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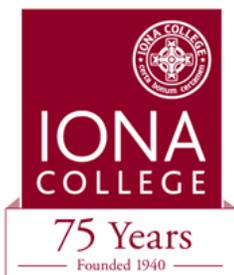
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Dear Student Leader,

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 Iona community.

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 80 active student-run clubs, committees, 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;
- entertainment featuring musicians, comedians, films, 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. We reserve the right to amend policies and procedures or edit at any time.

-SLRM Revised 8/15

Iona College Mission Statement

Iona College is a caring academic community, inspired by the legacy of Blessed Edmund Rice and the Christian Brothers, which embodies opportunity, justice, and the liberating power of education. Iona College's purpose is to foster intellectual inquiry, community engagement, and an appreciation for diversity. In the tradition of American Catholic Higher Education, Iona College commits its energies and resources to the development of graduates recognized for their ethics, creativity, and problem solving abilities; their independent and adaptable thinking; their joy in lifelong learning; and their enduring integration of mind, body, and spirit.

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 May 2, 2012)

Iona College Statement on Diversity

Iona College strives to be 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. Inherent in the Mission of Iona College is a commitment to diversity.

Therefore, the College seeks to promote, embrace and celebrate an open and inclusive environment for those of multiple backgrounds and differences including but not confined to age, lifestyle, national or ethnic origin, race, creed, color, sex, marital status, veteran status, sexual orientation, affectional preference, gender identity, citizenship status, disability or socio-economic background. A goal of Iona College is to foster an understanding, appreciation, and valuing of diversity. It holds that diversity should permeate all areas and aspects of Iona College in ways that demonstrate its institutional commitment to multicultural diversity.

As an inclusive institution, Iona College welcomes its faculty, student body, administration, staff and alumni associations to learn, grow and share their worldviews in a constructive manner. We recognize that diversity enriches the educational environment by fostering respect for differences, stimulating innovative teaching and learning, and preparing students to live and work in a global society. (Amended January 14, 2015)

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, 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 the 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 Life at Iona College

The Division of Student Life 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
- Counseling Services
- The Gerri Ripp Center for Career Development
- Health Services
- Office of Mission & Ministry
- Office of Off-Campus and Commuter Services
- Office of Residential Life
- Office of Student Development
- Center for Student Success

The departments of the Division of Student Life 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 Life is to support and to encourage students to realize the Mission Statement of the Division of Student Life 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 Life work closely with our colleagues throughout the College.

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.

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. 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, however it is the primary responsibility of the student to hold themselves accountable.
2. All students and student groups must obtain the approval of their club advisor and 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 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;
- additional leadership trainings;
- Presidential Roundtable Discussions
- budget proposals;
- community service and advocacy projects as required each semester following the appropriate process through the Offices of Mission and Ministry and Student Development;
- attend SGA meetings;
- attend GAB meetings;
- attend CGG meetings (if applicable);
- two on-campus events following event planning guidelines and completed event Summary Form (at least one per semester);
- attendance at transition workshop and appropriate transition paperwork;
- summary report/End of Year report; and participation in campus wide initiatives and events as requested.

For a more detailed outline see the Good Standing Checklist (Appendix D)

Strongly suggested:

- good communications with advisor and members of the Office of Student Development;
- frequent Club Hub mailbox pick-up;
- fundraising activities for the organization; and
- 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 (CGG);
- follow all policies outlined in this Student Handbook, especially noting and adhering to the Fraternity and Sorority Life policies, in addition to the Student Leader Resource Manual and the Fraternity and Sorority/Greek Handbook;
- all presidents and new member educators must attend New Member Education trainings;
- Rho Mu trainings and Recruitment trainings;
- Presidential Round Tables, one on one meetings with Greek Advisor;
- Greek Experience and other leadership sessions and conferences;
- all potential/new members must attend recruitment and training events;
- all members of fraternity and sorority life must attend meetings and training sessions as required; and
- additional risk management paperwork may be required (waivers, hazing, contract etc.).

Additional Note: In addition to the aforementioned 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, Appendix O); Process is outlined on page 24.
- To have events listed in various calendars, schedules and on message boards;
- To post or distribute publicity materials approved by OSD on the campus;
- 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, and/or the Council for Greek Governance, if applicable.
- To be eligible for SGA and/or Student Development allocations;
- To have an opportunity to be recognized for exemplary work and service.

Sanctions for Organizations

The College has the right to place any of the following sanctions or sanctions beyond these 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 for 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, GAB, and/ 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. When applicable, Greek organizations are not permitted to wear letters on campus as a result of this sanction. If a local fraternity or sorority has its recognition terminated, the group will not be permitted to be re-established on campus, regardless of the reason for loss of this recognition.

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

Advisors

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

The Assistant Vice Provost for Student Development appoints an advisor for each campus organization at the recommendation of the student members of the organization. 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. A student group 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 for Student Development asking him/her to appoint said individual as advisor of the campus organization. If a new or existing co-curricular student group 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. The Assistant Vice-Provost will work to secure approval from various supervisors, department heads, and Deans where appropriate. However, the final choice for the nomination shall rest with the membership of the campus organization and the Assistant Vice Provost for Student Development. Organizations are required to arrange that their moderator be present whenever the organization conducts an election of officers, sponsors a campus event, or has a function where alcoholic beverages are served. 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 groups seeking an advisor. Employees of the College interested in advising student groups should contact the Office of Student Development to express their interest and receive additional information. 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;
- Assist with assessment activities of the club throughout the year;
- Act as a liaison to the Office of Student Development; and
- 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, Assistant Director responsible for Greek Life, if applicable, or the Vice Provost for Student Life.

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, but is not limited to:

- 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 with sufficient notice;
- Copying them on the agendas, minutes, and correspondence of the organization.

Establishing an Organization

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

1. 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 C)
2. 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 of Student Development and the SGA Executive Board. Students may not be president of more than one club/organization. Student leaders who are members of more than one campus organization are not recommended to hold more than one executive board position. If a student is interested in holding an executive board position in more than one group he/she must receive written permission from the Office of Student Development. This applies to organizations that are in existence, as well as those in the approval process.
3. 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. Executive board members must have and maintain at least a 2.3 cumulative grade point average. Any student who wishes to run for an executive board position for the Student Government Association, Gael Activities Board, or the Council for Greek Governance must have and maintain at least a 2.75 cumulative grade point average.
4. 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 of 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.
5. 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 for Student Development for appointment. The Assistant Vice Provost will then work to secure approval from various supervisors, department heads, and Deans where appropriate prior to appointment.
6. Submit a copy of the proposed constitution to the Assistant Vice Provost for Student Development and the SGA Election & Constitutions 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 for Student Development, prior to being submitted to the SGA.

7. Submit a copy of the final constitution to the Vice Provost for Student Life. 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.
8. Submit a copy of the final edition of the proposed constitution to the chairperson of the SGA Election and Constitutions 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.
9. After final approval by the SGA, four copies of the organization's constitution and club roster must be made. One of each will remain on file with the SGA, with the president of the new campus organization, with the advisor, and with the Office of Student Development. A final electronic version must also be submitted.

Utilizing the Office of Student Development (OSD)

Hours of Operation:

The Office of Student Development is open Monday, Wednesday, Thursday, Friday, 8:30 am – 5:00 pm, Tuesdays, 8:30 am – 6:30 pm, during the academic year. During the summer months the office closes at 1:00pm on Fridays. Members of the office are often 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 masters level practitioners who are 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 but not limited to:

- Camp Gael Leadership Retreat
- Student Leadership Conference (SLC)
- Presidential Round Tables/Nuts and Bolts Organizational Leadership Series
- Student Leader Resource Center (SLRC)
- Compass Leadership Program
- Who's Who Among Students in American Universities & Colleges

There are three Assistant Directors in the Office of Student Development that oversee various clubs and organizations. You must work closely with your OSD Advisor on event planning and funding allocations.

Jason Gloe (jgloe@iona.edu) – Greek Organizations, Club Sports, Performing Arts Groups, Wellness

Kelli Meyer (kmeyer@iona.edu) – Multicultural/Diversity Clubs, General Interest Clubs, Advocacy Clubs

Kristin Yanniello (kyanniello@iona.edu) – Academic Clubs, Media Groups, Student Union, Student Assistants

Additional members of the department include:

Joanne Vairo, Administrative Assistant (jvairo@iona.edu) – contact to schedule appointments, petty cash, questions regarding forms or anything else

Liz Olivieri-Lenahan, Assistant Vice-Provost for Student Development (eolivieri@iona.edu) – department head who you may contact regarding anything! Most often budget and procedure questions or if the OSD AD you work most closely with is out of the office or unavailable.

Working with the Undergraduate Peer Advisors (UPA)

As a result of the consistent growth in quantity and quality of student life programs, the Office of Student Development (OSD) offers the support of Undergraduate Peer Advisors (UPA's). UPA's are peer mentors who support Iona's 70+ student organizations with leadership development, club maintenance, oversight, event planning logistics, and evaluation.

UPA's receive additional training and experience in the event planning process, and thus are able to provide greater support for student organizations. UPA's serve as liaisons between student leaders, the student body, and the Office of Student Development. As student leaders with enhanced training, they are available to assist students with various needs that may arise and are able to connect 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.

Meghan	Durr	mdurr1@gaels.iona.edu
Rebecca	Leaman	RLeaman1@gaels.iona.edu
Megan	Nicolaro	MNicolaro1@gaels.iona.edu
Courtney	Jackson	cjackson1@gaels.iona.edu
Erin	Kutch	Ekutch1@gaels.iona.edu
Peter	Milianta	pmilianta1@gaels.iona.edu
Shadeyka	Warren	swarren1@gaels.iona.edu
Thomas	Severin	TSeverin1@gaels.iona.edu

Websites

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

All webpage 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 and executive board.
- 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!

Working with the Student Government Association (SGA)

The Student Government Association serves as the governing body for the students of Iona College. Based on the four pillars of cooperation, concern, leadership, and service and on the idea that a complete education extends beyond the academic arena, SGA maintains that this development can be attained through active involvement in student organizations.

The SGA is comprised of an Executive Board and a Legislature. The Executive Board consists of the President, Executive Vice President, Vice President (VP) for Internal Affairs, VP for Finance, VP for Administration, and VP for Communication. Each member of the board is charged with a particular area of student life and club activities, as well as collaborating to address student life issues.

The Legislature is made up of five Senators for each class year, five Senators At Large, and the President or their designee for each recognized club or organization as Club Senators. They meet weekly to discuss important issues and make recommendations on behalf of the student body.

All members of the SGA are dedicated to the betterment of the student experience at Iona College. Feel free to contact them with your concerns, issues, and ideas.

Please see the SGA section of the College website for the most up to date listing of those serving on the SGA Executive Board or as Class and At Large Senators.

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 outside of the office and on the SGA website.

RESPECT Campaign

In the traditions of Iona College and the Edmund Rice Christian Brothers, we as a community are committed to RESPECT. This includes but is not limited to RESPECT for our education, RESPECT for our environment, RESPECT for the diversity of all people, RESPECT for our community, and RESPECT for our individual livelihood. This is essential to the development of our true and undoubted potential as members of humanity and the society which surrounds us. Through peer to peer accountability, the student run RESPECT Campaign promotes the idea that a simple action can make a difference, and even those unseen can and will make a prominent change.

This will be done through the charitable and voluntary actions of students. Some of these are:

- Random community clean-ups in the residential area surrounding the Iona campus, of which many students reside.
- The advertising and encouragement of RESPECT through marketing materials most importantly, spoken word.
- Both Iona and the surrounding community coming together in a productive and responsive dialogue, concerning the past, present and future of Iona in the New Rochelle community.
- Participating in events and fundraising, which help provide the New Rochelle community with assets which are imperative to the health and safety of not only Iona students but the entire New Rochelle area, and potentially areas beyond that.
- Creating campus events which promote the equality and diversity of all people, and celebrate the differences which make our nation so unique.
- Establishing proper etiquette and respect at events and demonstrations, by students refraining from speaking, text-ing, using cellular phones and walking out in the middle of performances, unless otherwise directed.

Our hope is that this campaign will instill responsibility, civic action, and social awareness. Through encouragement, understanding and compromise, we believe that students will continue to respect one another, as well as themselves, and will carry these practices beyond their days at Iona.

~ Adopted Spring 2008

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 main 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; the second goal is to serve as a resource and venue for all club/organization programmers in their efforts to increase communication and collaborative programming initiatives.

GAB is comprised of an executive board consisting of the co-chairs, a secretary, as well as several programming chairs, who oversee various committees. These committees include, but are not limited to, the Live Performance, Diversity, Travel and Tours, Recreation, and Public Relations committees. GAB membership also consists of club/organization members and general members.

GAB also helps coordinate Major Campus Events such as Homecoming and Spring Weekend. 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 Council for Greek Governance (CGG)

The Council for Greek Governance (CGG) has a mission to serve as an umbrella organization to the Iona Fraternity and Sorority community. Primary responsibilities are to establish and enforce policies and adjudication of disciplinary infractions relating to Greek-letter organizations. It serves as an advisory capacity to the Office of Student Development, Student Government Association, and the Administration of Iona College. CGG acts as a medium for the exchange of information and experience for the improvement of the social Greek system and the Fraternity and Sorority life at Iona. CGG also exists to provide leadership and guidance to the Fraternity and Sorority community by conducting or promoting educational, philanthropic programming, and by recognizing new Greek-letter organizations.

The Council for Greek Governance is comprised of the officially recognized Social Greek Letter organizations at Iona College. The goal of the Council is to improve the quality of student life and to contribute to the general well-being of the campus. This organization sponsors numerous campus events and fund raising activities.

Meetings: Monday at 5:00 pm, Robert V. LaPenta Student Union, 2nd Floor McGrath Room A. The CGG office is located on the Ground Floor of LaPenta in Student Office #2.

Robert V. LaPenta Student Union Resources and Procedures

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. Club Hub contains a conference table, club mailboxes, lockers, and other resources for use by recognized organizations in good standing. In order to maintain recognition and be in good standing, please be certain to adhere to the requirements for student organizations.

The SGA office is located in the space behind 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 (250 per semester). Groups will not be granted any extensions of this allotment. Be sure to only make copies that are related to your clubs/organization, because once you have used up your allotment, you cannot get any more copies. For documents that require a large volume of copies please use IT duplicating Services allowing at least 3 days advance notice. The Assistant Vice Provost of the Office of Student Development must sign off on the IT duplicating request form.

Contact the Student Government Association (SGA) Vice President for Communications 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 policies and guidelines for use.

Lockers and Mailboxes

All recognized clubs and organizations in good standing are entitled to request the use of a locker and mailbox located in Club Hub. Locker space is ideal for storage of organization items, such as banners, brochures, records, etc.

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. Locker space may be revoked if the locker is used for personal storage. Do not share the locker combination with other clubs/organizations. 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 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 or contact the Office of Student Development.

Student Leader Resource Center (SLRC)

The Student Leader Resource Center (SLRC), located on the ground floor of LaPenta, is a space reserved for club and organization management and development. Clubs and organizations are invited to use supplies to promote events, apply for and utilize desk space, and hold meetings. Standards and regulations posted in the Student Leader Resource Center must be upheld at all times.

Requesting Office Space

Clubs and Organizations are given the opportunity to apply for office space in the LaPenta Student Union, including cubicles in SLRC. Applications are available in the Office of Student Development and are allocated in the Spring Semester for the following year. If not all spaces are allocated, applications will be reviewed on a rolling basis.

The following regulations, plus others, must be followed if allocated space in the LaPenta Student Union.

- Each Executive Board Member must hold a minimum of **5** office hours a week.
- Office Hours **must** be posted outside of your office or at your cubicle as well as turned into Student Development.
- The space provided to your organization is **only** for club related business.
- The computer in your office should **only** be used for club related business.
- Card Access for your office will be from the hours of 8:00 AM to 12:00 AM.
- For access from 12:00 AM to 8:00 AM, you must receive special permission from the Assistant Vice Provost of Student Development and Director of Security.
- All access to your office must be granted by the Office of Student Development. Please provide a list of all the Executive Board Members and their office hours.

Purpose of Student Events

Student events are sponsored by clubs/organizations and offices on campus. 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

1. Organization visioning, planning, and discussions.
2. *Use the Event Idea Reflection questions to guide you!*
3. GAB meetings, brainstorming, and discussions. Working with UPAs.
4. Complete Event Proposal Funding Packet with club and club Faculty/Staff advisor
5. Be sure to meet with Club Advisor to discuss and receive advisor feedback
6. Meet with OSD Advisor to review completed Event Proposal Funding Packet (Appendix E).
7. *Listen to feedback, be mindful of policies, be prepared with forms!*
8. Return to club/organization to discuss and change event as necessary and then submit proposal
9. Receive funding allocation
10. Date of event proposed by GAB based on your requests through the GAB Calendar Meeting. A club representative must be in attendance at the meeting.
11. Discuss finances and date allocation with group and advisor and seek clarification if there are questions
12. Meet with your Undergraduate Programming Assistant (UPA) and OSD Advisor to discuss the event and develop a timeline for the event planning process
13. Timeline received by UPA and OSD regarding deadlines for various steps in the event planning process
14. Student Development will guide you through logistics including Security, Space, Dining Services, sound, set-up, IT, purchases, and artists.
15. After groups call around for best pricing and availability and performance contract worksheet is received, OSD goes into contract
16. Advertise the event
17. If non-Iona attendees are desired, the guest request process is followed
18. Event Occurs
19. The group debriefs after the event and completed the Event Summary Form together
20. Post-event meeting between the event organizer and OSD advisor occurs; turn in Event Summary Form as well as financial information/receipts

Note: All events must receive appropriate approval and follow necessary procedures

Event Planning Process

A) BIWEEKLY GAB MEETINGS:

GAB representatives for clubs to 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.

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

Fill out your Event Proposal Funding 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 Proposal Funding 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 E)

C) WITHDRAWAL DEADLINE:

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

D) 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.

E) 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.

F) 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, GAB, and SGA so the money may be used for another initiative. Please note that as the withdrawal deadline was missed there may be repercussions. Schedule a meeting with your OSD advisor immediately following allocation packet pick-up.

G) 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.

H) PLANNING MEETING & TIMELINE:

After clubs receive their allocation packets, club representatives must immediately schedule an event planning meeting with their OSD advisor. Be mindful of the set deadlines for these meetings to occur and remember that larger events require more advance planning.

Your OSD Advisor and Undergraduate Peer Advisor (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 IN THE SEMESTER PRECEDING THE EVENT.

I) EVENT SUMMARY FORM (Appendix N):

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

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 about event procedures. This is to be used as a resource; however, the College reserves the right to amend these items at any time.

Below are some general guidelines. Event procedures are determined on a case by case basis.

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 must 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 Closing time no one will be eligible to gain entrance.

Classifications and Event Categories (including but not limited to):

Concerts

Dance Parties

Dinner Dances

Talent/Variety Shows

Speakers/Lectures/Training Conferences

Charity Type Events

Ceremonies/Award Receptions

Tournaments

Movie Nights

Space Reservation Process/Procedure for Student Organization 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.):

- 1) 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.
- 2) Obtain a SPACE RESERVATION FORM (Appendix O) that will need to be completed, with approval signatures from the Office of Student Development, organization advisor, and when appropriate Campus Safety and Security, Facilities Management and Food Services.
- 3) Return the completed Space Reservation Form to the Office of Student Development. FINAL PERMISSION FOR THE EVENT WILL ONLY BE GRANTED UPON RECEIPT OF THIS FORM IN A TIMELY MANNER. THIS DOES NOT GUARANTEE THE SPACE OR THE APPROVAL OF THE EVENT. A representative of the organization will be notified regarding space reservation approval.
- 4) 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.
- 5) Student organization events are for the benefit of the students of Iona College. Any organization wishing to invite students from other Colleges may do so only with the written permission of the Assistant Vice Provost for Student Development. At no time will high school students be permitted to attend events, unless accompanied by an adult for an appropriate event. 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 and Director of Security.

- 6) The use of all campus facilities is coordinated by the Department of Facilities Management and the Office of Student Development, with consultation from the Department for Campus Safety and Security but each organization should check the availability of each facility with the following offices BEFORE OBTAINING A SPACE RESERVATION FORM:
- Academic Buildings and Rooms - Facilities Management;
 - Athletics Areas - Hynes Athletics Center Facilities Coordinator;
 - Edmund Rice Chapel – Office of Mission and Ministries;
 - Departmental Conference Rooms - Academic Deans;
 - Dining Hall - Facilities Management;
 - LaPenta Student Union - Office of Student Development;
 - Library - Chief Librarian;
 - Lounges - Facilities Management;
 - Presidential Rooms - Office of the President; and
 - Residence Halls - Director for Residential Life.
- 7) Additional processes and procedures are required for event planning and must be followed in accordance with specific timelines. All event planners must work with The Office of Student Development and follow SLRM procedures. Events are handled on a case by case basis.

Regulations for the Use of Walsh Field at Rice Oval

Usage Will be Limited to the Following:

- NCAA women’s softball games;
- Iona College intramural sports, excluding hardball;
- Practice sessions for Iona athletes, excluding hardball;
- Non-athletic events, approved and permitted by Iona College, up to ten times per year;
- Iona College summer camp; and
- Other uses, including organized athletic activities not associated with Iona College, are prohibited.

All usage will be scheduled through the Assistant AD for Facilities and Game Ops.

Hours

Weekdays: 8:00 a.m. to dusk;

Weekends & Holidays: 10:00 a.m. to 6:00 p.m. or dusk, whichever is earlier; and

NCAA women’s softball games may conclude after 6:00 p.m.

Access

Planned access to the Oval for organized activities will be via the interior of the campus only. Iona shall direct all buses and cars containing visiting teams and spectators to park and empty inside the campus only. It is imperative that any coach or administrator using the oval make absolutely sure that no one parks on the street.

Physical Features

- No lights;
- No bleachers or stands;
- No scoreboard, except during NCAA women's softball games;
- No permanent outfield fencing;
- No permanent fencing at the Pryer Terrace perimeter of the Oval;
- No public address system, except during: (1) NCAA women's softball games; and (2) events, approved and permitted by Iona College, up to ten times per year; and
- No logos

Regulations for the Use of Mazzella Field

- For organized activities (practices, events) there must be a college employee supervising the event
- Space reservations must be made through a college employee in conjunction with the appropriate Athletics personnel
- No lines of any kind may be drawn on the field
- No food is permitted on the field
- No vehicles are to be brought onto the field without prior approval from Athletics
- Please be respectful of the space and take with you anything you brought (water bottles, etc.)

Residential Life Policies – Space Reservations and Hall Crawls

- Requests should be submitted at least 2 weeks in advance of the date requested.
- A response will be sent via email from a Residential Life professional staff member.
- Requests are not approved until a confirmation response is received via email from a Residential Life professional staff member.
- Residential Life is not responsible for providing or reserving additional chairs, tables, audio/visual equipment, extension cords, or presentation materials.
- Any space, furniture, or property left in disorder, missing, or damaged, as a result of your reservation is a violation of policy and will be addressed accordingly.

One Form = requests for: events to be held over multiple days, at the Same Time

Multiple Forms = requests for: events to be held over multiple days, at Different Times

Distributing and Posting Materials in the Residence Halls

All material being distributed or posted in the residence halls must be approved and should include the name of the office approving the material. For example, material from student clubs and organizations should be approved and stamped by the Office of Student Development before distribution.

The Office of Residential Life does not permit unapproved flyers to be hung in the residence halls by individual students, third parties, businesses or entities, or persons outside of the college community without prior consent.

Materials to be distributed or posted in the residence halls by the residential life staff, should be delivered to the Office of Residential Life, located on the second floor of the LaPenta Student Union, open Monday through Friday 9:00am-5:00pm.

Other Important Information

Quiet Hours are in effect:

Sunday - Thursday: 8pm - 10am

Friday and Saturday: 10pm - 10am

Final Exam Period: 24 hours a day

Parents Plaza/Courtyard

Requests for Parents Plaza/Courtyard are not reserved through Residential Life. Please use the Campus Reservation System.

Please use the college space reservation system, select "North Avenue" from the drop down menu, and then "Courtyard Residential Halls". If scheduling events in Parent's Plaza (aka Loftus Courtyard, Residential Courtyard) please be conscious of residence hall quiet hours (noted above), especially concerning large gatherings or use of amplified sound as the noise travels very easily into the residence halls.

Please review the Student Handbook for information about Residential Life policies.

If you have any questions, please contact the Office of Residential Life (914-633-2336), open 9am-5pm Monday-Friday, located on the second floor of the LaPenta Student Union.

Catering Orders for Events

Chartwells is the official and exclusive caterer of Iona College. All catering needs for Iona College events must be placed through Chartwells. Club representatives may work with their UPA, OSD, and Club Advisor to use allocated budgets to place Catering orders through the Catertrax system. Chartwells has the right of first refusal for events where there may be special needs.

Publicity Procedures and Regulations

The following guidelines have been established for publicity efforts conducted by student organizations. The Assistant Vice Provost for Student Development or the Vice Provost for Student Life 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 for 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 announcements. This is interpreted to include any Publicity and all forms of electronic media. No banners or sheets may be displayed on campus and pavement/sidewalks may not be chalked 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, unless it is a sponsored Travel and Tour trip.
- 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 for 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 - Vitanza Dining Commons;
 - Doorley Hall, first floor near the main door;
 - 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.
- Informational marketing programs should have educational value and should subscribe to the philosophy of the responsible and legal use of the product represented. The Assistant Vice Provost for Student Development or his/her designee may also not approve publicity that is inconsistent with the general goals, mission and good name of the College, or the integrity of the educational and/or

developmental process. All students and student groups who wish to publish news of their events to the outside press must do so through the Office of Student Development in conjunction with the Director of Public Relations in the Advancement Office. Students are expected to 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 and/or logo.

- Publication or any use or altering of the College seal, logo, mascot, or any image related to the college, requires prior written approval and permission from the Office of Student Development, Advancement and Athletics, where appropriate.
- 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.
- When using social media be mindful of the above policies and procedures.

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 free advertising space to all students and organizations. Space is limited; please submit according to the deadlines. Call 914-633-2370 for more information, or e-mail at IonaNewspaper@gmail.com

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.

ICTV: Contact ICTV for information on how to promote your club/organization and/or its events.

Promotional Tables: Vitanza Commons, LaPenta Student Union, and Parents' Plaza - Student clubs/organizations may reserve a table during mealtimes to advertise events or sell tickets to events. 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 LaPenta Student Union and Vitanza Commons 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 at least 2 weeks prior to your event. Please include the following information; title of event, date, time, location and a short statement about the event.

Regulations for Student Events

The following Event Attendee and Guest regulations have been designed as general guidelines for events sponsored by student clubs/organizations. These regulations may be modified by the Office of Student 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.**

Event Attendees

Iona Students, Faculty, Staff, Administrators

Must show Iona ID for entrance

Events at Iona College are for students and employees. For events that have a desired audience of non-Iona attendees, appropriate paperwork and procedures must be followed at least four weeks in advance. 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 L). The Office of Campus Safety and Security is closely involved in this approval process and working to establish event procedures.

Iona Students + Date/Guest

Once approved and after space capacity is determined and an appropriate number of guests permitted is identified by OSD & Campus Safety & Security (CSS), the students may submit a Guest List (Appendix P) by the specified deadline usually a week prior to the event. This can be done electronically.

Iona students that wish to host/sponsor a guest must fill out Guest Responsibility Form (Appendix Q), 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. For some events the guest ID card will be filed/attached to the Iona student ID card.

Iona Students + Multiple Guests

There may be occasions 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; note that the events will not be limited to those 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 student college 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. 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. The procedures established in the Student Leader Resource Manual must be followed and individual events approved by the Offices of Campus Safety and Security and Student Development with consideration given to the financial impact to determine the viability of the event. Events that are granted permission to invite non-Iona College students will require additional Campus Safety Officers and/or New Rochelle Police as determined by the Director of Campus Safety and Security.

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. In other cases an event may be approved for general guests over 18 (not college students). In that case government issued ID will be required and collected.

Specific event details will be worked out dependent on the event type (dance party, dinner, play, etc.).

In all cases appropriate timelines and submission of required guest lists(usually one week prior to the event but no later than at least two business days prior to the event) must be followed and submitted 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 or individuals under 18 years of age 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 and the Director of Security.

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 and additional planning procedures may apply. These events may require additional security in the form of New Rochelle Police.

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.

Social Events with Alcohol Policy

The primary focus of the College is to provide for the safety and well-being of our students, especially through the prevention of substance abuse. Recognizing our responsibility to implement and enforce alcohol regulations that are consistent with New York State laws and address the serious issues related to personal health and safety of our students, the following establishes the Alcohol and Social Events with Alcohol Policy for the College.

The College believes that it cannot deny persons of legal age the right to drink alcohol; therefore, it will endeavor to prevent the abuse of alcohol by encouraging individuals to behave in an appropriate and responsible manner when drinking alcohol. The consumption of alcohol is a matter of concern to the College in maintaining an academic and social environment conducive to the intellectual and personal development of our students while promoting their safety and welfare.

This will be achieved through comprehensive alcohol prevention initiatives, including education, early intervention, promoting a healthy campus environment and assessment strategies. These goals can only be achieved on a campus where the legal and responsible use of alcohol is the accepted standard of behavior and the illegal use and/or abuse of alcohol is not being condoned.

The Iona College Alcohol policy includes but is not limited to the following provisions, whether these occur either on or off campus.

1. No person under the age of twenty-one may possess, consume, or be in the presence of alcohol, except being the presence of alcohol at a registered and approved event with alcohol.
2. The College prohibits any inappropriate behavior that is a direct result of alcohol consumption. Any student who is observed to be intoxicated may be found in violation of this alcohol policy.
3. The College prohibits the possession of items commonly used for distribution of alcohol on any leased or owned college property. Such items include, but are not limited to, kegs, party balls, funnels, shot glasses, beer pong tables, etc.

4. The College alcohol policy prohibits any games involving drinking and/or any rapid consumption techniques involving either alcohol or non-alcoholic beverages. These include but are not limited to funnels, shot glasses, beer pong tables, etc. These items, by their very nature, promote abusive alcohol consumption.
5. The College prohibits the possession and consumption of alcohol within public areas and College buildings, without the permission of an authorized College official, which for students and student groups is the Vice Provost for Student Life or his/her designee. Residential Life buildings are controlled by Residential Life Alcohol Polices for students over the age of 21.
6. It is prohibited for an underage student to be in the presence of any other person legally or illegally possessing, consuming or selling alcoholic beverages, except when authorized at a registered and approved event with alcohol.
7. It is prohibited for anyone over the age of twenty-one to consume/ possess alcoholic beverages in the presence of individuals under the age of twenty one, except when authorized at a registered and approved event with alcohol.
8. The College maintains the right to register and approve an event which would permit the distribution of alcoholic beverages to persons over the age of 21, in accordance with New York State Law.

Social Event Policy (Registered and Approved Events with Alcohol):

The Social Event Policy related to registered and approved events with alcohol reflects the social climate that the Iona College community strives to establish and maintain regarding campus social life, involving the appropriate role of the use of alcoholic beverages by community members. Its success depends upon the cooperative efforts of students, faculty, administration and alumni in both understanding and upholding the spirit of personal responsibility and respect for self and others that is embodied in this Policy.

The College will permit registered and approved events with alcohol which are held on College premises that will include the legal distribution of alcoholic beverages. The sponsors of these events must first obtain approval from the authorized College official, the Vice Provost for Student Life or his/her designee, and complete an event with alcohol form and adhere to the process outlined below, as well as abiding by the regulations for all registered campus events. Permission from the Vice Provost for Student Life and or his/her designee is required for alcoholic beverages to be served in any public areas of the campus.

The possession/consumption of alcohol in the public areas of the campus is prohibited, with the exception of officially registered and approved events with alcohol. College-sponsored events for trustees, alumni, parents, faculty, staff and administrators (no students in attendance) are exempt from the regulations below, except number 7.

Regulations for Registered and approved Event with alcohol: ***(Request for Events with Alcohol: Appendix P)***

1. Registered and approved events with alcohol must be registered with the Vice Provost for Student Life no less than one month prior to the event and before any publicity may be distributed. The

Office of Campus Safety and Security must also be advised of the event prior to final approval being granted.

2. There is a responsibility shared by all members of the College community for individual behavior. Student groups, organizations, or clubs which sponsor social events are also responsible for behavior that occurs at their events.
3. Signs clearly stating New York state law pertaining to alcohol consumption must be conspicuously displayed at the event.
4. All advertising related to events with alcohol must be approved by the Assistant Vice Provost for Student Development as to content and form.
5. Non-alcoholic beverages and a sufficient quantity of food must also be available at all events with alcohol at no additional cost with the quantity determined by the Vice Provost for Student Life.
6. Alcoholic beverages may not be removed from the designated area of the event.
7. Whenever alcoholic beverages are to be served at an event, the sponsoring group must hire a Food Services(Chartwells) bartender who is responsible for serving alcoholic beverages to persons who demonstrate that they are 21 years of age or older. Event participants may not serve themselves or others any alcoholic beverages.
8. Alcoholic beverages will only be served to persons 21 years of age or older who have proper identification and the amount to be served may be limited. Alcoholic beverages will be distributed according to the following procedure:
 - Students over the age of 21 will receive wristbands containing up to four tickets;
 - Each ticket is redeemable for one drink, for a total of up to 4 drinks per event, depending on the length of the event and other relevant circumstance, i.e. students will receive no more than one ticket for each remaining hour of the event.
9. No person showing any signs of intoxication will be served alcoholic beverages at any time.
10. Only one alcoholic beverage at a time may be served to each individual attending the event.
11. The Director of Campus Safety and Security will establish the minimum number of campus safety officers assigned to an event with alcohol. The sponsoring group is responsible for the security costs.
12. The serving of alcoholic beverages at events with alcohol must stop at least one-half hour prior to the scheduled end of the event.

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 Student Handbook which includes the Campus Policies and Procedures section of this 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. Organization representatives are expected to contact the Office of Student Development to assist them in doing so. Furthermore, no form or selling of private 75 business is permitted on campus without specific authorization by the Assistant Vice Provost for 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. All students must follow the established policies in the Student Leader Resource Manual and the Office of Student Development related to any agreements.

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 K)**. It is important to note that this worksheet is used to gather information only, and only full-time professional employees of the Office of Student Development may request a contract from a

third party vendor. 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.

Off Campus Event Registration: Student groups, clubs, and organizations must register their proposed off-campus event with the Office of Student Development following the appropriate processes in place such as submitting an event proposal form and meeting with an Assistant Director of Student Development. This should take place well in advance but no later than one month prior to the proposed date. All proposed logistics such as date, time, and location are subject to approval by the college. Students should come prepared with thought given to proposed event logistics and risk management procedures. On a case by case basis the College may determine specific procedures to be followed. For instance, a faculty or staff member may be required to attend the event as a chaperone, or Campus Safety and Security officers or New Rochelle Police officers may be required to be present. Students who participate in off-campus events are still responsible for upholding all college policies and the Student Code of Conduct. The Vice Provost for Student Life or his/her designee must approve all aspects of the off campus event in order to receive final approval. Once final approval is granted the student group may move forward with planning in accordance with all regulations of the College.

Funding for Student Clubs, Organizations and Events

Financial Management is a necessary part of managing any club, organization, team, or other group. In order to obtain funding from the Office of Student Development, organizations must follow the approved procedures for the funding process for that academic year. This includes submitting all the appropriate forms in a timely manner, meeting with club advisors to discuss planning, and utilizing the club resources adequately to prepare for each event. Once funds are allocated for an event, retreat, fundraiser, or other activity, the funds may only be utilized for that specific purpose for which they were allocated—NO EXCEPTIONS. A variety of forms may be utilized to request rolling funding, petty cash, supplies orders, etc., in order to help your organization succeed financially.

Eligibility to Receive Funding

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

- Be a recognized student club/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. Incomplete 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 for 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 for Student Development prior to the event for 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 for club members only). Clubs are encouraged to fundraise for these occurrences.
- Allocations are **NOT** to be used for purchasing clothing or other personal items for club members. Note that some exceptions may apply, as with club sports. 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 three different budgets from which funding can be allocated. Please see guidelines for financial procedures for more detailed information.

1. **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.
2. **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.
3. **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 Funding Packets, in addition to Non-Event Funding Requests, by specified dates, for allocations for the following semester. These requests are submitted to the Funding Board; this Board is 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 for 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.

Guidelines for Financial Procedures

Funding Periods:

There is a process each semester to propose events and requests funding for the following semester.

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 8:00pm-midnight or 9:00pm-1:00am. Later times may be requested as well.

Co-Sponsorship: Events that are officially co-sponsored are hosted 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**. Students have found the most efficient and cost effective process for using funds is purchasing online. Please account for that extra time.

- 1) 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**.
- 2) 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.

- 3) 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.
- 4) When seeking reimbursement for the use of personal funds, all receipts must be collected and submitted to the organization's OSD advisor within **TWO WEEKS** after the date of the event. Photocopied receipts are not acceptable; only original receipts can be turned in for reimbursement.
- 5) Funds cannot be requested for other events until outstanding funds have been reconciled.
- 6) 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 for 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.**
- 7) When using allocations to pay for an event that involves an entry fee, unless otherwise determined prior to the event, the organization **MUST** deposit the entire amount they collect at the event in the Office of Student Development directly after the event. The total amount of the allocation will be deducted from the total collected through the entry fee. 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.
- 8) 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 organization's 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 spent through the Office of Student Development using proper forms
 - **Purchase Request Form (Appendix B)**
 - **Fundraising and Approval Guideline Form (Appendix J)**
 - **Check Request (Appendix R)**

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 the full amount spent, if any at all.

Reimbursements

- Reimbursements are granted when personal funds are used to pay for items and the 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.
- The need for reimbursements should be avoided when possible by planning ahead.
- In order to be reimbursed, the amount 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 the 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; students should not leave the campus until the funds have been deposited and recorded safely and accurately following an event or collection. If the fundraiser occurs after business hours please have the event advisor or a member of Campus Safety and Security accompany you to the Office of Student Development to deposit the money.
- 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. Keep in mind that organizations are not permitted to hold unsanctioned 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. 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; clubs may not "roll over" funds from one academic year to another.

Rolling Funding Allocation Requests

There are often times when emergency money is needed to fund an event, either for a topic in the news or varying other reasons; to replace equipment that breaks down, or a trip will need to be taken. To be proactive in preparing for these infrequent occurrences, Rolling Funding Allocations are available.

To request Rolling Funding Allocations, the appropriate form will need to be filled out and discussed with your OSD advisor. Forms vary based on the type of request.

- Rolling Funding for Events: Event and Funding Request Packet (Appendix E)
- Supplies/Materials: Purchase Request Form (Appendix B) or Non-Event Funding Form (Appendix G)
- Conferences: Travel Authorization and Request for Non-Event Funding Form (Appendix G)

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.

Fundraising Procedures

- All fundraising activities must be approved by the Assistant Directors or Assistant Vice Provost of Student Development at least **2 WEEKS** in advance. Note that permission will only be granted to recognized student groups in good standing.
- A Fundraising Approval Form (bright pink- Appendix J) must be completed.
- All funds raised should be used to benefit the educational and/or recreational opportunities for recognized student groups on campus or given as philanthropy to benefit a legitimate charitable organization.
- All publicity for fundraising activities must state the purpose for the activity 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 gain 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 Fundraising Approval Form upon the completion of the fundraiser.
- At this time, all money should be deposited for safekeeping until a check request or purchase requisition is completed in order to spend the funds. Money may be deposited with a staff member; the student receives a receipt and a notation is also made on the fundraising form.
- Remember to obtain the names of all raffle prize recipients in order to complete the form.
- Groups may not use the funds collected until all information is received.
- No new fundraising will be approved until the appropriate forms are completed.

Thank you to adhering to these regulations as we are required to collect and maintain this information.

Community Service

The Iona mission extols the values of justice, peace, and service. As leaders of the Iona community, participating in community service helps to demonstrate these values through concrete acts of care and compassion. In responding to real needs of the local community, volunteers are challenged to integrate the mission into their values.

Student clubs and organizations must complete a minimum of six of the following community engagement projects from the appropriate categories within the school year in order to fulfill the recognition requirements. It is encouraged to space out the projects over the course of the year to ensure participation and completion. All necessary documentation and information should be submitted within two weeks of completion of activity.

Categories, Definitions, and Examples:

- **Philanthropy and Advocacy (at least 1 per year):** An event/service that raises awareness around an issue; may include philanthropic components. Examples include: walks, tabling, vigils, passive programming, legislative advocacy, homecoming table, etc.
- **Iona Community Building (at least 1 per semester):** Promotes on campus service; a project that promotes and builds community among the people of Iona. Examples include: Mass hospitality, hospitality supper, Week of the Peacemaker, Heritage Week, RESPECT series event, etc.
- **Local Community Based Outreach (at least 1 per semester):** Hands on service projects; based on or off campus. Some off campus activities do have space limitations or require advance notification. Examples include: Park clean-up, Habitat build, Success Center, Project Sunshine, Project Bro, Hope Community, Abraham House, Wartberg Senior Center, Make a Difference Week, Soup Kitchen, Midnight Run, etc.
- **Thanksgiving Basket Drive and Blessing (mandatory for all clubs):** Contribute to or sponsor a holiday meal for a local family; involvement varies dependent on the size of your group.
- **Additional projects are strongly encouraged:** various donations, supplies for soldiers, Operation Christmas child, Christmas gifts, etc.

How to Register for Service Activities:

- Please contact the service coordinators of the projects below for more information and to register for activities of interest.
- Please note this is only a partial list; if your group has other service and community engagement ideas please contact the Office of Mission and Ministry or the Office of Student Development.

Contact Information:

Note that most of the community service projects involve approximately two hours of service, including transportation time. The Habitat builds and Midnight Runs require 4-5 hours.

Boys & Girls Club of New Rochelle:

Participate in after school activities and programs with local high school students.

Contact: Kori Li Bennett

Project Bro/Christian Brothers Outreach:

Make someone's day! Visit the elderly Christian Brothers at St. Joseph's Residence. Groups visit for 1 1/2 hours, twice a month.

Contact: Anthony Aurrichio

Habitat for Humanity:

Join us as we build affordable housing in Westchester County. We participate in 2 builds each month and hold fundraising events throughout the year.

Contact: Caroline Farella

Midnight Run:

Share food, clothing and conversation with the homeless of New York City. Runs leave from Montgomery House on Thursday or Friday at 8:00 pm once a month.

Contact: Chris Kash or Sarah Dembek

Project Sunshine:

Spend some time playing, laughing and getting to know the incredible children of Blythedale Hospital and Montefiore Medical Center.

Contact: Iliana Banda or Corrine Valenti

Prison Ministry:

Contact: Ashley Hubaykah or Alysha Gagnon

Project Family Soup Kitchen:

Serve meals to the hungry twice a month at a local soup kitchen.

Contact: Jillian Mitchell or Mollie Traub

Success After School Tutoring and Enrichment Center:

Spend an afternoon tutoring elementary school children on Iona's campus. We meet Monday, Tuesday, Wednesday afternoons (4:00 pm - 5:30 pm) in the basement of Amend Hall.

Contact: Daiana Gomez or DeVante Spaulding

Wartburg Senior Center:

While at the Wartburg Senior Center, volunteers will assist with activities that take place in the Recreation Department. While facilitating activities such as Bingo night, "Deal or No Deal", horse racing, and Casino night, volunteers will have the opportunity to hear about the resident's lives while sharing stories about their own lives as well.

Contact: Meghan Cramsie

Special Programs and Advocacy

Advocacy Issues:

Join us as we advocate for important issues such as human trafficking, pro-life and others.

Contact: Kori Li Bennett

American Red Cross:

Train to respond to disaster relief needs.

Contact: Natalie Bowman

Best Buddies:

Befriend an intellectually disabled adult and start a friendship that can last a lifetime. One-year commitment requested or you can be an associate and attend events (such as movies, picnics, basketball games) with the Buddies.

Contact: Tiffany Henderson

- **Make A Difference Week: October 3-9, 2015**

Join Iona students, faculty and staff as they participate in various volunteer opportunities on campus and around the local community as part of the national service movement.

Contact: Stephen Hill, shill@iona.edu

- **Week of the Peacemaker: November 1-6, 2015**

As a college in the Catholic and Christian Brother traditions, Iona prizes the values of peace and social justice, so integral to this heritage. For over thirty years Iona College has chosen the time period following Veterans Day to dedicate academic and co-curricular attention to peacemaking. This annual observance honors the self-less dedication of veterans for the cause of peace, freedom, and justice. Each year the college chooses a theme for its Week of the Peacemaker and through lectures and activities conveys this theme in diverse and dynamic ways. **This year's theme is "Building Bridges of Understanding and Respect across Race, Religion and Gender."** All are welcome!

Contact: Carl Procario-Foley, cprocario-foley@iona.edu

Off-Campus and Commuter Services

Off-Campus and Commuter Services is committed to educating students about the concept of community and their role as citizens in a global community. Off-Campus Housing is a member of the Division of Student Life, and works ethically and collaboratively with other campus offices to support the Mission of Iona College. Off-Campus Housing also actively collaborates with neighborhood associations, municipal leaders, local businesses, landlords, and commuter and off-campus students to maintain a safe, high quality of life and a strong sense of community for all constituencies on-campus and in the greater New Rochelle community.

Off Campus and Commuter Services:

- Advocates for off-campus and commuter students in the community and on campus;
- Educates residential and non-residential students about transitional issues faced by off-campus students, including locating safe and legal off-campus housing;
- Works to keep off-campus and commuter students connected to the Iona community;
- Builds relationships and provides opportunities for dialogue and interaction with neighborhood associations, local governing agencies, landlords, and local businesses;
- Helps build relationships between Iona students and citizens in the New Rochelle community while raising awareness of each other's needs and concerns;
- Helps build relationships and integrate Iona College with the surrounding community; and
- Provides resources and services to off-campus and commuter students.

For more information, please contact Michele Nelson, Director, at 914-633-2243 or mlsampson@iona.edu. The Office of Off-Campus Housing is located on the 2nd Floor of LaPenta Student Union, Room 213.

Leadership Development Opportunities

In order to thrive, organizations require constant development of their leaders and their members. Through various conferences, leadership programs, and roundtables, our involved students are supplied with many of the tools to grow individually and as an organization. It is also important that organizations continually check-in with their membership to assess how well they meet the purpose of the organization or to identify positive changes.

Camp G.A.E.L.

Camp G.A.E.L., which stands for "Galvanizing And Enhancing Leaders," is an off-site experiential leadership retreat focused on spirituality, reflection, personal leadership, and connecting with others. Camp G.A.E.L. provides an opportunity for a diverse group of student leaders to come together for a fun, interactive experience where they are engaged in ropes course activities and workshops. The retreat occurs each year one week prior to the fall semester.

This joint retreat experience is designed for the executive boards of the Student Government Association, the Gaels Activities Board, and the Council for Greek Governance, as well as the Undergraduate Programming Assistants, Resident Assistants, Campus Ministers, student organization presidents, athletes, and any other student who is interested in attending.

Nuts and Bolts

The Nuts & Bolts conference is coordinated by the Student Government Association & the Office of Student Development. The purpose of Nuts & Bolts is to train incoming executive board members on how to lead their club/organization. Attendees will be given an overview of the expectations and resources available. This introductory training will give students a basic foundation and starting point as they take on this new and exciting journey. Additional in depth trainings and leadership development will occur throughout the semester.

Compass Leadership Program

The mission of the Compass Leadership Program is to enable students to practice and develop the leadership skills they need to make positive contributions on campus, in society, and in their professional lives. This leadership program will be distinguished for its comprehensive core curriculum focusing on the individual, group, and community development. These principles of leadership and multiculturalism are integrated in a social and global context.

This comprehensive program, based on the CAS Standards for Student Leadership Programs and core values of the Social Change Model of Leadership, strives to develop strong leaders at Iona College. It has been designed to complement the classroom and student life experiences by focusing on behaviors that strengthen students' personal effectiveness and leadership development. Throughout the program, students will be exposed to workshops and learning experiences that will help them learn more about themselves and to give students the necessary skills needed to experience positive leadership roles throughout their lives.

This program is a three level, cohort based program, where students are encouraged to participate as a group. The content of each level will be presented as interactive workshops based on the specific values of the Social Change Model of Leadership.

Student Leadership Conference

Each year the Office of Student Development coordinates a day long on campus leadership conference for Iona College students. It is a great opportunity for students to explore their personal leadership and take away ideas for making positive social change in their everyday lives. While the specific theme and format change each year, it generally consists of keynote presentations and breakout sessions offered by Iona College students, faculty, administrators, alumni, and professionals in the field of higher education and leadership. The conference provides students an opportunity to continue to develop and enhance their leadership skills as responsible citizens of our society and focuses on aspects of the Iona College Mission and the Social Change Model for Leadership Development.

President Round Tables (Pretzels and Presidents)

A number of opportunities are provided throughout the year for student organization presidents to come together to discuss shared challenges, problem solve, or learn new ways to improve their organizations as a community. This is a Club Leadership Series sponsored by the Student Government Association (SGA) with the Office of Student Development (OSD). Presidents of campus clubs and organizations are welcome to attend this

roundtable discussion series. Topics that will be covered may include but are not limited to: ethical decision making, problem solving, group dynamics, organizational competencies (planning, assessing), motivation, and team building.

Lunch and Lead Series

This series is cosponsored by the Student Government Association (SGA) with the Offices of Mission and Ministry, Residential Life, and Student Development. At least once a month during an activity hour there will be leadership programming focused on personal leadership development.

The programs will focus on desired learning outcomes including:

- Interpersonal and Intrapersonal Competence
- Practical Competence
- Knowledge Acquisition, Integration, and application
- Cognitive Complexity and Critical thinking
- Humanitarianism
- Civic Engagement

Membership Development

Organizations should understand their purpose and continually look back at their constitutional mission to stay focused. As part of strong organizational management, group leaders need to understand the value of the general members and be able to communicate the benefits of affiliation to the group. This allows for membership to take ownership in the group and feel empowered, thereby motivating them to keep the organization strong and foster new leaders.

There are number of ways to provide continual membership development:

National and Regional Affiliations

Many groups have larger national and regional affiliations depending on an organization's area of interest. Organizations should seek membership in these larger associations and encourage members to join.

Conferences

Likewise, many national and regional affiliations also host conferences related to the group's area of interest. When possible, encourage members to attend to learn more about their area of interest and network with others.

Trainings and Retreats

Student organizations are encouraged to host their own membership trainings and retreats where appropriate. This becomes a way for groups to develop their members and provide a setting conducive to new ideas and programs.

Special Projects and Committees

Getting members involved in committees and special projects is an excellent way to get everyone involved. Not every member can be an executive officer, but they can get involved and learn about new aspects of the organization through special projects, committees, or even organization of events and programs.

Assessment and Transitioning

Organizations need to constantly evaluate how they are doing through assessment and evaluations. These can be in the form of formal evaluations or casual check-ins with members. Here are a few examples:

Surveys

Surveys are a great way to assess how the group is doing in an anonymous way. These can be particularly useful if you want to get honest feedback from members.

Focus Groups/Fireside Chats

Larger student groups may benefit from doing focus groups to get qualitative feedback from members of the organization. This can be useful when you want to hear a few perspectives in a thorough way.

Check-in at Meetings

It is encouraged to check in regularly at meetings. When members are comfortable, they will usually speak up about issues affecting the organization if the opportunity is offered at a designated time on the agenda.

End of the Year Reports

The Student Government Association and the Office of Student Development work in conjunction to collect end-of-year reports from every organization. This is a template form of questions that provides every organization the opportunity to reflect on the academic year at the end of spring, think about what they've done well, and what needed improvement.

Overview of the Social Change Model of Leadership

The Office of Student Development uses the Social Change Model of Leadership in working with student leaders.

The Social Change model believes in Positive Change

- Change is the ultimate goal of the model.
- Change means improving the status quo, creating a better world, and demonstrating a comfort with transition and ambiguity in the change process.

Overview of the Social Change Model

- This model emphasizes the need to understand self and others in an effort to create community change. It is less about the leader and more about the leadership community.

- The model is inclusive. Anyone can enhance the development of their own leadership qualities in all participants.
- In this model, leadership is viewed as a process rather than as a position.
- This model explicitly promotes the values of equity, social justice, personal empowerment, self-knowledge, collaboration, citizenship, and service.

Since OSD believes a valuable approach to leadership development involves collaboration and concern with fostering positive social change, we embrace the way this particular model examines leadership development from three different perspectives or levels:

- Individual
- Group
- Community

INDIVIDUAL	GROUP	COMMUNITY
What personal qualities are we attempting to foster and develop in those who participate in a leadership development program? What personal qualities are most supportive of group functioning and positive social change?	How can the collaborative leadership development process be designed not only to facilitate the development of the desired individual qualities (above) but also to affect positive social change?	Toward what social ends is the leadership development activity directed? What kinds of activities are the most effective in energizing the group and in developing desired personal qualities in the individual?

Individual Values

C 1: **Consciousness of Self** - Awareness of the beliefs, values, attitudes, and emotions that motivate one to take action.

C 2: **Congruence** - Thinking, feeling, and behaving with consistency, genuineness, authenticity, and honesty.

C 3: **Commitment** - Motivational energy to serve and that drives the collective effort. Commitment implies passion, intensity, and duration.

Group Values

C 4: **Collaboration** - Working with others in a common effort. It constitutes the cornerstone value of the group leadership effort because it empowers self and others through trust.

C 5: **Common Purpose** - Working with shared aims and values. It facilitates the group's ability to engage in collective analysis of the issues at hand and the task to be undertaken.

C 6: **Controversy with Civility** - Recognizes two fundamental realities of any creative group effort: that difference in viewpoints is inevitable, and that these differences must be aired openly but with civility.

Community Values

C 7: **Citizenship** - Process whereby the individual and the collaborative group become responsibly connected to the community and the society through the leadership development activity.

The Social Change Model of Leadership Development

About the Model:

- Work began on this model in 1994
- This model continues to be worked on, having undergone 3 versions already
- The initial research was done at the Higher Education Research Institute (UCLA)
- The model attempts to integrate already established leadership development concepts
- Provides for leaders who may not hold traditional roles of leadership, but rather want to make *positive change*
- A key concept of this model is that leadership as a process.

Goals of the Model:

- To enhance student learning and development; more specifically, to develop in each student participant greater:
 - Self-knowledge
 - Leadership Competence
- To facilitate positive social change at the institution or in the community. That is, to undertake actions which will help the institution/community to function more effectively and humanely.

Components of the Leadership Development Model:

The approach to leadership development for the Social Change Model is embedded in collaboration and concerned with fostering positive social change, the model examines leadership development from three different perspectives:

The Individual- What personal qualities are we attempting to foster and develop in those who participate in a leadership development program? What personal qualities are most supportive of group functioning and positive social change?

The Group- how can the collaborative leadership development process be designed not only to facilitate the development of the desired individual qualities (above) but also to effect positive social change?

The Community/Society- Toward what social ends is the leadership development activity directed? What kinds of service activities are most effective in energizing the group and in developing desired personal qualities in the individual?

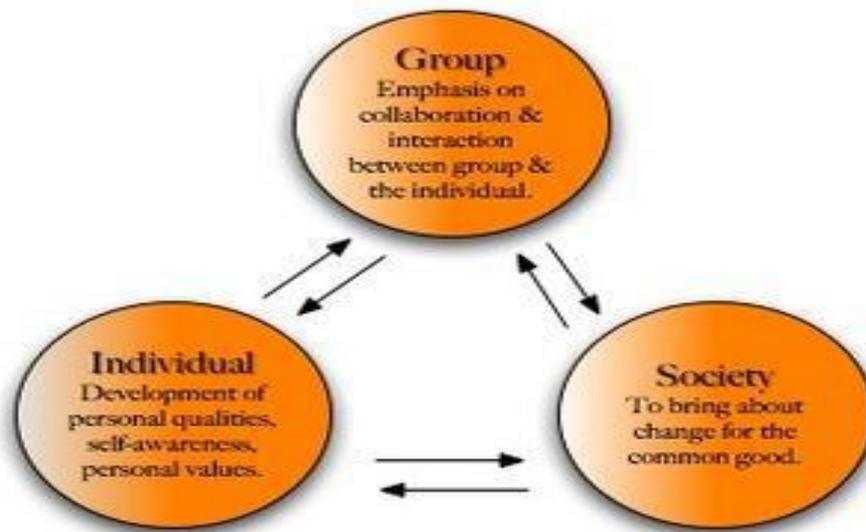
The 7 C's of Leadership:

It was determined based on the model being developed, that there are seven* critical values:

- Consciousness of Self
- Congruence
- Commitment
- Collaboration
- Common Purpose
- Controversy with Civility
- Citizenship

- *The 8th C- Change

The Social Change Model of Leadership Development



The 7 C's Defined:

Consciousness of Self:

- Being aware of the beliefs, values, attitudes and emotions that motivate one to take action
- Key to being able to develop consciousness of others

Congruence:

- Understanding and being consistent with one's own values, beliefs, strengths and limitations
- Interdependent with Consciousness of Self
- Congruency tests
- Personal
- Collective congruency

Commitment:

- The psychic energy that motivates the individual to serve and that drives the collective effort.
- Implies passion, intensity, and duration, directed both towards group activity and intended outcomes
- Requires knowledge of self

Collaboration:

- Leadership as a group process; relational
- Encourages group to transcend individual goals, interests and behaviors
- Vital that group members explore differences in individual values, ideas, affiliations, visions and identities

Common Purpose:

- To work with shared aims and values
- Enables the group to engage in collective analysis of the issues at hand and the task to be undertaken
- Best achieved when all members of the group share in the vision and participate actively in articulating the purpose and goals of the activity.

Controversy with Civility:

- Difference will exist in the group; the differences can be accepted and resolved through open and honest dialogue
- Requires trust amongst the group members
- Conflicts need to be resolved but also integrated into the common purpose

Citizenship:

- Not simply membership, but active engagement in community
- Civic responsibility which works towards social change
- The practice of good citizenship should and needs to happen at every level of the model

The Social Change Model Challenge:

- “The model encourages highly participatory, non-hierarchical leadership, yet you...will be perceived by most students as being in a position of power and status.”
- Therefore, we must:
- Model the model
- Remember that we are the catalysts from which this work will start
- Continue to work on the model

Source: Astin, Helen S. and Alexander W. Astin. A Social Change Model of Leadership Development Guidebook Version III. The National Clearinghouse of Leadership Programs, 1996.

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. For a directory of Residential Life staff, call their office in the LaPenta Student Union, 914-633-2336

- The **Office of Mission & 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 Campus Ministries in the LaPenta Student Union or call 914-633-2632 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 at the start of their freshman year. Call 914-633-2462 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 914-633-2038.
- **Alumni Relations** staff can be utilized to organize guest speakers and developing connections with former organization members. Call 914-633-2409 to contact the Alumni Relations Office.
- The **Marketing and Communications (MarCom) 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 MarCom. Contact the Director of Public Relations at 914-637-2726 for assistance.
- The **Office of Off-Campus and Commuter Services** 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, educates off-campus students about Iona's expectations of them as representatives of Iona College in the New Rochelle community, educates residential and non-residential students about transitional issues faced by off-campus students, keeps off-campus students connected to the Iona community, builds relationships with neighborhood associations and local governing agencies, helps build positive relationships between Iona students and the citizens of New Rochelle, and provides resources and services to off-campus and commuter students. Contact them at 914-633-2243.

Forms and Resources (Appendices)

- A - Event Planning and Contract Checklist
- B - Purchase Request Form
- C - New Student Club Recognition Checklist
- D - Good Standing Checklist and Plan of Action
- E - Event and Funding Packet Request
- F - Blank Check Request
- G - Request for Non-Event Funding
- H - Petty Cash Advance
- I - Petty Cash Reimbursement Form
- J - Fundraising Approval and Guideline Form
- K - Performance Contract Worksheet
- L - OSD Ticket Sales and Guest Event
- M - End of Event Attendee Evaluation
- N - Event Summary Form
- O - LaPenta Student Union Reservation Request
- P - Event with Alcohol Request
- Q - Event Guest Request Responsibility Form