reservations</td>
<td>Room 220</td>
<td>631-632-4591</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Room 222</td>
<td>631-632-7320</td>
</tr>
<tr>
<td>Commuter Student Services &amp; Off Campus Living</td>
<td>Room 225</td>
<td>631-632-7353</td>
</tr>
<tr>
<td>Student Media</td>
<td>Room 226</td>
<td>631-632-6828</td>
</tr>
<tr>
<td>Graduate Student Organization</td>
<td>Room 227</td>
<td>631-632-6492</td>
</tr>
<tr>
<td>USG Accounting</td>
<td>Room 229</td>
<td>631-632-6475</td>
</tr>
<tr>
<td>Student Media Suite</td>
<td>Room 307</td>
<td>N/A</td>
</tr>
<tr>
<td>Center for Prevention &amp; Outreach</td>
<td>Room 310</td>
<td>631-632-2748</td>
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**Campus Recreation Center**

<table>
<thead>
<tr>
<th>Office</th>
<th>39 John Toll Drive</th>
<th>631-632-7168</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Desk</td>
<td>39 John Toll Drive</td>
<td>631-632-7209</td>
</tr>
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</table>

**Melville Library**

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Store</td>
<td>E0320</td>
<td>631-632-1831</td>
</tr>
<tr>
<td>Career Center</td>
<td>W0550</td>
<td>631-632-6810</td>
</tr>
<tr>
<td>Study Abroad &amp; Exchange</td>
<td>E1340</td>
<td>631-632-7030</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>E2360</td>
<td>631-632-7082</td>
</tr>
<tr>
<td>Undergraduate Colleges</td>
<td>N3071</td>
<td>631-632-8050</td>
</tr>
<tr>
<td>Teaching, Learning &amp; Technology</td>
<td>S3071</td>
<td>631-632-4378</td>
</tr>
<tr>
<td>Educational Opportunity Program</td>
<td>S3520</td>
<td>631-632-7153</td>
</tr>
<tr>
<td>International Academic Programs</td>
<td>E5340</td>
<td>631-632-7030</td>
</tr>
</tbody>
</table>

**Undergraduate College Centers**

<table>
<thead>
<tr>
<th>Center</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Global Studies &amp; Human Development</td>
<td>GLS</td>
<td>631-632-5490</td>
</tr>
<tr>
<td>Center for Leadership &amp; Service</td>
<td>LDS</td>
<td>631-632-4794</td>
</tr>
<tr>
<td>Tabler Center for Arts, Culture &amp; Humanities</td>
<td>Tabler 110</td>
<td>631-632-4745</td>
</tr>
<tr>
<td>Center for Science &amp; Society</td>
<td>Roth 101, 102, 122</td>
<td>631-632-5781</td>
</tr>
</tbody>
</table>