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The purpose of the Stony Brook University Student Club and Organization Manual is to assist all student, staff and faculty with all aspects of club functioning. This includes, but is not limited to, club registration, re-registration, and event advising. 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. All services and guidelines are designed to further club and organization success and development.

Who's Who in Student Engagement and Activities

Christine Marullo, Director of Student Engagement and Activities: Christine oversees all areas of Student Engagement and Activities. Fun fact: Christine decided to get over her fear of planes by jumping out of a one!

Melissa Scuccimarri, Associate Director for Student Involvement and Leadership: Melissa manages all aspects of campus clubs and organizations. She supervises the Graduate Coordinators for Clubs and Organizations, the Customer Service Specialists, and the Assistant Director for Fraternity and Sorority Life. Fun fact: Melissa loves glitter and anything that is sparkly!

Isobel Breheny-Schafer, Assistant Director for Student Media: Isobel works directly with the medial 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.

Samantha Thompson, Assistant Director for Fraternity and Sorority Life: Sam oversees Fraternity and Sorority Life on campus and prepares programs and workshops for the Greek lettered community. Additionally, she supervises the Graduate Coordinator for Fraternity and Sorority Life, and assists with non-Fraternity and Sorority organizations when necessary. Fun fact: Sam loves Harry Potter and has been to The Wizarding World 3 times.

Coordinator for Student Engagement and Activities: The Coordinator oversees large scale and traditional programming. This position is currently vacant.

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, Media, and Programming and Traditions.

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

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.
RECOGNITION AND REGISTRATION

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:** 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.

**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.

**Why Should I Register My Club or Organization?**

Student clubs and organizations are encouraged to register with the Department of Student Engagement and Activities 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 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 once year 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. 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 on 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 the 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.
   ○ If your club or organization would like to request an event and/or flyer be listed on Campus Connect, you can do so here.
   ○ Request your events to be posted on the Scala digital screens 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. Registered clubs can also request to co-sponsor an event with the Department of Student Engagement and Activities. For more information on this co-sponsorship opportunity, visit their website here.
   ○ 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.
   ○ Registered organizations may co-sponsor events with those organizations that have departmental support.
   ○ If a group is unsure if an organization is eligible for collaboration, please contact the Department of Student Engagement and Activities.

★ 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 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 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.

Eligibility Statement: to be eligible to maintain an executive board position, students must be in good judicial standing with the University and must meet certain academic standards. All executive board members for undergraduate clubs or organizations must be registered as Stony Brook University undergraduate students. Graduate students may not hold executive board positions on undergraduate organizations. Similarly, executive board members for graduate student groups must be registered graduate students.

★★ Step 1: Create a Statement of Purpose for the organization: Each organization must have a statement of purpose that is unique and of interest to the student body. If the Statement of Purpose duplicates or closely resembles that of an already existing organization, the new group will not be able to move forward in the process.

★★ Step 2: Research existing organizations on SB Engaged: Once a Statement of Purpose has been created, research other organizations on SB Engaged to ensure there are no other groups that have a similar Statement.

★★ Step 3: Form an Executive Board: Every organization must have a full, eligible executive board. The board consists of a President, Vice President, Secretary and Treasurer. While some groups may choose to have additional 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 purpose of the organization and be interested in working to bring it to life on the Stony Brook campus. All executive board members must maintain a cumulative Stony Brook University GPA of 2.25, 2.50, or 3.0 for undergraduate organizations, fraternities and sororities, and graduate organizations respectively. Some traditional tasks of each executive board member may include:

- President
  ○ Responsible for ensuring the organization is operating properly and according to the constitution
  ○ Official representative of the group to the Department of Student Engagement and Activities and to Undergraduate Student Government (USG)/Graduate Student Organization (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 USG funded)

★★ Step 4: Find a Faculty/Staff Advisor: Each organization must have a full time faculty or staff person who is interested in the purpose of the group. This person must be a full
time employee of Stony Brook University and should be willing to work closely with the organization to create a solid foundation.

★ **Step 5: Create a Growth and Sustainability Plan:** An important part of any organization is a plan by which the organization plans to grow and thrive on campus. The Growth and Sustainability Plan outlines clear, detailed ways in which the new organization intends to move through their inaugural year on campus. This plan should be comprehensive with specific examples where possible. The Growth and Sustainability Plan must speak to the following points specifically:

- How does the new organization plan to contribute to the community. That community can be defined as Stony Brook University, or the local, regional, national or international community.
- How does the new organization plan to encourage new membership? How will the group encourage continued membership of founding members?
- How will the group effectively transition the executive board? This transition plan should **not** be how the new officers will be elected, as this should be included in the constitution. This plan should explain how the outgoing executive board will prepare the incoming executive board to effectively fulfill their new roles.

★ **Step 6: Create an organization email address:** Each organization must have a working email address that is specific to the group. A personal email address will not be accepted. This can be on any platform the group chooses, however it is important that the information for this account is shared among the executive board members and that it is actively monitored.

★ **Step 7: Identify General Body Members:** In order to ensure the newly proposed organization is of interest to the Stony Brook student body, the Department of Student Engagement and Activities requires all new groups to have at least ten (10) general body members complete all of the required information on the General Body Membership Roster Form as part of the new club process. These ten (10) members are in addition to the proposed executive board members. *If you are unable to meet this requirement, please contact our Department.*

★ **Step 8: Create a Constitution:** Each organization must have a constitution which governs the organization. While groups may create their own constitution, it is highly encouraged organizations follow the "Model Constitution" provided by the Department of Student Engagement and Activities. This model can be found on the Clubs and Organizations page of SB Engaged under "documents". The model constitution has been created to include all of the information required by both Stony Brook University and New York State, and in consultation with both USG and GSO. Should groups choose to apply for funding, those who have followed this model will have all of the required information already in place.

★ **Step 9: Online Registration:** Once you have gathered all of the necessary information and documentation, it is time to register online. Your proposed organization may begin this process by visiting www.stonybrook.edu/sbengaged and following these instructions:

- Click the “organizations” tab
- Find the “Register a New Organization” button on the lower left side of the screen
  - This button will only be visible during the registration period
- After clicking the “register” button you will be led through a series of screens that will require you to submit the information from steps 1 through 8. All information is required.
Step 10: Submit for Approval: Once all of the information has been submitted through the online registration system, you will "Submit for Approval". After this step, you will be notified if your club's proposal is approved or denied. This notification will come after a brief review period, and all applications are considered on a rolling basis. Clubs will be notified of decisions through a message on SB Engaged.

IF YOUR PROPOSAL IS APPROVED

Step 11: New Club Tutorial & Quiz: If the group is approved, all executive board members (President, VP, Secretary, Treasurer) will be required to complete the New Club Tutorial. This tutorial will be an online presentation that reviews important policies and procedures that will help ensure the success of campus organizations. At the end of the tutorial, there is a link to a quiz. All executive board members must take the quiz and pass with a minimum score of 90%. Each member may take the quiz no more than twice. Failure to pass the quiz will result in the denial of the new organization’s recognition.

Step 12: Official Recognition: Once the executive board all passes the quiz, the new organization will be granted full recognition. An SB Engaged page will be created for the new organization, and you may begin requesting events. An SB Engaged tutorial, as well as instructions on how to properly request events will be part of the new club quiz.

IF YOUR PROPOSAL IS DENIED

Step 11: Re-submit/Appeal:
- Proposed organizations that are denied will be given detailed feedback which will include the reason(s) for denial. Most groups will have the opportunity to address those reasons and resubmit their proposal within a specified timeframe. Groups may be required to meet with staff from the Department of Student Engagement and Activities if multiple resubmissions are needed.

If the new club proposal is denied after the second resubmission, the group has a period of seven (7) days from the date of notification of denial in which the decision can be appealed. To appeal the denial of the club or organization:
- Write a letter, formally appealing the decision to deny the club or organization.
- Include any supporting documentation that speaks to the reason for appeal. Any changes to the submitted documents should use the following format:
  - Highlight any new inclusions
  - Strikethrough any information that will be removed
- Email all documentation to the Associate Director for Student Involvement and Leadership (melissa.scuccimarri@stonybrook.edu) 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 be denied.

How Do I Re-Register An Existing Club?
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.
★ Step 1: Determine a New Executive Board: Your club constitution should dictate how and when new board members are selected. Be sure to follow these regulations as they are outlined.

★ Step 2: Re-Register Your Organization: To re-register an already existing organization, including those that were approved during the most recent New Club Process, please log onto SB Engaged and follow these steps:
  ○ Access your “Action Center” by clicking the Switchboard Icon at the top right corner of your page and click “manage”
  ○ From your action center home page, you will see a list of organizations. From here, there are two ways to re-register an organization.
    ■ Click the name of the group to navigate to the management section. If the group is eligible for re-registration, you will see a blue box that says “this organization is eligible for re-registration”. Click the button below this message that reads “Re-register this organization”.
    OR
    ■ Click on your action center homepage, select the “Register an Organization” button at the top right hand side. On the next screen you will be shown a list of all the organizations on campus. Locate your group by scrolling through the list using the “next” button. If your organization is eligible for re-registration, you will see a blue “re-register this organization” button to the right of the org. You may also see that an existing submission is in progress.

★ Step 3: Set Up Your SB Engaged Page: Once the group’s re-registration is approved, the SB Engaged page will be made active. The primary contact can now begin to set up and use the page. See Chapter 8: Making the Most of Your SB Engaged Page for more specific information on all of the exciting things you can do with your group page!

★ Step 4: Accept New Roles and Complete Trainings: Once added to the roster, new club officers and faculty/staff advisors will receive an email asking them to accept their role in the organization for the upcoming academic year. Officers will also need to complete trainings as directed by the Department of Student Engagement and Activities and the Stony Brook Title IX Office.

Club and Organization Approval Definitions

Registered/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 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. Once a group is defunct they must go through the new club process to regain campus recognition.
ON & OFF CAMPUS EVENTS

Student Event Levels
Every student group event is assigned a level (one to five), 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. *Please note: event levels may change during the planning process as details change. Our department reserves the right to postpone or cancel events should any part of the planning process not be followed properly/fully. Additionally, it may take up to two (2) weeks for staff in our department to contact you about your event after a request is submitted.*

★ For specific information regarding event levels, please read the Student Event Security Plans, Policies and Diagrams Manual here.

★ **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 are considered off campus trips. This could also include off campus games or tournaments.
  ○ 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, staff in Student Engagement and Activities are 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.

★ This chart shows the general lead time needed to plan the most common types of events
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:

★ 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.

★ 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.
  ○ 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 drink are not permitted in the SAC Auditorium either.

Faculty/Staff Advisors should not submit event requests for student organizations. These events will not be approved, as this can often make the planning process confusing and steps can be missed, resulting in events not being properly planned.

Please Note: Submitting a room request on 25Live does not confirm your room reservation or imply that your program has been approved. Only staff from the Department of Student Engagement and Activities can grant approval for student organization programs and space requests. Your organization should not begin requesting funding, or advertising any programs or meetings until the event coordinator has meet with a program advisor and has received written confirmation of the date, time and location for the event being requested.

Step Three: Event Request
Once the group has requested a space through 25 Live, the Event Coordinator should create an event on SB Engaged. This notifies our department that your club or organization is interested in hosting an event, so this step is of critical importance. As stated above,
requesting a space through 25Live does not confirm your space or event. Your event is not confirmed until you have met with a program advisor from the Department of Student Engagement and Activities.

It is important to note that 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 could be subject to follow up through the conduct system.

Keep these points in mind when submitting event requests:

★ Request events on SB Engaged by going to https://stonybrook.campuslabs.com/engage/
  ○ 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.
  ■ NOTE: You will need to upload confirmation of your space request from 25Live to complete this form. Please be sure to have this ready.
  ■ NOTE: 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 a response from a staff member before getting too far in the planning process. DO NOT BEGIN ADVERTISING THE EVENT UNTIL YOU HAVE MET WITH A PROGRAM ADVISOR AND THE EVENT HAS BEEN APPROVED!
  ○ A staff member will respond as soon as possible. We strive for a response within 5 business days, but it may take as long as 2 weeks. Staff will respond by commenting on the Event Request in SB Engaged and asking the event coordinator to set up a meeting.
  ○ At busy times, such as the beginning and end of each semester or during break periods, this response 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 a response.
  ○ Same day requests will not be approved/accepted.

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:

★ 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 pieces of the event so that you can 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 2018-2019 academic year are as follows:

<table>
<thead>
<tr>
<th>Event Level</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last day of classes: Monday 12/10</td>
<td>Last day of classes: Saturday 5/11</td>
</tr>
<tr>
<td>Level 1</td>
<td>12/03 (Monday - 7 days prior to the last day of classes)</td>
<td>5/04 (Saturday - 7 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Level 2</td>
<td>12/03 (Monday - 7 days prior to the last day of classes)</td>
<td>5/04 (Saturday - 7 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Level 3</td>
<td>12/06 (Thursday - 4 days prior to the last day of classes)</td>
<td>5/07 (Tuesday - 4 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Level 4</td>
<td>12/10 (Monday - the last day of classes)</td>
<td>5/11 (Last day of classes)</td>
</tr>
<tr>
<td>Level 5</td>
<td>No deadline</td>
<td>No deadline</td>
</tr>
</tbody>
</table>

These dates are also listed in the appendix of this manual.

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:

★ 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 usually the easiest way to begin scheduling a meeting.
★ Contact the Department of Student Engagement and Activities at 631-632-9392 and schedule a program planning meeting.
★ Stop by the office 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 to Friday from 9am to 5pm. Advisors typically work 20 to 25 hours per week, as such 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

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

* If your group is planning to have vendors (outside groups selling merchandise) at the event, there are 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 planning the event.

★ Vendors must submit a W9 form
★ Vendors must have a signed permit from FSA (there is a fee for this permit)
★ 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 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. More information on this can be found in chapter 6.

★ Funded undergraduate groups can post vouchers to CampusVine at this time.
  ○ Specific instructions on how to do this are discussed during Leadership Training Day, and are available through Treasury Resources of USG.

★ Graduate organizations may request funding from GSO at this time by completing the Clubs and Organizations Funding Request Form, which can be found on the GSO website. For more specific information, please see Appendix 2.

★ 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.

*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.
**On Campus:** Flyers, posters, handouts, poster boards, student media groups (Newspapers, WUSB, SBU-TV, etc), Scala screens

**Web Based:** 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 and chapter 3 in this manual. For information on advertising events in other campus locations, please see Policy 615 of the University Policy Manual: [Posting Information: Posters/Flyers University Wide](#).

**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.
Policies
(listed in alphabetical order)

Event Policies

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 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 requirement 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 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 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 additional practice space for performance groups. *Please note that due to space restrictions, we are unable to grant requests for executive board meetings at this time.*

**Cancellation Policies**

★ **Student Activities Center:** Those student organizations not conforming to the policies outlined [here](#) under “Student Organizations” may be subject to cancellation fees.

★ **Wang Center:** Please note that there may be fees associated with cancellations of events in the Wang Center. At this time the Department of Student Engagement and Activities does not have a comprehensive list of these fees, however advance notice is always best.

**Parties**

Student organizations interested in hosting on campus parties must submit a request prior to the cut off dates listed below via the SB Engaged “Party Request Form”. Parties will be held in the Student Activities Center on a Friday or 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 party per month. If multiple parties are requested in the same month, the first request to be submitted will be given priority.

★ For parties to be held in fall 2018, all Party Request forms must be submitted no later than July 1, 2018

★ For parties to be held in spring 2019, all Party Request forms must be submitted no later than November 1, 2018

★ Groups that would like 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 [that was not requested during re-registration](#) groups should follow the reservation process outlined in chapter 2.

**Pre-Scheduling**

During the re-registration process, clubs and organizations can request to pre-schedule events for the upcoming academic year. Organizations can request to pre-schedule up to three events per semester, but no more than one each month. 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 ample 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 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 process outlined in chapter 2.

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.

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 the Environmental Health and Safety website. All permits must be received 2 weeks in advance of the event.

★ If USG funds are being used to pay for food, the food permit must be submitted to USG. The approved food permit should be displayed at the event.

★ If any funding other than USG is being used to pay for food, the food permit must be submitted to the Department of Student Engagement and Activities. The approved food permit should 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.

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 is 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.

For specific information on the Food Safety Policy, please visit the website here: Food Safety Policy.

Fundraising and Solicitation Policy
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.
★ Fundraisers with expected donations exceeding $1,000 require an additional approval from the Vice President for Student Affairs or their designee.
★ 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.
★ 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 full details, please see the policy here.
★ As per Student Engagement and Activities policy, “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.
★ 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.
★ 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.

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 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, 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.

**Student groups that are interested in soliciting donations from non-SBU entities, such as local businesses, must discuss this with a professional staff member from the Department of Student Engagement and Activities prior to requesting any type of donation.**

**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 by answering a variety of questions that can be found on a flow chart in this 2016 SUNY memo.

**Charitable/Suggested Donation Policy**
All clubs projected to collect cash donations of approximately $500.00 or more are required to submit a Ticket Office Contract prior to the event date. This is at the discretion of the event’s program advisor.

The Ticket Office Manager and the 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 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 an Advisor or club member the next business day.

For instructions on setting up a T&A Account, please see Chapter 6.

**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 here.
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. For more information, please review the policy found here.

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 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) and Criterion (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 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 this list for movies with release dates prior to 2011, and this list for movies with release dates after 2012. You can also search the internet, or contact the Reference Library of the Motion Picture Academy.

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 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 SBEngaged form, which can be found under Campus Links.
★ Requests must be made at least 1 week prior to the date requested. Any request made less than one week from the event will be denied.
★ Kits can be picked up at the SAC Info Desk 15 minutes prior to your reservation, and must be returned there after.

Posting Policy
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 Five: Advertise The Event” as well as the full University policy, which can be found here.

General Posting Policies
Flyers and posters should only be posted on designated bulletin boards using staples or thumbtacks. 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 organization's expense.

Campus organizations are responsible for remove and disposal of material at the conclusion of the event.

Chalking or writing on any University surface with chalk, other than a chalk board, is not permitted and can be considered vandalism.

Student Activities Center 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 determine if they are appropriate. If the posters are deemed appropriate, 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 our office.

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 are the conclusion of the 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 or illegal substances will not be posted.

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.

Risk Management
Risk Management is defined as “the process of advising organizations of the potential and perceived risks and their activities”. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. Our department has full discretion to 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.

Importance of Insurance
When entering into a contract you must obtain proof of insurance from the party/vendor. It is important to:

★ To obtain Certificates of Insurance to prove that they have 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 those organizations.

Resources to Help Assess and Manage Risk
★ University Counsel
★ Ombuds Office
★ Human Resources/Diversity and Affirmative Action
★ Disability Support Services
★ Our ability to prevent and predict
★ Reference Checks
★ Security Policies, Diagrams, and Manuals
★ 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.

As a general Risk Management policy, most ticketed events will be required to contract USG Events Management. The Program Advisor will discuss how to do this if it is necessary. For more information, please see the Ticketing Policy here.

**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 required 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.

**Student 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 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. **Please note: Any event cancellations made by the organization after the official deadline 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 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.

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 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 and the Event Request Form via SB Engaged as soon as the group has decided they are interested in hosting this type of event.
★ Meet with a Program Advisor at least 12 weeks in advance.

Information is key!
When meeting with a Program Advisor, there will be a lot of very specific questions that will need to be answered so that 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 (a school, community group, 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 (this is highly preferred)?
★ Will the parents of the minors remain with them (this is also preferred)?
★ What specific events will be occurring with the minors while they are on campus?
  ○ If possible a timeline of the program is most helpful
★ How and where will the program be advertised?

Important things for groups 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 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 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.
OFF CAMPUS TRIPS

Off campus trips are any event, service project, banquet, fundraiser, or trip that occurs off campus. Meetings for all off campus trips must take place at least three weeks in advance of your trip date. Groups that intend to travel internationally must meet with a program advisor at least three months in advance.

Step One: Request Form

By filling out the proper request form, the Department of Student Engagement and Activities is notified that you are interested in organizing an off campus event.

- Reserve the Off Campus Trip 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 (see Chapter 2: On and Off 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 the event checklist.

- 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 LENS Check Packet and submit a copy of their Driver’s License. If personal cars are being used a copy of the car insurance must be submitted. If using rental cars, the rental car insurance policy must be submitted.
  - USG funded organizations must submit LENS Check Packets to USG. All other organizations must submit LENS Check Packets to a professional staff member in the Department of Student Engagement and Activities.
  - LENS packets for Club Sports, regardless of funding, should be submitted to Campus Recreation staff.

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 the USG Ticket Office to coordinate ticket sales.
- Groups that are 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 that they have read the Student Code of Responsibility 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 students can attend off campus trips.

Step Four: Day of the Event
The day of the event, it is important to ensure all details are covered and all goes according to plan.
★ 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 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.

Conduct on trips and off campus events: 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 if 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. Please contact University Police immediately and notify them of any incidents, injuries or illnesses that require hospitalization. University Police can be reached at (631)632-3333. Organizations should also
contact local police or call 911 in the case of an emergency. Please also notify the Program Advisor of any emergencies or accidents upon returning to campus.

FUNDING AND 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 Special Services Council (SSC). After having an SSC budget for at least one semester, a group is eligible to apply for a USG line budget. 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 flowchart can be found in appendix 1.

★ 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
  o 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: USG provides several grants a club or organization may apply for. Specific information can be found on the Undergraduate Student Government website www.stonybrookusg.org. For specific information on USG grants that are available, please refer to the following areas:
  ★ USG Office of the Treasury
  ★ USG Financial Bylaws
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 generating 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 spent prior to the end of the year.
  ○ To set up a T&A Account meet with USG Accounting (SAC 219) prior to the event. It is suggested that the organization make an appointment for this meeting.
  ○ Once revenue is deposited into the account, the organization 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 Tuesdays and Thursdays.

★ FSA Accounts: Student organizations have the option to open an FSA account through the Dean of Students area. This type of account is open to all organizations, regardless of funding. Different than a T&A Account, FSA Accounts can carry balances from year to year. There is fee associated with FSA accounts. To open an FSA 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 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. At any time when it appears that a club or organization has violated university policies or procedures, the Associate Director for Student Involvement and Organizations or their designee may issue a directive to appear, interim suspension, or interim restriction letter until a determination to proceed is made by the Department of Student Engagement and Activities. The proceeding may result in an investigation and/or hearing conducted by University Community Standards, and/or the Department of Student Engagement and Activities.

Alleged violations of the University Code of Student Responsibility and/or local, state or federal laws may be referred to University Community Standards for an investigation. Should University Community Standards determine that there is sufficient evidence to proceed, a
A hearing notice will be generated, including information on the nature of the alleged violations. Hearings will be conducted in a manner which permits members of the organization to review evidence, ask questions of those presenting information, bring forward witnesses, and make statements on their behalf. Members may be assisted by an advisor of their choice. For additional information regarding the University hearings/appeals procedures, please refer to the University Code of Student Responsibility.

Standards are an important component in a community. Stony Brook University has established expectations both for individuals and groups. All rules and regulations set forth by the University, including but not limited to, the Stony Brook University Club and Organization Manual, Relationship Statement Between Stony Brook University and Its Affiliated Fraternities and Sororities, Fraternity and Sorority Life policies/procedures (Expansion, New Member, Risk Management, Recruitment/Intake, etc) are applicable to all organized group, and groups will be held responsible for violations of any such regulations by the Department of Student Engagement and Activities.

As noted previously, 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 could be subject to follow up through the conduct system. Similarly, those organizations that collaborate with unrecognized organizations could face similar consequences.

**Judicial Status Changes**
Failure to meet the criteria for recognition and/or conduct violations may result in the imposition of sanctions and/or a change in status.
In determining the appropriate response for a student organization and/or individual, the Department of Student Engagement and Activities will consider the severity of the violation, the impact the violation had on the community, and the disciplinary record of the organization. Examples of sanctions that may be imposed upon a student organization or an individual may include, but are not limited to:

**Recognition with Administrative Warning**
The warning will indicate required corrective action and/or educational sanctions and a schedule for completion. If the required action is not taken, or if the schedule is not followed, Probationary Recognition or an extension of the Administrative Warning may be imposed.

**Probationary Recognition**
Organizational probation is for a determined period of time and may or may not involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. In the event that further infractions occur or if the schedule of required action is not met, Suspension or Withdrawal of Recognition may be imposed.

**Suspension of Recognition**
Suspension is for a set period of time during which all organizational activities are suspended and all privileges are revoked. Any violation of the suspension may result in Withdrawal of Recognition.

**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.

**Restoration Fees**
The University and the Department of Student Engagement and Activities may assess a restoration fee in the event that property is damaged.

**Educational Programming**
Student organizations and/or individuals may be required to complete one or more projects, assignments, activities and/or endeavors which are determined appropriate to the offense and are designed to provide the organization/student with a better understanding of their behavior and that behavior’s impact on others.

**Suspension of Privileges**
A student organization’s 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 University building, facilities, properties, or equipment
- Use University resources, services or funds
- Participate or attempt to participate as an organization in any University event, or participate or attempt to participate as an organization in another recognized organization’s activities
Partake in any activity/privilege/service as limited/revoked as term of their sanction as determined by the Department of Student Engagement and Activities.

**Removal from Leadership Positions**

Individuals who are found responsible for improper actions or violations of policy may be removed from their leadership position by the Department of Student Engagement and Activities. In a case where a violation has been found but no change in organizational status has been imposed upon the offending student organization or individual, any one or more of the privileges set forth above may be suspended.

**Appeals**

Decisions and/or sanctions delivered by University Community Standards should be appealed according to the University Community Standards appeal process.

Decisions and/or sanctions levied by the Inter-Fraternity and Sorority Council or the Department of Student Engagement and Activities should be appealed to the University Official designated in the disposition. Students/organizations may appeal such findings on the following limited grounds:

1. Significant procedural violations
2. Substantial new information in support/defense of allegations, and/or
3. The sanction(s) imposed is/are substantially disproportionate to the severity of the violation.

**Application for Appeal**

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

**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 student(s) shall be notified in writing of the decision. The decision of the University Official will be final.

**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),
withdrawal of chapter or campus recognition as described in this document, campus judicial charges against individual students, and/or the arrest of individuals.

**New York State Law (as of 4/24/2010)**

**Section 120.16: 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/she intentionally or recklessly engages in conduct which created a substantial risk of physical injury to such other person or a third person and thereby causes injury. Hazing in the first degree is a Class A Misdemeanor.

**Section 120.17: 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/she intentionally or recklessly engages in conducts which creates a substantial risk of physical injury to such other persons or a third party. Hazing in the second degree is a violation.

**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.

**MAKING THE MOST OF YOUR SB ENGAGED PAGE**

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 selection 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 using 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!

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 n 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 changes necessary, 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 a 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 setting 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.

- **Please note**: Service hours should be completed for each student, not for 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 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.
Appendix 1: USG New Club Guide to USG Bylaws

Club XYZ

Obtain Recognition from Student Engagement

Submit Constitution to USG Supreme Court

Approved

Present to SSC and Senate for Approval of Club Acknowledgment

Vote Passes

2-Semester, Unfunded, Probationary Period

Apply for Eligibility for SAC Funding

Present to SSC for Declaration of SSC Funding Eligibility

Vote Passes

Meet with Vice President of Clubs and Organizations

Submit Budget the following semester to SSC for Senate Approval

Apply for and Spend SSC Funds in 2 or more Semesters

Apply for Line Budget Status

Present to SSC and Senate for Approval of Line Budget Status

Line Budget Status – Refer to Financial Bylaws

Denied

Revise and Resubmit Constitution to Supreme Court

Vote Fails

Vote Fails

Why did it fail?
-Club fails to provide complete and necessary documentation- Reapply the following semester with better paperwork.
-Club fails to fully and explicitly act in accordance with its constitution- Revise and Resubmit constitution to Supreme Court.
-Club leadership lacks detailed and functional knowledge of bylaws- Reapply the following semester with a better understanding.

Remain on SSC funding and Reapply for Line Budget Status the following semester.
Appendix 2: Funding for Graduate Student Clubs

Funding for Graduate Student Clubs

Graduate student clubs and organizations recognized by the Office of Student Activities and the Graduate Student Organization (GSO) are eligible for club funding through the GSO.

To be considered a GSO-recognized club or organization, graduate students must make up at least 50% of club membership, as well as at least 50% of the club’s executive council. Clubs must submit their schedule of meetings and/or events to the GSO for publication on the GSO’s website.

Clubs with fewer than 50 members may apply for up to $300 in funding.
Clubs with 50-199 members may apply for up to $500 in funding.
Clubs with 200+ members may apply for up to $800 in funding.

To apply for GSO club funding, please submit the following to the GSO Office (SAC 227):

- A completed *Clubs and Organizations Funding Request* form with signatures of 50 students, or 30% of club membership, whichever is less. The form is available on the GSO website, sbgso.org, under the ‘Funding’ tab.
- A signed memo from the association’s president to the GSO that includes a brief description including the purpose of the club/organization, a statement of its benefits to the graduate student community, and a list of officers.
- Signatures of 50 students or 30% of club membership, whichever is less
- A current club roster
- The club’s constitution with a meaningful equal opportunity clause
## Appendix 3: Campus Office Information

### Student Activities Center

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Info Desk</td>
<td>SAC Lobby</td>
<td>631-632-6730</td>
</tr>
<tr>
<td>USG Ticket Office</td>
<td>SAC Why Lobby</td>
<td>631-632-6464</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>Student Engagement &amp; Activities- Student Involvement &amp; Organizations</td>
<td>Room 218</td>
<td>631-632-9392</td>
</tr>
<tr>
<td>Student Engagement &amp; Activities- Fraternity &amp; Sorority Life</td>
<td>Room 219</td>
<td>631-632-9392</td>
</tr>
<tr>
<td>Student Engagement &amp; Activities- Campus Programs &amp; Traditions</td>
<td>Room 219</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>Student Leadership</td>
<td>Room 224</td>
<td>631-632-2126</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 Engagement &amp; Activities- 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>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Office</td>
<td>39 John Toll Drive</td>
<td>631-632-7168</td>
</tr>
<tr>
<td>Front Desk</td>
<td>39 John Toll Drive</td>
<td>631-632-7209</td>
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### Melville Library

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<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>
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<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>
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<td>----------------------------</td>
<td>-------</td>
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<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>
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<td>International Academic Programs</td>
<td>E5340</td>
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<table>
<thead>
<tr>
<th>Undergraduate College Centers</th>
<th>GLS</th>
<th>631-632-5490</th>
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<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>
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<tr>
<td>Tabler Center for Arts, Culture &amp; Humanities</td>
<td>Tabler 110</td>
<td>631-632-4745</td>
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<tr>
<td>Center for Science &amp; Society</td>
<td>Roth 101, 102, 122</td>
<td>631-632-5781</td>
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## Appendix 4: Programming Deadlines

### Fall 2018

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
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<tbody>
<tr>
<td>Last day of classes:</td>
<td>Monday 12/10</td>
</tr>
<tr>
<td>Last day for Level 1 programs</td>
<td>12/03 (Monday - 7 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Last day for Level 2 programs</td>
<td>12/03 (Monday - 7 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Last day for Level 3 programs</td>
<td>12/06 (Thursday - 4 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Last day for Level 4 programs</td>
<td>12/10 (Monday - the last day of classes)</td>
</tr>
<tr>
<td>Last day for Level 5 programs</td>
<td>No deadline</td>
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### Spring 2019

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
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<tbody>
<tr>
<td>Last day of classes:</td>
<td>Saturday 5/11</td>
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<tr>
<td>Last day for Level 1 programs</td>
<td>5/04 (Saturday - 7 days prior to the last day of classes)</td>
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<tr>
<td>Last day for Level 2 programs</td>
<td>5/04 (Saturday - 7 days prior to the last day of classes)</td>
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<tr>
<td>Last day for Level 3 programs</td>
<td>5/07 (Tuesday - 4 days prior to the last day of classes)</td>
</tr>
<tr>
<td>Last day for Level 4 programs</td>
<td>5/11 (Last day of classes)</td>
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<tr>
<td>Last day for Level 5 programs</td>
<td>No deadline</td>
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