



IONA

STUDENT LEADER RESOURCE MANUAL

SLRM 2011-2012

Your most commonly asked questions and most used resources compiled
into one comprehensive document.

Provided by:

Office of Student Development (OSD)

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Ground Floor LaPenta Student Union

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Iona College
Office of Student Development
715 North Avenue
New Rochelle, NY 10801

On behalf of the Office of Student Development, we invite you to explore the many opportunities, services, and resources that we provide.

Learning and education never end at the classroom door. Therefore, it is our goal to further the growth and development of our students outside of the classroom through the various programs and opportunities we provide on a daily basis. We guarantee that you will always find something to do, day or night, to enhance your college experience! Iona College is full of rich spirit, traditions, culture, and history so be sure to get involved and take advantage of all that college life has to offer and gain a true sense of the community you are a part of.

In order to assist you on this journey, the Office of Student Development supports and provides numerous programs and resources. Some of these include:

- over 65 active student-run clubs and organizations including media groups, fraternities and sororities, academic clubs, culturally based organizations, and more;
- opportunities for personal and organizational leadership development;
- educational and cultural programs to recognize important issues and stimulate discussions on current topics;
- campus event planning assistance;
- a travel and tour series of activities to Broadway shows, museums, sporting events and theme parks;
- numerous opportunities for student employment within the Office of Student Development and the LaPenta Student Union;
- weekly entertainment featuring acoustic artists, comedians, hypnotists, a film series and novelty acts; major campus events, and much more!

We are always striving to continue to meet the needs of our students here at Iona. If there is an activity you would like to see on campus, or a club that you would like to start, contact us and we will be happy to discuss your ideas and assist you in the process of seeing your visions become a reality. If you have any questions or would just like to stop by and say hello please feel free to do so.

We encourage you to take advantage of the many opportunities that await you, here at Iona College.

- Office of Student Development

This manual has been created as a reference tool for you, student leaders at Iona College, to guide and assist you in your leadership endeavors. Please note that all information is accurate and pertinent at the time of printing, however is subject to change solely by the administration of Iona College, if deemed necessary. The current Student Handbook contains thorough and detailed information related to this publication and should be referred to in addition to this manual.

-SLRM Revised 4/11

Iona College Mission Statement

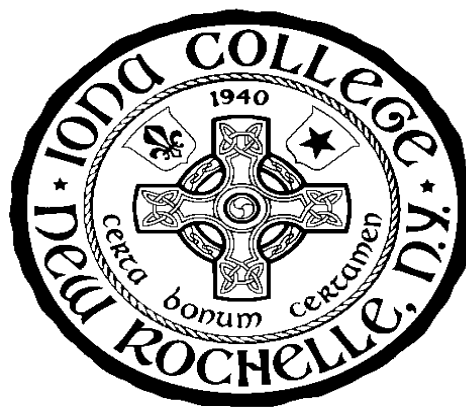
Iona College is a diverse community of learners and scholars dedicated to academic excellence in the tradition of the Christian Brothers and American Catholic higher education. We commit ourselves to education within the rich heritage of these legacies, especially intellectual inquiry and the values of justice, peace and service.

Iona College graduates will be sought after because they will be:

- ethical and skilled decision-makers and problem solvers motivated to leadership, service and civic responsibility;
- independent thinkers informed and enriched by a liberal arts education;
- lifelong learners skilled in and adaptable to new information and technologies; and
- individuals who integrate the spiritual, intellectual, civic, emotional and physical dimensions of their lives.

The Iona College Community will achieve these goals by dedicated teaching enhanced through creative research and scholarship, internships, career development and by participation of students, faculty, staff, administrators, alumni and board members in the many centers of excellence at Iona College.

(Adopted September 25, 2008)



The Office of Student Development Mission Statement

Mission Statement

The Office of Student Development is committed to educating Iona College students through a holistic approach incorporating our professional experiences and our knowledge of student development theory. Through collaboration with our academic colleagues and students we provide innovative programs, activities, and services that enhance the quality of student life and create a student centered environment in which participants develop, embrace, and enhance ethical leadership, life skills and experiences through creating an active diverse campus climate where all members of the community will flourish. We act as a catalyst to student self-exploration and development. In doing so, we serve as educators, mentors, and advisors who challenge, support, and empower our students to become active citizens and leaders within the College and global community.

We will accomplish this work collaboratively and in support of the mission of the College.

To accomplish our mission we provide:

- Student Involvement Opportunities
- Student Center Operations
- Student Diversity Initiatives
- Programming and Activities
- Leadership Development

The Office of Student Development is responsible for the oversight and operations of many of the components of Student Life at Iona College. The Office of Student Development oversees the LaPenta Student Union and the Gael Club, the Wellness Program series, welcoming activities, and leadership and diversity initiatives. The Office of Student Development is also responsible for providing development opportunities, support and guidance to fraternity and sorority life, club sports, programming boards, student governance, student organizations, performing arts and media groups; and club advisors.

All student organizations are encouraged to develop their goals, plans and budgetary needs and are to discuss these issues with their club advisors and members of the Student Development staff. All on-campus events are scheduled and approved by this office in conjunction with the Department of Campus Safety and Security. Student Development works to ensure that all activities sponsored by organizations are successful events. This is achieved through assisting and encouraging the student groups to properly coordinate and promote their activities.

The Office of Student Development strongly recommends for students to better enrich themselves through involvement in campus life, especially through participation in student organizations and clubs. Students are encouraged to form new organizations recognized by the Student Government Association (SGA) when there is sufficient interest. All organizations must function in accordance with the mission and philosophy of the College, the Office of Student Development and the Student Government Association.

Division of Student Development at Iona College

The Division of Student Development is comprised of departments that seek to foster growth and fulfillment of each student's extra and co-curricular needs. The division includes:

- Campus Safety and Security
- The Gerri Ripp Center for Career Development
- Counseling Center
- Health Services
- Office of Off-Campus Housing
- Office of Residential Life
- Office of Student Development

The departments of the Division of Student Development work collaboratively to uphold the mission of Iona College and to enrich the lives of Iona students outside of the classroom.

Mission Statement

The mission of the Division of Student Development is to support and to encourage students to realize the Mission Statement of the Division of Student Development and Iona College by:

- enhancing the development of Iona's students as ethical and skilled decision makers motivated to leadership and service;
- supporting the development of Iona's students as professionals informed and enriched by a liberal arts education;
- preparing Iona's students to be highly skilled and well rounded individuals and future employees through active participation in co-curricular life;
- facilitating the development of identity, self-worth and integrity;
- contributing to Iona's history of building community and prizing the values of justice, peace and service;
- promoting the integration of the spiritual, intellectual, professional, emotional and physical dimensions of students' lives;
- focusing the awareness of the College community upon the developmental needs and special challenges of students as it promulgates policies, develops programs and considers the utilization of its resources;
- assisting the College in its efforts to attract and to retain a diverse student population of the highest caliber to enhance the atmosphere of our institution which thoroughly embraces diversity;
- and providing a safe and secure living and learning environment through student centered facilities, policies, and activities.

The offices within the Division of Student Development work closely with our colleagues throughout the College including:

- Athletics Department
- Center for Campus Ministries
- Mission Integration
- Samuel Rudin Center
- Office of Student Retention



Student Clubs & Organizations

What is a Student Club/Organization?

Student clubs and organizations serve as a vehicle for college students of like interests and are often task-oriented groups. They are created and perpetuated to gather individuals together to explore and discuss common interests, goals and tasks. All student organizations must be registered, recognized and be in good standing with the College and the Student Government Association (SGA), Gaels Activities Board (GAB) and Council for Greek Governance (CGG), if applicable. Categories of college organizations include but are not limited to: Academic, General Interest, Performing Arts, Multicultural/Diversity Organizations, Club Sports, Media Groups, and Fraternity and Sorority Life.

The Office of Student Development at times uses the terms clubs and organizations interchangeably, as well as the term Committees. Please note the true definition by the department is as follows:

Organization: a recognized student group often receiving annual budgets from the Office of Student Development and having expectations from the college above those of traditional clubs on campus.

Club: a recognized student group meeting necessary college requirements. Clubs often form around certain topics of interests or subject area.

Committees: committees are at times formed through the Office of Student Development or Organizations to serve a specific and short term function. Committees typically cease to exist after the purpose has been served.

Establishing an Organization

When sufficient interest calls for a new campus club or organization, student organizers must complete the following procedures:

- Student organizers must meet with the Assistant Vice-Provost for Student Development (or his/her designee) to discuss the goals and objectives of the new group and review the ***Checklist for Starting a New Student Organization***. (Appendix A)
- Before a group can be considered for approval, the student organizers must submit a list of a minimum of five full-time undergraduate students (in good academic and disciplinary standing) who will serve in the leadership positions of the organization to the Assistant Vice-Provost for Student Development and the SGA Executive Board. Student leaders who are members of more than one campus organization may not hold more than one executive board position. This applies to organizations that are in existence, as well as those that have been approved.
- The proposed group must obtain the signatures of at least 10 additional, full-time students who are in good academic and disciplinary standing and have at least a 2.0 cumulative grade point average. These students must be willing to join and support the proposed organization if it is approved.
- Membership in the proposed student organization must be nondiscriminatory and open to the entire Iona College student population. For approved organizations, an exception to this policy will be granted. An example of this would be for performing arts groups that wish to select

members based on certain criteria. Any other student group that will require selective membership must request approval from the Assistant Vice-Provost for Student Development. Such groups will be required to prove that their selection process is essential to the success of the organization and their process will be reviewed annually.

- Select a member of the full-time faculty, staff or administration who is willing to serve as an advisor, and submit his/her name to the Assistant Vice-Provost of Student Development for appointment.
- Submit a copy of the proposed constitution to the Assistant Vice-Provost of Student Development and the SGA Constitutional Committee with the SGA Executive Vice President who will work in conjunction with the organizers to form a final edition of the proposed constitution. For Fraternities and Sororities, the proposed Constitution must first be submitted to the Council for Greek Governance and the Greek Advisor for approval, in addition to the Assistant Vice-Provost of Student Development, prior to being submitted to the SGA.
- Submit a copy of the final constitution to the Vice Provost for Student Development. If the Vice Provost fails to approve the application, an appeal may be forwarded to the President of the College for a final resolution. Student leaders will retain the right to inform the Committee on Student Life of the Board of Trustees through the student representative to that committee if they feel the Board should hear any issues.
- Submit a copy of the final edition of the proposed constitution to the SGA Executive VP/ chairperson of the SGA Constitutional Committee. The chairperson will suggest approval of the new constitution to the SGA. If it is approved the organization will serve a probationary period of six academic months to determine if the organization is fulfilling its objectives, and to determine if there is a general interest in the group.
- After final approval by the SGA, four copies of the organization's constitution and club roster must be made. One of which will remain on file with the SGA, one with the president of the new campus organization, one with the advisor, and finally one with the Office of Student Development.

General Recognition Guidelines for Student Organizations

When a campus organization is approved, the following procedures must be followed in order for the group to maintain their status on campus:

1. After an organization is approved, all members must remain in good academic and disciplinary standing in order to maintain active status. A student who has been placed on academic and/or disciplinary probation or suspension, regardless of the grade point average, may not participate in any activities or hold office. Inactive members or those not enrolled as students may not participate in activities unless they are open to the public. All students on club rosters recognize that their grades will be checked throughout the year to determine good standing.
2. All students and student groups must obtain the approval of the Assistant Vice Provost for Student Development in writing to conduct any fund raising projects. If the project has a publicity component, all of the particulars must comply with the publicity procedures outlined

in this and the Student Handbook. No fund raising project may involve the possession, sale or distribution of alcoholic beverages.

3. Organizations must complete the following requirements/duties to remain in good standing:

- Maintain a minimum of five Iona College undergraduate students as active members serving as executive board members of the organization;
- completed and updated roster each semester;
- Summer Contact list;
- Nuts and Bolts Training Conference;
- Leadership Conference;
- Leadership Retreat;
- Additional Leadership trainings;
- Presidential Roundtable Discussions;
- Budget proposals;
- 2 Community Service projects each semester through the Center for Campus Ministries;
- Attendance at SGA meetings;
- Attendance at GAB meetings;
- Attendance at CGG meetings; (if applicable)
- 2 on-campus events following event planning guidelines and completed Event Summary Form (at least one per semester);
- Transition workshop attendance and appropriate transition paperwork;
- Summary report/End of Year (EOY) report; and
- Participation in campus wide initiatives and events as requested (i.e., Open House).

Strongly suggested:

- advisor communication and communication with the members of the Office of Student Development;
- frequent club hub mailbox pick-up; and
- fundraising activities for the organization.
- Philanthropic events and initiatives.
- Additional requirements for all Greek-letter social organizations (i.e., fraternities, sororities, social fellowships):
 - attend meetings of the Council for Greek Governance;
 - follow all policies outlined in the Iona College Student Handbook, especially noting and adhering to the Policy for Potential/New Member Education for Fraternity and Sorority Life, in addition to the Student Leader Resource Manual, Student Handbook, and the Fraternity and Sorority/Greek Handbook;
 - all presidents and new member educators must attend New Member Education trainings;
 - Rho Mu trainings;
 - Presidential Round Tables, one on one meetings with Greek Advisor
 - Greek Experience; and
 - all potential/new members must attend recruitment and training events.

Additional Note:

In addition to the above mentioned responsibilities please note that some or all organizations may have additional recognition requirements and/or trainings to attend. Additionally we encourage all groups to support one another and co-sponsor and attend campus events.

Responsibilities and Privileges of Recognized Student Clubs & Organizations

In addition to the guidelines mentioned above, all clubs and organizations, and their members, must comply with the policies and procedures outlined in the Iona College Student Handbook. Please refer to the Student Handbook for a thorough outline of the College's Code of Conduct and all policies and procedures for student groups.

The following are some of the privileges that are extended to each campus organization upon, and only upon, its official and continued recognition by the SGA and the College. An officially recognized club/organization's failure to maintain good standing may result in the suspension or termination of any or all of these privileges:

- To reserve through the Office of Student Development a calendar date and space on campus in which to host an event or hold a meeting (through Space Reservation Request form);
- To have events listed in various calendars, schedules and on message boards;
- To post or distribute authorized publicity on the campus (with approval from OSD);
- To reserve and use table space on the campus for the sale or distribution of materials;
- To reserve rooms for meetings;
- To obtain permission to use the LaPenta Student Union and other facilities after normal closing hours;
- To purchase catering services through the College's Food Service at a discounted student price;
- To have buildings unlocked and locked, for approved events, by the Department of Campus Safety and Security;
- To be assigned use of a mailbox in the Club Hub of the LaPenta Student Union;
- To follow applicable procedures and apply for a locker, cubicle, or office space in the LaPenta Student Union;
- To have representation on the SGA Legislature, Gaels Activities Board, Council for Greek Governance if applicable, or Student Media Board if applicable;
- To be eligible for SGA and/or Student Development allocations;
- To have an opportunity to be recognized for exemplary work and service.

Robert V. LaPenta Student Union Policies and Information for Student Organizations

Club Hub

The Robert V. LaPenta Student Union Club Hub is located on the Ground Floor of the building and is open 24 hours a day 7 days a week when school is in session unless otherwise posted.

The Club Hub serves as a central "home base" for leaders and members of recognized student organizations. Besides a conference table and comfortable lounge seating area, there are also club mailboxes, lockers, and other resources for use by recognized organizations. The SGA office is located in the rear area of the Club Hub. The SGA Executive Board holds weekly office hours (as indicated by the hours posted in the Club Hub) in which student leaders can receive help or ask questions regarding their club/organization and student government in general.

Copy Codes

All recognized clubs and organizations in good standing are entitled to use the copy machine currently located in the Club Hub in the LaPenta Student Union

All clubs will be entitled to 500 copies on this machine for the entire academic year. Groups will not be granted any extensions of this allotment. Be sure to make only copies that are related to your clubs/organization. For documents that require a large volume of copies please use IT duplicating Services allowing at least 3 days advance notice. A professional staff member of the Office of Student Development must sign off on the IT duplicating request form.

Contact the Student Government Association Executive Board member or an Assistant Director of Student Development to receive a copy code to the copy machine. Do not share this code with other clubs/organizations. Upon receiving your code you will be asked to fill out a form stating that you received all appropriate polices and guidelines for use.

Lockers and Mailboxes

All recognized clubs and organizations in good standing are entitled to the use of a locker and mailbox located in the Club at the discretion of the Office of Student Development.

Lockers are to be used for club storage purposes **only**. Examples of items that should be stored there include club banners, transition binders and records of the organization, historical club photo archives, etc. Lockers are subject to search at any time by an employee of the Office of Student Development and/or Campus Safety and Security. Contact the Assistant Director of Student Development for Union Operations to receive your lock and combination to your assigned locker.

Mailboxes are to be checked frequently as sometimes there are important and time sensitive documents that are placed there for your attention. Clubs that do not maintain frequent mailbox pick-up may be subject to recognition infractions. If you do not have a mailbox, please contact the Student Government Association.

For more information please see *the LaPenta Student Union Policy & Procedures Manual* for more information or contact the Office of Student Development.

Sanctions for Organizations

The College has the right to place any of, but not limited to, the following sanctions on student organizations for the violation of College policies and/or not meeting the requirements necessary to maintain good standing:

- **Social Probation** – Organization will have restrictions placed on their funding, the type of activities they can sponsor and the use of facilities at the discretion of the Assistant Vice-Provost of Student Development. This probationary period will last for a limited period of time.
- **Recognition Suspended** – Organization will be placed on at least one semester of inactivity. This prohibits the organization from receiving any funding, sponsoring events and voting in the SGA or Council for Greek Governance legislatures.
- **Recognition Terminated** – Organization is permanently not recognized by the College and loses all rights and privileges granted to student groups. Fraternity and Sorority organizations are not allowed to wear letters on campus as a result of this sanction.

Additional sanctions may include, but are not limited to, access to or the loss of office space and/or funding and programming. All club and individual disciplinary sanctions cases are handled on a case to case basis. Steps to regain full recognition and good standing are also handled individually. Leaders of student organizations and clubs found in violation of regulations of the college may be held in violation of the Iona College Student Code of Conduct as individuals.



Building and Maintaining Campus Relationships

Advisors

The term advisors and moderators are used synonymously in documents throughout the college.

The Assistant Vice-Provost of Student Development appoints an advisor for each campus organization at the recommendation of the student members. The advisor is an integral part of every campus organization and volunteers to work with student groups because he/she wants to make a unique contribution in addition to regular professional duties. The advisor must be a full-time member of the faculty, administration or staff. An organization should approach an Iona employee of the staff who is duly qualified and ask him/her if they would be willing to serve as their advisor. After a member of the faculty, administration or staff has expressed interest, a written request should be submitted to the Assistant Vice-Provost of Student Development asking him/her to appoint said individual as advisor of the campus organization. If a new or existing co-curricular organization with the goals of enhancing the studies in a certain academic area (i.e., history) needs an advisor, it is strongly recommended that the members of the group consider a full time faculty member in that discipline and meet beforehand with the appropriate academic chairperson. This will create an opportunity to discuss the qualifications of the prospective advisor.

However, the final choice for the nomination shall rest with the membership of the campus organization and the Assistant Vice-Provost of Student Development. Organizations are required to arrange that their moderator be present whenever the organization conducts an election of officers, or sponsors a large campus event. A member of the Student Development staff may substitute for the advisor at the request of the student organization. Failure to do so could result in disciplinary action against the organization and/or individuals that are members of it. The advisor's primary responsibility is to advise and to serve as a resource person. By suggestions, comments and constructive proposals, he/she can assist the organization in achieving its objectives.

The Office of Student Development can be utilized as a resource for student organizations seeking an advisor.

Responsibilities of an Advisor

An advisor's responsibilities to the organization are:

- To be familiar with the policies of the College and the SGA and with the constitutions of the SGA and the advisor's organization;
- Review and familiarize yourself with the contents of the *Checklist for Good Standing, Advisor Manual*, the *Student Leadership Resource Manual (SLRM)*, the organization's constitution, and the *Student Handbook*; and to assist the officers and members in becoming acquainted with these policies;
- To encourage and assist the organization as it plans an active program of activities;
- To be available to meet with leaders and members of the organization and to sign administrative forms;
- To attend programs sponsored by the organization or when attendance is not possible to work with OSD to ensure there is adequate event coverage in the place of the advisor;
- To assist with the creation of Budget Proposals and oversee the budget that may be available according to Iona College financial procedures.

- If the organization is a local chapter of a national organization be aware of the national policies and serve as one of the Iona College's liaisons.
- Attend an advisor roundtable reception at the beginning of the academic year/semester to discuss mutual expectations and resources available to you and your organization.
- Attend any club workshops where advisors are asked to be present.
- Act as a liaison to the Office of Student Development.
- If a student organization is guilty of violating the College Code of Conduct, the new member policies of the Council for Greek Governance (CGG) if applicable, or any other College policies, it is the responsibility of the moderator to inform the Assistant Vice Provost for Student Development, Greek Life Moderator if applicable, or the Vice Provost for Student Development.

An Organization's Responsibilities to their Advisor

The advisor should be recognized as an integral part of the group and officers must keep him/her fully informed of the programming activities. This includes:

- supplying monthly reviews of the organization's functions including treasury and functions;
- notifying the advisor of the place and time of each meeting and all other activities and events;
- copying them on the agendas, minutes, and correspondence of the organization.

Working with the Student Government Association (SGA)

Student Organizations are encouraged to, and should, take advantage of their Student Government Association. The SGA is composed of elected student representatives, known as class senators or senators at large, and campus organizations presidents or their designees, known as club senators. These members of the SGA Legislature discuss and vote on issues brought up by students during SGA Legislative meetings or by the Executive Board (E-board). The SGA E-Board is comprised of the following positions: President, Executive Vice President, Vice President (VP) for Internal Affairs, VP for Finance, VP for Administration, and VP for Communications; all whom are responsible for some aspect of maintaining club and student life. The SGA attempts to enhance the educational experience of each student, and is based on the belief that a complete education extends beyond the academic arena. Also, the SGA maintains that this development can be attained through active involvement in student organizations, founded on the principles of cooperation, concern, leadership and service.

In addition to its administrative responsibilities, the SGA can help foster mutually beneficial relationships between student clubs/organizations, and provide assistance in leading and managing organizations. Legislative members of the SGA serve as the student representation on various College Council committees within the College governance structure. The SGA Legislative meetings are forums for senators, representatives, and students, to voice their opinions and concerns, about issues related to college student life. The E-Board then acts as the liaison, or advocates, to address any of the concerns, issues, or opinions, brought up in the forum, to the appropriate people.

The SGA Office is located on the ground floor of the LaPenta Student Union in the Club Hub, and can be reached at (914) 633-2186 during the established office hours located on the SGA website.

Working with the Gaels Activities Board (GAB)

The Gaels Activities Board (GAB) is designed to reach a diverse population and to satisfy the needs of every club and organization. GAB serves as the programming organization at Iona College and has two primary goals. The first goal is to plan events, both small and large scale, for the campus community; and the second to serve as a resource and venue for all club/organization programmers in their efforts to increase communication and collaborative programming initiatives.

GAB programming is led primarily by several committees, which are each chaired by a GAB Executive Board member. These committees include but are not limited to the Live Performance Committee, the Multicultural Committee, the Travel and Tours Committee, the Nooners and Novelties Committee, and the Union Programming Committee.

GAB also helps coordinate Major Campus Events such as Homecoming and Spring Weekend. GAB membership consists of the Executive Board, VP for Programming/Events Chair of each student club/organization, and general members. GAB can be contacted through the Office of Student Development in the LaPenta Student Union, (914) 633-2360 or in Student Office #1 on the ground floor of the LaPenta Student Union.

Working with the Undergraduate Programming Assistants (UPA)

As a result of the consistent growth in quality and quantity of student life programs and initiatives, the Office of Student Development (OSD) has identified the need for peer mentors to support in the area of club maintenance, leadership, oversight, and the logistics of program event planning and evaluation.

An Undergraduate Programming Assistant (UPA) is a student assistant for the Office of Student Development whose duty is to provide greater support for the many students actively involved in 65 clubs and organizations. The UPA will serve as liaisons between student leaders, the student body and the Office of Student Development. As student leaders with enhanced training, mentorship, and experience they are available to assist students with various needs that may arise and are integral in connecting students with various resources at Iona.

Each club/organization will be assigned to a UPA who will serve as a peer mentor throughout the event planning process. If you do not know who your UPA is, please contact the Office of Student Development.

Utilizing the Office of Student Development (OSD)

Hours of Operation:

The Office of Student Development is open during the academic year Monday-Friday from 8:30am-4:30pm. During the summer months the office closes at 12noon on Friday's. Members of the office are available outside of normal business hours by appointment.

Although walk-in visitors, phone calls and e-mails are always welcomed, we want to ensure we can best serve you. Please plan ahead and schedule an appointment. If you are unable to make an appointment please be respectful and call us to let us know.

The professional administrative members of the office are all minimum masters level practitioners trained in student development theory and practice. Our ultimate role on campus is to foster the growth and development of students and enhance the mission of the College through co-curricular involvement. Ways in which this is accomplished is through club and organization advisement, mentoring, student employee supervision, event planning and advisement, and leadership development.

The Office of Student Development (OSD) offers a variety of leadership and skill development opportunities, including:

- Camp Gael Leadership Retreat
- Leadership Conference
- Presidential Summits
- Student Leader Resource Center (SLRC)
- Who's Who Among Students in American Universities & Colleges
- Omicron Delta Kappa Society (interest group)
- Etc.

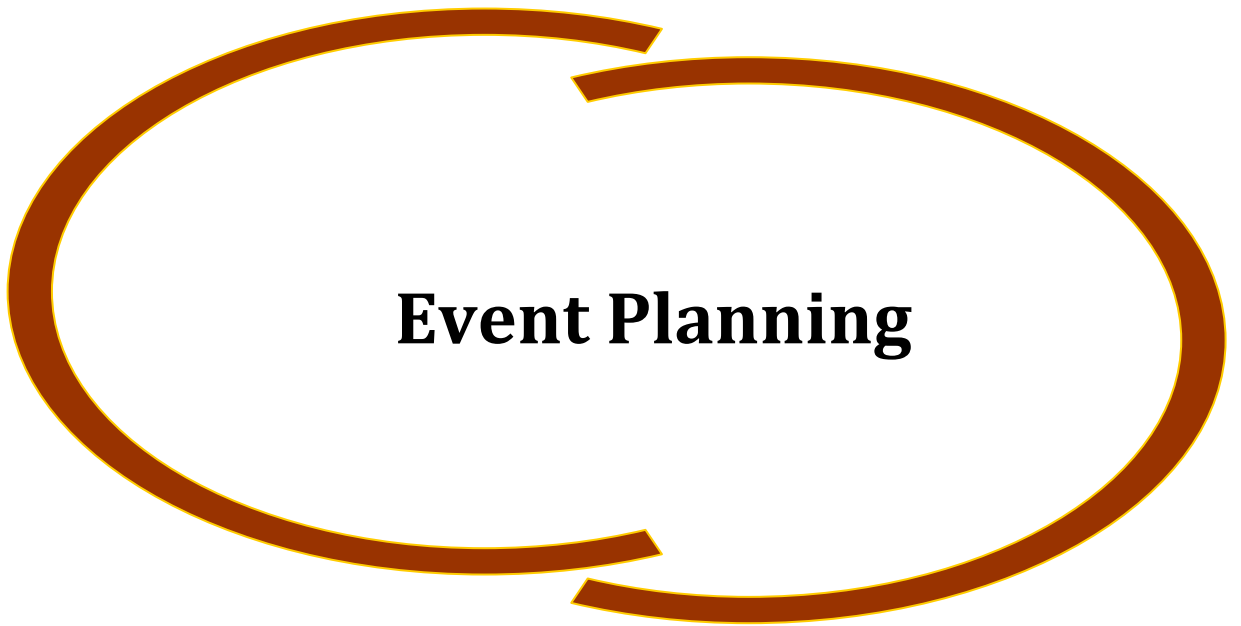
For more information, please visit:

<http://www.iona.edu/studentlife/studentdevelopment/leadership/>

Campus Resources

Many other offices and departments on campus can provide services and assistance to student organizations:

- The **Office of Residential Life** sponsors ongoing programming initiatives in the residence hall communities throughout the year. Resident Assistants are an outstanding resource for program development and promotion in the residence halls. A directory of Residential Life staff members can be accessed at <http://www.iona.edu/studentlife/residentiallife/staff.cfm>, or call their office in the LaPenta Student Union, 633-2336
- The **Center for Campus Ministries** offers a wide variety of programs and projects ranging from community service initiatives to faith and spirituality development programs. A staff directory of the Campus Ministry staff and their projects is available at <http://www.iona.edu/studentlife/ministry/ministers/studentministers.cfm>. Visit Campus Ministries in the LaPenta Student Union or call 633-2632 for additional information.
- The **Gerri Ripp Center for Career Development** staff is available for assistance in programs regarding career and personal development. All students are encouraged to meet with a Career Advisor beginning their freshman year. Call 633-2462 for more information.
- The **Counseling Center** serves as a great resource in educational programming as well as offering advice on how to deal with students and certain situations that may arise. Contact them at 633-2038.
- **Alumni Relations** staff can be utilized to organize guest speakers and developing connections with former organization members. Call 633-2409 to contact the Alumni Relations Office.
- The **Public Relations Office** can promote student events and achievements to the general public. As stated in the Iona College Student Handbook, all external publicity a student organization wishes to conduct must be done with the approval of both the Office of Student Development and Office of Public Relations. Contact the Director of Public Relations at 637-2726 for assistance.
- The **Office of Off Campus Housing** is the resource for those students who live off-campus and those who commute. The Office of Off-Campus Housing serves as the advocate for off-campus and commuter students in the community and on campus, educate off-campus students about Iona's expectations of them as representatives of Iona College in the New Rochelle community, educate residential and non-residential students about transitional issues faced by off-campus students, keep off-campus students connected to the Iona community, build relationships with neighborhood associations and local governing agencies, help build positive relationships between Iona students and the citizens of New Rochelle and provide resources and services to off-campus and commuter students. Contact them at 633-2243.



Event Planning

Purpose of Student Events

Student events are sponsored by clubs/organizations and offices on campus. There are many purposes for events. A few of the reasons are that events allow for students to come together for social, educational, cultural, service, and developmental opportunities. Events at Iona are for Iona College students and employees when applicable.

When student groups host campus events, they should be in accordance with the purpose and mission of the organization and to further enhance the Mission of the College.

Event Planning Overview

- **Organization visioning, planning, discussions**
- **GAB meetings, brainstorming, and discussions**
- **Complete Event Proposal Funding Packet w/club and club advisor**
- **Receive Advisor feedback**
- **Meeting with OSD Advisor & completed form**
- **Go back to group to discuss and change event as necessary**
- **Receive funding allocation**
- **Date of event proposed by GAB based on your requests (attend GAB Calendar Meeting)**
- **Discuss financial and date allocation with group and advisor and seek clarification if there are questions**
- **Meet with your Undergraduate Programming Assistant (UPA) to discuss the event in a timely fashion**
- **Timeline received regarding deadlines for various steps in the event planning process**
- **Student Development will guide you through logistics including Security, Space, Dining Services, Sound, Set-Up, IT, purchases, and artists.**
- **After groups call around for best pricing and availability and performance contract worksheet is received OSD goes into contract**
- **Advertising**
- **If non-Iona attendees are desired the guest request process is followed**
- **Event Occurs 😊😊😊😊**
- **The group debriefs after the event and completed the event summary form together**
- **Post-event meeting between the event organizer and OSD advisor occurs (Event summary forms are handed in here as well as any financial reconciliation)**

Event Planning Process

1) WEEKLY GAB MEETINGS:

GAB representatives of clubs propose ideas for the upcoming semester and have brainstorming discussions at the weekly GAB meetings to seek co-sponsorship, feedback, and opinions of other representatives, general members, and the GAB officers. It is important to bring back ideas and updates to club members and advisors. This should be a two way method of communication.

2) EVENT IDEA & FUNDING MEETING and FORM SUBMISSION DEADLINE:

Fill out your Event and Funding Proposal Packet with your club members and advisor (remember to get their signature and for them to complete the Advisor Feedback section of the form!), schedule a meeting with your OSD advisor, and bring your EVENT and Funding Proposal Packet forms for the upcoming semester. You will be discussing your goals for the event/s and why your group believes it will benefit the college community. You will also propose a listing of desired dates/times/locations/audiences for the event.

You should have a general concept of what budget may be needed to provide a quality program that meets the goals and vision set forth.

Please remember to allow for enough time in case you need to follow-up with club members or edit your form. If there are major concerns and/or changes in the event, the event planner will need to go back to the student group and advisor. If not, paperwork will be collected by OSD and processed at the end of the meeting.

(Event and Funding Proposal Packet Appendix G - color: Yellow/Gold)

3) WITHDRAWAL DEADLINE: Please note there will be a deadline set for all groups to withdraw any Event and Funding Proposal Packets which the group no longer wishes to move forward on in the process for the Fall semester. All withdrawals must be sent to the SGA VP for Finance. If a club fails to withdraw their Request and it is funding but does not go forward there will be repercussions.

4) FEEDBACK ON EVENT & FUNDING PROPOSAL:

Your event concept and funding request will be reviewed by OSD with GAB and Funding Board members as a part of the overall Funding Board allocation process to see if there are suggestions, concerns, and/or areas to further explore as your group goes forward with the event procedures. Please pay careful attention to this section along with the Allocation Form and stipulations listed if and when the event is granted Funding. This feedback is to help you in your planning with your group, advisor, and OSD advisor.

5) FUNDING BOARD MEETS:

The Funding Board then reviews all requests that require funding. The Funding Board is made up of the professional team members of OSD and members of the SGA and GAB executive boards. Allocation letters and packets are then compiled informing you of the amount of funding allocated for your request. Please note that the Funding Board takes into consideration the QUALITY and not necessarily the QUANTITY of the information provided.

6) ALLOCATION PACKETS RETURNED:

Student representatives must pick up their allocation packets from SGA or OSD in a timely manner. Allocation packets are distributed and must be signed for by a member of the organization. If a group does not meet the deadline for picking up the packet then it will be assumed that they are no longer interested in having the event and the money will be returned to the Funding Board. If it was simply a missed deadline you will need to submit a rolling proposal. If your group receives your allocation and determines that you no longer wish to have the event, we ask that they be respectful and inform OSD and/or GAB, SGA so the money may be used for another initiative. Please note since the withdrawal deadline was missed there may be repercussions. Schedule a meeting with your OSD advisor immediately following allocation packet pick-up.

7) GAB CALENDAR:

GAB executive board members and OSD will look at the calendar for the upcoming semester and will tentatively schedule events based on requested dates submitted on the proposal. The proposed calendar will be put forth to GAB representatives at a regularly scheduled meeting. If groups would like to switch dates or make calendar amendments this should be done by representatives speaking with one another and informing GAB and/or their OSD advisor of the change. A venue for the event will also tentatively be reserved by OSD. Please note that due to space availability some dates may need to be changed.

8) PLANNING MEETING & TIMELINE:

After clubs receive their allocation packets club representatives must immediately schedule an event planning meeting with their Student Development advisor. Be mindful of the set deadlines for these meetings to occur and remember that larger events require more advance planning so please keep this in mind.

Your Undergraduate Programming Assistant (UPA) will walk you through the entire event process, however it is important to remember that you are responsible for following deadlines and procedures. All aspects of the event must be completed by the appropriate deadlines to ensure that the event will occur. Deadlines will be set in advance and explained to you in your event advisement meeting (i.e. space reservation confirmed, all vendors in contract through OSD, food, security, facilities, advertising, and follow-up evaluation meeting). **REMEMBER ALL EVENTS SLATED TO OCCUR THE FIRST WEEKS OF SCHOOL MUST BE PLANNED PRIOR TO THE END OF THE SPRING SEMESTER.**

PLEASE NOTE THAT ALL INITIAL EVENT PLANNING MEETINGS AND LOGISTICS (event name, date, time, location) MUST BE FINALIZED PRIOR TO THE LAST DAY OF CLASSES THE PRECEDING SEMESTER OF WHEN THE EVENT WILL OCCUR.

9) EVENT SUMMARY FORM (*Appendix Q bright orange form*):

Post-event reflection, reconcile receipts and funding, discussion of the Event Summary Form and evaluation meeting

Funding Notes. Funding is available from one of three areas:

Entertainment – *This fund is designated for events that benefit the student body with the primary intended goal and outcomes of forging social interaction, community building, and general entertainment*

Diversity – *This fund is designated to support initiatives aimed at raising awareness issues on campus. Some examples of appropriate funding requests include programming for various cultural awareness months, speaker and resources*

Co-Curricular – *This fund is designated to assist groups in supplementing their education through experiences outside of the classroom. Some examples of support include conferences, educational supplies, and contest entries*

Events proposed on weekends and late-evening hours (with weekend consisting of Thursday, Friday, or Saturday nights) as well as events that are co-sponsored by two or more clubs/organizations will be given priority consideration with the option and possibility of increased funding.

Please see the Financial Information of SLRM for more information and guidelines regarding funding

Event Procedures

Please note the Iona College Handbook has additional information. This is to be used as a resource however the College reserves the right to amend at any time.

General Information:

- As always all deadlines for procedures and planning logistics must be adhered to or the event will be cancelled or altered.
- At the door to all events on the Iona campus student organizers from the sponsoring event group will be responsible for working with Campus Safety and Security Officers to enforce the entrance policies.
- Students take responsibility for their guests and understand they may be held accountable for the actions of their guests under the College Code of Conduct.
- THE PURPOSE OF THE EVENT, THE BENEFIT TO THE COLLEGE COMMUNITY, AND THE SAFETY OF OUR STUDENTS ARE THE PRIMARY CONCERNS WITH ALL APPROVALS.

Security:

- All determinations for the level of security officers, supervisors, and police officers needed to adequately staff a college event are made by Campus Safety and Security. At times the cost associated with these staff members is prohibitive and will affect the approval of the event.

Price:

- Members of the Iona community should always receive discounted rates
- Any event open to non-Iona students or employees must charge an adequate cost to help cover the cost per person.

Door Times:

- For each event scheduled Door Opening times, and Door Closing times must be pre-determined and approved. After the stated Door close time no one will be eligible to gain entrance.

Classifications and Event Categories:

- **Concerts**
- **Dance Parties**
- **Dinner Dances**
- **Talent/Variety Shows**
- **Speakers/Lectures/Training Conferences**
- **Charity Type Events**
- **Ceremonies/Award Receptions**
- **Tournaments**
- **Movie Nights**

Event Attendees

Iona Students, Faculty, Staff, Administrators

- Must show Iona ID for entrance

For events that have a desired audience of non-Iona attendees appropriate paperwork and procedures must be followed. The first step is to discuss this with your organization and advisor. Next set up a meeting with your OSD advisor and complete a Request for Events with Guests Form (Appendix N)

Iona Students + Date/Guest

- Once approved and after space capacity is determined and an appropriate number of guests permitted is identified by OSD & CSS, the students may submit a “guest/date” list (Appendix P) a few days prior to the event by specified deadline.
- Iona student must fill out guest/sponsor form taking responsibility for their guest and turn it in with the compiled list. The compiled list will identify the Iona students with their specified guest.
- Depending on the event type guest slips listing the Iona student’s name will be created and at the door the Iona students will show ID. The guest ID will be taken and guest slip will be attached to the ID card.

Iona Students + Multiple Guests

- There may be occasion dependent on event type, location, capacity, hosts (such as plays, dinners, talent shows, and family events) where an allowance may be made for more than one guest per IC student.
- Each Iona student must complete a Guest Responsibility form, and the organization must complete a comprehensive guest list form.
- Specific processes will be determined based on the event but may include but will not be limited to the above.

Events Open to Iona + All College Students

- An event open to College students with ID must be pre-approved with reason. Iona students will show their ID at the door. Non-Iona students IDs will be taken. Police officers most likely will be hired.

Public

- This is an open event. Police are most likely hired.

Note Regarding Off-Campus Guests at Events

Events are for the students, staff and faculty of Iona College. Following the appropriate procedures and with the permission of the Assistant Vice-Provost for Student Development and the Director of Campus Safety and Security, student organizations can sponsor events that permit non-Iona College individuals to attend. If students from other colleges and universities are granted approval to attend they can only do so if they have a valid student ID card. Students can invite other individuals who are not college or university students if the organization submits a guest following appropriate timelines (but no later than at least two business days prior to the event) to the Director of Campus Safety and Security. Events that are granted permission to invite non-Iona College students will require additional Campus Safety Officers and Police Officers as determined by the Director of Campus Safety and Security.

At no time will high school students be permitted to attend events unless a determination is made and they are accompanied by an adult. High school students and student groups may perform at events if they are contracted by the student organization and only after permission is granted by the Assistant Vice-Provost for Student Development.

Public Events

Student Organizations can sponsor events that are open to the public if they receive permission from the Assistant Vice-Provost for Student Development and the Director of Campus Safety and Security. Requests must be submitted at least four weeks prior to the event, however exclusions may apply.

General Regulations for Student Events

These regulations have been designed as general guidelines for events sponsored by student clubs/organizations. These regulations may be modified by the Office of Development based on the nature of the event. Items taken into consideration include the size of the audience, whether the event is open to the general public or not, if the organization has successfully presented the event in the past, etc. Student organizations will be informed of any modified regulations when meeting with an Office of Student Development staff member. **A STUDENT CLUB/ORGANIZATION CANNOT HOST ANY EVENT ON CAMPUS WITHOUT THE CONSENT AND APPROVAL OF THE OFFICE OF STUDENT DEVELOPMENT.**

Space Reservation Process/Procedure for Student Organization's Events

In scheduling events on campus, all students and campus organizations are required to observe the following minimum regulations (Please also consult with the Office of Student Development and GAB for funding and event processes and procedures.):

- Discuss the event with the Assistant Directors of Student Development and the Gaels Activities Board (GAB) to ensure that there will be no conflict of scheduling or repetition of events. Reach out to other organizations of campus that may want to co-sponsor the event with you.
- After final discussions with your club and club advisor, tentatively book the date and time for the event with your Office of Student Development advisor.
- Obtain a SPACE RESERVATION FORM (Appendix R-pink) that will need to be completed.
- Return the completed Space Reservation Form to the Office of Student Development. THIS DOES NOT GUARANTEE THE SPACE OR THE APPROVAL OF THE EVENT. A representative of the organization will be notified regarding space reservation approval.
- Space Reservation Forms must be obtained and the forms completely approved **at least four weeks before the date of the proposed event**, or it may not take place as scheduled.
- The use of all campus facilities for student groups and campus events is coordinated by the Office of Student Development, but each organization should check the availability of each facility with the following offices BEFORE OBTAINING A SPACE RESERVATION FORM:
 - Academic Buildings and Rooms – Student Financial Services/Registrar's Office
 - Athletics Areas - Mulcahy Gym/Hynes Athletics Center Facilities Coordinator
 - Montgomery House and/or Chapel - Campus Ministries
 - Departmental Conference Rooms - Academic Deans
 - Vintanza Commons Dining Hall - Office of Student Development with Facilities Management;
 - Robert V. LaPenta Student Union, and the Gael Club– Office of Student Development
 - Library - Chief Librarian
 - Lounges - Office of Student Development with Facilities Management;
 - Presidential Rooms - Office of the President
 - Residence Halls - Assistant Vice-Provost of Residential Life.

Alcohol Possession and Consumption

The use of alcoholic beverages by students on campus is a privilege granted by the College in accordance with the laws of the State of New York and the rules and regulations of the College. Students and campus organizations are not agents of the College and the College does not endorse, control or supervise the off-campus activities of these individuals or groups.

The following policies have been established to control the use of alcoholic beverages at events:

It is a violation of the College Code of Conduct to fail to comply with the College's regulations and the laws of the State of New York governing the possession, distribution, and consumption of

alcohol. The College Code of Conduct is contained in the Student Handbook.

- Alcohol is not permitted at any athletic event held on or off campus.
- Alcohol is only permitted in upper-class residence hall spaces owned or leased by the College if in strict accordance with the policies of the College and enforced by the Office of Residential Life.
- Events restricted to seniors-only are permitted to request the distribution of alcoholic beverages.
- The sale, distribution or consumption of alcohol is not permitted at any event without the permission of the Vice Provost for Student Development. Alcoholic beverages can only be distributed by the College's Food Service. No bottles or cans can be distributed. All alcoholic beverages must be distributed in cups or glasses. Proofing is required for all events. See the Assistant Vice-Provost of Student Development for specific information. Events that are held during the week must end by midnight and events held on weekend nights must end no later than 1:00 am.
- All campus events sponsored by student groups, at which alcohol will be served must be registered by submitting a completed Space Reservation Form to the Office of Student Development and by making an appointment with the Assistant Vice-Provost of Student Development. The Assistant Vice-Provost will evaluate requests for events involving alcohol, based on the requirements of New York law and College policies and procedures.
- Advertising for events at which alcoholic beverages will be consumed must comply with the publicity procedures contained in the Student Handbook, whether the event is held on or off campus. No off-campus advertisement is permitted.
- Alcoholic beverages may only be served on campus by the College Food Service. Students are not permitted to purchase or receive beer, wine, wine coolers or liquor from any outside vendor or person, and bring this product to a campus event.
- A reasonable quantity of non-alcoholic beverages must be available from the same location as alcoholic beverages. A variety of food and snacks must also be available for the duration of an event. Quantities of food will be in direct relationship to the number of individuals attending the event and the length of the event. Quantities of food will be determined by the Food Service Director and approved by the Assistant Vice-Provost of Student Development.
- Only seniors over 21 years of age may consume alcoholic beverages at senior only events at which alcohol is served. Seniors under the age of 21 will be permitted to attend senior only events, but will not be permitted to consume alcoholic beverages. All students must have a valid College ID card and proof of age to gain admittance, and the College Food Service reserves the right to request a second form of photographic identification when it is deemed necessary.
- It is required that a member of the Department of Campus Safety and Security be present in the room during the event.
- Alcoholic beverages may not be brought into or removed from the immediate area in which a College-sponsored event is occurring.

- The service of alcohol must be terminated at least one-half hour prior to the conclusion of the event. No event at which alcohol is served may exceed four hours and the event must end no later than 1:00 am.
- “Bring your own bottle” (BYOB) affairs are not permitted at anytime. “All you can drink” parties and events for which the admission charge includes the unlimited availability of alcohol are prohibited.
- Alcoholic beverages will be distributed according to the following procedure:
 - Over 21 Senior wristbands will contain four tickets;
 - Each ticket is for one drink, with a total of up to 4 drinks per event, depending on the length of the event and other relevant circumstances;
 - Seniors under the age of 21 will have a different color wristband without attached tickets.

Smoking

In accordance with the regulations established by the Fire Department and the Board of Health, smoking is NOT PERMITTED in any building. It is most important for all members of the community to obey the regulations and respect the rights and the health of non-smokers. In permitted outdoor areas, it is expected that littering will be avoided through the maximum use of the receptacles provided.

Agreements Entered into by Students and/or Campus Organizations

Student representatives of student clubs/organizations are NOT permitted to enter into ANY verbal or written contractual agreements. Clubs/organizations must contact the Office of Student Development if a contractual agreement needs to be entered into.

Students and/or campus organizations of the College will occasionally enter into agreements with vendors and other parties in connection with activities that are sponsored by such students or campus organizations and are held either on or off the College campus. The College is not, and shall not be deemed to be a party to such an agreement, and the College is not responsible, and shall not be deemed to be responsible, for fulfilling or performing any of the provisions of such an agreement. Any student or campus organization that enters into an agreement with a vendor or other party in connection with an activity to be sponsored by such student or campus organization, either on or off the College campus, shall provide the vendor or other party with a copy of the “Campus Policies and Procedures” section of the Student Handbook, and shall include in the agreement with such vendor or other party the following language:

“(Name of vendor or other party) acknowledges that Iona College is not and shall not be deemed to be a party to this agreement; Iona College shall not be responsible, or deemed to be responsible, for fulfilling or performing any of the provisions of this agreement in any manner; and Iona College shall have no liability under this agreement.”

If any student or campus organization shall enter into an agreement with a vendor or other party that does not contain the provision required by the preceding paragraph, the student or campus

organization and the representatives of such student or campus organization who entered into such an agreement, shall be deemed to have violated the College Code of Conduct.

The College reserves as its sole discretion the right to execute any agreement on behalf of an officially-sponsored campus organization. ***Student organizations must contact the Office of Student Development before entering any contractual agreement.***

Furthermore, no form or selling of private business is permitted on campus without specific authorization by the Assistant Vice-Provost of Student Development or his/her designee. Requests are to be submitted to the Assistant Vice-Provost for referral to the appropriate administrative authorities of the College.

If a student group would like to work with an artist for a student event they need to fill out a **Performance Contract Worksheet (Appendix L)**. It is important to note that this worksheet is used to gather information only, and only employees of the Office of Student Development may request contract. The Vice-President for Finance and Administration of the College is the **ONLY** person at Iona permitted to sign contracts when money will be exchanging hands.



Financial Information

Allocation Eligibility

Only recognized student organizations are eligible to receive funding from Student Development or SGA. Student organizations must meet the following requirements to receive funding from Student Development or the SGA:

- Be a recognized student organization in good standing;
- Request funding on the appropriate forms distributed by the SGA, GAB and the Office of Student Development;
- All forms must be filled out completely and all supporting materials must be attached prior to being submitted. Uncompleted forms may risk inadequate funding;
- Meet the deadlines for allocation requests;

Follow all financial procedures set forth by the SGA, GAB and the Office of Student Development.

Once granted, allocations can be frozen at any time at the discretion of the Assistant Vice-Provost of Student Development. An organization's failure to maintain good standing will automatically result in funds being revoked and placed back into the general budget.

Procedures for Allocated Funds

- All spending must be pre-approved by the SGA Vice President for Finance, Assistant Directors of Student Development, Funding Board, and/or Assistant Vice-Provost of Student Development prior to the event in which funding is being used.
- Reimbursements will not be granted for spending that was made without prior approval by the Office of Student Development, or that does not meet the requirements for allocated funds.
- Allocations are to be used solely for student activities and events that are open to the entire student population of Iona College.
- All allocated monies **MUST** be used for the purposes of which it was awarded.
- Allocations are **NOT** to be used for lunch/dinner meetings or private club parties (i.e. – end of the semester parties only for club members). *Clubs are encouraged to fundraise for these occurrences.*
- Allocations are **NOT** to be used for purchasing clothing or other personal items for club members (some exceptions may apply as with Sports Clubs). *Clubs are encouraged to fundraise for these occurrences.*

To better serve the needs of the student body and in fairness to the large number of student organizations on campus, the following are the different budgets from which funding can be allocated(*please see guidelines for financial procedures for more detailed information*).

ENTERTAINMENT- This fund is designated for events that benefit the student body with the primary intended goals and outcomes of forging social interaction, community building, and general entertainment.

DIVERSITY- This fund is designated to support initiatives aimed at raising awareness issues on campus. Some examples of appropriate funding requests include programming for various cultural awareness months, speakers, and resources.

CO-CURRICULAR-This fund is designated to assist groups in supplementing their education through experiences outside of the classroom. Some examples of support include conferences, educational supplies, and contest entries.

Procedures for Funding Requests

Once a semester student organizations in good standing will be eligible to submit an Event Proposal and Funding Request packet, in addition to Non-Event Funding Requests, by specified dates, for allocations for the following semester. These requests are submitted to the funding board made up of professional staff members of the Office of Student Development, and selected executive board members of the Student Government Association and the Gaels Activities Board. All groups must follow the appropriate event planning guidelines for funding for events and as a step in this process must meet with an Assistant Director of Student Development to review events and financial requests. For more information regarding the event process please refer to the Event Planning section of SLRM.

The Assistant Vice-Provost of Student Development (Budget Manager), in addition to the advisor/s of the group, receives final copies of Funding Board allocations for events which will serve as a guideline in the group's expenditures. Immediately following notification of funding approval for the proposed event, club representatives MUST meet with an Assistant Director of Student Development to begin the event planning process.

Rolling Allocation Funding Requests

Due to the facts of life there are often times when emergency money is needed to fund an event for a topic that is in the news or a necessity because of varying factors, equipment that will break down, or a trip that needs to be taken. To be proactive in preparing for these infrequent occurrences there will also be rolling "Rolling Allocation Funding".

There are forms that will be filled out with your OSD advisor dependent on the type of request.

Rolling Funding for Events: Event and Funding Request Packet

Supplies/Materials: Supply/Material Order Request Form and/or Non-Event Funding Form

Conferences: Travel Authorization and Request for Non-Event Funding Form

Please give the Funding Board as much advance notice as possible in the event an emergency meeting of the Funding Board needs to be held. All Funding approvals are left to the discretion of the Budget Manager/Assistant Vice Provost for Student Development.

Annual Budgets

Some organizations are able to request annual budgets to assist in the functions of their group. These allocations are for the day to day operations needed to keep them in existence. Although organizations may be given an annual budget the Office of Student Development through the Budget Manager/Assistant Vice Provost for Student Development reserves the right to make budget cuts and transfers at any time. All purchases and expenses must be approved.

Guidelines for Financial Procedures

Funding Periods

Fall Semester: March/April

Spring Semester: October/November

Incentives:

Additional funding consideration will be considered for event program proposals that also meet the following criteria:

Late Night & Weekend Programming: For events to be held on-campus on Thursday, Friday, or Saturday evenings with the purpose of promoting healthy and safe late night and weekend alternatives. Typically the time frames for these events are from 8pm-midnight or 9pm-1am. Later times may be requested as well.

Co-Sponsorship: For events to be officially co-sponsored by two or more student organizations with the purpose to further develop and foster inter-club relations.

For more information please contact the Student Government Association, the Gaels Activities Board, or the Office of Student Development.

Procedures for Using Allocations & Requesting Cash Advances

Important Note: Iona College negotiates many deals with vendors for reduced rates. Additionally we are a tax-exempt organization. For these reasons all purchases for clubs/organizations and events should be made through the College (Purchasing Department, PC Acquisitions, Accounts Payable). A member of the Office of Student Development will need to assist you in this process. Please note that sometimes these procedures take more time than simply going to a store and buying something so **PLAN IN ADVANCE**. It is well worth it as you will get more for your money!!!

- Organizations **MUST** request cash advances from their allocations at least **1 Month** prior to the event in which funding is needed – there are **NO EXCEPTIONS**.
- When requesting a cash advance you must provide your full name and address as it appears on a driver's license and your social security number. You will receive a check that must be cashed to use your allocations.
- All original receipts **MUST** be saved to reconcile your cash advance. When reconciling the advance, bring the cash advance form with all original receipts and any change to the Office of Student Development. Photocopied receipts are not acceptable; only original receipts can be turned in to reconcile an advance.
- All receipts, of which students have used their own personal funds and need to be reimbursed, will only be accepted and granted up to **TWO WEEKS** after the date of the event. Photocopied receipts are not acceptable; only original receipts can be turned in for reimbursement.
- Funds cannot be requested for other events unless outstanding funds have been reconciled.
- All contracts, invoices, or other statements **MUST** be submitted **BEFORE** the event in order to receive payment on time. Additionally, all contracts must be reviewed by the Assistant Vice Provost of Student Development prior to signing and **ONLY** the VP for Finance of the College can sign a contract. **STUDENTS ARE NOT AUTHORIZED TO SIGN CONTRACTS OR ENTER INTO VERBAL AGREEMENTS.**
- When using allocations to pay for an event in which a fee is charged to attend the event, the organization **MUST** deposit the entire amount they collect at the event to the Office of Student Development directly after the event. The total amount of the allocation will be deducted from the total collected to cover the cost. The remaining funds will remain in the organizations account. These funds may be kept by the student organization as a profit to the organization, not to an individual.
- When purchasing T-shirts or any other item for sale, the money collected for the cost of the item/s must be deposited back into the organizations budget to recover the cost for production. Funds generated after that amount may be kept by the student organization as a profit to the organization, not to an individual. Organization or Iona t-shirts must be ordered following appropriate procedures through the Office of Student Development.

Additional Financial Information:

Forms

- All funds should be spent through the Office of Student Development using proper forms
 - Order Request Form (Yellow)
 - Petty Cash (Lime Green)
 - Check Requests (Light Blue)

All Purchases Must be Approved by the Office of Student Development Prior to Occurring. Failure to do so may result in not being reimbursed for full amount spent, if any at all

Reimbursements

- Used when personal funds are used to pay for items and purchase was pre-approved
- TAX CAN NOT BE REFUNDED, so a tax exempt form must be obtained through the Office of Student Development prior to making the purchase
- Should be avoided when possible by planning ahead
- Must be under \$100, All amounts over \$100 will require a check request which can take 2-3 weeks to process
- **All Purchases Must be Approved by the Office of Student Development Prior to Occurring. Failure to do so may result in not being reimbursed for full amount spent, if any at all**

Deposits and Club/Organizational Funds

All funds raised by organization must be turned into the Office of Student Development in order to safeguard the monies. Deposits should be made as soon as money is collected and should not leave the campus until it has been deposited and recorded safely and accurately following an event or collection.

The funds are held in the organization's account to be spent using proper purchasing procedures

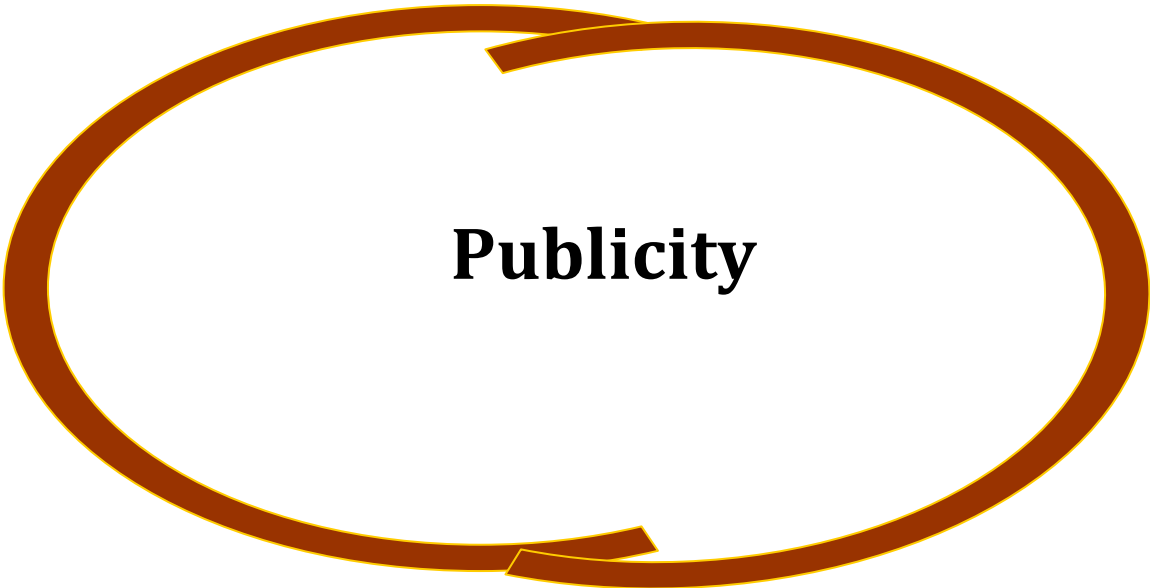
Funds can be used for club functions such as food for meetings, t-shirts, giveaways, and other functions.

Funds may not be used to pay for off campus functions (please keep in mind that organizations are not permitted to hold un-sanctioned off campus events and may face organizational sanctions if events are occurring off campus)

Individual organization funds can be rolled over from the Fall to Spring Semester. However the end of the College fiscal year is June 30 and ALL college funds including all of the accounts through the Office of Student Development are closed meaning that clubs may not "roll over" funds from academic years.

Fundraising Procedures

- Permission for all fundraising activities must be approved by the Assistant Directors or Director of Student Development at least 2 WEEKS in advance, and will only be granted to recognized student groups in good standing.
- A Fundraising Approval Form (bright pink- Appendix M) must be completed.
- All funds raised should be used to benefit the educational and/or recreational opportunities for recognized student groups on campus; or as philanthropies to benefit a legitimate charitable organization.
- All publicity for fundraising activities must state what the purpose for the activity is and what group or organization the funds are being collected for.
- Prior to fundraising lead your group in a discussion of why you are raising money? What will be done with it? What are creative ways to meet your goal? Devise a plan and have the approval for the plan.
- Once Fundraisers have been approved, in writing, Students must follow up with the Office of Student Development to arrange for specifics of your event: table reservation, room reservation, etc.
- Additionally, students MUST come to OSD and update the form upon the completion of the fundraiser.
- At this time all money should be deposited for safe keeping until a check request or purchase requisition is completed in order to spend the funds. Money may be deposited with a staff member and the student receives a receipt, a notation is also made on the Fundraising form.
- At this time all money should be deposited for safe keeping until a check request or purchase requisition is completed in order to spend the funds
- Remember the names of all prize recipients for raffles must be obtained to complete the form.
- No new fundraising will be approved until forms are completed. Groups also may not use the funds collected until all information is received.
- Thank you to adhering to these regulations as we are required to collect and maintain this information.



Publicity

Procedures and Regulations

The following guidelines have been established for publicity efforts conducted by student organizations. The Assistant Vice-Provost or the Vice Provost of Student Development may impose disciplinary sanctions against individuals and/or campus organizations that violate the following procedures or who alter any publicity after it has been approved:

- All publicity material, whether printed on or off campus, **MUST** be approved as to form by the Assistant Vice-Provost of Student Development or his/her designee before it is distributed or posted. This includes, but is not limited to, chance books, flyers, posters and public address announcements. No banners or sheets may be displayed on campus due to safety regulations.
- All approved flyers and posters **MUST** have an official stamp of approval from the Office of Student Development before distribution and/or posting.
- No approval will be given to publicity for events or activities that will take place off campus.
- No approval will be given to publicity that encourages alcohol use, places emphasis on the quantity or frequency of use, reduced prices of alcoholic beverages or the free distribution of it.
- No approval will be given to narrative or artwork which depicts the use of alcohol or drugs; or which is lewd, licentious, racist, sexist, biased or in poor taste.
- Outside organizations, not affiliated with the College, may not advertise on campus without the permission of the Assistant Vice-Provost of Student Development or his/her designee.
- No organization or individual may post more than one flyer on any one bulletin board. Flyers may not be distributed by being placed on vehicles or posted in any area except on the following bulletin boards:
 - LaPenta Student Union
 - Spellman Hall - Vintanza Dining Commons;
 - Doorley Hall, first floor near the main door;
 - Doorley Lounge;
 - Ryan Library- in the Café area following approval of the main library desk;
 - Mulcahy Campus Events Center/Hynes Athletics Center, only in accordance with the policies established by the Department of Athletics; and
 - Residence Halls, only in accordance with the policies established by the Office of Residential Life.
- All requests to have an event posted on the electronic message board must be submitted **TWO WEEKS PRIOR TO THE EVENT** through the Message Board Request form, located on the Student Activities Web site. Only student events and activities will be posted at the discretion of the Office of Student Development. Messages regarding individual meetings or recruitment announcements will not be posted.
- Posters can be printed for a fee per poster in The Office of Student Development for certain student events and activities, at the discretion of the Office of Student Development. Limited space on campus prohibits posters from being used for all events.

- The Information Technology Resource Center will duplicate organizational business material at prevailing rates. Materials must be submitted AT LEAST three working days in advance. Organizations must pay for this service when the work is picked up.
- If students plan to post or distribute publicity at other colleges, they must obtain permission from the appropriate college official at that particular college or university.
- Students or student organizations are NOT authorized to independently publish news of their events and/or campus life to the outside press – there are no exceptions. Students and student organizations must secure permission from the Office of Student Development before giving out written material (with the exception of official College publications); granting interviews about the College; discussing information about student activities or student opinion; speaking or performing in any public medium or at any public function off campus as Iona College students; permitting photographers to photograph individuals or groups on campus for newspaper or television use; making business arrangements for commercial advertising which involves the name of the College; and using the name of the College or the College seal.

If you wish to, or are approached about sharing information with the public, you are expected to do so through the Office of Student Development in conjunction with the Director of Public Relations.

Ways to Publicize.....

Iona offers a wide range of advertising options for your student organization. Many advertising methods are free and all are low cost:

The Ionian (Newspaper): Offers Advertising Space to all students and organizations. Student Organizations can also submit information for inclusion in the Campus Clipboard section of the newspaper. Call (914) 633-2370 for more information, or e-mail at Ionian@iona.edu

WICR Radio: Any advertising submitted by a campus organization will be aired as long as your promotional ideas are approved and submitted one week prior to airtime. For more information, call (914) 633-2369.

Electronic Message Board: Available free of charge. Complete an Electronic Sign Board form available in the Office of Student Development, and office website. The form must be completed two weeks prior to the date you wish the message to appear. All requests must be in writing on the appropriate form; no phone requests will be taken. Messages should be as brief and concise as possible.

ICTV: Contact ICTV for information on how your club or organization can get information on ICTV.

Promotional Tables: Vintanza Commons, LaPenta Student Union, and Parents Plaza- There is an opportunity for student clubs/organizations may reserve a table during mealtimes to advertise events or sell tickets to events. It is located next to the entrance to the student dining area. The table must be reserved through the Office of Development at least two weeks in advance. Call (914) 633-2360 for more details. All other appropriate procedures (i.e. ticket sales processes must be followed).

Table Tents: Student Organizations may place one table tent on each dining room table in the Student Center and the Dining Halls to advertise an on-campus event. Items must be approved by Student Development and must be removed by the organization immediately following the event. For more information, call (914) 633-2360.

The GAB Publicity Chair, Public Relations Student Society of America (PRSSA), Advertising and Marketing Clubs are available to assist with the design of publicity and campaigns for student groups and events.

This Week at Iona: E-mail an explanation/advertisement for your event or meeting to be included in the weekly e-mail to the Iona community. Your request must be e-mailed to the Office of Student Development by 4pm on Wednesdays to be included the following week. Please include the following information; title of event, date, time, location and a short blurb about the event.

Websites

As a part of the Office of Student Development website, each club and student organization is given a website. You can create or update your club or organization's current website according to the following guidelines:

All website updates must be submitted as a **word document**. Please set up the word document to reflect how you would like **your webpage to look**. Please be aware that there is a template that all organizations must follow (you can visit your current page to see how those pages look).

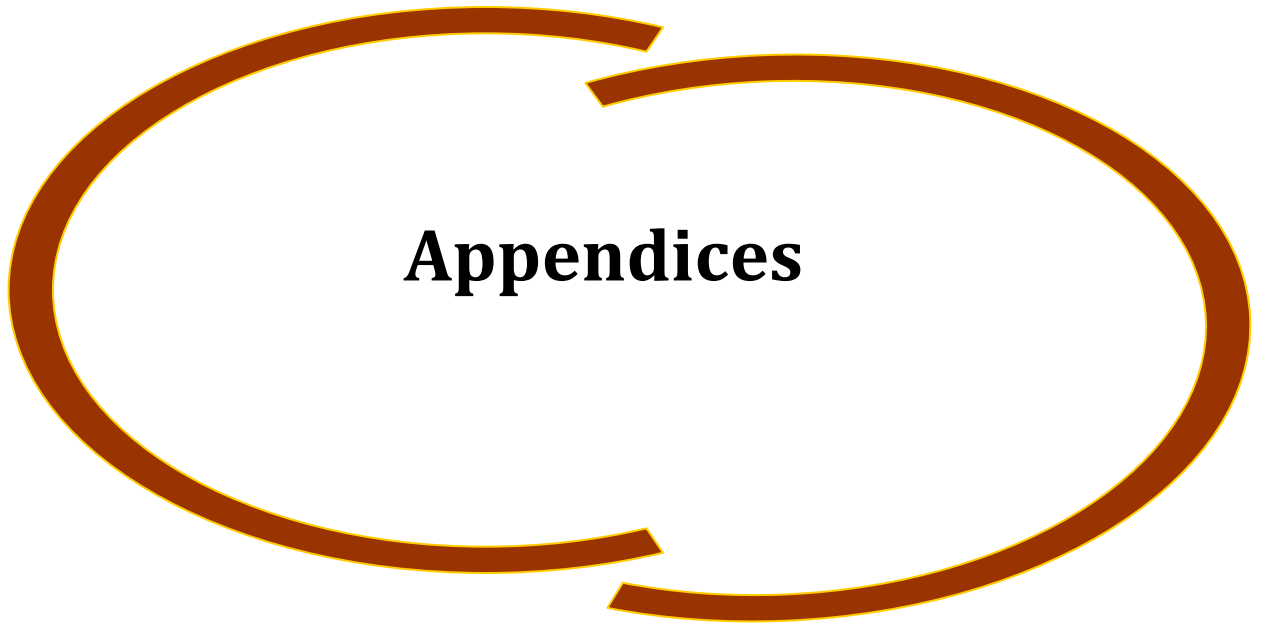
If you wish to include pictures on your webpage, each picture should be **attached as separate files** in a jpeg or gif format. For images to appear in good quality on the webpage, we need the original files! Please do not right click and save a picture from the internet, as these come up blurry and grainy on the website.

Suggested information to include on your webpage:

- Mission and purpose of your organization
- Meeting times (include information about whether or not meetings are open meetings or closed to membership only)
- Members of your organization
 - Executive Board
 - Current general members
 - Alumni
- Events; participated in, hosted, annual, or future ideas
- Awards or Recognitions that you have received in the past
- Pictures if possible of members or events. Please make sure these pictures are appropriate and represent your organization in a positive manner.
- Contact Information (this can be anyone who is responsible for correspondence, or most groups refer interested parties to the President/Chair)
- Are you a national organization? You may want to place information and a link to that website here.
- Any other information that you wish to include!

To visit the Club/Organization website:

Go to <http://www.iona.edu/studentlife/studentdevelopment/clubs/>



Appendices

NEW STUDENT CLUB RECOGNITION CHECKLIST

In order for a student club to gain Iona College recognition the following steps must be completed in the correct order and in its entirety. It is the responsibility of the interest group to ensure that the proper steps have been taken.

Checklist will not be deemed valid unless completed in its entirety with the proper notations and signatures.

Please note: *Due to the nature of the interest group there might be additional steps in the process (ie., Sports Clubs). The below steps are a guideline, however, each student club is recognized on a case-by-case basis in accordance with the policies of Iona College.*

Name of Interest Group: _____
 Contact Name: _____
 Contact E-mail: _____ Contact Number: _____

Please
initial
when
complete

Advisor to Club: Name _____ Number: _____ E-Mail: _____
 Advisor Signature: _____ Date: _____

- Representative meets with the Office of Student Development Date _____
- Representative Meets with the SGA Vice-President Date _____
- Interest group is able to hold 2 informational meetings* at the discretion of the Office of Student Development [OSD] (proper approval form required)
 - Interest Meeting #1 _____
 - Interest Meeting #2 _____

*these meetings are strongly encouraged to gain members, however are not mandatory

- Interest group must submit a constitution and club roster
 - Constitution submitted to O.S.D. Date _____
 - Interested Student Roster submitted to O.S.D. Date _____

Constitution reviewed by the Office of Student Development Date _____

Constitution approved by the Vice-President of the Student Government Association Date _____

Motion for recognition brought forth to the SGA Legislature Date _____

- SGA decision
 - Recognition granted
 - Recognition denied
 - Ratification of Club constitution needed
- Other notations

Upon approval, a copy of the final constitution* and roster must be received by

- Office of Student Development Date _____
- SGA Recording Secretary Date _____

* Please do this in both written form and on disk.

Club members must meet with a representative of SGA and _____ Date _____
 the Office of Student Development to discuss procedures for maintaining a student organization and receipt of benefits associated with it (receipt of mailbox, locker, copy code, etc.)

Completed checklist must be returned to the Office of Student Development. Date _____

****Please place additional notes on the back of this paper****

Questions? Contact: The Office of Student Development at 914-633-2360 or the Student Government Association (SGA) at 914-633- 2186 both offices are located in the LaPenta Student Union

Club/Organization Checklist for Good Standing and Recognition Student Government Association and the Office of Student Development

For complete details, please refer to *Student Leader Resource Manual* under *Student Organizations* or contact us. Additionally the *Student Handbook* contains detailed information regarding campus policies. Please remember that failure to comply with the necessary requirements may result in loss of recognition and the associated penalties. In addition all organizations must maintain a minimum of five Iona College students as active members serving as the executive board.

Fall Semester:

- Completed and updated roster
- Fall Leadership Trainings
- On-campus Event (following event planning guidelines and completed Event Summary Form)
- 2 Community Service Projects (with accompanying documentation – must register in Campus Ministries)
- Attendance at SGA meetings
- Attendance at GAB meetings

Spring Semester:

- Completed and updated roster
- Spring Leadership Trainings
- On-campus Event (following event planning guidelines and completed Event Summary Form)
- 2 Community Service Projects (with accompanying documentation – must register in Campus Ministries)
- Transition Workshop attendance
- Summary Report/End of Year Report
- Attendance at SGA meetings
- Attendance at GAB meetings
- Summer Contact Form for newly elected leaders
- Camp Gael Registration and attendance

Strongly suggested:

- Advisor communication with members of the Office of Student Development
- Frequent mailbox pick-up
- Fundraising Activities

In addition to the above mentioned responsibilities please note that some organizations (i.e., Fraternities and sororities may have additional recognition requirements). Additionally we encourage all groups to support one another and co-sponsor and attend campus events. For more information please contact the SGA at 914-633-2367 or the Office of Student Development at 914-633-2360.

For Office Use:

Academic Year: _____

Other: _____

Format for Constitutions

NAME OF CLUB/ORGANIZATION
DATE SUBMITTED

PREAMBLE

(Scope, purpose, objectives, goals of club, mission of the organization, and how the group fulfills the mission of the college)

ARTICLE I

“The name of this organization shall be _____; hereafter it may be referred to as _____.

ARTICLE II

Section A. Membership must be open to all currently enrolled students at the College, and any faculty, staff or administrative member at the College.

Section B. No discrimination on the basis of “race, gender, creed, color, national origin, sexual orientation, physical capability, or religious affiliation.”

Section C. “All student members must maintain a ____ GPA and good standing according to the Iona College Code of Conduct.” *(Please note a minimum GPA of 2.0 is required to remain involved in co-curricular life.)*

Section D. Qualifications unique to organization.

Section E. Voting members (define term).

ARTICLE III – Meetings

Section A. General frequency.

Section B. Quorum (define term and when it’s used).

ARTICLE IV – Executive Board

Section A. Position and duties

Section B. Qualifications

Section C. Vacancies

ARTICLE V – Elections

Section A. When they are held

Section B. Procedures

ARTICLE VI – Impeachment

Section A. Grounds for impeachment

Section B. Any member of the organization as the power to initiate impeachment proceedings. The member in question has the right to be notified of the charges against him/her and be presented with the opportunity to respond.

ARTICLE VII – Succession

Section A. If the presidency falls vacant, the vice-president fills the post.

Section B. All other vacancies are filled by the election process.

ARTICLE VIII – Amendments

Section A. Procedures

Section B. “The proposed amendment is then ratified after it is given approval by the Student Government Association.”

***Please include the date of when the constitution was approved. Any revised copies should also include the date of when they were approved.**

****These are only the minimum requirements for all club constitutions.**

Iona College Student Organization Roster Form

Date _____ Semester/Year _____

Name of Organization _____

Please list the information of your five executive board members. If there are additional list on back.

President/ Name: _____

Phone _____ **ID #** _____

Campus/ Home Address _____

E-Mail _____ **Class Standing** _____

President **MUST** attend weekly **SGA** meetings. If unable to attend please list temporary representative.

Name _____ **ID#** _____

Vice President/ Name: _____

Phone _____ **ID #** _____

Campus/ Home Address _____

E-Mail _____ **Class Standing** _____

The VP or other executive board member responsible for programming should be attending weekly **GAB** meetings. Please list who that representative will be.

Name _____ **ID#** _____

Secretary/ Name: _____

Phone _____ **ID #** _____

Campus/ Home Address _____

E-Mail _____ **Class Standing** _____

Treasurer/ Name: _____

Phone _____ **ID #** _____

Campus/ Home Address _____

E-Mail _____ **Class Standing** _____

_____/Name: _____

Phone _____ **ID #** _____

Campus/ Home Address _____

E-Mail _____ **Class Standing** _____

Fraternities and Sororities:

Presidents must attend weekly CGG meetings along with one appointed representative:

Name _____ **ID#** _____

ADVISOR: Must be a full time member of the faculty, staff or administration and approved by OSD.

College Advisor Name _____

Department _____

Office Phone _____ Home/ Cell Phone _____

E-Mail _____

Total Membership (APPROXIMATELY) _____

(President's Signature) (Advisor's Signature)

(PLEASE COMPLETE ON REVERSE SIDE)

Workshop in a Box

Purpose: To create a vast library of peer created resources that will assist organizations and student leaders to grow as well as foster their leadership skills. This will also enable further organizational and group development.

What: *Workshop in a Box* is a presentation or activity that is ready made. The steps listed below will assist your organization in the creation process:

On a sheet of paper compile the following:

- **Name of Program:** Come up with a creative title for your presentation or activity.
- **Compiled by:** Who made it? The name of the group or organization! Be proud of your work!
- **Goals/Objectives:** What you hope to get out of this workshop, the reason you're doing it!
- **Materials:** What resources you will need to do it? The Office of Student Development will help with materials for the actual box itself.
- **Instructions:** How to do your workshop. A clear, concise way to go through it so as to assist groups in executing your workshop.
- **Facilitator Questions:** Questions for the Facilitator to ask to get the group. Why was the activity important? What was learned? What was reviewed?
- **Conclusion:** Reflection of Goals/Objectives. What objectives were met? How can this benefit your organization?
- **Evaluations/Handouts/Appendices:** This is for participants to fill out so facilitator can see what they took away from the program. Include an evaluation to see how others could improve this. Also, include any hand outs that will reinforce what you are trying to accomplish, and a list of references so people can get more info.

How do I do a Workshop in a Box?

Through the use of online research, The Office of Student Development, and other departments on campus, organizations may compile great resources and ideas for creating a workshop. Also don't be afraid to see what other colleges are doing. Do the research to make this credible! Just make sure to include a list of sources you used so others can go back and verify the data is correct.

Possibilities: When choosing a Broad Topic, consider what you do well and what do you need to work on and choose a topic based on that.

Intro to Leadership	Group Dynamics	Team Building
Diversity	Time Mgmt.	Stress Mgmt.
General Leadership	Advertising	Public Relations
Event Planning	Motivation	Recruitment
Retention	Fundraising	Community Service

If you have any questions or need more information Don't Hesitate to Contact
The Office of Student Development or The SGA E-Board

*******Don't Forget To Think OUTSIDE The Box!!!!!!*******

Appendix F

Office of Student Development
Student Organization Ticket Sales Contract

Date of Contract:
Name of Organization:
Organization Contact:
Phone #: E-Mail Address:
Name of Event:
Date(s) of Event: Time: Location:
Ticket Sales Start Date: Stop Date:
Ticket Price: with Iona ID
Ticket Price: with college ID (if approved)
Ticket Price: Public (if approved)
Special Arrangements:

Contract Approval:

Advisor: Date:
Assistant Vice Provost of Student Development Date:

OFFICE USE:

1st Ticket No.: Last Ticket No.: Total No.:

Revenue

of Tickets Sold in OSD:
of Tickets sold at Door:
Total Proceeds: \$
Ticket Sales Charge: \$
Total Transfer: \$

Ticket Sales Policy:

- All registered student organizations MUST sell tickets through the Office of Student Development for registered events.
Do not advertise that tickets will be on sale in the OSD until you have provided the OSD with tickets, policies, and a description of the event.
The OSD staff will check for Iona ID prior to the sale of tickets unless otherwise instructed on the contract.
The Office of Student Development reserves the right to reject requests for ticket sales or stop selling tickets for a particular event.
The ticket sales must be reconciled 24 hours after the ticket sales end date.
Any questions should be directed to the Office of Student Development staff at 914.633.2360.



Office of Student Development
EVENT AND FUNDING PACKET REQUEST



This packet is to be submitted for approval for funding for events and/or event approval.

Instructions: Complete this packet with your club members and advisor (remember to get their signature and feedback!), schedule a meeting with your OSD advisor, and bring the completed packet for the upcoming semester. This packet is submitted to OSD at the end of this meeting. Please remember to allow for enough time in case you need to follow-up with club members or edit your form.

Club/Organization Name _____ Meeting Date: _____

Event Programmer Name: _____ Email: _____ Phone _____

Desired Name of the Program _____

Proposed Location _____ Anticipated Attendance _____ Tentative Time: _____ - _____

Date Requests: 1st choice: _____ 2nd Choice: _____ 3rd Choice: _____

Is there a date/time necessary for this event? If so why? (Noon/Night/Day long/Weekend/Mid-Week/etc)

Please be detailed. Please attach additional sheets as needed. Remember QUALITY not QUANTITY is important.

1. What is the program? Please explain.
2. What are the Goals of Program:
3. How does this program fulfill the mission of your group?
4. What does your organization hope to gain/learn from planning this event?
5. How will this event benefit the campus community?
6. Is this an annual event? Please circle: No Yes for _____ years. Why do you continue to hold this event?
7. Based on descriptions in SLRM is this event for: (Please circle:) entertainment, co-curricular, or diversity

8. Who is your intended audience (circle all that apply)? [note this will need to be approved by OSD&CSS]
Student Body Faculty/Staff Registrants College Students Public

REQUEST FOR FUNDING

Provide cost estimates and reasoning.

TOTAL AMOUNT REQUESTED (total expenses), \$ _____



EXPENSES:

What entertainment will be at the event? Will there be an outside performer? A DJ from WICR? A member of your group? How much will this person charge?

Estimated Cost: \$ _____

Are there travel fees for your artist? Any expenses from the rider (i.e., special food, towels)? Is a hotel needed?

Estimated Cost: \$ _____

What are you ordering from the Campus Dining Services menu and how does it fit into your event (Chartwells)? Are the refreshments going to be donated? (note: OSD & Chartwells need to approve in advance and appropriate Fundraising form to be completed)

Estimated Cost: \$ _____

How will your club advertise this event? Color Copies (\$0.07)? Ionian Ad? ICTV Commercial? Outside Advertisements? Creative ideas? Large posters from OSD (the first 3 are free additional are \$5)?

Estimated Cost: \$ _____

Work closely with OSD advisor to decide whether your event needs security. One guard for 4 hours? (\$72) (If the event is approved to be opened to outside guests more than one guard will be needed). Police officer? Outside Security company?

Estimated Cost: \$ _____

When is the event taking place, are there overtime charges for set-up and custodial crews? Are there special rental fees for staging, tables, etc.?

Estimated Cost: \$ _____

Are there decorations? Are you planning on using supplies through OSD? Any specific supplies needed for your event?

Estimated Cost: \$_____

Does this event require any tickets or transportation to be purchased by the college? If group rates are available what is the minimum group size and how far in advance must tickets be purchased?

Estimated Cost for venue/event admission: Per person:\$_____, Total: \$_____

Estimated Cost for Bus: \$_____

Estimated Costs for Metro-North: \$_____

Estimated Costs for long distance travel (i.e. planes/vehicle rental/train tickets): \$_____

What other expenses will the event require?

Estimated Cost: \$_____

REVENUE:

Will students/guests be charged a fee to attend the event? How Much? Discount for Iona Students? What is the purpose of charging a fee for admission or attendance?

Ticket Price for Students: \$_____ Ticket Price for Guest (if approved): \$_____

Estimated Revenue from event:: _____(number of students expected)x(student ticket price)=\$_____
+ _____(number of guests expected)x(guest ticket price)= \$_____

NOTE: This is a request with estimates only. All event logistics and financial expenditures need approval through the Gaels Activities Board, Student Government Association, and the Office of Student Development. Please refer to the Student Leader Resource Manual and Iona College Student Handbook for event planning processes, regulations, and procedures. Please work with your OSD advisor to assist you in all aspects of this process



FEEDBACK AND SIGNATURES

Note to Students: Form will not be accepted without signatures. Please note in the event of major revisions you will need to go back to your club and advisor before resubmitting to your OSD advisor in person. Please allow for ample time prior to the deadline to do this.

Note to Advisors: Thank you for your work with the students! Please note that by signing this form you are stating that you have discussed the request with the student planner. Please provide your feedback regarding the event so we in OSD may use it in guiding the planning process with students and to ensure we are “all on the same page”. Please contact us with any questions.

Advisor Feedback:

Advisor Signature: _____ **E-Mail:** _____ **Date:** _____

To be completed during meeting with OSD Advisor:

OSD Advisor Comments/Feedback:

Office of Student Development Advisor Signature: _____

To be completed during review process: Additional OSD/SGA/GAB feedback:

Possible Co-sponsors:

Suggested Resources:

Concerns, Comments, Areas for Follow-up or further exploration:

For OSD Office Use As Needed:					
Initials: _____	Date: _____	SGA: _____	Initials: _____	Date: _____	
ADSD: Initials: _____	Date: _____	Initials: _____	Date: _____	AVPSD: Initials: _____	Date: _____

Event Idea Reflection Questions

As the event planner below are questions to ask yourself or the organization as a whole prior to proposing events

- Is the event one that will fit into the mission of: the college, your organization?
- Does the type of event that was chosen accomplish the goals of the program?
- Are there opportunities for the membership and/or program planner to learn something new?
- Is the entire organization in support of the event, or is it just a few people who are behind it? If not, should the organization still persist with the event?
- What can this event provide to the student body?
- If this event is an annual event, is it something that is worthwhile and appropriate to continue?
- Is the type of event appropriate for the organization to host?
- Is this event something that you can imagine being proud of once it comes to fruition? Ex – something you would tell your parents/guardians about?
- Is there an opportunity for this to be a co-sponsored event?
- Is this an event that other Iona students outside of your organization would enjoy and attend?
- Is the audience selected the most appropriate? If it is open to others outside of Iona students, how is this justified? Can it occur successfully with just Iona students?

IONA COLLEGE OFFICE OF STUDENT DEVELOPMENT

Non-Event Funding: Conferences, Supplies, Miscellaneous

Name: _____ **Email:** _____

Club/Organization/Group: _____

Advisor Signature: _____ **OSD Signature** _____

Please answer all questions below and provide additional information as necessary, including any relevant deadlines we need to be aware of.

1. Have other forms of co-sponsorship or funding been received to offset the cost of this request (i.e., academic department). If so how much and from which department?
2. Purpose of request (what are you asking for: banner, conference, materials, etc.):
3. How does this expense benefit members of organization/club?
4. How does this expense benefit the school?
5. If a conference, what will you bring back to the campus community?

Please provide all necessary information

Conference Example:

- Registration fees
- Travel
- Hotel
- Expenses
- Date/s of Conference
- Other

Supply/Material Purchase:

- Please attach one or more quotes/estimates for product.
- Provide a draft of the design if applicable.

Please provide any additional relevant information that will aid us in our decision.

Total Amount Requested: _____

Anticipated revenue or money to come back to the school? _____

For Office of Student Development Use Only:

Date Received: _____ Notification of Decision: _____ Date of Decision: _____

Amount: \$ _____ Budget Line: _____

Notes:

Appendix J-OSD Petty Cash Advance

Office of Student Development - Petty Cash Advance

Date Submitted: ____/____/____

Name: _____

Organization: _____

Contact Email: _____

Contact Phone: _____

Purpose of Advance/Program Name & Description: _____

Date of Program: ____/____/____

Date Advance wanted by: ____/____/____

Amount Requested: _____ (Must be under \$99, otherwise a check request is required)

Approval

Amount Approved: _____

Organization Treasurer/President Signature: _____

OSD Signature Approval: _____

Name: _____

Date Money Given Out: ____/____/____

Staff: _____

Person Receiving Money (please print name): _____

Received Signature: _____

*You are responsible for the amount given; you will be billed for any amount not accounted for on receipts or returned in cash; **tax not reimbursable**. Please request any needed tax exempt forms at least one week ahead of anticipated purchase date.*

Receipts and/or change are due back to the Office of Student Development no later than one week from program date. Please return receipts on receipt paper and cash in a sealed envelope. If there is a consistent issue regarding this policy, advances will no longer be granted to the organization.

Reconciliation - for office use only

Date Money/Receipts Received at OSD Office: ____/____/____ **Additional Reimbursement:**

Receipt(s) Total: _____ Cash Returned: _____ **Cash Owed:** _____

Individual Receipt Amounts:

_____ TOTAL AMOUNT OF PURCHASE: _____

_____ TOTAL AMOUNT RECONCILED: _____

_____ BUDGET TO BE CHARGED: _____

Please Note:

- ✓ Use receipt form to affix original receipts.
- ✓ Petty cash requests should only be used on an emergency and limited basis.
- ✓ Purchase requisitions for items needed is most appropriate (purchases should be going through the college because of the best discounts & tax exemption).
- ✓ Check request are needed for amounts greater than \$99.00

PERFORMANCE CONTRACT WORKSHEET

Please note that this is not a contract

Relevancies of questions are dependent upon the type of performance.

Contact Person at Iona _____ Phone _____ Organization: _____

MAIN CONTACT INFORMATION

Main Contact Name (Performer or Agent): _____

Address: _____

Phone _____ Fax _____ E-mail _____

If represented by an agency:

Agent Name _____ Name of Act: _____

PERFORMANCE INFORMATION

Day and Date of Performance _____

Performance Starting Time _____ End Time _____

Length of Sets _____ Set-up Time _____

Performance Location _____ (Rain Site) _____

FEES AND OTHER CONTRACTUAL OBLIGATIONS

Professional Fee _____ Agent Fee _____

Check Made Payable to: _____

Address: _____

Federal ID# SS# of person or agency being paid: _____

Payment will be:

- a. Given to the performers at the conclusion of performance
- b. Mailed to the agency at the above address the day after the performance

Does the price include sound? Yes/No

If not, the sound will be provided by _____

Do we need to provide housing in addition to the price above? _____

**Please Fill Out
Back**



Does the price include transportation? Yes/No _____

Technical Requirements:

ARRIVAL INFORMATION

Are the performances willing to do teasers? Yes/No _____

When will the performance arrive? _____

How are they getting here? _____

Where will they be met? _____

PROMOTIONAL INFORMATION

What promotional materials will be provided, or are available? _____

ADDITIONAL INFORMATION

Fundraising Approval and Guideline Form

All fundraising initiatives must be sponsored by a recognized student club or organization and approved by the Office of Student Development and must meet the guidelines set forth by Iona College. Failure to receive the proper approval for a fundraiser or failure to adhere to parameters set forth in approval notification will result in financial and/or disciplinary sanctions against the individual, student group and/or all involved group members.

This proposal must be received in our office at least two weeks prior to proposal start date of the fundraiser. All money raised must be reported to the Office of Student Development within three day after the end of the fundraiser as well as the solicitation spreadsheet if applicable.

Sponsoring Group: _____

Contact Person: _____ Email: _____

Phone Number: _____

Purpose of fundraiser (what will profit be used for?)

How does the purpose of this fundraiser fit within the mission of your organization?

If money is going to a charity please provide the following information:

Name _____

Address _____

Federal ID number (can be obtained from your organizational contact) _____

Description of fundraiser:

What (if anything) will your organization be soliciting from local business? (Money, supplies, food for event, etc...)

Proposed start and end dates of fundraiser: _____

Proposed location(s) of fundraiser: _____

If the fundraiser is a raffle:

Prize: _____

Date and location of drawing: _____

How will winner be notified: _____

Recipient of Prize: (for follow-up) _____

Solicitation Note:

If you are planning to solicit donations from any businesses you must list those businesses and their locations on the back of this document and attached a copy of the sample letter your organization plans to use to ask for those donations. Your letter must be approved by the Office of Student Development as well as Iona College’s Public Relations department. You will be given a copy of this fundraising request if approved in order to finish the spreadsheet on the back of this form that should be started at the time of the request.

For office use only:
Date Received _____
Approved: ___ Denied: ___
AVP of OSD Initials: _____
Money Turned into OSD following fundraiser:
Date: _____
Amount _____
Collected by (initial): _____
Solicitation Spreadsheet Done: ___

Date Received:

Request for Events with Guests

Organization _____
 Event Name _____
 Event Date: _____ Location _____
 Door Open: _____ Door Close: _____ Event Ends: _____
 Venue Capacity: _____ Capacity Set for Event: _____
 Price Iona: \$ _____ Price Non-Iona: \$ _____ Notes: _____

Event category (please check one)

- Dance Parties**
- Dinner Dances**
- Talent/Variety Shows**
- Speakers/Lectures/Training Conferences**
- Charity Type Events**
- Ceremonies/Award Receptions**
- Concerts**
- Tournaments**
- Movie Nights**
- Other : _____**

Purpose of Event:

Why should this event be open to non-Iona students?

Organization Advisor _____(name)
 _____(signature)

OSD Advisor _____(name)
 _____(signature)

AVP Student Development: Signature: _____

Circle one below, elaborate on back:

- Not Recommended for Approval
- Recommended for Approval with Reservations & Stipulations
- Recommended for Approval

Director of Security: Signature: _____

Circle one below, elaborate on back:

- Not Recommended for Approval
- Recommended for Approval with Reservations & Stipulations
- Recommended for Approval



Event Guest Request- Iona Student Responsibility Form

Organization _____

Event Name _____

Event Date _____ **Location** _____

Iona Student Name (please PRINT full name): _____

ID# _____ Email Address _____

Campus Address (if resident) or Home Address (if commuter):

Home # _____ Cell # _____

I am requesting the attendance of an outside guest(s) at an Iona College function. I understand that by inviting the following guest(s) they must uphold the regulations set forth by Iona College. I understand that my organization will be responsible for working with Campus Safety & Security Officers to enforce the entrance policies. Government or College issued photo identification cards will be collected at the door. It will be returned to my guest at the time of their departure from the event.

If my guest(s) fail to comply with the regulations pertaining to college-sponsored activities, I understand that:

- They will be asked to leave the event, as well as get escorted off the Iona College campus;
- I may be held accountable for the actions of my guest(s) under the College Code of Conduct and face disciplinary charges;
- Future events proposed by my organization may be cancelled.

I've read and understand what's listed above. I agree to the following terms and will take full responsibility for the actions of my guest(s).

(Print Name)

(Signature)

(Date)

Office of Student Development End-of-Event Attendee Evaluation

Your Class Year _____ Circle One: Resident or Commuter

Program Title: _____ Date: _____

Organization Sponsoring Event: _____

Why did you attend this program?

Please rate the following aspects of this program:

	Needs Improvement	Fair	Good	Very Good	Excellent
Publicity	1	2	3	4	5
Quality of Program	1	2	3	4	5
Organization of Program	1	2	3	4	5
Refreshments (if applicable)	1	2	3	4	5
Program Met My Expectations	1	2	3	4	5
Overall Evaluation	1	2	3	4	5

Comments: *Please give us more information so we can improve upon future events!*

Are you interested in receiving information about future events?

Are you interested in becoming a member of this organization?

If you answered yes to either of these questions, please give us your name and the best way to reach you (address, phone #, e-mail address, etc.):

THANK YOU FOR ATTENDING THIS PROGRAM!!
*Evaluations can be submitted to the
 Office of Student Development or the Information desk
 LaPenta Student Union*



Event Summary Form

The Office of Student Development, Tona College, New Rochelle, NY 10801

P: (914) 633-2360 F: (914) 633-2185



Name of Event/Program: _____

Student/Club Organizer: _____

Date: _____ Time: _____ Location: _____

Type of Event: Entertainment: _____ Co-Curricular: _____ Diversity: _____

Anticipated Attendance: _____ Actual Attendance: _____

Amount Allocated: _____ Amount Spent: _____

Admission Price: _____ Total Money Raised: _____

Goals of the program: _____

Were the goals of the program met? *On a scale of (1) to (5), with (1) being no goals were met and (5) being all goals were met, please rate the performance of your event:*

1 2 3 4 5

Why _____

Would you run this event again? *On a scale of (1) to (5), with (1) being you would not run this event again and (5) being you would repeat this event, please rate the event:*

1 2 3 4 5

Why _____

(OVER)

Were you pleased with service providers? *On a scale of (1) to (5), with (1) being you were unhappy and (5) being that you were happy with the vendors and/or service providers, please rate their service:*

1 2 3 4 5

Why _____

As event coordinator what have you gained from this experience? *On a scale of (1) to (5), with (1) being you gained no experience and (5) being you gained a lot of experience, please rate your experience in coordinating an event:*

1 2 3 4 5

Why _____

What did your organization gain/learn from planning/executing this event? *On a scale of (1) to (5), with (1) being your organization learned nothing and (5) being your organization learned a great deal, rate the learning experience of your organization from this event:*

1 2 3 4 5

Why _____

Additional Comments:

Other Information:

Advisor Name: _____ Advisor Signature: _____

FOR OFFICE USE ONLY

Approved: _____
 Not Approved: _____
 Entered: _____
 Confirmation Sent: _____



Space Reservation Request Form

For more information regarding reserving rooms in LaPenta Student Union please contact the Office of Student Development at 914.633.2360

Note: Reservation request forms must be received by the Office of Student Development (1) month before the event. All student groups having events must also schedule an Event Planning Meeting with the Office of Student Development at that time.

Spaces are not guaranteed until a confirmation is received from the Office of Student Development.

CONTACT INFORMATION * Please fill out all areas

Name of Department/Organization: _____
 Student _____ Department _____ Off Campus _____
 Contact Person: _____ Phone: (____) _____
 Mailing Address: _____ Email: _____

EVENT INFORMATION *Please fill out all areas

Event Name: _____ Estimated Attendance _____
 Description of Event: _____
 Event date(s) including year: _____
 _____ or every _____

Event START Time: _____ am/pm Access to the room prior to the event? _____ am/pm
 Event End Time: _____ am/pm At what time will clean up be completed? _____ am/pm
 Do you require short term storage (one or two days prior to, or after the event)? __No __Yes
 Will there be an admission fee? __No __Yes, is then how much? _____

PROGRAM OPEN TO (circle one) (student body) (employees) (members only) (registrants) (public)

Which of the following services will be needed: (circle)

Food Services* Security Services**

*Food service must be made through Culinary Dining Services and table/s reserved with us in set - up.

**Security Services must be made through Campus Safety and Security

ROOM/SET-UP INFORMATION * See back for detailed descriptions.

Please check room(s) requested

Room Numbers are in (parenthesis). Please note all room numbers have 25- preceding numbers displayed below.

____ McGrath Room A (206)	____ End Zone (114)	____ Conference Room 1(210)
____ McGrath Room B (202)	____ Activities Room (004)	____ Conference Room 2(213)
____ Food Court	____ 2 nd Floor Lobby	____ Conference Room 3(215)
____ Coffee Shop (003)	____ 1 st Floor Lobby	____ Conference Room 4(017)
____ Gael Club (Rice Hall)	____ Ground Floor Lobby	____ Conference Room 5(010)

McGrath Room Set-up Choices: Please check the set-up desired

- _____ Lecture – chairs in rows facing the front of the room
- _____ Classroom – chairs behind tables facing the front of the room
- _____ Banquet – round tables with chairs around tables
- _____ Conference – chairs around a large table
- _____ Reception – tables in the middle of the room, chairs along walls
- _____ Open Square – large table with open center, chairs around the outside of the table
- _____ U-Shaped – large U-shaped table with chairs around the outside of the table
- _____ Cleared – empty room
- _____ Other – provide a diagram below or on a separate piece of paper attached.

Equipment: Please indicate number of each piece of equipment needed

- | | | |
|--------------------|------------------------|--------------------------|
| _____ Chairs | _____ Podium | _____ Laptop Projector |
| _____ 6 FT Table | _____ Microphone | _____ Portable Screen |
| _____ Roundtable | _____ Microphone stand | _____ Easel |
| _____ Wireless Mic | _____ Power strip | _____ Overhead Projector |
| _____ TV/VCR/DVD | _____ Lights | _____ Extension Cord |

Additional Comments:

Signature of Representative: _____

Date: _____

Signature of Organization Advisor (if applicable) _____

Date: _____

*By signing this form, you are indicating that the moderator/advisor for this organization is aware of, and has approved this event

For Office Reservation Use Only:

Assistant Director, LaPenta Student Union _____

Director of Student Development _____

NOTES: _____

Transition in an Organization

It's a Year Long Process!

Transition is the key to organizational success and growth year-to-year. Transition is an ongoing process. Keeping good records, binders, and proper assessment throughout the year makes transitions a much more natural phenomenon. If new members and leadership of an organization are able to look at past years goals, records, receipts, agendas, evaluations, and meeting minutes it makes their jobs easier, and the organization is much more likely to have continued success. Some tips for successful transition:

Building on the Past

- Outgoing and Incoming Officer Meeting
- Evaluation! Talk about what they learned, what they had to deal with, and what they wish they had known. What were your accomplishments? In what areas could you have improved?
- Items to cover: The simple stuff! Office Procedure, Phone Number, website, any passwords you may have, events or initiatives you have already committed to, etc.

Working in the Present

- Building Your Team
- Expectations
- What needs to be done now?
- Create and update clear job descriptions

Planning for the Future

- Recognition Checklist
- Goal Setting and Planning
- Set clear goals and objectives for your self and a tentative one of the organization

On-Going Transition Tips to remember throughout the year:

- Clear files and officer binders
- Assessment
- Don't let someone start from scratch otherwise what you have done will mean nothing!

Please see the following items in *Changing of the Guard: Effective Office Transition* for more tips on transition:

- **There are five main parts to “Passing on the Torch”....**
- **Transition Meeting Agenda**
- **What should be included in officer binders?**
- **One-on-One Meeting Handout**
- **Outgoing officers' evaluation**
- **Incoming Officer Evaluation**
- **Activities to Help Provide Closure**