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Student Government Association Overview

Letter from the SGA President

Dear Club Officers and Advisors,

I would like to start by thanking you for becoming involved on our campus. Joining clubs is one of the best ways to get involved, make friends, and make a difference. Your willingness to take on a leadership position will aid you not only during your time here at SUNY Cobleskill, but throughout your entire life. I would like to extend a special thank you to all club advisors, who have gone above and beyond their call to help make these clubs possible. Thank you all for your dedication to our campus and the student body.

All club budgets are allocated by the Student Government Association from the Student Activity Fee collected from every student. As the official overseer to all the clubs on campus, the Student Government Association's responsibility is to support you and your club in any way possible. Whether that means fielding questions regarding how to manage your budget, the best way to plan a club sponsored event, or how to build membership, we are here for you, and are more than happy to help in any way we can.

We welcome students' ideas and input regardless of whether or not it relates to club issues. We meet every Tuesday at 12:30 pm in the Leadership Chamber in Bouck Hall, and our office is located just across the hall in the Office of Student Leadership. Lunch will be available from 12-12:30 pm. Feel free to stop by anytime if you have any questions or ideas, or to become a member. I am also personally available by appointment.

Thank you for being involved and providing this valuable club experience to the campus. Your efforts do not go unnoticed.

Sincerely,

*Cheyenne Matulewich
Student Government Association President*

Mission and Philosophy of SGA

Our mission as the Student Government Association is to be the voice for the student body by assessing and enhancing the quality of student life and being responsible, ethical and visible leaders who act in the best interest of our peers.

Office of Student Leadership Information

Home of

Student Government Association, Council for Student Activities, & Commuter Student Services

Oversight for

Social and Cultural Events, Coby Late Night, Leadership Development, Clubs and Organizations, Commuter Students, Ropes Challenge Course, and more!

We Can Help You With

Campus Involvement, Event Planning, Information about Events,
and Connecting to the Community

Contact and Office Information

Jeff Foote – Director
Mike Wacksman – Assistant Director
Debbie Miller – Office Assistant

Office Hours

Monday – Thursday: 8:30 a.m. – 6 p.m.

Friday: 8:30 a.m. – 4 p.m.

Phone number: (518)255-5300
Email: studentlife@cobleskill.edu

Use of Office and Resources

The Office of Student Leadership offers the following resources:

- 🐾 A copy machine for flyers and club-related materials
- 🐾 A poster maker that enlarges a flyer into a poster. This is limited to two (2) posters per event.
- 🐾 A meeting room that holds approximately 15-20 people. The Student Leadership Chamber is located across the hall from the OSL and the door is in the back of the Tiger's Den. The advisor should reserve this room through the campus reservations system.
- 🐾 The service of creating the Club Directory for communication purposes. If you need to know officers, advisors or meeting times for clubs, visit the OSL. If you ever have a change in officers, advisors or meeting time for your club, please e-mail studentgovernment@cobleskill.edu so that this information is up-to-date.
- 🐾 A computer to use to print or create flyers or letters

Advertising

- 🐾 The Office of Student Leadership will distribute flyers for club events onto bulletin boards around campus. We request you send your materials two (2) weeks prior to the event for effective advertising. Your original flyer should be brought to the OSL to be approved before you make copies. All flyers on bulletin boards should have a "OSL APPROVED" stamp. Additionally, any submissions must include contact information ("For more information...") and the name of the sponsoring organization clearly indicated.
- 🐾 The OSL has additional advertising methods. You can speak with Jeff Foote or Mike Wacksman regarding these additional methods of advertising your club event.
- 🐾 Wall of Fame (outside of the OSL) - Bring a document with information about your club that is 8 ½ x 11, portrait orientation. It can include officers, meeting times, important information, a club photo, and the mission and activities of the club. This information will be put into a plastic holder and will be added to the Wall of Fame.

Contact Information

Student Government Association

Cheyenne Matulewich, President

Allison Finch, Vice-President

Mercedes Hernandez, Treasurer

Veronica Collazo, Secretary

Jennifer McKenna, Public Relations Officer

(518)255-5302

studentgovernment@cobleskill.edu

Advisors: Jeff Foote, Barb Sprouse, Erik Hage, and Greg Miller

Office of Student Leadership

Jeff Foote, Director of the Office of Student Leadership

Mike Wacksman, Assistant Director of the Office of Student
Leadership

Debbie Miller, Secretary

(518)255-5300

studentlife@cobleskill.edu

Student Financial Services

Barb Sprouse, SGA Accountant

(518)255-5530

sprousba@cobleskill.edu



General Club Information

Active Club Guidelines

SGA Policy # 19

Each chartered club of the SGA is expected to follow these guidelines:

1. Meet at least twice a month.
2. Regularly turn in minutes and attendance sheets to the Student Government Association. Minutes are due no later than two weeks after the meeting is held.
3. Keep an updated constitution on file.
4. Fulfill your club's purpose by abiding by your club's constitution.
5. Actively recruit and retain members.
6. Report your officers, advisors and meeting day, time and location to the Student Life Center by the date determined by SGA in the Fall and Spring.
7. The President and Vice President of the club must complete affirmative consent training per mandate of New York State.

If a club does not comply with the above guidelines, a review process will begin. A club will receive a warning e-mail that will outline non-compliance in regard to specific guidelines referenced above and the deadlines to reach compliance. A club's budget may be frozen and ultimately the club may lose their official charter if they do not comply. If a club is inactivated, the club's remaining budget will be moved to Additional Funds.

Compliance of the above guidelines will be a factor when determining club budgets during the Spring semester.

To reinstate a club, you must completely follow the Inactive Club Policy.

Background:

There are expectations for each club in order to be "active" and maintain their official charter. SGA needs to have a complete, accurate list of active campus clubs. Inactive clubs need to be taken off the official list of clubs.

Furthermore, since CAP guidelines only reflect several of the Active Club Guideline in the Fall semester, the Active Club Guidelines as criteria for club budgets will ensure continual adherence to these guidelines in the Spring semester.

Club Information Sheet

Club Name _____

Advisors _____

President _____

Vice-President _____

Treasurer _____

Secretary _____

Day of Meeting _____

Meeting Time _____

Meeting Location _____

**** Please return to the Student Life Center. ****

In order to be in accordance with the Active Club Guidelines, Policy #19, a club must report their officers, advisors and meeting day, time and location to the Student Life Center by October 1st in the fall semester and March 1st in the spring semester. If this information changes during the year, please notify the Student Life Center of the changes. Thank you!

Roles and Responsibilities of a Club

- 🐾 Maintain an up-to-date constitution
- 🐾 Follow the constitution, including the purpose of the club
- 🐾 Have an advisor present at meetings, events and trips
- 🐾 Conduct meetings at least twice a month
- 🐾 Work with other clubs
- 🐾 Plan activities for your club or campus-wide events to promote extra-curricular participation
- 🐾 Recruit new members, both early in the fall and throughout the year
- 🐾 Turn in meeting minutes, including attendance, to studentgovernment@cobleskill.edu
- 🐾 Report planned events, successes and problems to the Student Government Association
- 🐾 Adhere to financial policies and best practices
- 🐾 Follow the Student Government Association policies

Roles and Responsibilities of Club Officers

Officers in student organizations shall carry out the responsibilities normally associated with their particular office by the club's specific constitution and any special duties as designated by the SGA constitution. Examples include:

- 🐾 Running the club meetings
- 🐾 Taking meeting minutes
- 🐾 Paying bills and submitting budget requests

The President is responsible to:

Oversee all functions of their club, run the meetings (unless delegated to the Vice-President), help coordinate events, appoint people to committees, create agendas for meetings, be familiar with the Club Action Program and keep the club true to its purpose and mission.

The Vice-President is responsible to:

Assist the President in overseeing all functions of the club, chair the meetings in the absence of the President, oversee committees, and act on behalf of the President if the President is unable to carry out his/her duties.

The Treasurer is responsible to:

Accurately keep track of the club's finances, periodically check with the SGA Accountant in Student Financial Services or the Office of Student Leadership Office Assistant to verify the club's account balances, fill out disbursement orders for payments *at least* 1 week before the payment is needed, attend club meetings and report budget amounts to the club, make sure that the sales tax exempt form is used when making purchases within NYS (sales tax is not reimbursable), inform your club that SUNY-wide Activity Fee Guidelines prohibit charitable donations from being made from budget lines.

The Secretary is responsible to:

Record minutes and attendance at each meeting, type the minutes and e-mail them to the club members and the Student Government Association at **studentgovernment@cobleskill.edu**.

Meeting Minutes Guidelines

Below is an example of a set of club meeting minutes. Please note that the name of the club and date of the meeting are at the top. Following this is the list of students and advisors attending the meeting. The attendance list can also be dropped off in the Office of Student Leadership if you prefer to submit the actual attendance sheet. Following this information, a secretary should capture the subjects of discussion at a meeting so that if someone were to miss the meeting, they would be all caught up after reading the minutes. Meeting minutes do not need to quote what everyone says, but instead record topics of conversations and decisions that the club makes. Financial decisions are very important to record. Each purchase a club makes should be a club decision. It needs to be noted that the club agreed to purchase an item or sponsor an event for a certain amount from a specific line. All minutes must be submitted to the Student Government Association at **studentgovernment@cobleskill.edu** no later than two weeks after the meeting is held. If you have any questions regarding taking meeting minutes, please talk to the Secretary in the Office of Student Leadership or the Secretary of the Student Government Association.

Sample Meeting Minutes

Basket Weaving Club
Tuesday, September 8, 2018

Attendance: Mark Henderson, Mary King, Randy Park, Dan Brown, John Johnson, Christy Brine, Kacey Barlow, Todd Hall and Advisor Michael Weaver

The meeting was called to order at 7 pm. First, the President reported that the Club Information Sheet was handed into the Student Government Association to ensure that our club was in compliance with the Active Club Guidelines. The Treasurer reported that our club has not yet spent any money, but that he has learned more about the Club Action Program and the many ways that our club can earn additional money.

Next the club discussed the activities that they would like to pursue this semester. We decided on the following: Bake sale fundraiser on September 20th to raise money for the Annual Convention. The VP will fill out the Request to Raise Funds Form and submit it to SGA. If we receive SGA's approval for this fundraiser, our advisor will reserve the facility and our secretary will advertise the sale. The club voted to spend \$50 from the club events line to purchase the ingredients for baking the goods. The treasurer will shop with the president on September 16th and we will bake on September 18th and 19th.

Annual Convention is November 4th and 5th and we will talk more about this at the next meeting. If you are interested, you can get more information from one of the members who went last year.

We asked the members who wanted to represent our club at the Camp O Leadership Retreat and Mary King will go to this event. This will earn our club additional money in our budget. We were also reminded that Homecoming Weekend is October 22nd and 23rd and clubs are asked to participate. We will plan on having a table and will talk next week about what we will do at this event.

Lastly, we worked on weaving some more baskets. Everyone was encouraged to bring more supplies to the next meeting.

Dan Brown made a motion to adjourn, seconded by Christy Brine. The motion carried. The meeting was adjourned at 8 pm. Our next meeting will be Tuesday, September 14, 2018 in Brickyard Point.

Roles and Responsibilities of Club Advisors

Advisors have a unique role in a club as they are often the one person who remains for many years with the club. When there is continuity from one year to the next, the advisor can help the students understand what the club has done in the past and what they have done that was very successful. A club advisor can assist the new officers in learning their roles and help keep the club true to their purpose. It is also important for club advisors to assist the club by overseeing financial transactions, ensuring that necessary paperwork is submitted to SGA and supporting club growth and activities. Club advisors (or a designated faculty/staff member) must be present at all club activities, including meetings, events, trips, practices, etc. Club advisors also need to reserve campus facilities and state vehicles for their clubs. Club Advisors are encouraged to attend the Club Advisor Training at least once per year (offered during the Professional Development Series in August and January).

Advisor's Role

Teaching/consulting – Serve as a resource to generate new program ideas, help clubs officers implement and apply procedures to operate a successful club. Point out additional resources outside of the college community, and coach individuals in the roles and duties as club officers.

Mentoring – Your club depends on you for leadership and direction. Offer direction, guidance, suggestions, and ideas to their planning process! Be careful not to dominate or demand the program, you are there for guidance and support. This experience will allow the club to grow and be successful.

Supervising – It is your responsibility to keep the best interest of the club and college in mind. It is the role of the advisor to remind club officers of regulations and policies of the college campus and community. All club events must be chaperoned by an advisor or faculty designee.

Attending meetings/events – Advisors are expected to support their club, attend all meetings and participate in the club's decision making process. Provide leadership by attending the meetings so that you stay informed of the club's intentions and can assist with short and long term goals. This is also the best time to identify and address concerns from your group.

Keeping records – Keeping accurate records and minutes adds value to the history of your club. These records contain valuable information for future officers and business practices. Assist existing and incoming officers with record keeping and pass this information on from one year's group of students to the next.

Tips for Effective Advising

- 🐾 Be an active advisor – Get involved, attend meetings and activities, assess the group's needs and offer ideas for improvement.
- 🐾 Be a good resource – Your knowledge is invaluable to the club. You will save them time by knowing policies and procedures of the College.
- 🐾 Become familiar with administrative details – Assist in filling out the appropriate forms where needed and submit in a timely manner. Become familiar with all policies and procedures if you are not already.
- 🐾 Help the club set goals and objectives – What is the purpose of the club? Break down the goal into manageable and cleanly stated objectives. Give a time frame.
- 🐾 Don't be afraid to ask questions – It is much better to say you don't know the answer, but will find out and get back to the group rather than give out misinformation. The Business Office and Office of Student Leadership are here to make sure everyone understands the policies and procedures for the college and SGA.



Advisor Policy

SGA Policy #30

An advisor must be present at all club meetings, events, fundraisers, field trips, competitions, and any other club-sanctioned activity. If an advisor cannot be present for a particular activity, a substitute faculty or staff member may fill in for them.



Advisor Absentee Policy

SGA Policy # 1

If and when an advisor is unable to advise the club(s) affected, the club will recommend an interim (temporary) advisor to the Student Government Association which will be approved by a majority vote of the Student Government Association. The temporary advisor may immediately take over after the vote and advise the club until the return of the original advisor.



Advisor Election Policy

SGA Policy # 4

1. When elected by members of a club, an advisor will remain the advisor until he/she resigns or at the behest of the club members they may vote to remove them from their positions and install a new advisor if needed. Approval to remove an advisor should have $\frac{3}{4}$ majority vote of club members.
2. If the club chooses to do so, they may have a yearly vote to retain that advisor if their constitution does not clearly outline an advisor removal process.

Reasoning:

1. All clubs are student run and student paid for so the students make all the choices as to how the club is to function.
2. This policy coincides more to actual club procedures of advisor election and retention. While clubs have the right to elect new advisors in the event they are not fulfilling their obligations or otherwise not meeting the club members' expectations, we should not force all clubs to vote every year if they are satisfied with their advisor's performance.
3. Some clubs have had concerns about their advisors and have no course of action to remove them from their position as advisor, so providing advisor elections as an optional course of action alleviates concerns.

Community service is an outstanding remark to a club. It displays a sense of passion, selflessness, value and drive to improve an area of either the campus or public community. Volunteerism is providing a service for nothing in return. However, the Student Government Association would like to recognize the clubs going above and beyond their duties as being a student organization but acting as a role model to other clubs, the campus and the community by getting involved and engaging in assisting others and the world around them.

A club can obtain a maximum amount of \$250.00 per semester for their campus or community service. A club can obtain this dollar amount in two ways: service hours or service programs.

Service Hours

Service hours can be defined as an action being performed on or off campus to assist the campus population or public community. Travel time to perform service hours is not included as service hours. If a club needs funds to travel to a location to perform service hours, accommodations can be made.

Examples of service hour tasks: Cleaning up garbage on Campus Clean-up Day, serving the homeless at a soup kitchen, doing maintenance work at an animal shelter, etc. If a club needs clarification of what can be deemed as service hours, please contact either *Matt Barney the Coordinator of Campus Engagement* at 518-255-5218 or barneym@cobleskill.edu or the current Vice President of Student Government.

For every service hour, the club will be awarded \$12.50. This means there is a 20 service hour maximum per semester. However, if a club exceeds 20 hours of service, that club must still record those hours and report them to Student Government via the Exceeding Expectations Form: Service Hours. This form can be provided by the Office of Student Leadership.

Service Programs

Service programs can be defined as an action of a club creating a fundraiser or donation box that is on campus that provides money or needed items to a non-for-profit organization. Advertisement is required to display effort in gaining as much as possible for the program being held. Every program must extend for two weeks or longer.

Examples of service hour programs: can food drive, bake sale fundraiser where 100% of the funds go towards a non-for-profit organization, coat drive, organization drive box (an organizations wish list), etc. If a club needs clarification of what can be deemed as a service project, please contact either *Matt Barney the Coordinator of Campus Engagement* at 518-255-5218 or barneym@cobleskill.edu or the current Vice President of Student Government.

For every program, the club will be awarded \$25.00. This means there is a 10 service program maximum per semester. However, if a club exceeds 10 service programs, that club must still record those programs and report them to Student Government via the Exceeding Expectations Form: Service Program. This form can be provided by the Office of Student Leadership.

Once either form is submitted to the Office of Student Leadership and is accepted by the members of the Student Government Association during the weekly meeting time, the allotted amount of dollars deserved will be distributed to the Miscellaneous Line of the specific club for their efforts.

Revised: December 4, 2018

How to Plan a Successful Event

Planning a campus event can be a lot of work. You want to make sure that all of your hard work creates a successful event. Below are suggestions and tips to help you create an event that goes off well and attracts many students. Also, included in this section are instructions on reserving facilities and tables and other necessary elements for your event. It is important to note that you reserve your facility and order any necessary supplies before you advertise for your event. There are steps to follow and you need to finish one step before you go on to the next. An Event Checklist has been supplied for your convenience.

Brainstorm

What Event

First, brainstorm and decide on what event you would like to have. Remember to consider details and be realistic. Consider your budget at this point to make sure you would have enough money.

When

Once you have the event in mind, think of what week of the semester, what day of the week and what time of day would be best for your event. Pick a couple of possible dates. You will want to consult the campus calendar to check what other events may already be planned at that same time. You will need to decide if these two events could both work at the same time. When choosing a date, make sure that the date is far enough away that you will have time to work out all of the details for the event. Keep in mind that you need to reserve a location **at least two weeks** in advance and it takes time to order and purchase whatever is necessary. The more time you have to plan, the less last-minute things there will be to worry about.

Where

Next, you need to think of the best location for your event. Think about the size crowd you will plan on, what kind of decorations you will need, and how much space you need. You need a location that fits the crowd you will need to accommodate – not too big and not too small. You may want to have two locations in mind in case one is already reserved. The Club Advisor should log onto Employee Sharepoint to make a room reservation.

Budgeting

When you have chosen what event you would like to have, you need to determine how much money you have to spend on this event. Write a list of event components that you will need to pay for. Write approximate numbers down on paper and reevaluate if you have enough money for this event to be done well. Are there places you could cut corners, are there extra special things you could purchase to make the event even better? Ask yourselves many questions about the atmosphere you want to create. Think about the following things that may cost money:

- 🐾 Transforming the atmosphere of your facility (Decorations)
- 🐾 Prizes
- 🐾 Food
- 🐾 Lighting and Sound
- 🐾 DJ
- 🐾 Facility Usage or Supervision Charge

Getting Everything in Place before the Event

Facility Reservation should be done two weeks before the event. Advisors should use the online reservation page on Employee Sharepoint.

If you would like **food** from Dining Services, you should contact them at least two weeks before the event. Depending on how much food you want, you may be able to request it between one week and two weeks ahead. If you want to get pizza or food from a grocery store, either plan on making an out-of-pocket purchase and requesting a reimbursement, or consult the Office of Student Leadership Secretary or the SGA Accountant for the purchasing process for individual stores.

If you will need **tables or chairs** for your event and the room does not already have these, you will need to request these from Facilities Management. Your club advisor needs to request these through a Work Order, which is a link on the right-hand side of Employee Sharepoint. In that request, indicate the time that you will need them by and when you will be done. ****This is important because you cannot just move tables or chairs from other rooms, you need to request your own.****

Another important part of an event is **advertisement**. You need to begin advertising for your event **at one week** before the event. It would be good to begin advertising two weeks before. If you are able to put up flyers two weeks ahead, you may want to do something different four or five days before the event which will serve to remind people that the event is coming up soon. It is always good to think up creative ways of advertising, but make sure you are not doing something that is not allowed. Flyers are not allowed on doors and windows. Sidewalk chalk is allowed only on sidewalks, not on walls. NOTE: All flyers on bulletin boards should have a "OSL APPROVED" stamp.

Additionally, any submissions must include contact information (“For more information...”) and the name of the sponsoring organization clearly indicated.

The Day of the Event

On the day of the event, plan to have a couple of people check out the facility several hours before the event to make sure there is nothing unexpected. Plan on a few students to set up and decorate your reserved room a few hours before the event. Make sure you leave enough time so you aren’t rushing. You will need to designate a person for each task that needs to be done. You will also want one person who is in charge of checking on all of those tasks. Make sure you have several people to work the door and enough people volunteering throughout the event for all of the little things you will need.

Evaluating the Event

After the event, the main people who helped with the event should sit down and talk about what went well and what could have been done better. You should evaluate the event itself and the process of coordinating the event.

Miscellaneous Tips

If your event will require cash transactions, make sure to plan ahead and request a cash advance so you can get change prior to the event. If you would like to use a cash box, the Office of Student Leadership has a couple available for club use.

If you need to cancel an event for any reason, make sure you notify Dining Services if you have requested anything from them and the person in charge of reserving the facility you planned to use. If you had a performer coming, make sure to cancel the hotel reservation also. It would be helpful to put a sign on the door notifying people of the cancellation.

Large Events

If your club is considering hosting an event that reaches beyond the SUNY Cobleskill community, please notify the Student Government Association in the early stages of planning. SGA can assist you in many ways when planning a large event and prefers to have open communication with clubs regarding their activities.

Event Checklist

Student Government Association

SGA supports student organizations that provide programs and activities that will meet the needs of the SUNY Cobleskill student population. Use this guide to help make your event planning process easy and successful.

- Confirmed event name, date, location and other details
- Reserved the required space
- Submitted Request to Raise Funds Form to SGA (if the event is a fundraiser)
- Designated a liaison to register the event with SGA (if a large event)
- Reserved tables and chairs
- Arranged for food, if needed
- Purchased prizes and/or decorations
- Advertised the event through flyers, Office of Student Leadership emails, Student Sharepoint, etc.
- Submitted disbursements for required funding to Student Financial Services. REMEMBER: check requests and cash advance requests can take up to one week to process through Student Financial Services. No club or organization is allowed to exceed their annual budget allocation and must use money as allocated in each line.
- Deposited any money brought in within one week after the event

**** Advisors must be present during all club events.** If a club advisor is not available, another SUNY Cobleskill faculty or staff member may be the designee in the advisor's place. See SGA Policy #30.



Budget and Finance

Student Government Association Budget Overview

Each student pays a Student Activity Fee each semester. Student Government Association is responsible for the budgeting process. Each club is given a budget, broken up into lines or specific spending categories. This money is available to the club for the fiscal year, which runs from July 1st to June 30th. Clubs are expected to spend only the amount of money they are given and to spend the money for the purpose for which it was given in each line. A club can also fundraise and deposit money into a Club Generated Account, which rolls over from one year to another. Decisions regarding the Student Activity Fee are made by the Student Government Association and the SUNY Cobleskill Student Financial Services manages these funds.

Budget Categories and Classifications

Each club requests money for specific purposes. This money needs to be spent according to the budget line justifications. Here are examples of common line names. Each club should consult their own budget request to see what is justifiable.

-  Club or campus events
-  Trips/Travel
-  Competition/Event Fees
-  Equipment
-  Uniforms
-  Conferences
-  Supplies
-  Annual meetings
-  Annual dues
-  Miscellaneous

Inventory

Clubs may be asked to submit to Student Financial Services an updated inventory of club-owned items in the Spring semester. At this time, the club's inventory should include revisions such as deleting out-dated items that are no longer owned by the club and adding any new purchases that were made throughout the year. Items that should be inventoried would include anything that is worth more than approximately \$50 and has a life-cycle of more than two years. The inventory should especially include information regarding any electronics or equipment.



Inventory Form

Club Name: _____

Line Number: _____

Club Advisor: _____

Item	Amount	Location	Tag Number (If applicable)

Sales Tax on Purchases

The Student Government Association is a tax-exempt organization, so a tax exempt form is required when purchases are made. You will not be reimbursed for sales tax on New York State purchases, so use the New York State Tax Exempt Form (available in the Office of Student Leadership or Student Financial Services).

Some other states will accept the New York State Tax Exempt Form, so if your club is traveling out of state, please use the form if permitted. If the form is not accepted, up to \$10.00 in tax will be reimbursed to individuals with out-of-pocket expenses who turn in original receipts that show the tax.

If you have any questions about how to use one, just ask Barb Sprouse in Student Financial Services.

Sales Tax on the Sale of Goods

Clubs are required to collect sales tax on items that are sold for profit on a regular basis or for items that are purchased through a fundraising company. If you are planning either of these types of fundraisers, please see Barb Sprouse in Student Financial Services before beginning your fundraiser.

Deposits

If your club collects any money from a fundraiser or from selling a product or service to students and/or non-students, that money must be deposited into the Club Generated Funds account. Deposits should be made at Student Financial Services. When the club member brings the money to Student Financial Services for deposit, they must indicate what the money is from and what club line it is to be deposited into (line name and number). Deposits should be made as soon as possible after collecting the money. A receipt will be issued for each deposit.



Student Government Deposit Ticket

Deposit # _____

Deposit Date: _____ Club: _____

Event Date: _____ Event / Source: _____

Line #: ___ - ___ - 20

	How many?	Total
Dollars		
100s		
50s		
20s		
10s		
5s		
1s		
Coins		
Silver Dollars		
Quarters		
Dimes		
Nickles		
Pennies		
A	\$	

	Ch Number	Amount
Checks		
B	\$	

+

=

A
B
Total of Deposit

Student: _____ Advisor: _____

SLC Staff: _____ Date: _____

White: Business Office Yellow: Student Life Center Pink: Club

Charitable Donations

The SUNY-Wide Activity Fee Guidelines state that clubs cannot make charitable donations cannot be made from budget lines. Donations have to be made from money that your club has earned. This money is held in your CLUB GENERATED FUNDS and only this money may be used for charitable donations.

Intercession Procedure

During the Intercession periods the Executive Committee will be responsible for the operations of the Student Government Association.

Student Financial Services will approve and review the general operating bills and financial statements. Monthly statements will continue to be distributed and a copy will be kept on file in the Office of Student Leadership.

Treasurer Procedures and Guidelines

The Student Government Accountant is available to assist all club Treasurers with the process of paying bills and keeping financial records. If you have a question about your budget or invoice payments, please contact Barb Sprouse at ext. 5530.

There are three ways that a club's money can be spent:

- 🐾 The vendor you are purchasing from allows SGA to purchase on account ("charge") and sends SGA an original **invoice**.
- 🐾 Someone from the club pays for the purchase personally and receives a **reimbursement** (minus any tax paid).
- 🐾 Someone from the club receives a **cash advance** to make the necessary purchases. Please see Policy #24 for further details.

SGA prefers to be billed directly by vendors. If the vendor requires payment in advance, please request a quote from the vendor or submit an order form with a disbursement for payment. Personal reimbursements are available, but discouraged for club expenses whenever another option is available. The SGA Accountant must be given all original invoices to file with club disbursements. An invoice must include the following information: the company name and address, purchase date, list of items purchased, and purchase total.

SGA supplies Club Treasurers with a Treasurer packet which includes the club's budget, disbursements, a ledger sheet for copying for keeping records, disbursement orders and

request forms. If you need further explanation on any of these items or how to set up ledger sheets, contact Barb Sprouse at Student Financial Services for assistance.

Treasurers should work with their club's Secretary to ensure that expenditures are correctly recorded in the club minutes.

Disbursement Procedures

Disbursements are the form a treasurer fills out when the club wants to spend money.

- 🐾 Legibly include the name and address for the payee on the check.
- 🐾 Fill in the exact amount of the purchase and attach the original bill every time.
- 🐾 Put a description of what the payment is for.
- 🐾 Please fill in club name, line name and line number. All of this information is necessary so that we can process your disbursements quickly. Make sure you pick the correct line for the purchase. Each line has a justification created by your club as a description of how that money can be spent. If the disbursement is not justified for a certain line, it will be denied.
- 🐾 Make sure you get all relevant signatures (must have at least one advisor and one club officer). The SGA Treasurer goes to Student Financial Services once a week in order to sign all disbursements, so you do not need to get this signature before submitting the paperwork.
- 🐾 Keep the YELLOW copy of the disbursement and submit the rest (with your receipt/invoice) to Barb in Student Financial Services. Remember to also record the date and amount on your ledger sheet.

Before a check can be processed, all disbursement orders must be filled out completely and signed by:

1. Advisor
2. Club Treasurer or another officer listed on the club roster
3. SGA Treasurer.

Checks are released on Fridays and will be available for pick up at Student Financial Services on Friday afternoon.

****IMPORTANT - There is a 1 week processing time for all bills payable to vendors.**

Please plan ahead, obtain the appropriate signatures and submit your invoices and disbursements at least one week prior to events.



DISBURSEMENT ORDER

Invoice #:

PAYEE: _____

\$ _____

If the payee is a student, please include the student's 800#.

ADDRESS: _____

Club Officer

JUSTIFICATION: _____

Club Advisor

CHARGE TO: Club Name _____

Line Name _____

SGA Treasurer

Line Number _____

All checks will be mailed unless otherwise noted. Pick-up by _____ Send to Office of Student

Unless this disbursement is being used for a cash advance, it is required that an original invoice or receipt, as well as any other related support materials, be attached. An invoice must include the following information: the company name and address, purchase date, list of items purchased, and purchase total. There must be a current W-9 on file for all payees. Submit complete disbursement orders with all necessary attachments to Student Financial Services in Knapp Hall.



Cash Advance Policy

SGA Policy #24

Clubs and organizations recognized by the Student Government Association and funded through the Student Activity Fee may use their budget lines to request cash advances for events, trips, or purchases only when there is no other method for which an expense may be paid.

No club or organization may request a cash advance in excess of \$500.00 per event/trip/purchase. A club must submit receipts to the SUNY Cobleskill Student Financial Services Office to account for all purchases made with the advance. All unused funds from the advance must also be taken to the Office of Student Leadership along with the receipts. If being used for an event or trip, these items must be submitted no more than seven (7) days after the conclusion of that event or trip. If being used for an individual purchase, the receipts must be submitted within seven (7) days of the date on the check.

If the cash advance is not accounted for at Student Financial Services according to the above timetable, all club budget lines will be frozen until the cash advance can be accounted for. Failure to comply with these guidelines will result in a loss of privilege to request cash advances for the remainder of the academic year.



SGA Credit Card Policy

SGA Policy # 20

Student Government recognizes that there is a need for credit cards to be available for club use. In order to serve the students and clubs, credit cards have been secured for certain individuals within the SGA organization. Some clubs travel extensively or sponsor events that include multiple or large purchases. The advisors of these clubs have been identified and SGA credit cards have been obtained in their name. There are also cards within the Office of Student Leadership which they can use to assist additional clubs in purchases that cannot be made any other way. The following is the list of procedures and stipulations for the use of these credit cards.

Cards in Individual Advisor's Names:

- Advisors must sign out the card personally with the SGA Accountant.
- Prior approval from the Student Government Treasurer may be necessary before the card can be released.
- **This credit card is to only be used by the person whose name is on the card.**
- This credit card can be used for travel expenses and club purchases. It should not be used if a check would be accepted. It should never be used for personal purchases.
- The credit card and all original receipts, with a completed disbursement for each transaction, must be turned into Student Financial Services for processing and record keeping within 7 days of the club's event or the use of the card. Failure to do so could result in the suspension of credit card privileges.
- Suspected abuse of the card or this policy could result in suspension of credit card privileges.

SGA Credit Card Policy, continued

SGA Policy # 20

General-Use Cards:

- A general-use credit card is available in the Office of Student Leadership and can be used for club purchases when all other options are not possible. The credit card can be used for online purchases, phone purchases or for hotel reservations.
- Clubs must come to the Office of Student Leadership with a completed and signed Disbursement Order with the anticipated amount.
- The credit card can only be used in the Office of Student Leadership by the person whose name is on the card.
- Purchases cannot always be made immediately, so plan ahead.
- Prior approval from the Student Government Treasurer may be necessary before the charge can be made.

The following applies to SGA's Wal-Mart Credit Card:

- Those using a store credit card must have their name reported to the Office of Student Leadership as a club officer and be listed in the Club Directory.
- In order to take out the Walmart credit card, the club officer must bring a completed disbursement order to Student Financial Services. The disbursement should include the justification, line name and number, Treasurer and Advisor signatures. When the purchase is complete, the exact amount will be written in when returned to Student Financial Services. The Walmart credit card WILL NOT be allowed out until a complete disbursement is brought in.
- The Walmart card must be returned no later than 4:00 pm on the day after it is signed out. If it is signed out on a Friday, it must be returned on the following Monday. The person who signs the card out is ultimately responsible for returning it.
- After the purchase has taken place, the card must be returned to the SGA Accountant in Student Financial Services with the original sales receipt. The receipt will then be attached to the Disbursement Order that was previously completed and left at Student Financial Services.
- Failure to follow the above procedures will result in your club losing its privilege to use Walmart credit card.

Requests for Additional Funds and Request for Budget Revision

At times your club may have an idea or an event in which the money necessary exceeds the money you have in your budget. It is also possible that you will decide to move in a new direction and find that a certain line is no longer needed, but that you need some money in a different budget line.

SGA offers an opportunity to request additional funds or revise your budget lines during the year. Please use the appropriate form to either request additional funds or a budget revision (formerly called a line transfer). These forms are available in the Office of Student Leadership.

Before you request additional funds, confirm your available funds with the SGA Accountant and review your budget for accuracy to see if there is enough money in your account.

These request forms should be turned in at least two weeks before the money is needed and should include a description of what the money is needed for or why you need it in a different line than was originally allocated. The request will first go to the Finance Committee for their recommendation, then on to Student Government for their review. If the request is approved, the pink copy will be returned to the club's contact person and the funds will be transferred into the appropriate budget line.



Request for Additional Funds

Requests should be submitted at least two weeks before funds are needed.

Name of Club or Organization: _____

Your Name and Title (please print): _____

Contact Phone Number: _____ Amount Requested: _____

Line To Be Added To: _____
Account # Account Name

Summary of Request: _____

*** Additional details describing your club's request can be submitted on a separate sheet attached to this form. If the details are inadequate, the decision regarding this request may be delayed.*

For SGA Use Only

Date Received: _____ Date Voted On: _____

Amount Approved: _____ Account #: _____

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

For Business Office Use Only

Date Received: _____ Process Date: _____ JE# _____



Request for a Budget Revision

Student Government Association

Name of Club or Organization: _____

Your Name and Title (please print): _____

Amount Requested for Transfer: _____

From: _____
Line Number Line Name

To: _____
Line Number Line Name

Amount Requested for Transfer: _____

From: _____
Line Number Line Name

To: _____
Line Number Line Name

If your request includes more than two lines, please fill out an additional request form.

Justification for Request: _____

For SGA Use Only

Date Received: _____ Date Voted On: _____

- Approved
- Denied

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

For Business Office Use Only

Date Received: Process Date: JE#



Request for Additional Funds Policy

SGA Policy # 15

All requests for additional funds will be submitted and reviewed by the Finance Committee. The Finance Committee will report to Student Government members at a regular business meeting with a recommendation for the presented request. The request for additional funds must be passed through the Student Government body.

Note: As of January 1st, 2019, any and all fundraising must be approved in advance by the College Advancement Office. A more detailed SGA policy is forthcoming, but for now please refer to the memo from President Terenzio and the Advancement Office entitled "Coordination Policy- Donor Contact and Solicitation"



Club Fundraising Policy

SGA Policy # 31

Student clubs are encouraged to fundraise. Examples of approved fundraising activities include collection of donations, admission charges and sale of items.

All fundraising efforts are subject to approval by the Student Government Association. **A request to raise funds must be submitted for approval to the Student Government Association at least one week prior to the event.** The Request to Raise Funds form should be used.

If approved by the Student Government Association the fundraising information will be communicated to the Office of College Advancement.

Student clubs are subject to the following guidelines/restrictions in raising funds:

1. Use of facilities for the purpose of fundraising should be coordinated through the appropriate reservation system. (i.e Residence Hall Director, The Office of Events and Conferences, BYP) If needed, the Office of Student Leadership will help direct clubs to the appropriate office for reservation requests.
2. All monies raised through approved fundraising activities must be deposited within one week of collecting the funds. All monies must be deposited to the club's "club generated" account through the Office of Student Leadership. A receipt will be issued for the club's records.
3. A fundraising Profit and Loss statement must be submitted to the SGA Treasurer within one week of the completion of the fundraiser. This form lists sales information, including receipt detail, and a list of expenses. See Form.
4. All state and local laws will apply to your fundraiser. In accordance to these laws, **50/50 raffles will not be allowed.**
5. Payment to vendors associated with the fundraiser will be subject to final review and approval by the SGA Treasurer.

6. Clubs must pay sales tax when their fundraiser takes orders from the customer and the club submits those exact orders to the vendor and if a club sells food, beverage or merchandise on a continuous basis.



Request to Raise Funds Form

Student Government Association

Club Name: _____

Event Title: _____

Date of Event: _____ Time of Event: _____

Location: _____

Event Description: _____

Primary Contact Information

Name: _____ Phone: _____

Purpose of Fundraiser: _____

All monies raised through approved fundraising activities must be deposited within one week of collecting the funds.

Any matching revenue amount determined will be transferred to your club's Misc/Action line.

Date Received: _____ Process Date: _____ JE# _____

Student Government Association

Fundraising Incentive Program

Clubs and organizations are encouraged to fundraise when they feel they are in need of additional funds to support an event, initiative, or program. If a club or organization holds a fundraiser, they are eligible for the equivalent amount of funds from Student Government Association up to \$500. In order for a club or organization to be eligible for matching funds, they must meet the criteria below:

1. A Request to Raise Funds form must be submitted to the Student Government Association Treasurer one week prior to the fundraiser. These forms are located in the Office of Student Leadership and Student Financial Services.
2. In order to be considered, the fundraiser must last no longer than 3 weeks and be in accordance with the Club Fundraising Policy.
3. Funds raised must be deposited to the club account within 1 week after the fundraiser has occurred. Deposits are made at Student Financial Services.
4. There must be a specific purpose behind the funds – ie, they must go towards one event such as a trip, club equipment, or club activity.
5. These funds are to go to the club, and may not be donated. These funds are to be treated as Budget Funds – therefore they must follow SUNY and College rules.
6. The matched funds from SGA will go into an already established Club Line. The choice of which line will be at the discretion of the Student Government Association Treasurer.
7. Student Government Association may allocate up to \$500.00 per fundraiser. If multiple clubs contribute to a fundraiser, the money will be evenly divided per club based on a mutually agreed upon ratio.
8. There will be a limit of \$1000.00 that Student Government Association will match per club, per semester assuming funds are available.

After the fundraiser has been completed the club must submit a Profit/Loss Statement to the SGA Treasurer. At that point the Finance Committee will determine if all of the above criteria have been met. Once the decision has been made by the Finance Committee and passed by the Student Government Association the money will be transferred to the proper line. Any and all decisions related to the Fundraising Incentive Program are at the complete discretion of SGA.

Approved by SGA on: September 30, 2014



Fundraising Profit and Loss Statement

Student Government Association

Organization: _____ Treasurer: _____

Cash Receipt Number: _____ Advisor: _____

Fundraiser/Donor: _____

Profit or Loss:

	Payee/Donor		Amount
Expenses:			
		Total Expenses:	
Donations:			
Gross Sales:			
		Total Gross Revenue:	
		Revenue:	
		Minus Expense:	
		Total Profit (or Loss):	

Any matching amount determined will be transferred to your club's Misc./Action line.

Club Treasurer: _____

Signature

Date

Club Advisor: _____

Signature

Date



Overdue Bill Procedure

SGA Policy # 3

When clubs neglect to pay a bill and it is more than 30 days overdue, Student Government can authorize payment of this bill from the club's appropriate line. If there are insufficient funds for the bill in that line, it will be taken out of the club's Club Generated Miscellaneous Line. If there are not sufficient funds in both lines, the club will be given the opportunity to submit a Budget Revision request if they have sufficient funds in other lines. If there are not sufficient funds in other lines or the club fails to submit a Budget Revision request, the club will need to follow the Deficit Spending Policy (SGA Policy #7).



Deficit Spending Policy

SGA Policy # 7

In the event that a club spends more than it was allocated in its regular budget lines, the club will be responsible to repay this money to SGA. If there are sufficient funds in the Club Generated Funds Line, those monies can be used to address the deficit. If Club Generated Funds are used and there is still a deficit, a hold will be placed on the club's budget and the remaining deficit must be repaid through additional outside sources. An Additional Funds Request from SGA will not be considered as an option to address any overspending on the part of a club. In this case, the club may submit a plan of action to address the repayment of funds for SGA's consideration.

If only one line becomes overspent, the club may request budget revisions in order to eliminate the deficit. SGA will consider requests to move funds from one line to another in order to rectify the club's deficit. Clubs must understand that the reduction in funds in any given line will necessitate a change in any planned events or projects that would have used funds from that line or lines.

In the event that the club owes more than they have in their budget even after Club Generated Funds are exhausted, the club will have until the end of the following semester to rectify the situation. If the club does not raise the money by the deadline, the club's charter will be dissolved. Any budget requests will not be considered until all the other conditions of this policy have been met.

Large Purchases

When purchasing any merchandise over \$1,000, you must follow the Large Purchases Policy. Please fill out the Large Purchases Form and submit to either the Student Government Association in the Office of Student Leadership or the Business Office in Knapp Hall.



Large Purchases Policy

SGA Policy # 27

When making a purchase of over \$1,000 for a product, a club must get quotes from 3 different vendors. The club may look at both price and quality during the decision process of selecting a vendor to purchase from.

The vendors and prices must be provided to the Finance Committee or the SGA Accountant for review before making the purchase.

Reasoning:

When spending large amounts of money, it is in the best interest of the students that their Student Activity Fee money is being spent efficiently.



Large Purchases Form

Student Government Association

Club Name: _____ Treasurer: _____

Main Contact Name: _____ Contact Phone Number: _____

A Large Purchases Form **must be completed and submitted to the Business Office prior to any club's purchase of over \$1,000.*

Item(s) to be purchased: _____

	Company Name	Price
Quote #1		
Quote #2		
Quote #3		

Please attach the three quotes to this form and submit it all to Student Financial Services.

If the club would like to purchase from the company that did not give the lowest quote or if you were unable to get three quotes, please explain here:

For SGA Use Only

Approved
 Denied

Treasurer's Signature: _____ Date: _____

Club Trips

Budgeting and Planning

All SGA chartered clubs must abide by campus travel policies. While SGA and the SGA advisors will assist in any way possible, the final authority for all campus travel, whether it's club travel or otherwise, rests with the Business Office. An advisor must accompany the club on any and all trips.

When a club plans a trip, either for a conference, competition or just for fun, they first need to make sure they have enough money. If there is not enough money in a pre-existing trip line, you can fundraise additional dollars which can be used for a trip. When budgeting for a trip, you should include travel costs (flights, state rate or mileage reimbursement), hotel, food, entry fees, admission, etc.

There are two steps to reserving a State vehicle for club trips. The advisor needs to visit the SUNY Cobleskill Vehicle Reservation Page (<https://www.cobleskill.edu/about/offices-services/facilities-management/vehicle-reservation-procedure.aspx>) for the college's policies and procedures for using a state vehicle. A state vehicle needs to be reserved through the Vehicle Reservation tab on Employee Sharepoint where the advisor will check the box for student club and indicate the name and account number of their club. The advisor must also complete a Travel Order. A Travel Order can be downloaded from this link: https://www.cobleskill.edu/about/offices-services/business-affairs/pdf/Travel_Order.pdf or by picking up a paper copy from the Office of Student Leadership. The Student Government rate for using the state vehicles is \$.25 per mile. Travel Orders for club trips must be signed by the Student Government Association advisor who will then forward the form to the Business Office. The online vehicle reservation and a Travel Order must be complete before the travel can be approved. Each club will receive an invoice from the Business Office for all vehicle usage which they must pay with a disbursement from an applicable line.

Completed Travel Orders must be submitted to SGA at least 14 days prior to the requested travel.

Final rosters must be submitted with the Travel Order when possible. If there is a change in the roster, the final version needs to be submitted when the vehicle is picked up on the day of travel.

All drivers of State vehicles must be LENS approved through UPD. Drivers of 12-passenger vans must also take and pass a Van Driver Safety Course.

Trip Checklist

Please use the following checklist in planning for your trip.

- If the group agrees to travel for any reason, that decision must be reflected in the club's minutes. The details must be officially documented (destination, dates of travel, which advisor(s) will accompany the club, and that funds are available to cover the costs of travel).
- Make a budget of all anticipated expenses which may include travel costs (flights, state rate or mileage reimbursement), hotel, food, entry fees, admission, etc.
- It is recommended that clubs use college owned vehicles for travel purposes, but in the event that personal vehicles are used a Travel Order must still be submitted in advance. The club has the option of reimbursing the owner of a personal vehicle used for club travel, in which case the Mileage Reimbursement Form should be used. To use a college owned vehicle, the advisor must complete a Travel Order as well as reserve the vehicle through Employee Sharepoint. Refer to the vehicle reservation procedures online.
- Make sure your drivers are approved through UPD.
- Reserve hotel rooms, if applicable. Hotel rooms shall not be shared by students and advisors. Students sharing a hotel room shall be of the same gender identity.
- Estimate how much cash you may need for food, entry fees, admission, etc.
- Secure the required funding by submitting appropriate paperwork. Contact the SGA Accountant if you have questions. REMEMBER: check requests and cash advances can take up to a full week to secure through Student Financial Services. No club or organization is allowed to exceed their annual budget allocation. Club funds are allocated in specific budget lines. The rules for accounting and disbursing funds must be followed.
- The week prior to your event/trip, confirm reservations and hand in the Emergency Contact Information Form with the names of all students and responsible advisor(s) or staff/faculty person participating in the event. Also include the phone number of the advisor or staff/faculty person responsible so they can be reached in the event of an emergency.
- If any problems arise during a trip, contact the University Police at (518) 255-5555.

If you have any questions regarding a club trip, please call the SGA Accountant at (518) 255-5530 or the SGA Advisor at (518) 255-5300.



Club Travel Policy

SGA Policy # 8

Any and all club travel must be in accord with campus travel policy. As an entity within the college, all SGA chartered clubs must obey the travel policies as set forth by the Business Office.

Clubs are required to fill out a Travel Order for ALL club trips at least 14 days prior to the requested travel. Vehicles must be requested through Employee Sharepoint, which can only be accessed by faculty or staff, after a completed Travel Order has been submitted. The Travel Order **must** be signed by a Student Government advisor. The Travel Order will be reviewed against available budget funds and if approved will be sent to the Business Office for final approval prior to being forwarded to Facilities Management in order to reserve the needed vehicles.

The Mileage account for the club will be charged for all travel orders submitted. If there are not sufficient funds in the club's Mileage account at the time of processing, the mileage will then be charged to the Miscellaneous/Action Dollars line. If sufficient funds are not available to cover the mileage expense in either club line, then the mileage will be charged to the club's Club Generated Miscellaneous Line.

If there are insufficient funds for the mileage in these three lines when the travel order is submitted, the request for travel will not be approved. The club may submit a Budget Revision Request if they have sufficient funds in other lines. If the travel order is approved and the club proceeds to overspend their budget after the approval, clubs will need to follow the Deficit Spending Policy (SGA Policy #7).



TRAVEL ORDER

Date: _____ Charge to Account: _____
 Name: _____ Destination: _____
 Date and Time of Departure: _____ Purpose: _____
 Date and Time of Return: _____
 Other members of party: _____

TRAVELING OUT-OF-STATE—IF REIMBURSEMENT FOR TRAVEL OUT-OF-STATE IS REQUESTED, CHECK BELOW:

- Travel involved is integrally related to duties assigned. Failure to approve such travel would prohibit performing primary duties. Specify duty under explanation.
- The requested travel authorization is demonstrably required by terms of a contract or grant. Name contract or grant under explanation. ***** If travel out-of-state is for attendance *Conferences, Conventions or Meetings* of associations and organizations, check below. *****
- Presentation of research findings and/or significant program participation at a meeting or conference, etc. Explain below.
- Officer of sponsoring organization with significant role in conduct of meeting, conference, etc. Name office and organization below.

EXPLANATION: _____

Please Note: This form must be completed and approved in advance of travel requested. Submit all copies for signature to your appropriate budget holder and then to the Business Office.

ESTIMATED TRAVEL EXPENSES

Check, and Provide Necessary Information:	AMOUNT
<input type="checkbox"/> College reimbursement not required.	
<input type="checkbox"/> Travel by College car requested. Estimated mileage: _____	
<input type="checkbox"/> Reimbursement for travel by personal car requested. (Mileage _____ X State reimbursement rate <u>.505</u>)	
<input type="checkbox"/> Travel by personal car requested—No charge to College.	
<input type="checkbox"/> Travel by common carrier (bus, airplane, train).	
Fare.....	_____
Meals.....	_____
Lodging.....	_____
Tolls.....	_____
Dues or Registration Fee (please indicate) _____	_____
Other expenses (please indicate) _____	_____
Total requested by Traveler	\$ _____
Total approved by Budget Holder	\$ _____

REQUEST FOR COLLEGE VEHICLE ASSIGNMENT

Approved Disapproved (No vehicle available) Not Applicable

REQUEST FOR TRAVEL

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	NOTE: Be sure to submit SIGNED COPY of this form to the Office of Business Affairs.	Budget Holder _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		Appropriate Vice President _____

DISTRIBUTION:
1-Business Office; 1-Budget Holder, 1-Originator

Please Note: Requests for reimbursement will be honored only up to the amounts indicated above

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Emergency Contact Information Form

Student Government Association

Club Name: _____ Destination: _____

Chaperone's Name: _____ Chaperone's Contact Number: _____
(This must be a SUNY Cobleskill employee)

Departure Date and Time: _____ Return to Campus Date and Time: _____

Mode of Transportation: Airplane Bus State Vehicle(s) Personal Vehicle(s)

Student's Name	Student's Cell Phone #	Emergency Contact Name	Emergency Contact #

Please submit to the University Police Office prior to departure.



Mileage Reimbursement

SGA Policy #23

Clubs and organizations, recognized by the Student Government Association and funded through the Student Activity Fee, may use their budget lines to reimburse club members and/or advisors for mileage incurred by the use of privately-owned vehicles while traveling for official club purposes.

Mileage shall be reimbursed at the current state reimbursement rate. All mileage shall be recorded on a Mileage Reimbursement Form approved by Student Government and SUNY Cobleskill Business Office. A separate form shall be used for each vehicle. Forms may be submitted at any time so long as the reimbursement amount is greater than or equal to five dollars.

The starting point for all travel should be the college campus. If an alternate location is used as the starting point, then you will be reimbursed for mileage from that location only if the mileage to the destination is equal to or less than the mileage from the campus to the destination.

**Student Government Association
MILEAGE REIMBURSEMENT FORM**



Name _____

Student 800# _____

Address _____

City _____ State _____ Zip _____

Club Name _____

Purpose of Travel: _____

2018-2019 SGA Mileage Rate
.545 per mile

Date	Destination and/or Return	Odometer In	Odom. Out	Mileage	Claim (Mileage x Rate/Mile)
				TOTAL	

_____ **Date**

_____ **Signature**

The starting point for all travel should be the college campus. If an alternate location is used as the starting point, then you will be reimbursed for mileage from that location only if the mileage to the destination is equal to or less than the mileage from the campus to the destination.

General Policies



Club Charter Process

SGA Policy # 18

When a club begins the charter process with the Student Government Association, they must abide by the following process in order to officially receive their charter.

1. Find a group of at least six interested students and a committed faculty/staff advisor.
2. Submit an Interest Group Form to the Student Government Association.
3. Begin holding meetings. Minutes and Club Attendance Sheets must be turned into the Office of Student Leadership. Interest groups must meet at least six times during their trial period before their charter will be considered.
4. The interest group must submit a constitution to the Student Government Association. The club should vote on this before submission.
5. There must be campus-wide advertising of club meetings. Campus-wide advertising includes flyers and use of Sharepoint.

After a successful two month trial period, Student Government will then vote to accept the club's charter. The two month trial period begins after the Interest Group Form is submitted and the first official meeting is held.

Reasoning:

The Student Government Association needs to monitor the activity of potential clubs in order to assure that new clubs are going to be successful. When a club gets chartered, the Student Government Association will know that they are going to be an active club.



Inactive Club Policy

SGA Policy # 32

If a club loses their advisor or does not comply with the seven action items of the Active Club Guidelines, they will be moved to the Inactive Club List. A club can remain on the Inactive Club List for one year. During this time, the club can work to re-organize and/or find a new advisor, but they will not be publicized as an active club. The Club's budget will be frozen until they regain active club status. After one year, the club will be taken off the Inactive Club List. **Once a club is taken off the Inactive Club List, if they wish to apply for active club status, the club would need to follow the Club Charter Process.**

If during the time the club is on the Inactive Club List, the club reorganizes and/or finds a new advisor and wants to apply for active club status, they must submit an Interest Group Form to the Student Government Association. A one month trial period begins after the Interest Group Form is submitted and the first official meeting is held. The club must submit regular meeting minutes and actively recruit and retain members during the one month period. They must also report their officers, advisors and meeting day, time and location to the Office of Student Leadership using the Club Information Sheet. Upon review and approval, they will be moved back to the Active Club List, at which time they could request a budget.



Alcohol Policy

SGA Policy #29

No club events, meetings, fundraisers, trips, etc., may have alcohol present. Furthermore, Student Activity Fee and Club Generated money may not be used to purchase alcohol. Any club that wishes to use budgeted funds or club generated funds to purchase alcohol must formally request to do so through SGA at least two weeks prior to the desired purchase date.



Affirmative Action/Open Membership

SGA Policy #5

No club or group that receives funding from the Student Government Association may discriminate on membership acceptance. The only exception to this is if the student has below a 2.0 cumulative average or whatever GPA requirement the college sets for all clubs. If any organization is found to be noncompliant with this, then their funding will be frozen until they can show that they meet above requirements.

Reasoning:

1. To fulfill the current guidelines of the Student Activity Fee which state that the Student Government must enact an affirmation action policy.
2. The belief of the Office of the President is that if a club receives student activity monies collected from every student then every student should be able to access its uses.
3. Opening all clubs will increase the amount of activities in which students can participate.



Club Operations

SGA Policy # 2

1. Clubs are student organizations open to every student and are to be run by the club's majority rule, by way of vote.
2. No student can be required or forced into being a club for class purposes or any other reason.
3. Clubs, officers, and advisors cannot discriminate on the basis of academics, class participation, or sexual orientation.
4. Any advisor found discriminating, exerting unreasonable or overpowering control over a club's budget or a club's decision will be investigated. If he or she is found guilty of the above they will be removed from the position of advisor by SGA or the club.
5. Clubs are to serve the purpose of creating out-of-classroom experiences and campus activities. They are not allowed to fund classroom functions or direct extensions of specific classes.
6. Any club found to be financially supporting direct classroom activities or supplies will have that portion of its budget removed.
7. This policy pertains to all clubs and SGA.

Risk Management

SGA purchases insurance coverage for all clubs. Their policy covers club trips and activities both on and off campus with certain limitations. In order for SGA to maintain its insurance coverage and positive relations with their insurance agent, we ask that all clubs manage their risks carefully. If you are planning an event or trip where students might be exposed to risk to their safety or wellbeing, you should consult with SGA during the planning process. While SGA is not interested in taking away the autonomy of clubs in these matters, they do reserve the right to intervene if they determine that a planned event or trip is too risky.

If your club is planning an activity that involves youth, please consult with the Human Resources Office before planning the event. There are significant safety and liability issues relating to events that may include youth.

SOCIAL MEDIA GUIDELINES FOR STUDENT CLUBS AND ORGANIZATIONS

Social media accounts are a great way for members of student clubs and organizations to keep in touch. They're also a great way to share good news with a broader audience. In order to maintain a consistent and positive public image of SUNY Cobleskill and all its related activities, the Office of Communications and Marketing (C&M) recommends the following guidelines for social media use:

Facebook Pages v. Facebook Groups

A Facebook page is public and works much like an individual profile. Posts and comments can generally be seen by anybody. Facebook groups can be private (or secret). If a club is more interested in member communication than public promotion, we recommend using a private group.

If you decide to use a public page, understand that the page's contents are a reflection of SUNY Cobleskill and should remain positive and professional. The guidelines below apply primarily to public pages, but anything published online should be regarded as public information.

- The club should designate one social media manager to be responsible for the club's social media account. That person should monitor the account regularly (at least once a day) to ensure there is no profanity, slurs, or other negative content. In cases of uncertainty, err on the side of caution.
- The club advisor should play an oversight role in monitoring the club's social media content.
- The social media manager should answer questions (messages or comments) carefully and respectfully, always mindful that they are a reflection of the College. Defer to the club advisor in cases of uncertainty.

- The social media manager should have the contact information for the C&M office (Jim Feldman, 518-255-5631, feldmajs@cobleskill.edu).
- The club should grant administrator privileges on its club page or group to Communications and Marketing.
- Use the hashtag #SUNYCobleskill in all posts so they will be more visible to C&M staff to share when appropriate. Keep other hashtag use professional and appropriate.
- Do not tag individuals in posts without their consent.
- The C&M staff will offer occasional mini seminars about best practices for social media and marketing for club advisors and social media managers.
- The Office of Communications and Marketing can choose to un-publish a page temporarily when it is inactive.

C&M PROJECT SERVICES GUIDELINES FOR STUDENT CLUBS AND ORGANIZATIONS

The Office of Communications and Marketing (C&M) is available to provide design service and/or assistance to help promote campus clubs and organizations. Advance planning is required and approximately four weeks' time needs to be provided for project completion. For more information, contact Graphic and Visual Communications Designer Jennifer Schorf at schorfjm@cobleskill.edu or 518-255-5640.

HOW TO REQUEST SERVICES

- 1 - Complete the Project Request form <http://www.cobleskill.edu/about/administrative-offices/communications-marketing/request-form.asp> and provide all the necessary materials.
- 2 – A project meeting will be scheduled.
- 3 - Meet with appropriate C&M staff to discuss project and time schedule.
- 4 – Review proofs throughout the process and sign off on project upon completion.

Project meetings will not be scheduled or started unless a project request form and all materials (text, photos, etc) have been submitted.

GUIDELINES BY PROJECT TYPE

Advertising/Ads – All newspaper, magazine, and publication advertising must go through the C&M office. This type of advertising will be designed by the C&M office to ensure it meets campus branding standards.

IMPORTANT: No ads should be submitted to newspapers, magazines or publications without C&M designing them and providing the final approved file.

- 1 – Complete a Project Request Form and provide all the necessary materials/details to C&M.
- 2 – Meet with C&M regarding project.
- 3 - Ad will be created by C&M and proofs will be sent to the client for content accuracy review.
- 4 – Club member will provide content edits on a marked-up hard copy or via email.
- 5 - Once the ad is completed by C&M a final production file will be provided to the client for them to submit to the vendor along with their billing information.
- 6 – Club member is responsible for submitting ad and handling payments.

Postcards – Postcards are occasionally created to promote activities and should contain the college logo at all times. There are specific mailing standards, so clubs need to work with the C&M office to ensure their postcard meets postal regulations. The typical postcard size is 4.25” x 6”, which mails at the postcard rate. Custom oversize postcards can be created, but will mail at first-class letter rate. Clubs should submit a Project Request Form and request postcard design and/or request assistance with developing their own postcard.

Clubs can choose to design their own postcard but should follow these steps.

- 1 – Complete a Project Request Form for assistance with project design.
- 2 – Submit a Logo Request Form to get an up-to-date logo file.
- 3 – Meet with C&M to discuss specifics regarding postcard design.
- 4 – Design the card and provide proofs to C&M for logo usage and design approval.

Posters – various sizes

- 1 – All posters should contain the college logo.
- 2 – Submit a Logo Request Form to get an up-to-date logo file.
- 3 - Clubs should work with the campus Print Shop to ensure their poster is set up correctly for printing output.
- 4 – Club designs the poster.
- 5 – Club provides a proof to C&M for logo usage approval.

Flyers – The typical flyer size is 8.5” x 11”.

- 1 – All flyers should contain the college logo.
- 2 – Submit a Logo Request Form to get an up-to-date logo file.

3 - Club should work with the campus Print Shop to ensure their flyer is setup correctly for printing output.

4 – Club designs the flyer.

5 – Club provides a proof to C&M for logo usage approval.

If there is an item that you're considering that is not listed above, please contact C&M.

DESIGN STANDARDS

Clubs should refer to the following visual standards and guidelines when creating their own promotional materials.

College Color: Pantone 021 (orange),

Complementary Colors which can be used (as of 2017): Black, White, Turquoise (pantone 324)

SUNY Cobleskill Logo

The college logo should be used on all items that promote the College and activities it sponsors. The logo should be requested through the Office of Communications and Marketing via the Logo Request Form <http://www.cobleskill.edu/about/administrative-offices/communications-marketing/logos1.asp>.

The logo should not be altered in any way from its original state. No other graphics or text should be combined with the logo. When using the logo, you are required to provide a proof to C&M for approval of the usage. You should not go to production on anything until the C&M office has provided you written logo usage approval. Proofs should be submitted to: Graphic and Visual Communications Designer Jennifer Schorf at schorfjm@cobleskill.edu or 518-255-5640.

SUNY Cobleskill Club Logos

Clubs can request a SUNY Cobleskill Club Logo created for their organization by C&M. This logo includes the official college logo and the club name, possibly including a small graphic element that broadly represents the club if workable. Clubs should complete the Project Request Form <http://www.cobleskill.edu/about/administrative-offices/communications-marketing/request-form.asp> to have one developed.

A SUNY Cobleskill Club Logo should not be altered in any way from its original state. No other graphics or text should be combined with it. When the club logo is going to be used off-campus, for advertising, exhibits and other uses, please provide a proof to C&M for approval prior to production. Proofs should be submitted to: Graphic and Visual Communications Designer Jennifer Schorf at schorfjm@cobleskill.edu or 518-255-5640.