



Stony Brook University

Student Club and Organization Manual

The Office of Student Involvement
and Organizations
Student Activities Center 218
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www.stonybrook.edu/studentactivities
www.stonybrook.edu/sblife

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Stony Brook University Club and Organization Relationship Statement

The purpose of the Student Club and Organization Manual is to assist all student, staff and faculty with club registration, re-registration, and event advising. The Office of Student Involvement and Organizations works in conjunction with all student clubs and organizations on campus. The mission of the Office of Student Involvement and Organizations is to provide programs, resources and guidance to student clubs and organizations. All services and guidelines are designed to further club and organization success and development.

Who's Who in Student Engagement & Activities

Christine Noonan, Director of Student Engagement and Activities: Christine oversees all areas of Student Engagement and Activities.

Melissa Scuccimarri, Associate Director for Student Involvement and Leadership: Melissa manages all aspects of campus clubs and organizations. She supervises the Peer Program Advisors, the Graduate Student Coordinator for Involvement and Organizations, the Graduate Student Coordinator for Clubs and Organizations, and is currently overseeing the Office of Fraternity and Sorority Life and the Graduate Student Coordinator for Fraternity and Sorority Life.

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.

Assistant Director for Fraternity and Sorority Life: Oversees Fraternity and Sorority life on campus and prepares programs and workshops for the Greek lettered community. Additionally, the Assistant Director has some responsibilities to non-Fraternity and Sorority organizations as well. This position is currently vacant.

Coordinator of Weekend Life and Major Programs: Manages the Weekend Life Council which is responsible for weekend and traditional programming. This position is currently vacant.

Janice Costanzo, Creative Arts Coordinator: Jan manages the Office of Creative Arts, which provides programs such as Spa Nights, Art Crawls, Craft Nights, Paint Nights and more!

Graduate Student Coordinators: Graduate students assist with office administration, workshops, events and program planning. Graduate Student Coordinators work in a specialized area, including Involvement and Organizations, Fraternity and Sorority Life, Media, Creative Arts, and Weekend Life.

Peer Program Advisors: Undergraduate student advisors who assist the Office of Student Involvement and Organizations with office administration and are specially trained to assist clubs and organizations plan events and programs.

Interns: Students who receive academic credit for working. All areas of Student Engagement and Activities employ interns.

Customer Service Specialists: These undergraduate students who work in the Office of Student Involvement and Organizations are the first point of contact for anyone who comes into the office. These staff members provide assistance in many areas and are trained to direct customers to the correct resources when necessary.

CHAPTER 1: RECOGNITION & REGISTRATION

Club and Organization Categories

The Office of Student Involvement and Organizations has designed the following club/organization 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: supporting 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.

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 on-line publishing.

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

Professional Fraternities and Sororities: designed for a specific occupation. Can also be affiliated with local, national, and international professional organizations.

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

Residence Hall/Quad Council: cater to specific residence halls or residential quads and the students who live in those areas.

Social Fraternities and Sororities: single gender social organizations founded on shared values of academic excellence, service, personal development, leadership, multiculturalism, and brotherhood/sisterhood.

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

Why Should I Register My Club or Organization?

Student clubs and organizations are encouraged to register with the Office of Student Involvement and Organizations each year for a variety of reasons. Those reasons are highlighted here.

↳ Space on Campus

Registered clubs and organizations are eligible to request reservations for space in venues including the Student Activities Center (SAC), SAC Plaza, Library, Wang Center, Campus Recreation Center, Recreation Fields, outdoor residence hall space, Undergraduate College Centers, Academic Rooms, and the 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 and organizations can also pre-schedule up to six major events one year in advance (three per semester). This allows incoming executive board members to properly plan well in advance, including during the summer months. Block booking and pre-scheduling information will be collected as part of the re-registration process.

↳ Candidates for funding

Whether an undergraduate or graduate group, only registered organizations are eligible to receive funding. (See Chapter 6 for more details)

↳ Faculty/Staff Advisor

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

↳ Program Advisor

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

↳ Opportunity 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, you can do so at go.stonybrook.edu/sbucampusconnectsignup
- If your club or organization would like to request an event and/or flyer be listed on Campus Connect, you can do so at go.stonybrook.edu/sbucampusconnect
- To request your events be posted on the Scala digital screens, fill out the form at go.stonybrook.edu/sbusacscala
- To have your past events highlighted in the monthly Student Involvement and Organizations newsletter, fill out the "Tell Us About Your Event!" form on SBLife under the Campus Links tab. Be sure to include pictures that we can include in the newsletter as well.

🔗 Co-sponsorship opportunities

When holding large events, registered groups have the option to ask departments, agencies and other registered clubs and organizations if they are interested in assisting. All registered organizations can be found on SBLife. Registered clubs and organizations can also co-sponsor events with University departments and agencies.

🔗 Award Recognition

The Jerrold L. Stein Student Life Awards 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 Do I 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 executive board through the process.

Eligibility statement: In order to be eligible to maintain an executive board position, students must be in good judicial and academic standing with the University. All executive board members for undergraduate student clubs or organizations must be registered Stony Brook University undergraduate students. Graduate and part time students cannot hold executive board positions in undergraduate organizations. Similarly, executive board members for graduate student clubs and organizations must be registered graduate students.

🔗 Step 1: Discuss your idea with the Office of Student Involvement and Organizations

Create a mission statement that is unique and of interest to the student body. If the mission statement duplicates that of another group on campus your group will not be eligible to register.

🔗 Step 2: Form an Executive Board and Find an Advisor

Every organization must have an executive board. The board consists of a President, a Vice President, a Secretary, and a Treasurer. While some groups may choose to have more executive board positions, these are the four that are required for University recognition and are being referenced as the "executive board" for the purposes of this manual.

Each person on the Executive Board should believe in the mission of the organization and should be interested in working to bring that mission to life on the Stony Brook campus. All Executive Board members must maintain a cumulative Stony Brook University GPA of 2.0 for undergraduate groups, 2.5 for Fraternities and Sororities, and 3.0 for graduate groups. Some examples of traditional tasks of each Executive Board member may include:

- President
 - Responsible for ensuring proper operation, and according to constitution
 - Official representative of the group to the Office of Student Involvement and Organizations and to USG/GSO (if seeking funding)
- Vice President
 - Responsible for running general body meetings
 - Acts in the absence of the President
- Secretary

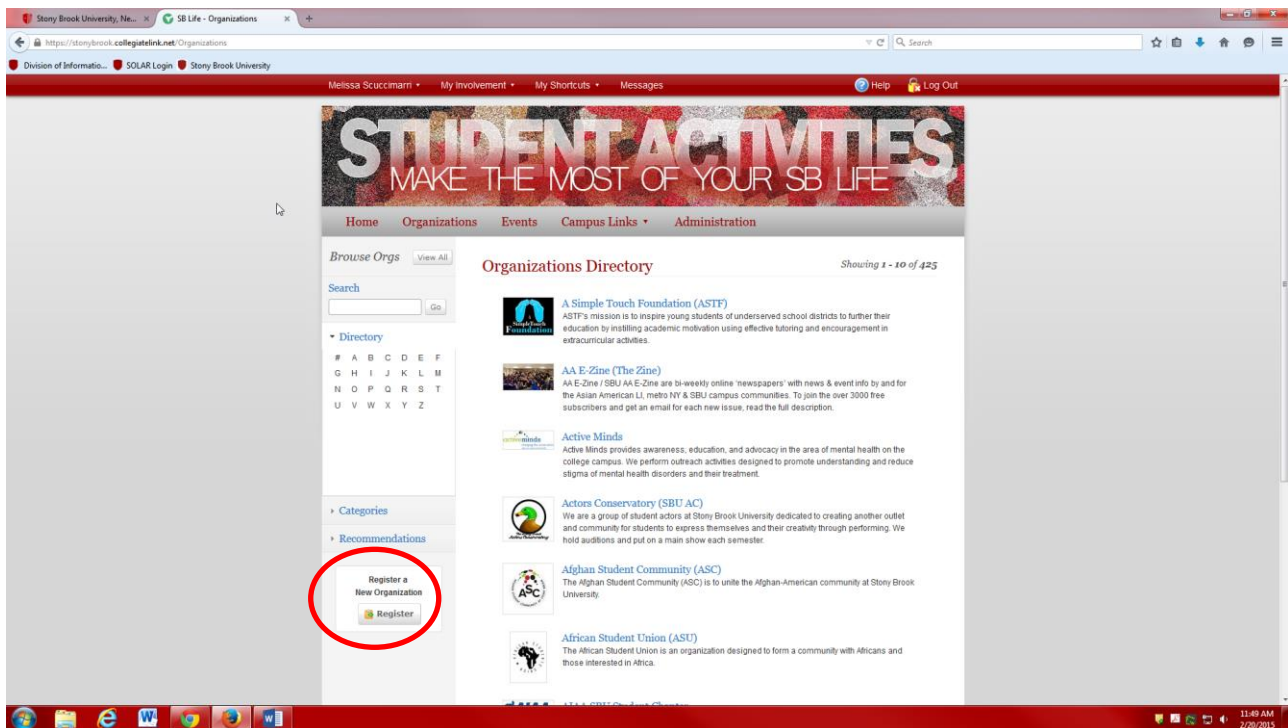
- Takes minutes of meetings
- Responsible for paperwork
- Treasurer
 - Responsible for all budgetary and fiscal matters
 - Approve vouchers on Campusvine (if funded by USG)

Additionally, each group must have a Faculty/Staff Advisor. The Faculty/Staff Advisor should be someone who also has an interest in the mission of the organization and they must be a full time employee of Stony Brook University.

↳ Step 3: On-Line Registration

Begin the registration process by visiting www.stonybrook.edu/sblife and clicking the “organizations” tab. Once you click this tab you will see a small button on the lower left side of the screen that says “Register a New Organization”. You will need to click that button to begin the registration process. Note: The “Register a New Organization” button will only appear during the registration period.

Once you click the “Register” button, you will be led through a series of screens that will require information specific to your group. All information is required to propose your group.



↳ Step 4: Submit for Approval

Once all the information has been submitted to the online registration system, you will “Submit for Approval”. After this step, you will wait to find out if your club’s mission statement is approved or denied. This decision will come after a brief review period following the New Club Proposal deadline. Clubs will be notified of this decision through a message on SBLife.

IF YOUR CLUB IS APPROVED

↳ Step 5: New Club Workshop

Once your club or organization is approved, all Executive Board Members (President, VP, Secretary and Treasurer) will be required to complete the New Club Workshop. This workshop

will be an online workshop with a quiz at the end. After all Executive Board members have completed the workshop and scored at least an 85 on the quiz, your organization will need to fill out a secondary registration form. This form can be accessed through a "Register" button that can be found on your group's SBLife page on the upper right corner. This secondary registration form will ask for additional information about your organization, and as a final step the constitution will need to be uploaded for review. Any missing or incomplete information may cause the registration to be delayed or denied.

For your convenience, a model constitution can be found on the "Clubs and Organizations" page on SBLife on the "documents" page. It is important that your constitution follow the model provided to ensure all necessary information is included. As a general rule, organizations can add to the model provided, but if you are thinking of removing any part of the model, it is best to discuss that with the Office of Student Involvement and Organizations to ensure the information removed will not cause your constitution to be denied.

↳ Step 6: Official Recognition

Once your constitution is approved your registration will be approved on SBLife. This means your club page will become active. The New Club Workshop will include a tutorial on SBLife.

IF YOUR CLUB IS NOT APPROVED

↳ Step 5: Appeal

If your club or organization was not approved, you have a period of 7 days from the date you were notified of the denial in which you can appeal this decision.

To appeal the denial of your club or organization:

- Create a new mission statement, clarifying how your mission is different than that of other clubs and organizations already in existence.
 - Highlight new inclusions
 - Strike through any information that will be removed
- Write a letter, formally appealing the decision not to approve the club or organization.
- Email the above documentation to the Associate Director for Student Involvement and Leadership no later than 5pm on the last day your group is eligible to appeal.
- **Any appeal that does not follow the outlined procedure and all outlined steps will not be accepted.**

How do I Re-Register An Existing Club?

At the end of every spring semester, the Office of Student Involvement and Organizations asks existing clubs and organizations to register their new executive board members and their faculty/staff advisors for the upcoming year. Additionally all new Executive Board members and advisors must complete specific, mandatory training modules prior to the club becoming active for the new academic year.

↳ Step 1: Determine A New Executive Board

Your club or organization's constitution should dictate how and when new Executive Board members are selected. Be sure to follow the regulations laid out in the constitution.

↳ Step 2: Re-Register Your Organization

To re-register your club visit stonybrook.edu/sblife and under the "Forms" tab there will be a link to the Re-Registration form. This form will only be available when re-registration is open. Submit all requested information to re-register your organization for the upcoming academic year.

***Note:** Any missing or incomplete information will delay the re-registration process, Please ensure

all board members meet all requirements and that the advisor is willing to serve in the role prior to submitting the re-registration form.

🔗 Step 3: Set Up SBLife Page Accept New Roles and Complete Trainings

Once re-registration is complete, the group's SBLife page will be made active. The primary contact can now begin to set up the and use the page. Start by inviting the other officers and advisor to their roles, and see Section 9, Making the Most of Your SBLife Page for more information!

🔗 Step 4: Accept New Roles and and Complete Trainings

New club officers and faculty/staff advisors will receive an email asking them to accept their role for the upcoming academic year. Officers and advisors will also need to complete trainings as directed by the Office of Student Involvement and Organizations and the Office of University Community Standards.

Club and Organization Approval Definitions

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

Pending: A group seeking recognition but is missing paperwork.

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

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

CHAPTER 2: ON & OFF CAMPUS EVENTS

Student Event Levels

Every event is assigned a level (one through five), which determines the timeline for planning the event. Event levels are assigned by the Office of Student Involvement and Organizations and are based on several factors, including the perceived risk of the event. Below are some basic guidelines for determining event levels. *Please note: event levels may change during the planning process as details change. The Office of Student Involvement and Organizations reserves the right to postpone or cancel any event should any part of the planning process not be followed properly/fully. Additionally, it may take up to 2 weeks for the Office of Student Involvement and Organizations to contact you about your event after you submit it.

- 🔗 **Level 1a/1b:** Meet with a Program Advisor at least 8 to 10 weeks in advance. Level one events represent the highest risk possible. These activities typically require ticketing/box office, line control through Events Management Staff, University Police, outside security, and professional staff from the Department of Student Engagement and Activities. These are typically events with a headcount of 900 or more. Off campus trips are also level one activities (see Chapter 5: Off Campus Trips for more information)
 - Examples of level one events include those with celebrity status, comedy shows, concerts and parties.

- 1a Applies to events without fixed seating. These events are restricted to a 1 to 1 guest policy.
- 1b Applies to events with fixed seating
- ↪ **Level 2/2+:** Meet with a Program Advisor at least **6 to 12 weeks** in advance (only events with minors are 12 weeks). Level 2/2+ events represent high risk and typically require the presence of University Police as well as Student Life Professional Staff. Level 2+ events may not require presence of University Police, but may require University and state background checks and trainings to be approved to monitor minors (anyone 16 or under). These are typically outdoor events with a headcount of 600 or more, and/or an anticipated fundraising or cash collection of \$500 or more.
 - Examples of level 2 events include conferences, carnivals, rallies, demonstrations, large programs on Homecoming day, events with minors.
 - 2 applies to events that require UPD presence or special security plan consideration
 - 2+ applies to events with minors and require additional background checks or trainings. These events require 12 weeks planning to accommodate these additional trainings/checks.
- ↪ **Level 3:** Meet with a Program Advisor at least **4 weeks** in advance. These events require room capacity control through the ticket office and events management. These events typically have a headcount above 201.
 - Examples of level 3 events include formal/semi-formal, poetry slam, fashion shows, and step shows.
- ↪ **Level 4:** Meet with a Program Advisor at least **3 weeks** in advance. Level four events typically require funding and room resources, and typically have a headcount of under 200. These events are non-ticketed. Most student events fall within this level.
 - Examples of level 4 events are game nights, networking events, panel discussions, workshops, and lectures.
- ↪ **Level 5:** Meeting with a Program Advisor is not required. Facility reservation must be placed and confirmed at least one week in advance. There is no staffing required for level five events, as these present the lowest level of risk.
 - Examples of level 5 events include meetings, literature tables, fundraising with anticipated collection of less than \$500.
- ↪ **Off Campus Trips:** Meet with a Program Advisor at least **4 weeks** in advance, except International Trips, which take up to **3 months**. Events scheduled to take place outside of the Stony Brook University Campus. This could also include off campus games or tournaments.
 - Level 1a are those trips requiring transportation and lodging (Air, hotel, rental cars, Amtrak, etc).
 - Level 1b are those trips requiring transportation only (buses, LIRR, Personal Cars).
 - International trips will take up to **three months** to review. These trips should be submitted as soon as possible, as they require more information and multiple meetings over a period of time to ensure the safety of our students.

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, the Office of Student Involvement and Organizations is available to help work toward the success of each of your events! 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 or could be a social event.

- ↪ Choose one individual to serve as the event planner/main contact. This is the person who will work directly with the Student Involvement and Organizations staff member. Encourage all members to get involved on an event planning committee.
- ↪ Depending on the type of event, the paperwork you need to complete and the deadlines for that paperwork will vary. A Program Advisor from the Office of Student Involvement and Organizations will be assigned to work with you on this important part of event planning.
- ↪ Below is a general timeline of the lead time needed to plan the most common types of events

| Reservation Request Type | Minimal Planning Time Needed |
|--|------------------------------|
| Literature Table | 3 Weeks |
| Meeting Room | 3 Weeks |
| Practice/Rehearsal Space | 3 Weeks |
| Programming Space | 3 Weeks |
| Off-Campus Trip | 4 Weeks |
| Step Show, Formal, Semi-Formal, Fashion Show | 6 to 10 weeks |
| Party | 8 to 10 Weeks |
| International Trip | 12 Weeks |
| Event With Minors | 12 Weeks |

Step Two: Space Reservation

The request for a space is the first way your group will typically notify The Office of Student Involvement and Organizations that you are interested in holding an event, which makes it extremely important. There are several steps that you need to follow to reserve space on campus for a club event. Earlier requests are always better, so please submit requests as soon as possible to ensure timely and accurate completion of all steps.

- ↪ Request space on SBLife by going to www.stonybrook.edu/sblife.
 - Click “CampusLinks”
 - Select “Event Request Form” and fill out all of the requested information. The more information you provide, the better we can assist you.
- ↪ Wait for a response from a staff member before getting too far into the planning process. **DO NOT BEGIN ADVERTISING YOUR EVENT UNTIL YOU HAVE MET WITH A PROGRAM ADVISOR AND YOUR EVENT HAS BEEN APPROVED!**
 - A staff member will typically respond to a request within 5 to 7 business days, but it may take as long as 2 weeks. Staff will respond by contacting the event coordinator via email requesting they set up a meeting to discuss the event in more detail.
 - At busy times, such as at the beginning of the semesters or during break periods, this may take longer.
 - **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 their response.
 - Same day requests will not be approved.
- ↪ Your event will be booked in one of four types of spaces when it is requested via SBLife.
 - *Programming Space* – This space is typically in one of the SAC ballrooms or the Sydney Gelber Auditorium. Occasionally programs are booked in the Wang Center or academic spaces such as the Library or academic buildings.
 - *Undergraduate College Centers* – These spaces are in the residential quads in the Undergraduate College Centers.

- *Meeting Room* – This space is typically in one of the SAC third floor rooms. Meetings can also be booked in the Wang Center or in academic spaces such as the Library or academic buildings. Some of the Undergraduate College Centers also have meeting rooms
- *Campus Recreation Spaces* – Groups that want to use the Campus Recreation Center or outdoor fields should follow the regular request process and Student Involvement and Organizations will work with Campus Recreation to secure space. The only exception to this is Sports Clubs. Sports Clubs will work directly with Campus Recreation staff for their events.
- *Outdoor Spaces* – Groups can hold events on the SAC Plaza, the Staller Steps, the South P parking lot, and in a few select spaces in the residential areas.
- Where your event is booked depends upon the size of your group, as well as the specific needs for your event (i.e. audio/visual/tables/chairs, etc).

DENIAL OF REQUESTS

Requesting a space on SBLife does not guarantee that your reservation will be approved. For this reason, it is very important that you wait to hear from a Program Advisor before you get too far into planning your event. Some reasons your request may be denied are as follows:

- ↪ Lack of available space - There may not be a space available for your event. 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 you may want to consider making changes to your event to see if it can be accommodated.
- ↪ The risk is too high - If the event you are proposing involves too a 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 Policy in some way, your event request will be denied. Again, you may want to consider changing pieces of the event so that you can still hold the event in a way that is in compliance with all University 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 levels 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 event is denied, you may want to request a different date. These deadlines are listed in the appendix.

Step Three: Meet with a Program Advisor

- ↪ Once you receive your room confirmation, it is your responsibility to set up a meeting with a Student Involvement and Organizations Program Advisor to review the details of your event. This meeting will ensure your program is a success! There are three ways you can set up this meeting:
 - Respond to the email that is sent to you confirming your event has been scheduled. This email will be sent to you from the Program Advisor who has been assigned to your event, so simply replying to that email is usually the easiest way to begin the process.
 - Contact the Office of Student Involvement and Organizations at 631-632-9392 and schedule a program planning meeting.
 - Stop by the Office of Student Involvement and Organizations in room 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 through Friday from 9:00am to

5:00pm. Advisors typically work 20 hours a week, as such your Program Advisor may not be in the office if you just stop by, so an appointment is recommended.

- ↪ At the meeting, the Program Advisor will complete an Event Checklist with the program coordinator. To make this meeting as successful as possible, please come to the meeting prepared to discuss the following information:
 - Budget
 - Food/Food Permits
 - Resources
 - Ticketing
 - Contracts
 - Fundraising
 - Special Needs
 - Outside Performers
- ! The Program Advisor will assign deadlines to complete the event planning. Failure to meet your assigned deadlines can result in the cancellation or postponement of your event.
- ! If you are interested in having vendors at your event, there are special additional items that need to be taken into consideration. Please note these items may take additional time to secure, so it is important to take that time into consideration when you are planning your event.
 - Vendors must submit a W9 form
 - Vendors must have a signed permit from FSA
 - Vendors need to 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 Four: Follow Up

Once you have met with the Program Advisor you will be able to begin funding your program.

- ↪ If you are not a funded group you can start confirming any funding resources at this time.
 - There are a variety of grants available. More information on this can be found in chapter 6.
- ↪ Funded groups can post vouchers to Campus Vine at this time.
 - Specific instructions on how to do this are discussed during USG Leadership Day during the fall semester and are available through Treasury Resources of the USG
- ↪ If you are bringing outside performers to campus for your event, you likely need to complete a Reference Form for those performers. There are two types of Reference Forms available.
 - The Reference Forms can be found on SBLife under Campus Links. Your Program Advisor will tell you if this is necessary.
 - The **Entertainer Reference Form** is used when your organization is planning to bring entertainers to campus. Entertainers could include, but are not limited to, a DJ, Emcee, Band, Performance Artist, or Comedian. For this form your organization will need to provide three references for each entertainer that will be performing. These references cannot be students from Stony Brook or any other College or University, and it is typically best if they are staff members who can speak to the program that the artist was part of.
 - The **Speaker Reference Form** is the form your organization would use if you are planning to bring a speaker to campus such as a lecturer (from outside of

Stony Brook), a clergy member, an author, or a political speaker. For this form the speaker's Cover letter or CV will need to be provided.

- Reference Forms must be submitted 6 weeks in advance of your event.
- Reference Forms that are missing information will be denied and must be resubmitted, as they are not able to be completed unless all information is submitted.

↪ The Office of Student Involvement and Organizations will work with you to follow up on any outstanding event items, including, but not limited to ticketing, Events Management, outside security, and University Police, but the club is ultimately responsible for the completion of all tasks involved.

! Don't forget that planning an event is more than just paperwork with the Program Advisor. Try to remember things like: themes, decorations, invitations, goals, registrations, etc.

Step Five: Advertise Your Event

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

On Campus: Flyers, Posters, Handouts, Poster boards, Student Media Groups (Newspapers, WUSB, SBU-TV, etc.)

Web Based: SB Life, Campus Connect Listserv, University Calendar, Instagram, Facebook, Twitter, Your Club Website

For specific information on advertising in the Student Activities Center, please refer to the Posting Policy in Chapter 3. For information on advertising your event in other campus locations, please see Policy 615 of the University Policy Manual: Posting Information: Posters/Flyers University Wide. <https://www.stonybrook.edu/policy/policies.shtml?ID=615>

Step Six: Hold Your Event

- ↪ Discuss responsibilities of each club member well in advance of the event so everyone knows their role.
- ↪ Arrive early to ensure all details are correct, including room set up and audio/visual needs.
- ↪ Start on time! It's important to show your attendees that you care about their time. Any event that starts late must still end on time. Starting late may affect your club or organization'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.
- ! Event cancellations in under a week may result in cancellation fees!

Step Seven: Evaluation

The evaluation is a very important piece of the program. This will allow your group to reflect on the program, and will also provide the Office of Student Involvement and Organizations with information that is useful for future events. Organizations can also use their SBLife page to archive this feedback for future leadership.

- ↪ Expect an email or phone call from your Program Advisor within 3 business days of the completion of your event. The Program Advisor will ask a variety of questions, including the attendance of the event. It is important that you respond with as much specific information as possible, as the department is always looking to improve.

- If you would like to meet with the Program Advisor to debrief your program please make them aware of that. Program Advisors are happy to process your event with you and review the things that went well and things you may need to change in order for the event to be a success the next time.
- ↪ Complete the evaluation sent to you from the facility your event in was held in. This may be done during your event on a tablet or sent to you after the event, depending on your venue.
 - Please provide both positive feedback as well as constructive criticism

CHAPTER 3: EVENT POLICIES

(listed in alphabetical order)

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 exception to this policy are as follows:

- ↪ Service Animals as defined by the Americans with Disabilities Act
- ↪ Therapy animals for approved clinical session, such as through Counseling and Psychological Services or pursuant to approved policies at SBU Hospital or the LI State Veteran's Home
- ↪ Animals used by law enforcement or emergency personnel in the exercise of their official duties
- ↪ Animal 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 activity 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.

<http://www.stonybrook.edu/policy/policies.shtml?ID=204>

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 Animal Exhibition Request form and send it to Environmental Health and Safety and the Division of Laboratory Animal Research. The Animal Exhibition Form can be found on SBLife.

Campus Walks/Run

Outdoors 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 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)?
- ↪ Who will be attending: Will all the attendees be SBU students and staff, or will community members be involved as well?

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

Facilities Policies

Block Booking

At the end of every Spring semester, registered clubs and organizations on campus can pre-book meeting rooms for the upcoming year as part of the re-registration process. Each organization is permitted to book one meeting space during Block Booking for weekly, biweekly, or monthly meetings. All additional requests must be submitted using the Event Request Form. Please see the Practice Space Policy for information on requesting space for additional practice space for performance groups.

Cancellation Policies

↳ Student Activities Center

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

Cancellations that do not conform to these guidelines are subject to cancellation fees.

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

↳ Wang Center

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

http://www.stonybrook.edu/commcms/wang/facility_reservations/space_rental.html

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: <https://www.stonybrook.edu/policy/policies.shtml?ID=700>

Parties

Student organizations interested in hosting on campus parties must submit a request prior to the cut off dates listed below via the SBLife "Party Request Form". These requests will then be entered into a drawing. Parties will be held in the Student Activities Center on a Friday or Saturday from either 10 pm to 2 am or 11 pm to 3am, and only one party will be scheduled per month.

- ↳ For parties to be held in Fall 2017, all Party Request forms must be submitted no later than July 1, 2017

- ↳ For parties to be held in Spring 2018, all Party Request forms must be submitted no later than November 1, 2017

- ↳ Groups will be notified of the results of the drawings no later than one week after the deadlines

- ! Groups that would like to use a party as a pre-scheduled event should request the party during re-registration, but should still fill out the Party Request Form, and are subject to this policy.

Practice Space

Student performance groups can request to schedule practice space in addition to regular meeting space. Student groups are limited to four hours of practice each week (two 2 hour practices per

week). To schedule practice space groups should follow the reservation process outlined in chapter 2.

Pre-Scheduling

During the re-registration process, clubs and organizations can pre-schedule major annual events. Organizations can pre-schedule up to three events per semester. Student organizations who cancel two or more pre-scheduled events during the academic year will not be permitted to participate in pre-scheduling for the upcoming year. Booking these events in advance gives the incoming Executive Board plenty of time to plan appropriately, including during the summer months.

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 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 reservation process as outlined in chapter 2.

Set Up

All details regarding room set up and A/V 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 additional SAC & SBU Facilities policies please refer to the following web page:

<http://studentaffairs.stonybrook.edu/for/about/index.shtml>

For additional UGC Facilities information please refer to the following web page:

<http://ucolleges.stonybrook.edu/>

Food Policy

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 SBLife or from USG or from the Office of Student Involvement and Organizations, and they must be submitted no less than two weeks prior to the event. There is no food permit needed if serving cheese or pepperoni pizza or pre-packaged snacks. If food is homemade, the Suffolk County "Home Prepared Food" sign must be displayed. This sign can be obtained in the Office of Student Involvement and Organizations and on SBLife.

Public Events

These are events that are open to the public. Suffolk County food permit needed if using an off campus caterer; there is a cost involved for this permit. Suffolk County food permits take 21 days to obtain and require a fee.

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 in the Office of Student Involvement and Organizations and on SBLife. Please see the Fundraising and Solicitation Policy for specific information.

Information regarding food permit policies:

<http://www.asa.stonybrook.edu/asa/asaforms/Department/EHS/Document/EHSD0087>

Fundraising and Solicitation Policy

All fundraisers must be approved by the Office of Student Involvement and Organizations. Fundraising request forms must be submitted via SBLife at least two weeks in advance, and only after the event has been discussed with and approved by a Program Advisor. This form can be found under the Campus Links tab. Fundraisers with expected donations exceeding \$1000 require an additional approval from the Vice President for Student Affairs or his designee. Student organizations who receive funding from USG or GSO for a fundraising event are required to reimburse the agency before profits can be donated. Events where there will be "suggested donations" will be approved on a case by case basis. As per University Policy 700: Fundraising and Solicitation on Campus, the following notes may be of specific interest to student organizations:

- ↪ Any and all fundraising activities and/or events must be consistent with the mission, goals and mandates of the University. Raffles and other games of chance are not permitted and are not sanctioned by the Stony Brook Foundation.
- ↪ Solicitation and fundraising to support student activities and projects may not be undertaken on campus without written authorization from the Office of the Vice President for Student Affairs.

For the full policy, please see: <http://www.stonybrook.edu/policy/policies.shtml?ID=700>

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 lobby 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 (such as food items like donuts, meals, bubble tea, etc) the group will be permitted to have four tables during the same month in the same location.
- ! Groups wishing to have more than 4 fundraisers in one month can submit additional requests and those requests will be approved if the space is available.

Student groups may not solicit donations or the purchase of goods outside of an approved fundraising table. This means groups may not:

- ↪ Take goods (i.e. baked goods, money jars, etc) to campus 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, etc
- ↪ Request donations or purchase of goods on the SAC plaza without prior permission of the Office of Student Involvement and Organizations.

Charitable/Suggested Donation Policy

All clubs projected to collect cash donations of approximately \$500.00 or more, at their Program Advisor's discretion, must complete and submit a Ticket Office Contract prior to the event date.

The Ticket Office Manager and the Event Coordinator will determine collection options that may or may not include a fee. Either by:

- ↪ Opening the SAC Ticket Office during the event to collect money
- ↪ Hand deliver cash revenue to the Ticket Office during operating hours
- ↪ Utilizing the drop safe located in the SAC, requiring the assistance of the SAC Facilities Manager

Events that are 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 hand it over to a Faculty/Staff advisor the next business day.

Instructions to set up a T&A Account with the USG Accounting Office (SAC 229):

- ↳ Meet with the USG Accounting Office prior to the event to set up the T&A account
- ↳ Account will be active for one academic year
- ↳ All funds must be utilized by the end of the academic year

Once revenue is deposited in the T&A account the club can go to the Accounting Office and request payment through the voucher process. No more than two (2) vouchers can be processed per event. Checks are cut on Tuesdays and Thursdays.

Guest Policy

A guest policy needs to be established for all ticketed events. The guest policy will vary based on the type of event, as well as the level. More information on guest policies can be found at <http://www.stonybrook.edu/policy/policies.shtml?ID=601>

Media Permit, Photography & Videography Policy

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

<http://studentaffairs.stonybrook.edu/for/policies/videophoto.shtml>

Movie Screenings

Student groups that would like to show movies must obtain the rights to those movies. 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 supplied to your Program Advisor during the program planning process. Stony Brook University often works with Swank Motion Pictures, Inc. (www.swank.com), and Criterion (www.criterionpic.com) however student groups may use any company they choose. If neither of these companies has the movie your 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 account does not constitute paying for the rights to show a movie.

Movies that are considered Public Domain can be shown without having to pay for rights. These movies are those that 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 these lists <http://www.imdb.com/list/ls003915205/> , <http://www.imdb.com/list/ls055593451/> , search the internet, or contact the Reference Library of the Motion Picture Academy.

Posting Policy

Please educate your club membership about the following guidelines. Posting Policy infractions can result in loss of posting privileges for the individual, the organization, or both. Be sure to reference “Step Five: Advertise Your Event” as well as the full University policy, which can be found here:

<https://www.stonybrook.edu/policy/policies.shtml?ID=615>.

General Posting Policies

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

Student Involvement and Organizations Center Policies

- ↪ Any advertisements posted in the SAC for recognized student organizations must be approved by the Office of Student Involvement and Organizations. To have posters approved, bring them to room 218 in the Student Involvement and Organizations Center where a staff member will determine if they are appropriate. If the posters are deemed appropriate, a staff member will stamp them, and they can then be posted.
- ↪ A total of 4 flyers or posters can be posted in the Student Involvement and Organizations Center. Additionally, one flyer can be posted in the Office of Student Involvement and Organizations.
- ↪ Date, time, and location must be confirmed prior to approval.
- ↪ Items may be posted for up to two weeks, or until the day after the listed event, whichever comes first.
- ↪ Organizations are responsible for removal and disposal of flyers at the conclusion of their event.
- ↪ Notices posted over valid posters or in non-designated areas will be removed.
- ↪ Only one poster per bulletin board is allowed. Flyer size is not to exceed 11" x 17".
- ↪ Any non-approved flyers will be taken down.

Other Facilities

- ↪ 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.
- ↪ Groups who post signs on windows, doors, or other unauthorized locations will be removed by Residential Programs staff.
- ↪ Posters which promote or display alcohol products will not be posted.

Risk Management for Student Involvement and Organizations

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

- ↪ Identifying and evaluating risks.
- ↪ Avoiding or eliminating them where practical.

- ↪ Minimizing, controlling or contractually transferring them to others where possible.

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

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

Importance of Insurance

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

- ↪ To make sure that they can make good on their promise to pay damages.
- ↪ If the other party has no assets or becomes insolvent, they will not have the means to honor their contract.
- ↪ To obtain Certificates of Insurance to prove that they have the required coverage.
- ↪ To understand Risk Management and related Stony Brook University policies.
- ↪ That when listed "additional insured", contracts should always read: State of New York, the State University of New York and SUNY Stony Brook. This provides you with insurance coverage under their policy so you do not have to use your own insurance. USG also provides insurance where applicable.

Resources to Help Assess and Manage Risk

- ↪ University Counsel
- ↪ Ombuds Office
- ↪ Human Resources/Diversity and Affirmative Action
- ↪ Disability Support Services
- ↪ Campus Residences Student Advocate
- ↪ Our ability to prevent and predict
- ↪ Reference Checks
- ↪ Security Policy
- ↪ University Police Department
- ↪ Dean of Students Office
- ↪ Fire Marshall
- ↪ Department of Student Engagement and Activities

The University Police Department, Fire Marshall, and the Department of Student Engagement and Activities will make all final decisions regarding security plans.

Most ticketed events will need to contract USG Events Management. Your Program Advisor will discuss whether or not you will need to contact USG Events Management and how to do that if it is necessary. For more information on the ticketing policy, please see the full policy here:

<http://studentaffairs.stonybrook.edu/for/policies/security.shtml#ticket>

Student Media Relationship Statement

- ↪ The student media such as student 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), manager(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 requires adherence to the ethics and laws of responsible journalism and reporting, e.g., the avoidance of libel, copyrights 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.

Media Policy Statement

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.

Weather Related Policies

Rain Call Policy

A rain call for any outdoor event will be made by noon the day before the program. Rain calls for all events scheduled on Saturday or Sunday will be made by noon on Friday. All rain calls are final – events cannot return to their original location. If a decision is made to keep the event outdoors, the event may be cancelled depending on weather conditions. Please note: Any event cancellations made after these deadlines could result in fees being charged to the sponsoring club or organization.

Severe Weather Policy

In the event that the University cancels classes and events due to severe weather conditions, the Office of Student Involvement and Organizations will work to help you find space to reschedule your event at a later date. Please note that while the Office of Student Involvement and Organizations will make every attempt to reschedule events, it may not always be possible due to time or space constraints.

CHAPTER 4: EVENTS WITH MINORS

Some groups may be interested in hosting on campus events with minors (those 16 and under). Past events of this type include college visits, workshops, and holiday parties. While these events are a wonderful addition to our campus, they present their own set of standards that must be strictly adhered to.

If your group is interested in hosting an event with minors (on or off campus) the following initial steps must be taken:

- ↳ Submit the event request form as soon as your group has decided they are interested in hosting this event
- ↳ Meet with a Program Advisor at least 12 weeks in advance

Information is key!

When meeting with your Program Advisor, there will be a lot of very specific questions that will need answers so that the event can be vetted and planned appropriately. Please be sure to have the following information ready when you meet with your Program Advisor:

- ↳ Age range of minors involved
- ↳ Where the minors will be coming from (a school, community group, etc)
- ↳ Where they will be on campus (one building, moving to multiple buildings across campus)
- ↳ Will chaperones be provided by an outside school/organization (this is highly preferred)
- ↳ What specific events will be occurring with the minors while they are on campus
 - If possible, a timeline of your program is most helpful
- ↳ How and where will your program be advertised

Important things for you to know

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 lawyers are 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 that 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 <http://system.suny.edu/compliance/topics/childprotection/sunycpp/>.

CHAPTER 5: OFF CAMPUS TRIPS

Off campus trips are any event, service project, or trip that occurs off campus. Meetings for all off campus trips must take place with your Program Advisor **at least three weeks in advance** of your trip date. This includes groups that intend to travel internationally.

Step One: Paperwork!

By filling out the proper paperwork, the Office of Student Involvement and Organizations is notified that you are interested in organizing an off campus event.

- ↳ Fill out the Event Request Form on SBLife
- ↳ Wait for a response from a staff member from the Office of Student Involvement and Organizations to continue the planning process. (Please see Chapter 2: On Campus Events for specifics on the approval 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 and to complete an Event Checklist.
- ↪ An Off Campus Trip roster will need to be completed.
- ↪ All drivers must complete the LENs Check Packet and submit a copy of their driver's license and a copy of their car insurance if personal vehicles are being used. If using rental cars, the rental car insurance policy must be submitted.
- ↪ For any USG funded clubs, USG vouchers must be submitted via Campusvine.

Step Three: Signing up for the event

- ↪ If you are selling tickets, students will work with their Program Advisor and the USG Ticket Office to coordinate ticket sales.
- ↪ Each student attending the trip must provide their contact information, SB ID number, signature and information for an emergency contact (this should not be someone else on the trip). Students must also sign an electronic waiver, and must electronically agree that they have read the Student Code of Conduct and agree to abide by it while on the trip.
- ↪ All information will be recorded on an electronic roster that will be shared with the event coordinator at the meeting.
- ! Only Stony Brook University students can attend off campus trips.

Step Three: Day of the event

- ↪ If taking a bus, greet the bus driver and obtain their contact information and review the itinerary for the day.
- ↪ Greet the students and verify their names and contact information.

Step Four: Returning to Campus

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

Conduct on trips: Any off campus trip is a representation of Stony Brook University; therefore the behavior of the student reflects the image of the University and your club or organization. The Student Conduct Code is applicable at these events. The club or organization is responsible for the action of its members and any liability with the actions of the members. All students are to be drug and alcohol free during the off campus trip. Please contact University Police immediately and notify them of any incidents, injuries or illness that require hospitalization (631-632-3333). Organizations should also contact local police or call 911 in case of an emergency.

CHAPTER 6: FUNDING

Organization Funding

All Undergraduate students at Stony Brook University pay a Student Activity fee each semester which funds the Undergraduate Student Government and their operations which include funding clubs and organizations. Graduate Students pay a Graduate Student Activity fee which funds the Graduate

Student Organization and their clubs and 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 Office of Student Involvement and Organizations and the membership is not exclusive. Any undergraduate club or organization that is seeking funding by USG and does not already have a USG Line budget should contact the USG Special Services Council (SSC). These organizations need to have received SSC funding for at least one semester in order to be eligible for the USG Line. 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 www.sbusg.org. A detailed flow chart for funding can be found in appendix 1.

GSO Line

This option is available to all Graduate student clubs and organizations that are recognized by the Office of Student Involvement and Organizations. Any graduate club or organization that is seeking funding by GSO should visit www.sbgso.org for detailed information.

Event Funding

There are grants available that could assist with funding for individual events. Each grant requires its own application.

Weekend Life Co-sponsorship

The purpose of the Weekend Life Co-Sponsorship is to enhance the quality of Weekend Life at Stony Brook University. The co-sponsorship supports events that take place Friday through Sunday and supports efforts that are new, creative, and foster a level of enthusiasm among the campus community. The application deadline is one month prior to the event date. For more information on the Weekend Life co-sponsorship, as well as application instructions, visit http://studentaffairs.stonybrook.edu/sac/weekend_life/grant.shtml

Committee to Celebrate Diversity

The Committee to Celebrate Diversity offers programming grants of up to \$500 for events that support the various diversity theme months:

- ↳ October – Hispanic Heritage Month
- ↳ November – Diversity of Lifestyles Month
- ↳ December – Diversity of Religions
- ↳ February – Black History Month
- ↳ March – Women’s History Month
- ↳ April – Asian History Month

Application deadline is on the 15th of the month prior to the month your program is celebrating. For more information on how to apply for this award, visit

http://www.stonybrook.edu/commcms/celebrate_diversity/index.html

USG Grants

As per the USG bylaws, USG provides three different types of grants a club or organization may apply for – an Asset Grant, a Novel Event Grant, and a National or Regional Event Grant. Only clubs/organizations that have line budget status may request a grant. Grants shall only be used during the academic year.

- ↪ Asset Grants may be used to purchase long-term items that fulfill the club/organization's purpose and are expected to last 4 semesters or more
- ↪ Novel Event Grants are for the purpose of improving student life through hosting novel events on campus. The events must be novel for both the club and the University as a whole.
- ↪ National or Regional Event Grants is intended to enable clubs to go to regional and national events that they otherwise would not be able to get funding to attend.

For more information on these grants, please see the USG bylaws here
<http://stonybrookusg.org/media/2016/08/Financial-Bylaws-4.28.16.pdf>

CHAPTER 7: RESOURCES

The Office of Student Involvement and Organizations has many resources that student clubs and organizations can borrow to help make their programs and events successful. These items can be borrowed for no cost, though groups are responsible for ensuring they are in good condition upon return. Additionally, it is the expectation of the Office of Student Involvement and Organizations that all borrowed items are returned within 24 business hours of the event unless otherwise noted. The group member who picks up the items will have to sign a form stating that they agree to what they are taking, as well as the replacement value of the items, and the date the items are due to be returned. Items that are available for use by clubs and organizations include:

- ↪ Board Games
- ↪ Game Buzzers
- ↪ Wire Food Racks
- ↪ Large Round Glass Bowls
- ↪ Medium Tea Light Bowls
- ↪ Small Tea Light Bowls
- ↪ Cylinder Vases
- ↪ Small Glass Plates

CHAPTER 8: CONDUCT SYSTEM

The ability to be part of a club or organization on the Stony Brook University campus is a privilege and should be treated as such. If it is brought to the attention to the Office of Student Involvement and Organizations that your club or organization may be engaging in activities that violate the University Student Conduct Code or New York State law, the following steps may be taken:

- ↪ Suspension of all group activities. Group activities include, but are not limited to:
 - Meetings
 - Programs
 - Performances
 - Advertising
 - Social Media Presence
 - Elections
- ↪ Investigation into alleged violation(s). Investigations may be completed by any, or a combination of, the following:
 - Student Engagement and Activities Staff
 - Residential Community Standards Staff
 - University Community Standards Staff
 - Dean of Students Staff

- o University Police Officers
- o Suffolk County Police Officers

Upon completion of the investigation a decision will be made that will determine when and if the group in question can resume functioning, as well as any sanctions rendered. All decisions will be given to the group's president in writing. Any appeal process will be clearly detailed in the sanction letter, along with deadlines for filing those appeals.

Organizations that are part of the Greek lettered community may be subject to a J-Board investigation in addition to any other investigation that has been conducted. More information on the J-Board process can be found in the *Relationship Statement Between Stony Brook University & Its Affiliated Fraternities and Sororities*, which can be found here:

http://studentaffairs.stonybrook.edu/sac/fraternities_sororities/RelationshipStatementSpring2017.doc.pdf

CHAPTER 9: MAKING THE MOST OF YOUR SBLIFE PAGE

SBLife is the hub of all club and organization related activity. It is helpful for your group to use its page to the fullest! Here are some helpful tips of how you can make the most of your group's SBLife page, one tab at a time.

- ↪ Basic things to know about your group's SBLife page:
 - o Prior to re-registration, all SBLife pages will be made inactive by the Office of Student Involvement and Organizations. Once your group's re-registration is approved, the page will be made active.
 - o The Office of Student Involvement and Organizations will set the group's Primary Contact as the President upon approval of the re-registration. If your organization would prefer someone else be set as the Primary Contact, please send us an email at StudentActivities@StonyBrook.edu.
 - o The Office of Student Involvement and Organizations will set the contact email to the organization email whenever one is provided. If there is no organization email address provided, the contact email will be the Stony Brook email address of the Primary Contact person.
- ↪ HOME: The Home tab will show basic information about your group. Upcoming and past events will be displayed here, and there are links for your group's various social media accounts. Additionally, on the right there is a space for discussion on your group's home tab.
 - o The top of this page will show the Primary Contact so those interested in your organization can easily contact that person.
 - o The Primary Contact person for each organization has the ability to update the rest of your organization's page
 - o To have an event displayed on the Home tab, simply click "Submit and Event" and fill out the form.

- ↪ NEWS: The News tab is where you create updates about your organization. What's happening? How can people get involved? What do you want people to know about your organization? Put it here for everyone to see!
 - To add information for this tab click the "Create Article" button. You will be able to create an article and choose who can see the article. This allows you to create information for the public, or only those people in your organization.

- ↪ ABOUT: This information is automatically populated based on information submitted to The Office of Student Involvement and Organizations during the registration process. If you would like any of the information on this page changed, please email the office at StudentActivities@StonyBrook.edu.

- ↪ EVENTS: The events listed on this tab are populated based on those created in the Home tab. You can also create events on this tab, or view past events. This is a great way to keep an archive of events your organization has done.
 - To create an event, click the blue "Create Event" button and fill out the form.
 - All of the organization's activities can be seen as a calendar by clicking the grey "View Event Calendar" button on the top left.
 - Events can be viewed as either "Upcoming" or "Past" by clicking the corresponding title.

- ↪ ROSTER: Groups should invite their members to officially be part of their organization via the Roster tab. This is a great way for organizations to show who is part of their group, and it also shows how long people have been associated with the organization. The Roster page can really boost your organization's membership by allowing others to see who is involved. This will also allow officers easy communication with members via messages.
 - To add people to the roster, simply click the "Invite People" button on the top left and enter the SBU email address for each person in the organization. Each person will receive an email asking them to verify that they are part of the organization.
 - From this page members can also be sent messages in a few easy steps. To message the organization's membership follow these instructions:
 - Click "messaging" on the top left.
 - Click "create relay".
 - Select who you would like to send your message to from the organization's membership roster by clicking "edit" and selecting the members.
 - Create a title for the email.
 - Click "generate". You will see a "temporary relay address". Copy that into the BCC section of an email and it will send your email to those you selected.

- ↪ GALLERY: Is there a better way to showcase your events than a digital photo album? This tab allows your organization to create a variety of albums and in turn, a digital archive of events.
 - To create an album simply click "Create Album" and upload your photos.
 - Create an album for each event, each year, or whatever your group chooses!

- ↪ DOCUMENTS: This tab should house all documents for your organization. This is a wonderful way to keep an archive of information for future executive board members.
 - All groups must have their most current constitution on this page no later than September 15, 2017.
 - To upload a document click "Add File" in the top right. Add the title, select the type of document from the drop down, and click upload. Repeat this process for each document.

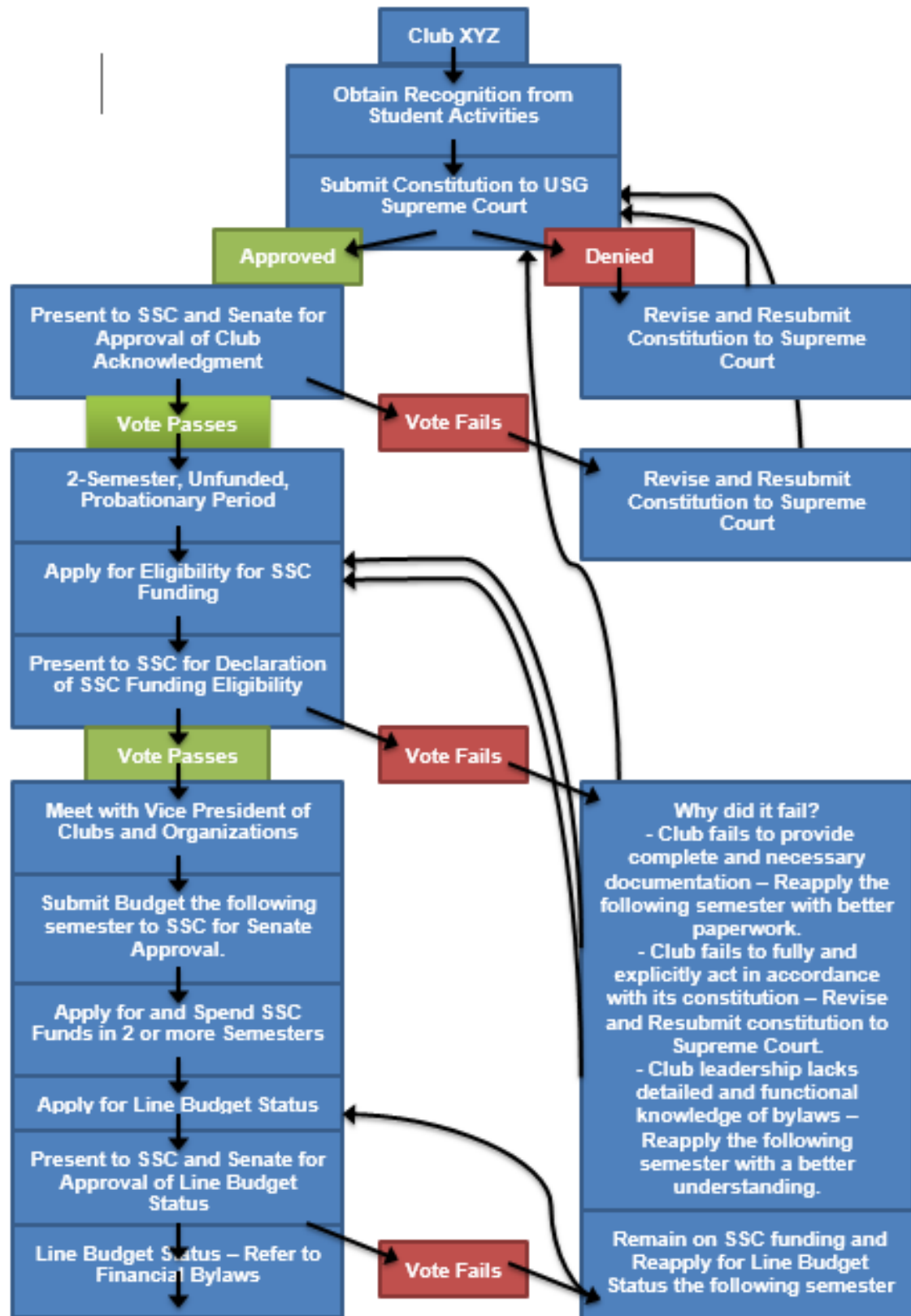
- ↪ FORMS: Any forms your organization uses can be on this tab.
 - To create a form click “Create Form” and fill out the requested information

- ↪ SERVICE HOURS: If your organization does community service, this is a great place to keep track of it. This will allow individual members to create a personal report of the service hours they have completed.
 - Service hours should be completed for each student, not for the organization as a whole.
 - To add service hours, click the “Add Service Hours” button on the top left and input all the requested information and click submit.
 - Any submitted service hours will need to be verified.

- ↪ MANAGE: On the “Manage” tab groups can change their cover photo, as well as the interests the group should be associated with. Interests are used when students search for organizations on the database, so it is important that your organization use this tab.
 - To manage the cover photo:
 - Click “Manage” and select “Cover Photos”.
 - Select “choose file” from the middle left screen and select the photo your organization would like to use.
 - Please note the specifications of the photos that are supported.
 - To manage the interests that are associated with the organization:
 - Click “Manage” and select “Interests” from the drop down.
 - Select an Interest Area from the categories on the right and a more specific list will be created.
 - Select from this second list and those items will appear on the left under “Rank Interests”.
 - Hover over each interest and arrows will appear. Use the arrows to move interests higher or lower on the list.

For additional assistance on using your organization’s SBLife page, please visit the Office of Student Involvement and Organizations, or email us at StudentActivities@StonyBrook.edu

Appendix 1: USG NEW CLUB GUIDE TO USG BYLAWS



Appendix 2: CAMPUS OFFICES

Student Activities Center (SAC)

| | | |
|---|---------------|--------------|
| SAC Info Desk | SAC Lobby | 631-632-6730 |
| USG Ticket Office | SAC Why Lobby | 631-632-6464 |
| Uniti Cultural Center | Room 169 | 631-632-6822 |
| Office of Student Involvement and Organizations | Room 218 | 631-632-9392 |
| Office of Weekend Life | Room 219 | 631-632-9392 |
| Office of Facilities and Reservations | Room 220 | 631-632-4591 |
| Office of Student Media Programs | Room 226 | 631-632-6828 |
| Office of Creative Arts | Room 226 | 631-632-6822 |
| Commuter Student Services & Off Campus Living | Room 225 | 631-632-7353 |
| Dean of Students Suite | Room 222 | 631-632-7320 |
| Office of Student Leadership | Room 224 | 631-632-2126 |
| USG Accounting | Room 229 | 631-632-6475 |
| Undergraduate Student Government | Room 202 | 631-632-6460 |
| Graduate Student Organization | Room 227 | 631-632-6492 |
| Center for Prevention and Outreach | Room 310 | 631-632-2748 |
| Student Media Center | Room 307 | N/A |

Campus Recreation Center (CRC)

| | | |
|------------|--------------------|--------------|
| Office | 39 John Toll Drive | 631-632-7168 |
| Front Desk | 39 John Toll Drive | 631-632-7209 |

Melville Library

| | | |
|-----------------------------------|-------|--------------|
| Academic Advising | E2360 | 631-632-7082 |
| International Academic Programs | E5340 | 631-632-7030 |
| UPS Store | E0320 | 631-632-1831 |
| Career Center | W0550 | 631-632-6810 |
| Study Abroad and Exchange | E1340 | 631-632-7030 |
| Orientation and Family Programs | W3519 | 631-632-6710 |
| Undergraduate Colleges | N3071 | 631-632-8050 |
| Teaching, Learning and Technology | S3071 | 631-632-4378 |
| Educational Opportunity Program | S3520 | 631-632-7153 |

Appendix 3: RESOURCE SHEET

Student Name: _____ Date: _____

Club/Organization: _____

Event: _____ Event Date: _____

| Items Borrowed | Replacement Cost | Quantity Borrowed | Total Cost |
|-------------------------|------------------|-------------------|------------|
| Game Buzzers | \$20.00 set | | |
| Wire Food Racks | \$7.00 each | | |
| Large Round Glass Bowls | \$10.00 each | | |
| Medium Tea Light Bowls | \$7.00 each | | |
| Small Tea Light Bowls | \$5.00 each | | |
| Cylinder Vases | \$9.00 each | | |
| Small Glass Plates | \$5.00 each | | |
| Board Games | \$15.00 each | | |

By signing this form I understand that my club or organization is responsible to return the items above to room 218 in the Student Involvement and Organizations Center no later than _____. I understand that the items I am borrowing must be clean, and in working order or the Office of Student Involvement and Organizations may hold my club or organization responsible for cleaning, repairing or replacing any and all items. I understand that I am taking this responsibility on behalf of the club or organization listed above and I will not be held personally responsible.

Student Signature

Date

Staff Signature

Date

| Items Returned | Condition Upon Return | Quantity Returned | Replace? Cost? |
|------------------------|-----------------------|-------------------|----------------|
| | | | |
| | | | |
| | | | |
| Replacement Cost Total | | | |

By signing this form, I certify that the above items were returned in the condition noted. The student agrees that their group will pay for any items that need to be replaced.

Student Signature

Date

Staff Signature

Date

Appendix 4: PROGRAMMING DEADLINES

The last day of programming for Fall 2017 is as follows:

Last day of classes is Saturday 12/09

Last day for Level 1 – 12/02 (Saturday – weekend prior to last day of classes)

Last day for Level 2 – 12/02 (Saturday – weekend prior to last day of classes)

Last day for Level 3 – 12/04 (Monday – 4 days prior to last day of classes)

Last day for Level 4 – 12/09 (Saturday – the last day of classes)

Last day for Level 5 – no deadline

The last day of programming for Spring 2018 is as follows:

Last day of classes is Saturday 5/05

Last day for Level 1 – 4/28 (Saturday – weekend prior to last day of classes)

Last day for Level 2 – 4/28 (Saturday – weekend prior to last day of classes)

Last day for Level 3 – 4/30 (Monday – 4 days prior to last day of classes)

Last day for Level 4 – 5/05 (Saturday – the last day of classes)

Last day for Level 5 – no deadline