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Introduction

The purpose of this handbook is to provide you with the information necessary to create and maintain an active student organization at Hostos Community College. Take the time to review the different sections and to explore items that might not sound familiar to you.

Our staff is here to assist you to have a rewarding student life experience. In order to make this possible, your cooperation is essential. Make sure to keep us up-to-date of how your planned events are developing, any difficulties that you are facing, any questions that you may have, and any additional assistance that we may provide to ensure that your ideas transform into successful activities.

We look forward to working with you to create a wide array of events at Hostos Community College.

Regards,

Jerry Rosa
Director of Student Activities
The Office of Student Activities

Purpose
The role of the Office of Student Activities (OSA) is to create and promote out-of-classroom experiences for students. Student Activities interacts closely with the members of over forty (40) student organizations, assisting their leaders in the areas of leadership skills training and event programming. Our collaborative efforts also include working with the elected leaders of the Student Government Association (SGA) to register clubs and manage the student electoral process. The Office of Student Activities (OSA) provides a wide-array of services to the college community. Some of the most common services are (1) to develop extra-curricular activities for the college community; (2) to serve as a general advisor to the SGA; (3) to certify student organizations on campus; (4) to assist student organizations in the planning and development of activities; (5) to alert the college community of activities organized by student organizations and SGA; and (6) to manage the funds for student organizations and other entities that received awards from the Hostos Association. In essence, the office seeks to promote the creation of cultural, educational and social events that captivate, educate, entertain and effectively serve the college community. During the academic year, the office coordinates and implements conferences, visits to legislative offices, and offers workshops on various student development topics. During the summer, the office works closely with the newly-elected student government members to help them become acquainted with the responsibilities that they are about to undertake.

Location
The Office of Student Activities is located in the C-Building (450 Grand Concourse), Room 371. Our contact information is as follows:

- Phone: (718) 518-6561
- Fax: (718) 518-6560
- E-mail: osaho@hostos.cuny.edu

Office Hours
The Office of Student Activities is available to provide services to students as follows:

- Monday, Tuesday and Friday: 9:00 am - 5:00 pm
- Wednesday and Thursday: 9:00 am - 6:30 pm

Mailing Address
If you would like to send any type of correspondence to our office, please do so at the address below:

Hostos Community College
Office of Student Activities
500 Grand Concourse, C-371
Bronx, New York 10451

1 Our office hours are from 9:00 am – 5:00 pm when classes are not in session.
Leadership Opportunities at Hostos

Hostos Community College offers students several forums to develop their leadership skills. The most common student leadership forums are as follows:

Student Clubs
The first and most common leadership role for students at the college is serving as an officer of a student organization. There are usually 35-45 active student organizations every year. These include academic, cultural, religious, and special interest clubs. Each of these clubs is managed by four club officers (President, Vice President, Treasurer and Secretary) under the guidance of a Club Advisor. Club officers are elected by their peers or selected in collaboration with the Club Advisor. Club officers usually serve a one-year term.

Student Government Association (SGA)
One of the main organizations that serves and represents the needs and interests of students at the Hostos Community College is the Student Government Association (SGA). SGA is comprised of sixteen (16) members, seven (7) of which serve as Executive Officers and nine (9) as Senators. SGA members are part of many important college-wide committees including the Hostos Association, College-Wide Senate, Auxiliary Enterprise Committee, Technology Fee Committee, Space Requests Committee and others. SGA organizes cultural, educational and social activities for the student body throughout the school year. It also assists student organizations in the planning and development of their activities. To learn more about the Student Government Association (SGA), visit their main office (room C-534) or contact them by e-mail studentgovernment@stu.hostos.cuny.edu or by phone at (718) 518-6549. You may also visit the SGA website at http://www.hostos.cuny.edu/sdem/student_activities_sga.html.

College Committees
Students at Hostos have the opportunity to participate in numerous college committees. These committees address important issues at the college including student governance, management of student fees, and event approval. A list of some of the most common committees can be seen below:

- Academic Standards Committee
- Admissions Committee
- Affirmative Action Committee
- Budget and Finance Committee
- Committee on the Disabled
- Curriculum Committee
- Facilities Committee
- Grants Committee
- Institutional Research Committee
- Instructional Evaluations Committee
- Library Committee
- Hostos Community College Association
- Scholarships and Awards Committee
- Student Elections Review Committee (SERC)
- Technology Fee Committee

For additional information about these committees, visit the Office of Student Activities.
Emerging Leaders Program
The Emerging Leaders Program is an initiative to uncover and develop student leaders from non-traditional backgrounds. Ideally, the program works to help students understand that they can play a significant role not only in the lives of others, by taking on a leadership position, but they can also improve and enhance their own lives as well. Emerging Leaders are selected based upon their individual qualities (not their grade point averages) and given training to support their ongoing development as both students and leaders throughout their entire college career. For additional information, visit the Student Leadership Academy (C-392) or check their website at http://www.hostos.cuny.edu/sdem/sla_elp.html.

Student Ambassadors Program
The Hostos Student Ambassadors are representatives of the college; locally, regionally and nationally at public forums, debates, hearings, conferences and special events both on campus and off. The Hostos Ambassadors are recognized as high achieving students, who are dedicated and determined individuals, driven by their roles as servant leaders in and around the communities that they live, work and go to school in. For additional information, visit the Student Leadership Academy (C-392) or check their website at http://www.hostos.cuny.edu/sdem/sla_ambassadors.html.
General Services for Student Organizations

Club Registration
Our offices manages most of the aspects of the club registration process, including scheduling and conducting the Club Orientations and distributing and reviewing all Club Registration Forms.

Mailboxes
Mailboxes are available for all registered student organizations at Office of Student Activities Office, room C-371. Communication is essential for the success of planned activities and, as such, it is crucial for clubs to check their mailbox several times a week. This will ensure that important information is received on a timely basis. Please note that only executive officers are authorized to pick-up mail.

Club Offices
Our office provides the Student Government Association (SGA) a list of all the registered student organizations so that they, in turn, determine club office assignments. Our office then informs the Office of Public Safety of the individuals (club officers) authorized to receive door lock codes. We also issue requests on behalf of the student organization to have those codes changed or the door lock serviced when necessary.

Club Funding
Our office organizes all the meetings for the Hostos Association Budget Committee in which club budget proposals are reviewed. We provide club officers with sample proposals that they can follow to create their budget request. In addition, we collect all proposals for review by the Budget Committee once these have been completed by the student organizations and their advisors.

Event Planning Assistance
Our staff will help you with all the aspects involved in planning an event including reserving space, reserving audio-visual equipment, requesting catering and issuing checks to pay service providers.

Work Orders
Our staff will assist you in placing a work order to:

- repair a club computer or install software needed by the club
- install lightbulbs, repair walls or replace ceiling tiles in the club office
- remove damaged or unwanted furniture from the club office
- polish the floors of a club office that has not been serviced in a while
- paint the walls of a club office that has not been serviced in a while
Student Organization Calendar

Keep in mind these important dates as they impact all student organizations on campus.

September
- Club Registration (including Club Orientation and Club Certification)
- Club office assignments (managed by SGA)
- Hostos Association Budget Committee Meetings (funds for fall activities)
- Hispanic Heritage Month (starts September 15th)

October
- Hispanic Heritage Month continues (until October 15th)
- Hostos Association Budget Committee Meetings (funds for fall activities)

November
- Puerto Rican Heritage Month
- Thanksgiving

December
- End of semester activities and holiday celebrations
- Winter Recess

January
- Winter Recess
- Winter Commencement

February
- Recertification of student organizations
- Hostos Association Budget Committee Meetings (funds for spring activities)
- Black Heritage Month
- Dominican Heritage Month

March
- Hostos Association Budget Committee Meetings (if necessary)
- Women’s Heritage Month
- Spring Break (dates depend on the Academic Calendar)

April
- Spring Break (dates depend on the Academic Calendar)
- Student Government Elections

May
- Club officer elections (to select the executive board for the next academic year)
- End of semester activities

June
- Commencement
Club Registration

Club Registration at Hostos takes place every fall semester. All clubs, whether new or returning, must register with the Office of Student Activities (OSA) and be chartered by the Student Government Association (SGA) in order to be officially recognized by the college.

Whether you are creating a new student organization or re-certifying one that was in existence, there a few questions that you should ask yourself in regards to the endeavor that you are about to undertake:

- Why are we starting (or recertifying) this club/what is our purpose?
- What do we want to achieve as a club?
- What do we, as a club, have to offer to the campus community?
- How will we differ from other clubs?
- Do we have enough students who share the same interests?
- Do we have a faculty or staff member who would like to work with us?
- What will our members gain from this club experience?

Your club should exist for a reason other than having a club space on campus. That is, it must address a need or a set of needs within the student population. Spend some time reflecting about this idea before picking up the paperwork to participate in this process.

Club Registration Benefits
Officially recognized student organizations at Hostos Community College are entitled to the following privileges:

- Permission to use college facilities for club events
- Access to a club mailbox at the Office of Student Activities (C-371)
- Permission to apply for funding from the Hostos Association
- Permission to advertise (post flyers) on campus
- Access to an office space assigned by the Student Government Association (SGA)

How to Start a New Club
Student interested in starting a student club/organization at Hostos Community College must follow these simple steps:

1. Pick up and fill out a Club Registration Form
   a. To receive a Club Registration Form, students must attend a Club Orientation Session at the beginning of the fall semester.
   b. To sign up for one of these sessions, stop by the Office of Student Activities (C-371) starting the first day of classes.

2. Make sure your club meets all the initial registration requirements.
   a. Every organization must have an Executive Board consisting of four (4) officers.
      i. President, Vice President, Treasurer and Secretary.
   b. All club officers must have a minimum GPA of 2.0 and have completed at least twelve (12) academic credits.
      i. First semester students are not eligible to hold office due to the fact that they do not have a GPA at the college.
   c. All club officers must be registered for at least six (6) credits.
i. Exceptions will only be made in the case of students pursuing their last semester at the college who only need to register for one class (3 credits).

d. Every organization must identify a faculty or staff member to serve as Club Advisor.
   i. All faculty advisors must be current faculty or staff (HEO or CLT) of Hostos Community College.
   ii. College Assistants (CAs) or College Lab Technicians (CLTs) enrolled for classes cannot serve as Club Advisors.

e. All organizations must have at least twenty-five (25) registered student members.

3. Submit your completed form for review.
   a. After you submit your form to the Office of Student Activities, it will be reviewed and if all the requirements are met, a request to charter (officially recognize) your student organization will be forwarded to the Student Government Association (SGA).
   b. Once the Student Government Association (SGA) charters the organization, your club will be a legitimately recognized student organization as mandated by the CUNY Board of Trustees By-Laws, Article XV, Section 15.2.

How to Recertify a Student Club That Was Active the Prior Year
Clubs that were active at Hostos the prior academic year follow most of the same steps of the Club Registration Process as new clubs in order to be re-certified. The differences among the two are that returning clubs (1) do not need to create a club constitution and (2) do not need to identify a Club Advisor (unless the prior advisor is not available). Otherwise, both new and returning clubs have to (1) attend a Club Orientation Session and (2) fill out a Club Registration Form.

Club Registration during the Spring Semester
1. Students can only register new clubs / organizations in the fall semester.
2. Your club recognition is valid only during the fall semester. Your organization must complete a renewal form for the spring semester. If you do not complete the renewal form, your club will not be recognized.
Responsibilities of Club Officers

The duties listed here are general duties for the four main officers of any student organization. Each organization should have a supplemental list of specific duties designed to fit the special functions and interests of the group. If additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

President’s Duties
1. Schedule and preside over club meetings.
2. Authorize the expenditure of funds and the use of club resources.
3. Conduct training for club officers and members.
4. Create budget proposals for the club (in collaboration with the Treasurer).
5. Resolve conflicts within the club.

Vice President’s Duties
1. Support the activities and initiatives of the President.
2. Reach out to members that did not attend club meetings or activities.
3. Check the status of any pending paperwork with the Office of Student Activities.
4. Preside over club meetings in instances when the President is not available.
5. Assist other officers with their duties.

Treasurer’s Duties
1. Help the President to create budget proposals for the club.
2. Maintain records of the allocated club budget and all expenditures.
3. Ensure that all club expenses are paid.
4. Reimburse club officers for authorized out-of-pocket expenses.
5. Receive and record all membership funds (if applicable).

Secretary’s Duties
1. Help the President to create the agenda for club meetings.
2. Maintain minutes and attendance lists of all club meetings.
3. Create flyers to publicize club activities and club meetings.
4. Maintain a list of club members (membership roster) with the appropriate contact information (name, e-mail, cell phone #, etc.).
5. Communicate with club members concerning upcoming activities and meetings.

Duties of all Officers
1. Be aware and follow the mission and goals of the club.
2. Plan, organize, attend and support club events.
3. Represent the club at all necessary meetings (Hostos Association, SGA Assembly, etc.)
4. Recruit new members for the club.
5. Maintain the Club Advisor informed of any developments within the club.
Responsibilities of Organizations to Their Club Advisor

Faculty and staff who serve as advisors to clubs and organizations do so on a voluntary basis. Steps should be taken to make sure that involvement is a rewarding experience for all parties, including the advisor. Therefore, members of clubs and organizations should:

- Discuss expectations with advisor from the beginning.
- Notify the advisor of all meetings well in advance.
- Send the advisor a copy of the minutes of every meeting held.
- Consult with the advisor before making changes in the structure or policies of the organizations.
- Consult with the advisor before major projects are undertaken.
- Understand that although the advisor has no vote, he/she should have the opportunity to express his/her opinion and provide feedback.
- Remember that the responsibilities for the success/failure of a group project rests ultimately with the group, not the advisor.
- Periodically evaluate the advisor and provide him/her with constructive feedback about how he/she might be more helpful to the group.
- Acknowledge the advisor’s service to the group and thank them for their interest and assistance.
The Club Advisor

Every student organization that seeks to be certified by the Office of Student Activities and the Student Government Association (SGA) must have a Club Advisor. Each student club has the privilege of selecting its own advisor every year. The student group may select a faculty or staff member to play this role. The name of the advisor and a statement over their signature indicating that he/she will serve in this capacity for the academic year must be submitted to the Office of Student Activities. Any change in advisor must be reported without delay to the office.

The Advisor’s broad responsibility is to advise executive officers and members in regards to college policies and to serve as a resource person. It is important for students and their advisor to spend time assessing their goals, expectations and values. An effective advisor can assist the student club to fulfill its objectives by sharing his/her insight, comments or suggestions.

The person that your club selects to be its Club Advisor should:

- Be aware of the purpose of the club/organization.
- Be interested in what the club/organization represents.
- Be present during all club activities, including trips.
- Be available to counsel students in all matters related to the club/organization, sign all required forms, and attend club meetings and activities.
- Assist the club/organization in the planning and development of activities and proposals for funding.
- Help the executive board maintain files on attendance, club elections and activities (club history).
- Assist in making sure that the club/organization acts responsibly.
- Understand that all equipment assigned to, or bought by the club/organization belongs to Hostos Community College and must be returned at the end of the academic year.
Creating an Active Student Organization

Attending an orientation and filling out paperwork are just the initial steps for establishing a club. There are several other elements that need to go into the equation in order to create an active student organization. These components are as follows:

Setting Goals
Your organization has been just been certified. What do you do next? Well, the first thing you need to do is define your expectations. Your club officers, advisor and members should meet to discuss what you what you hope to accomplish during the semester. Do you plan to organize workshops, provide tutoring, host social events, show movies, provide dance classes, go to a play, or participate in a conference? Identifying your destination is the first element necessary to determine the steps that you need to take in order to get there.

Outlining Tasks
Your club established several goals for the semester. Making these goals a reality will require that several tasks be completed. For instance, you will probably have to:

- Write a budget proposal to obtain the funds that you need
- Present the budget proposal before the Hostos Association and secure the funds
- Fill out the paperwork necessary to organize the activity
- Create and post publicity materials to promote the activity
- Purchase the supplies for your activity
- … and any other steps necessary

Identifying all the tasks necessary to make your planned activity a reality will help you plan appropriately and minimize any difficulties that may arise later.

Dividing Responsibilities
This is one of the most important, yet most often ignored steps of the planning process. Your officers know the goals that they want to accomplish and they know the steps necessary to reach these goals. They now need to identify who will be the person(s) responsible for carrying out each of the required tasks. What is the President supposed to do? What about the Vice President? How about the Treasurer? What about the Secretary? How about the club members?

Refer to the section titled “Responsibilities of Club Officers” (p. 13) for a detailed look at the tasks commonly associated with each club officer.
Maintaining an Active Student Organization

Just as it is a challenging task to create an active student organization, it is equally demanding to maintain an active student organization. There are four elements that club officers need to keep in mind in order to ensure the continuity of their club.

Organizing and Holding Meetings
Ever heard of the phrase “Knowledge is power?” Well, this concept definitely applies to the idea of maintaining an active student organization. In order for your officers and members to continue being involved in your club’s activities, they need to be informed of recent and upcoming developments.

Prior Events
- How did the last activity/meeting go?
- How many people attended?
- Where did it take place?
- At what time did it start and end?
- What did people think about it?
- What could we have done to make it better?

Upcoming Events
- What is the next activity/meeting?
- When is it supposed to take place?
- Where is it being held?
- Who are we inviting?
- Do we have enough money in our club budget?
- How can we get the word out?
- How can we help?

Your office should have a bulletin board showing the minutes of your last meeting. The board should also include photographs of any prior activities as well as flyers announcing your next meetings and events. Remember: Making members aware of your goals helps them to think about the tasks that need to be completed and how these tasks should be divided among those that form the club.

Training Future Officers
You are a college student pursuing a degree, so that means that you are not going to be a club officer for the rest of your life. It also means that you need to train someone else to take your place once you step down. The same goes for your fellow officers. Thus, it is important that you identify club members who might be interested in maintaining the club alive after your departure and that you train these individuals as best as possible. The continued success of an organization can only take place if the leadership empowers the membership to assume control of the operation once that leadership is no longer present. The President should educate all club members about the club’s history and its importance for the college population. The Vice President should assist the President with these tasks so that, in the process, he/she can become more familiar with the different concepts. The Treasurer should train an assistant to one day take his/her place. The Secretary should maintain printed and computerized copies of all minutes, flyers, budget proposals and other
critical organizational records. These documents should be shared with the future leadership before school ends.

Recruiting Members
Another critical aspect to ensure the continuity of a student organization is recruitment. Officers and members who might be active one semester might graduate or face personal situations that do not allow them to be active the next. How do you replace these figures? Answer: By actively recruiting at all times. Invite students to your club meetings and activities. Set up tables to recruit members. Post flyers around campus to inform students about your club. Distribute flyers during large college events such as Registration. Make sure that people know about your club so that it continues to be active.

Balancing Responsibilities
Although participating in co-curricular activities is a rewarding experience, over-dedication to club activities can at times affect your academic performance. Use good judgment when you participate in a student organization. Learn when to be actively involved and when to step aside and let others carry the load. Remember that the main reason you elected to go to college is not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future. Make use of HALC (C-596) and other tutorial services offered by the College. The first and most important part of being a student leader is being a student.
Tips for Executive Officers

Meeting Tips
One of your most important jobs as executive officers is to instill a sense of belonging in the members of your club. By doing so, you should be able to get more members to join the club, stay in the club, and foster teamwork and club morale.

How can you do this? Here are some suggestions:

1. Seating
   a. With a small group, try an informal seating arrangement. Sit around a table if possible, or arrange chairs in a horseshoe or circular configuration. You will need a friendly atmosphere for a successful meeting.

2. Introductions
   a. Do your members know each other? Try having each member introduce her/himself—telling why she/he is interested in this group and giving a little background of her/his experience (if appropriate). Start the ball rolling by introducing yourself. In this way, you give others an example of what they should say. Create a membership committee whose job would be to meet, greet, and recruit new members.

3. Membership
   a. Do you know the membership of your club/organization or do you have students wandering in and out at various meetings, temporary visitors, etc? Try having a membership bank. Your secretary should keep a list of members. After you get a list of members, make every effort to learn their names and address members by their name at club meetings.

4. Visitors and New Members
   a. After your initial organization meeting, be particularly alert to recognize visitors and new members at each meeting. When students visit, welcome them and introduce them to members after the meeting.

5. Absent Members
   a. Part of the purpose of knowing your club membership is to follow-up when members are absent. Your secretary should check the attendance at each meeting. Have your officers or membership committee look up those who were unaccounted for and address their absences in a professional manner. To deal with this, explain to the absent members what was missed and what is going to happen at the next meeting. If it is too difficult to get in touch with them, an e-mail or text message can do the trick. If a member misses several meetings, make a special effort to find out why.

Writing Minutes for Meetings
Here is a suggested outline that may be of help to the Secretary in writing minutes.

1. Give the hour, day, month, place of meeting, and name of presiding officer.
2. Maintain a list of all club members in attendance.
3. State whether the minutes of the last meeting were approved as read, approved and corrected. (If there were corrections, list them.)
4. Give a statement concerning all reports read and the action taken on them.
5. Record items discussed under old business.
6. Record items discussed under new business.
7. Each motion, whether approved or not, should be included either under “old” or “new” business.
8. State the time of adjournment (end time) of the meeting and sign the minutes.

Additional Suggestions for Executive Officers

1. Goals
   a. Does your club have some goals to aim for this year—in the way of membership goals, service projects, social activities or professional growth? The President should not decide what these goals should be; he/she must not say, “We will do this and that...” Instead, he/she should encourage the group to form its own objectives after briefing members on what the club has accomplished in the past.

2. Focus
   a. The entire year’s program should revolve around the goals your club wants to accomplish. The executive officers, members and advisor should meet to arrange programs for the whole year (or at least for one semester), early in the term. If a basic plan can be discussed early, activities for the year may prove meaningful and may have a better chance of occurring.

3. Productivity
   a. Register for a table at the Club Fair and participate in leadership training workshops so as to keep your members motivated. It is also important that you acknowledge the contributions made by members who went beyond their call of duty. This could be done in the form of a certificate or card.

If you follow these helpful hints, new members will get involved, old members will stay motivated, and your club will be able to maintain its efforts. Remember, unless you continue to attract and maintain new members in your club, it will not last. Eventually, you will graduate and your group will fade away. Those clubs/organizations that make a point of doing this year after year stay around a very long time.
Club Office Spaces

Club Office Assignments
The allocation of space for certified clubs is managed by the Student Government Association (SGA) in consultation with the Office of Student Activities. Clubs will be informed of their office space assignment through their mailbox (located in room C-371) or by e-mail.

Office spaces are normally shared by two (2) student organizations. Club officers are encouraged to schedule a meeting at the beginning of the semester to discuss the office hours for each organization.

Office spaces are usually equipped with a desk and chair, a desktop computer, a file cabinet or bookcase and, in some instances, wall shelves. As the name suggests, club offices are supposed to be used to store documents and office supplies. Neither the Student Government Association (SGA) nor the Office of Student Activities will be responsible for lost or stolen personal items.

There are no keys issued for club offices. Instead, students enter the club by typing an entry code in the door lock. Lock codes are managed by the Office of Public Safety. In order to obtain the code, club officers must visit the Office of Student Activities which, in turn, will notify Public Safety.

Club office assignments are valid from the first day of classes of the fall semester to the last day of finals of the spring semester. If a club registers for the fall semester but does not register for the spring semester, access to the office will be revoked.

Club offices can only be used during normal college hours. These hours are as follows:
- Monday through Friday 7:00am – 10:00pm
- Saturday 8:00am – 6:00pm
- Sunday Closed

Students that are using their club offices should start getting ready for departure at least fifteen (15) minutes before the building is set to close. This includes saving your work on the computer, turning the computer off and packing up your belongings. There should not be any students in a club office at or after closing hours.

Clubs should also keep in mind the following items regarding club offices:
1. Club doors must be open any time that there are students in the office. This ensures the personal safety of everyone in the room.
2. An executive of the club (President, Vice President, Treasurer or Secretary) must be in the office when members occupy the room. This ensures that someone with the door lock code can open the door in case it accidentally closes.

Club Code Change
Clubs/Organizations that are interested in changing the code for their door lock must follow the following procedures:
1. A club officer must request in person to have the code changed for their club.
2. The code change request is reviewed by the Director of Student Activities.
3. The code change request is forwarded to the Office of Public Safety, C-030.
4. Public Safety notifies the Locksmith to change the code.
5. The Locksmith changes the code and submits the new code to the Office of Public Safety.
   a. Codes are changed based on the work responsibilities of the Locksmith and may take anywhere from 3-5 business days.
6. The club officer visits Student Activities so that a request will be issued for him/her to obtain the new code from the Office of Public Safety.

**Reporting Door Lock Problems**
If you are experiencing problems with your door lock, please stop by the office (C-371) so that we can place a request to have the door lock serviced.

**Club Computers**
Each club office has a computer. The computer features basic programs (Word, Excel, Internet Explorer) to help you work on club assignments. If you are experiencing problems with your computer, please stop by the office so that we may place a request to have the unit serviced.
Club Budgets

Funds used by student organizations to organize activities come from a line in the Student Activity Fee (SAF) called the Clubs & Organizations (C&O) line. This line is managed by an entity called the Hostos Community College Association, also known as the Hostos Association.

Obtaining a Club Budget
In order to obtain a budget, a student organization must:
1. Register with the Office of Student Activities (by filling out a Club Registration Form).
2. Be certified by the Student Government Association (SGA)
3. Create and submit a budget proposal to the Hostos Association (via Student Activities) at the beginning of each semester (fall and spring).
4. Have the budget proposal reviewed and approved by the Hostos Association.

Using the Club Budget
1. Visit the Office of Student Activities to discuss the type of activity that you are planning to organize and the date(s) of this activity.
2. Check your budget balance to make sure that you have enough funds available.
3. Fill out and submit the appropriate Disbursement Voucher(s).
4. Pick up or ask the office to mail out the respective check(s) when ready.

Important Notes about Club Budgets
1. It takes 7-10 business days to process a Disbursement Voucher and produce a check, so plan accordingly. There is no express service.
2. All Disbursement Vouchers must be accompanied by the appropriate supporting paperwork (invoice, purchase receipts, Service Contract, projected list of expenses, etc.). Vouchers that are submitted without supporting paperwork will not be processed.
3. Club budgets do not carry over from one semester to another. In other words, if you do not use it, you lose it.
Elements of Event Planning

The Office of Student Activities staff is available to help you plan your event. Our staff will provide you with all the information you need regarding the steps necessary to plan your event. This includes informing you about the paperwork that you need to fill out, the regulations pertaining to holding activities at the college, and other details. It is recommended that clubs speak with an Office of Student Activities staff member as early as possible to plan their event. As space on campus is limited, planning in advance is a key element of successful programming.

Planning your event begins with discussing all the aspects to create a successful event. These aspects include selecting and reserving the facility that will be used, ordering snacks and refreshments, reserving audio-visual equipment, having publicity materials approved, issuing checks to pay facilitators, and others. All student organizations planning an event on campus must fill out a Space Request Form to inform the college about their planned activity.

All proposed activities are reviewed by an entity called the Space Requests Committee. This committee is composed of representatives from various offices on campus including Culture and Arts, Facilities, Public Safety, Athletics, Student Activities, the Conference Center and others. The purpose of this committee is to review space requests, provide feedback regarding the proposed activities and determine whether or not these activities not conform to college procedures.

It is important to keep the following in mind when you are planning an event:

1. Only registered and chartered clubs, organizations and committees may reserve college facilities or audio-visual equipment.
2. To obtain a tentative room reservation, you must fill out and submit a Space Request Form at least 2 weeks in advance of the date of the event.

Helpful Hints for Successful Student Programming

When planning an event, ask yourself the following questions:

- What is the purpose of this event?
- What are we trying to achieve in organizing this program?
- Does the activity meet the goals and objectives of our club?
- What are the responsibilities inherent in doing this program?
- Who is our intended audience?
- How many people do we expect? Can we afford the cost of crowd control (security)?
- Where will the program be held? What type/size of room will we need? How many tables and chairs will we need?
- What type of publicity will be needed for this program?
- What resources, policies, procedures, apply to this event?
- What is the budget for this program? How are we going to meet this budget?
- Will our club be the sole sponsor or will we co-sponsor it with another club or department on campus?
Space Request Forms

The first step in the approval of a student event is for the club/organization to pick up and fill out a Space Request Form. All space requests must be submitted at least two (2) weeks before the activity is scheduled to take place. Before filling out your form, check if the space that you plan to use is available by visiting the Office of Student Activities and reviewing the Campus Calendar with the staff.

The Space Request Form must be filled out in its entirety and then signed by the club advisor. At this stage, the form should be submitted to the Office of Student Activities for initial review. The OSA staff will check the form to make sure that it has been completed correctly and signed. After this review, the Director of Student Activities will review the form and, if correct, initial the form to indicate his preliminary approval. The Director, in turn, will send the form to the Dean of Student Life for his/her review. After the Dean reviews and signs the form, the form will be submitted to the Reservation Clerk of the Space Requests Committee. The clerk will enter the event information in the Campus Calendar, makes copies of the form, and distributes these copies to the members of the Space Request Committee at the next weekly meeting. At the meeting, the members will review the form and, if necessary, request additional information from the student organization planning the event. After the meeting, the Office of Student Activities will communicate with the club to indicate that the event has been approved or to clarify the questions raised by the committee members.

Important Notes
1. The college reserves the right to change room reservations if circumstances warrant a shift in room assignments.
2. Any organization which reserves any room on campus agrees to abide by the regulations and guidelines for the use of the facility and accepts responsibilities for damages, loss or theft, and all charges incurred.
3. All events must be open to the entire college community and must be held during the academic year while classes are in session.

Organization’s Responsibilities during an Activity
All organizations utilizing college space are responsible for monitoring their own actions as well as those of their guests. Members of the organization are required to provide assistance to Public Safety at the event entrance. Groups are responsible for surface cleaning of the facility they use. All decorations and/or tape must be removed from the location prior to the end of the event and placed in trash receptacles.

Notification of Event Change
Any program changes must be made in writing to the Director of Student Activities at least one (1) week before your event. This will ensure that there is sufficient time for the Space Requests Committee to reevaluate your application. Failure to notify the Office of Student Activities of any program changes will result in the automatic cancellation of your event.

2 It is very important that the telephone number of the person filing out the request be listed on the application so that any questions may be resolved promptly.
3 These meetings take place every Wednesday at 2:30 PM.
If there is a significant difference between the event described on the application and the event advertised on the flyer or announcement, the event might also be cancelled. For example, if on your application you indicated that you were planning to hold a reception but on your advertisement you publicize the event as a party, your event may be cancelled. The determination of whether the difference between the event originally applied for and the event advertised are the same is in the sole discretion of the College.

Audio-Visual Equipment
Our office provides audio-visual services to all student organizations and the Student Government Association (SGA). These services include microphone, sound system, portable radio (boombox), and DVD player setups. We can also make arrangements for your organization to use a laptop and video projector. Please see one of our staff members for assistance.

Decorations and Supplies
Our office has general decorations in store (streamers, balloons, table cloths) for clubs to use during their activities. If additional decorations are needed, the student club must notify our office at least one (1) week in advance so that we could make the necessary arrangements for purchasing or borrowing the materials. Our office also provides general food serving items (serving utensils, food racks, food burners, etc.). Please visit the office for additional information.

Stamp for Flyers (the stamp)
All flyers that are placed on the bulletin boards on campus should have the approval stamp of the Office of Student Activities. The stamp is a three-part item: stamp, initials of the person reviewing the flyer and date that the flyer was stamped. If a flyer placed on a bulletin board does not have the stamp, our staff will remove it at the end of the week. Normally, we stamp flyers for student organizations, departments and other offices on campus that want to promote their activity. We do not stamp flyers to sell books, rent apartments, promote private tutoring, sell cars, and promote parties at nightclubs or other outside matters. Individuals that want their flyers stamped should bring the original copy and then take the flyer to the Copy Center (Duplicating).

Duplicating Services
Our office manages small duplicating requests (1-25 copies) for all student organizations. In the case of larger requests, we will provide you with the paperwork necessary (Duplicating Form) to place your request with the college’s Copy Center. These forms must be signed by the person requesting copies and the Secretary or the Director of Student Activities. In general, clubs can request 50-100 copies of their flyer. If the activity is a party, clubs can request 200 copies. Paper for club copies must be obtained from the Student Government Association (SGA).

Service Contract
This is a form used to create a payment agreement between a student organization and a service provider (speaker, DJ, performer, restaurant). The Service Contract plays the role of the invoice. All Service Contracts must be accompanied by a W-9 Form.4

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4 The only exception is Service Contract for providers that have already done business with the college during the current academic year.
Social Security or employer identification numbers of the contractor (principal or agent) must be included along with the address in the contract. Failure to have contracts approved before services are rendered may forfeit payment of it. Standard contracts can be picked up from the Office of Student Activities. All contracts must be presented for authorizing signatures at least two (2) weeks before the event.

Prizes and Giveaways
A lot of clubs organize activities in which they give gift cards as prizes. Our office will assist you in this endeavor by purchasing on your behalf the Bookstore gift cards and starting the necessary paperwork (Disbursement Voucher) in order to process payment. If you are planning to provide other giveaways, our staff will provide you with guidance as to the proper procedures for purchasing these items.

Purchase Orders
Your activity might require that you purchase goods from an office, electronic, laboratory supplies or other outside vendor. Our office places purchase orders on behalf of all student organizations and helps them to process the necessary paperwork (Disbursement Voucher) to process payment.
Additional Elements of Event Planning

Guest Policy
In accordance with the college’s proof of ID policy, and in an effort to assist student organizations to hold patrons at student functions responsible to the guidelines, the following policies are in effect for student clubs/organizations:

1. Guest Lists must be submitted to the Office of Student Activities at least 3 days before the party is scheduled to take place.
   a. No person under 18 years of age may attend a party, regardless of whether or not their name appears on the Guest List.
2. All Hostos Community College students must show their identification card (ID) in order to gain access to an event.
3. All non-students must show identification before entering an event (dances, dinners, etc.). Those failing to present identification will not be allowed to enter the event, will be asked to leave the facility, or may be escorted off campus.
4. After showing a valid photo identification card, all non-students must be registered as a guest of a student (limit of 4 guests per Hostos student – subject to change).
5. Students registering a non-student as a guest will be held responsible for the behavior and actions of their guest at the event for the duration of the time the guest is on campus.
6. If the activity or event hosted by a club or organization is open to the public, it must be indicated on the Space Request Form and approved by the Space Requests Committee.

Public Safety Coverage during Parties
Organizations that are planning to organize parties in the Cafeteria should keep in mind that it costs about $1,100 (supervisor, officers and metal detector) for Public Safety to provide coverage for a 4-hour party. Outside security services cannot be used.

Inviting Prominent Political or Social Figures
If your event is going to feature the participation of a prominent political (Borough President, Member of the Assembly, Member of the Council, etc.) or social figure (well-known actor, artist, athlete, etc.), then the particulars of the event need to be discussed with the proper college representative. Please visit the office so that we may direct you accordingly.

Media Coverage
If you are planning to invite members of the media (NY1, NY Times, etc.) to cover your event, then the particulars of the event need to be discussed with the proper college representative. Please visit the office so that we may direct you accordingly.

Ticket Sales
If your event is sponsored by the Hostos Association or other entities (OSA, SGA, SLA) that receive funds from Student Activity Fees (SAFs), you cannot charge admission costs to Hostos students, faculty and staff. However, you can charge admission to people from outside the college. Please visit the office so that we may discuss your ticket plans in detail.
### Common Spaces for Club Activities

<table>
<thead>
<tr>
<th>Name of Space</th>
<th>Capacity</th>
<th>Available Furniture</th>
<th>Available AV Equipment</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savoy Multipurpose Room</td>
<td>125 people</td>
<td>• 5 tables</td>
<td>• 125 chairs</td>
<td>• Projection screen</td>
</tr>
<tr>
<td>C-391</td>
<td>75 people</td>
<td>• 3 tables</td>
<td>• 75 chairs</td>
<td>• Projection screen</td>
</tr>
<tr>
<td>Student Lounge (C-390)</td>
<td>50 people</td>
<td>• 4 coffee tables</td>
<td>• 26 table chairs</td>
<td>• 2 sofas &amp; 12 chairs</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>180-200 people</td>
<td>• Tables and chairs for 200</td>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>SGA Counter</td>
<td>Not applicable</td>
<td>• None</td>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>Bridge</td>
<td>Not applicable</td>
<td>• None</td>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>Faculty Dining Room</td>
<td>40-44</td>
<td>• Tables and chairs for 44</td>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>Main Theater</td>
<td>892</td>
<td>• Chairs for 892</td>
<td></td>
<td>• As requested</td>
</tr>
<tr>
<td>Repertory Theater</td>
<td>366</td>
<td>• Chairs for 366</td>
<td></td>
<td>• As requested</td>
</tr>
<tr>
<td>Main Gym</td>
<td>600-650</td>
<td>• Bleachers for 600-650</td>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>80-100</td>
<td>• None</td>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>Dance Studio</td>
<td>40-60</td>
<td>• None</td>
<td></td>
<td>• None</td>
</tr>
</tbody>
</table>
Event Planning Timeline

This timeline will provide you a sense of the steps that you need to take in order to create a successful activity and the paperwork that is involved during the process.

Four weeks before your event
- Pick up a Space Request Form at the Office of Student Activities (C-371).
- Review the Campus Calendar with our staff and reserve the space(s) that you need.
- Fill out the form making sure to complete all the information being requested.
  - Determine any special needs that your event may have, i.e. audio-visual equipment, chairs or tables (these items should be requested when applying for space)
- Visit your Club Advisor and ask him/her to review the form and sign it.
- Return the form to the Office of Student Activities for review by the Director of Student Activities.
  - The Director, in turn, will forward your form to the Dean of Student Life for review and signature.

Three weeks before your event
- Contact the Office of Student Activities (ext. 6561) to confirm if your event was approved.
- Start the necessary financial paperwork (Disbursement Vouchers) to pay some of your initial event costs.
  - Payment to performers, speakers or other service providers.
- Prepare a draft of your advertisement (flyer or poster)
- Submit your advertisement (flyers or poster) for approval

Two weeks before your event
- Submit the necessary financial paperwork (Disbursement Vouchers) to pay your service providers.
- Make copies of your approved flyers.
- Post your advertisement on the bulletin boards around campus
- Discuss any audio-visual requests with the office
- Discuss any catering requests with the office
- Discuss any decorations or supplies needed with the office

One week before your event
- Inform the Director of Student Activities, in writing, of any program changes.
- Submit your Guest List (if applicable) to Student Activities

On the day of the event
- Get there early.
- Check if the tables and the chairs are set up appropriately.
- Check if the audio-visual equipment that you requested is ready.
- Check if the catering has arrived and includes all the goods that you requested.
- If you have any problems, stop by the Office of Student Activities for help.
After the event

- Clean up
  - At the conclusion of your event, it is your responsibility to leave the room in the best condition possible. If you moved furniture around, put it back where it was. If you placed decorations around, remove them. If you consumed food and there is garbage, remove the trash from the facility. Remember: There are not many spaces on campus and another student organization might be using the room a few hours after you.

- Settle any outstanding bills
  - You might have on hand a Service Contract that was just signed by the service provider, receipts for an advance that was issued to you to purchase goods, or receipts from a last-minute purchase that have to be submitted for reimbursement. Submit any type of financial paperwork to the Office of Student Activities without delay.

- Take time to reflect
  - How did your event go? Did a lot of people participate? Was the space used appropriate? Did the food taste good? Was there enough for everyone? Did someone take pictures? Are people looking forward to your next event? Did you thank all the people that help you put the event together? Every event that you organize should serve as a learning experience to plan your next event.
Ordering Food and Refreshments for Your Event

Catering Requests
Catering Requests are orders for food that are placed by a student organization either with a school vendor or an outside entity. These orders consist of snacks, refreshments or full meals. All food and beverages served at public events in the College cafeteria must be provided exclusively by the food services concession. Public events outside the cafeteria may be catered by external caterers. However, for purposes of convenience and quality assurance, the Cafeteria concession is recommended for all events. External caterers must be licensed by the New York City Health Department. Student organizations using external caterers must furnish a copy of the vendor’s food license with their space request.

In-House Catering Requests
Hostos’ official food vendor is the MBJ Cafeteria, which is located on the third floor of the C- Building. MBJ, as it is commonly known, offers customers simple catering requests (water, cookies, fruits) as well as full catering requests (breakfast, lunch, dinner). All MBJ catering requests include the necessary supplies (cups, napkins, utensils) to serve and consume the ordered goods.

Student leaders interested in placing a catering request with MBJ should follow these steps:
1. Identify how much money you would like to spend.
2. Check the balance of your club budget to make sure you can cover the costs.
3. Visit the Office of Student Activities to look at the MBJ Catering Menu.
4. Inform the OSA staff the items that you would like to order.
5. Based on the information that you provide, the OSA staff will create an official (numbered) Catering Request.
6. The request will be printed, photocopied and the original request will be given to you. The copy will be kept in the office.
7. Submit the request to the MBJ Manager or the Office Manager.

Important Notes
1. Catering Requests should be placed at least 72 hours (3 days) in advance.
2. If your budget does not cover all of the costs of the items that you wish to order, speak to the MBJ Manager to see if you can negotiate the final cost.
3. MBJ will send the invoice for your Catering Request to the Office of Student Activities. Upon receiving the invoice, the office will ask you to come in to fill out a Disbursement Voucher to process a check for payment.
4. Do not place requests directly with the Cafeteria. These requests are usually not communicated to the Office of Student Activities and tend to results in outstanding invoices.
   a. If you place a request directly with the Cafeteria, your organization’s officers will be personally responsible for covering the costs of the request.

Outside Catering Requests
Some student organizations prefer to order food from outside establishments (restaurants, pizzerias, etc.). Ordering from these establishments requires some additional legwork. Student leaders need to:
1. Identify the establishment that they would like to order food from.
2. Visit the Office of Student Activities to obtain a Tax Exempt Form to present to the establishment. Your club should not pay taxes for the food that it orders.

3. Speak to the manager of the establishment to verify whether or not he/she would accept payment for an order in the form of a business check.
   a. If the manager accepts the payment by check, proceed to Step 4.
   b. If the manager does not accept payment by check, the person in charge of the activity will need to fill out a Disbursement Voucher to request an advance to make the purchase. Speak to one of our staff members for assistance filling out the voucher.

4. Request a valid invoice from the establishment. The invoice should list:
   a. Name of the establishment, address and phone number
   b. Invoice number
   c. Date of order
   d. Items ordered and price for each
   e. Invoice total

5. Request a copy of the establishment’s menu and, if possible, a business card.

6. Obtain a copy of the food vending license for the establishment.
   a. No check will be issued unless a copy of the license is presented to the Office of Student Activities.

7. Submit a completed Disbursement Voucher, invoice and food vending license to the office so that a check could be processed.

Important Notes

1. There are establishments that provide the necessary goods (plates, napkins, utensils) to consume the goods that you order and there are other establishments that do not. Speak to the Manager to check whether or not he/she will provide these items to your organization.

2. If the establishment is charging you for delivering the food, make sure that the delivery cost is included in the original invoice. Otherwise, you might have to pay out of your own pocket and fill out paperwork to get reimbursed.

3. In order to use the Cafeteria to hold an event, you must use their catering services. If you plan to use the Cafeteria while ordering food from an outside vendor, the Cafeteria will charge you a clean-up fee of $200 to $250.
A Disbursement Voucher is a form used to have a check made to pay an individual or an organization for merchandise sold or services rendered.

**Types of Disbursement Vouchers**

There are four (4) types of disbursement vouchers:

1. Voucher issued as a Payment
2. Voucher issued as a Partial Payment
3. Voucher issued as a Reimbursement
4. Voucher issued as an Advance

Payment Vouchers are those processed when there is an invoice or contract on file. In this case, a check is prepared to pay for the goods or services. The person in charge of the activity does not put any personal money up front to pay the recipient of the check.

Partial Payment Vouchers are those processed when there is an invoice or contract on file but your organization does not have the full amount of funds needed to pay the invoice in. In this case, a check is prepared to pay for part of the goods or services. The person in charge of the activity does not put any personal money up front to pay the recipient of the check.

Reimbursement Vouchers are those processed when the person in charge of the activity pays for goods or services out of their own pocket. This approach is not recommended. In this case, a check is prepared to reimburse the person. The reimbursement voucher needs to be accompanied by detailed paperwork including:

- A valid invoice or receipt
- Credit card transaction receipt with detailed invoice
- Basic receipt with *Incomplete Receipt Form*
- Copy of processed personal check or bank statement
- Copy of money order plus purchase receipt

**Important Notes**

1. The payee will be reimbursed for the items purchased, but not for the taxes paid to purchase those goods.
2. If the payee wants to avoid paying taxes, he/she must ask for a Tax Exempt Form prior to purchasing the goods.

Advance Vouchers refer to those vouchers in which a check is issued in advance to the Club Advisor or person in charge of the activity to pay for goods or services. In this case, the check is issued to buy goods for an event (purchase) or pay costs for a trip (travel). These vouchers need to be accompanied by a *List of Projected Expenses*. After the activity, the person in charge needs to submit all the receipts and any remaining cash to the office. The receipts and the cash returned must equal the funds advanced to the individual.

**Taxes**

As mentioned, all purchases made in New York are tax exempt from New York State Sales tax. A Tax Exempt Form shall be given to the vendor prior to payment, or shall be sent to the vendor with the purchasing correspondence. Under no circumstances should New York
State sales taxes be paid. Tax payments will **not** be reimbursed. Tax Exempt Forms are available in the Office of Student Activities.

**Receipts**
In the case of Reimbursements and Advances, the individual in charge of the activity needs to submit receipts to the office in order to finalize the transaction(s). The following items should be kept in mind when collecting receipts:

<table>
<thead>
<tr>
<th>RITE DAY PHARMACY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store #04185</td>
</tr>
<tr>
<td>3539 Broadway</td>
</tr>
<tr>
<td>New York, NY 10031</td>
</tr>
<tr>
<td>(212) 281-5292</td>
</tr>
</tbody>
</table>

02/08/10  4:43 PM

1 VISINE LNG LAST RELIEF 3.99
1 GE SOFT WHITE 75W 4 PACK 1.49 T

2 Items Subtotal  5.48
Tax 0.12
Total 5.60
CASH PAYMENT 6.00
Tendered 6.00
Cash Change 0.40

<table>
<thead>
<tr>
<th>Good Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Store name and information appears clearly</td>
</tr>
<tr>
<td>2. Date and time of purchase appears clearly</td>
</tr>
<tr>
<td>3. Items bought are described in detail</td>
</tr>
<tr>
<td>4. Payments made are shown clearly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decent Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Store name and info appears clearly</td>
</tr>
<tr>
<td>2. Items are not described</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Poor Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. No store information</td>
</tr>
<tr>
<td>2. No items description</td>
</tr>
<tr>
<td>3. Transactions are difficult to read</td>
</tr>
</tbody>
</table>
Travel Procedures

Student organizations that are planning to travel for official business must observe several regulations in order to hold this type of activity. These regulations are as follows:

General Guidelines
1. The student organization must obtain funds to cover activity costs by submitting a budget proposal to the Hostos Association.
2. After the funds are obtained, the club must visit the Office of Student Activities to make all the necessary trip arrangements.
3. All travelers must be registered, matriculated students of Hostos Community College.
4. All trips must include a Club Advisor who is a full-time tax levy employee of the college or a teaching adjunct.
5. A list of travelers must be submitted in advance to be verified by the Office of Student Activities.
6. Every effort should be made to use public transportation. However, when it is determined that public transportation is not practical, alternate means may be used.
7. All trip participants must fill out a Waiver of Liability.
8. A final list of participants and a completed set of Waivers of Liability must be submitted to the Office of Student Activities after the trip.
9. Original receipts for all travel expenses incurred by club members (food, transportation, hotel, etc.) are required and must be submitted to the Office of Student Activities after the trip.

Local Trip Guidelines
1. If students are travelling via local transportation, Metrocards must be purchased from an establishment that provides a valid receipt (Hostos Bookstore, 7-Eleven, the MTA vending machine or a check cashing place).
   a. Do not purchase the Metrocards from the subway booth as the attendant will not be able to provide you receipts.
2. Whenever possible, ticket orders should be placed through the Office of Student Activities.
3. Tax Exempt Forms must be requested for any food establishments that will be visited during the trip.

Out-of-City Trips and Conference Guidelines
1. Authorization to attend conferences must be pre-approved by the Director of Student Activities. Prior approval is required for all out-of-town travel.
2. Travel by bus: Whenever possible, the Office of Student Activities will help you make the necessary reservations.
3. Travel by train: All clubs must use coach service when a trip takes place by train.
4. Travel by airplane: All clubs must use a scheduled air carrier and economy service only. Group or public transportation should be used to and from airports rather than taxicabs or private cars.
5. Whenever possible, reservations for overnight accommodations should be made through the Office of Student Activities.
6. Participants are responsible for all damages to rooms and property related to the trip.
7. Whenever possible, conference registrations should be made through the Office of Student Activities.

8. If the trip is taking place in New York State, Tax Exempt Forms must be requested for any food establishments that will be visited.

Travel Advances
Clubs/organizations planning a trip can fill out a Disbursement Voucher to request a travel advance. All necessary documentation to support the request shall be attached. For example, if a club member is attending a conference, the brochure describing the conference and the participation costs shall be attached to the request for the advance. If a club is planning a trip to museum, the supporting paperwork should indicate transportation costs, admissions costs and, if applicable, meal costs after the museum visit. Clubs receiving advances must return receipts and cash equal to the amount of the advance after the trip has taken place.
Common Forms Used by Student Clubs

Space Request Form

Service Contract

Disbursement Voucher

W-9 Form
Space Request Form Instructions

Space Request Forms are used to reserve campus facilities for activities. Clubs/Organizations must submit their requests at least two (2) weeks before their activity is scheduled to take place to the Office of Student Activities (C-371). Last-minute requests will not be honored.

All clubs/organizations should be aware that space at Hostos is limited and that there are many organizations that might want to use the same space that you are requesting. Thus, space requests are honored on a first-come, first-served basis. Submitting a form does not guarantee that the event will be approved.

Section I – Organization and Event Information

Sponsor
Write the name of the club/organization that is planning to hold the activity.

Date Request Submitted
Write the date in the format month/day/year. For example: 02/18/10.

Name of Event
Write the name that you will use to refer to your event. For example: Fall Recruitment Drive, Welcome Back Party, Spring Open House, etc.

Date of Event
Write the date in the format month/day/year. Include the day of the week as well (Mon, Tue, Wed, Thu, Fri, Sat, Sun). Your requests must be submitted to the Office of Student Activities at least two (2) weeks before your event is scheduled to take place. In the case of a request for the use of one of the theaters (Main Theater or Repertory Theater), requests must be submitted at least four (4) weeks in advance.

Set-up Time
Indicate the time that you plan to start decorating/preparing the room for your event. Give yourself enough time to have everything ready, especially if you are setting up audio-visual equipment. Remember to indicate if morning (AM) or afternoon/evening (PM).

Begin Time
Write the actual time that your event will begin. Remember to indicate if AM or PM.

End Time
Indicate the time that your event will end. Remember to indicate if AM or PM. College facilities are open from Monday through Friday from 7:00 AM to 10:00 PM.
Contact Person
Write the name of the person who will be in charge of the activity. The contact person should be readily available to answer questions about the space request.

Address
Use your campus office or your home address. Do not leave this section blank.

Phone
Use your campus phone, home phone, cell phone or work phone. Do not leave this section blank.

Fax
Complete this line if you have access to a fax machine.

Section II – Event Details

I. IN 20 WORDS OR LESS DESCRIBE ALL ACTIVITIES TAKING PLACE IN THE REQUESTED LOCATIONS (INCLUDE EXPECTED NUMBER OF PARTICIPANTS):

II. SPACE REQUESTED: (See guidelines for complete descriptions and capacity requirements):

- Main Theater
- Repertory Theater
- C-Lobby
- Room C-391
- Room C-390 (Student Lounge)
- C-Cafeteria
- Savoy Multi-Purpose
- Main Gym
- A-Atium
- Bridge
- Art Gallery
- Other

- Describe your event. Include as much information as possible. For example, if your event is titled “Welcome Back Party,” you could state “A party for club members and prospective members. There will be music and refreshments. About 75 participants are expected.”

- Indicate the space(s) that you want to use by checking the correct box(es).
- If you select “Other,” indicate exactly what room(s) or space(s) you would like to use. For example, you might plan to use the SGA Counter, C-534 (SGA Conference Room), the space next to the SGA Counter or the A-Lobby.
- Some of the rooms under “Other” might be under the supervision of the Registrar’s Office. If they are, they must be reserved in advance with the Registrar’s Office. Visit the Office of Student Activities for additional information.
- Several spaces have occupancy limits and they are as follows: Main Theater = 892; Repertory Theater = 366; C-Cafeteria = 204; C-391 = 75; C-390 (Student Lounge) = 50; Savoy Multipurpose Room = 160; Main Gym = 660 (bleacher seating).
- For the most part, there are no costs associated with having events on campus. However, if you are planning to use the Main Theater or the Repertory Theater, you will probably have to pay some fees. The same applies for the use of the C-Cafeteria, Main Gym or Savoy Multipurpose Room for a social gathering (party). Common fees are rental, equipment, janitorial and security. If you think that your event will incur some fees, make sure that you secure the necessary funds before booking the space.

III. LIST SPEAKERS/DISCUSSIONS/PERFORMERS/ENTERTAINERS FROM OUTSIDE HOSTOS COMMUNITY INVOLVED IN THE EVENT.
• Write the name of any person/group that you are inviting to perform at your activity. If the person/group is not listed on the Space Request, they cannot participate in your activity.

IV. EVENT OPEN TO: ☐ College Community ☐ Guests of College Community ☐ Public

• If you are only inviting people from Hostos, your event is open to the “College Community.”
• If participants are allowed to bring guests, then your event is open to the “College Community” and “Guests of College Community.”
• If any person outside the college can attend your event, then your event is open to the “Public.” All individuals who are not students or employees of Hostos must present a picture ID in order to be admitted into the event.
• In the case of a party featuring Guests of College Community or Public, a Guest List must be submitted to the Office of Student Activities at least three (3) days before the event. Student Activities, in turn, will submit a copy of the list to the Office of Public Safety.
• No person under 18 years of age may attend a party, regardless of whether or not their name appears on the Guest List.

V. AUDIO/VISUAL SERVICES (Indicate all equipment needed for event)
☐ Cassette Recorder ☐ Podium with microphone ☐ Podium Only ☐ Monitor with VCR ☐ Screen
☐ Overhead Projector ☐ Video Projector ☐ Slide Projector ☐ Other:

• If necessary, select the equipment that you need to carry out your activity. For example, if you are inviting a person to do a presentation, they will probably need a “Video Projector.”
• Use the category “Other” to indicate things like a laptop, CD player or DVD player.

VI. BUILDINGS & GROUNDS/FACILITIES (Indicate quantity of items needed for event)
☐ Folding Chairs ☐ Tablet Chairs ☐ Tables & Chairs ☐ Tables & Chairs
☐ Coat Racks ☐ Blackboards ☐ Other:

• Most rooms are already set up with tables and chairs. However, if you need additional tables, chairs or other items, write the number needed in this section.

VII. WILL THIS EVENT BE CATERED? ☐ Yes ☐ No If yes, describe extent of catering (It is important that you read the guidelines before making arrangements with the vendor(s)).

• If you plan to serve food at your event, mark “Yes.” If you do not plan to serve food, mark “No.”
• At Hostos, catering is usually provided by the C-Cafeteria (MBJ Food Services). For a list of dishes and prices, visit the Office of Student Activities.
• If you are planning to serve food from an outside restaurant, a food license must be submitted to the Office of Student Activities along with your space request.
• If you are planning to hold your event in the Cafeteria, you cannot bring food from an outside restaurant.

VIII. MEDIA COVERAGE: Press ☐ TV ☐ Radio ☐
• Use this section to notify the committee about the participation of any newspaper, TV station or radio station in your activity.

• Use this section to notify the committee about any vendors that are scheduled to participate in your activity. Vendors normally sell books, posters, jewelry or cosmetics.

• Your club advisor must read, sign and date this section. Make sure he/she understands that he/she is expected to attend the event.

• The Dean reviews all space requests that are submitted and decides whether or not the event should be recommended for consideration by the Space Requests Committee.

• You do not need to complete this section.
Disbursement Voucher Instructions

The sections of the Disbursement Voucher are as follows:

Section I – Expense Information

Number
Number used by the Office of Student Activities to identify this voucher.

Date
Write the date in the format month/day/year.

Payee
Indicate the name of the person who or the name of the business that is supposed to receive the check.

Amount
State the amount that is being paid for the product or service. The amount written in this line must be the same amount stated on the bill/invoice/Service Contract.

Club/Organization
Write the club/organization’s full name.

Budget Approved
Write the date in which the budget for your organization was approved by the Hostos Association. If you are not sure, consult with the Office of Student Activities.

Budget Line
Circle the budget line from which your budget comes from. In the case of most clubs/organizations, the funds come from the Clubs & Orgs line. In the case of SGA, the funds usually come from the Stud Govt Assoc line.
Purpose of Disbursement
Indicate if this voucher is being used for a Payment, Reimbursement, Advance or Partial Payment by circling the appropriate item. If you have an invoice, write the number in the line next to “Invoice #.” Use the blank lines to write as much information as possible about the reason why you are requesting to use these funds. Include information such as the name of the activity, date, purpose of expense and the type items that were purchased. Some examples of the description that you can write are as follows:

- Purchase of flags for Caribbean Festival 04/15/10 in C-391
- Purchase of supplies for Caribbean Festival 04/15/10 in C-391
- Musical performance during Caribbean Festival 04/15/10 in C-391

Section II – First Certification

This section indicates the individuals who have reviewed and approved this voucher. The President of the club/organization signs the first line (Person responsible for the activity). The faculty advisor signs the second line. A member of the Hostos Association (usually the President of Student Government) signs the third line. The Treasurer of Student Government signs the fourth line. Since four (4) signatures are required before the form is completed, clubs/organizations are advised to allocate enough time— at least two (2) weeks— to process the Disbursement.

Section III – Second Certification

Once the first two sections are completed, the Director of Student Activities reviews the entire voucher and notes whether he approves or disapproves the transaction. If the proper information, documentation and signatures are submitted, the disbursement is usually approved and submitted to the Business Office for processing. If there is any information missing, the voucher will be returned to the club/organization that presented it along with a note indicating what needs to be completed.
Important Notes

- Disbursement vouchers must be accompanied by an original bill/invoice/receipt from the vendor indicating the items/services and their cost. The bill/invoice/receipt should be on business letterhead, with the name and telephone number of the manager (or the person responsible) clearly indicated.

- Disbursement Vouchers cannot be submitted with mistakes or rewrites. The Business Office will exercise its discretion when deciding whether to accept vouchers that have mistakes.

- A Disbursement Voucher may be accompanied by a Service Contract. A service contract is issued for performers, speakers, food vendors, Disc Jockeys (DJs), bands and other service providers. The contract must contain the name, full address, title, signature and federal identification number (in the case of a business) or social security number (in the case of a person) of the vendor named in the contractor. You can pick up a contract from the Office of Student Activities. Service Contracts are usually accompanied by a W-9 Form. This form is also available in the Office of Student Activities.
Service Contract Instructions

Written contracts between the College Association and a service provide (performer, speaker, DJ, etc.) are required when a fee is paid and no invoice is available. Contracts must be accompanied by a W-9 Form and a Disbursement Voucher. Contracts are also referred to as Service Agreements.

Header
As the header indicates, the funds to pay for this service contract/agreement come from the Hostos Association.

Date
Write the date that you are filling out the contract in the format day/month/year.

Name of Club/Organization
Write the name of your club/organization.

Leader or agent
Write the name of the person filling out the contract.

Name of Organization
If the person filling out the contract is planning to request that the payment be made out to his/her organization, ask them to write the name of the organization on this line.

Federal I.D. #
If you are dealing with a business establishment, state the federal license I.D. here.

S.S. # (Social Security #)
If you are dealing with an individual, state the social security number here.
Type of Activity
State the type of service(s) being provided. For example: musical performance, DJ services, etc.

Date
State the date that the services will be provided.

Location
State the location where the activity will take place.

Hours
Indicate the start and end time of the activity.

Compensation
Indicate the amount of money to be paid for the service(s) being provided.

Payment schedule
If you are only making one payment, write $0 on “Deposit of $” and the amount to be paid on “Balance of $.” If you are giving the person a deposit, write the initial payment amount on “Deposit of $” and the final payment amount on “Balance of $.”

Stipulations
Use this section to add items such as (1) penalties for being late, (2) expected number of songs to be played during event hours, etc.

Name of Group
Name of the organization providing the service (example: Queens Dance Theater).
Agent’s Full Name
Name of the group representative in charge of providing the service.

Date
Date contract was completed.

Address
Group’s or Agent’s full address (street address, city, state, zip).

Signature
Signature of the group representative in charge of providing the service.

Telephone Number
Main phone number of the group representative in charge of providing the service.

Note: This contract is not valid until one of the following corporation signatures have signed below:

Director of Student Activities (Signature)          Date

V.P. of Student Development/Dean of Students (Signature)          Date

Corporation Signatures
Either the Director of Student Activities, the Vice President for Student Development &
Enrollment Management or the Dean of Student Life must sign this contract in order to
make it valid. For the most part, contracts are signed by the Director of Student Activities.
W-9 Form Instructions

The W-9 Form accompanies the Service Contract. This form is used to report any payments being made to an individual or an organization to the Internal Revenue Service (IRS).

<table>
<thead>
<tr>
<th>Name</th>
<th>Ask the payee (person receiving the check) to write his/her first and last name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name</td>
<td>Leave this item blank if the check is being made to a person. Complete if the check is being made to a business.</td>
</tr>
<tr>
<td>Check appropriate box</td>
<td>Put an “X” or checkmark ☑ in the box next to “Individual/Sole proprietor” or “Corporation” depending on whether the payment will be made to a person or a business.</td>
</tr>
<tr>
<td>Exempt from backup withholding</td>
<td>Leave this part blank.</td>
</tr>
<tr>
<td>Address</td>
<td>Ask the payee to write his/her building number, street and apartment number (if applicable) in the first line. Ask the payee to write his/her city, state and zip code on the second line.</td>
</tr>
<tr>
<td>Requestor’s name and address</td>
<td>Leave this part blank.</td>
</tr>
<tr>
<td>List account number</td>
<td>Leave this part blank.</td>
</tr>
</tbody>
</table>
Taxpayer Identification Number (TIN)

Ask the payee to write his/her full social security number or his/her business ID.

Signature of U.S. person

Ask the payee to sign his/her full name and write the date in the format month/date/year.
Duplicating Form Instructions

The Duplicating Request Form is used to ask the Copy Center for photocopies of flyers, brochures and other materials. The form can be picked up at the Office of Student Activities, C-371.

Date
Write the date in the format month/day/year.

Department
Write the name of your club/organization. Next to it, write “/OSA.” For example, Photo Club/OSA.

No. of Originals
Write the number of pages that you would like photocopied.

No. of Copies
Indicate how many copies of each original you would like reproduced (maximum of 150).

Service Requested

<table>
<thead>
<tr>
<th>Service Requested</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to Back</td>
<td>[ ]</td>
</tr>
<tr>
<td>One Side Only</td>
<td>[ ]</td>
</tr>
<tr>
<td>Collate &amp; Staple</td>
<td>[ ]</td>
</tr>
<tr>
<td>3. 4 Parts</td>
<td>[ ]</td>
</tr>
<tr>
<td>Bind</td>
<td>[ ]</td>
</tr>
<tr>
<td>Cut</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

COMMENTS: ________________________________

Back to Back
If you submit two originals (for example), one original is copied on the front side of the page, the other on the back side.
One Side Only
If you submit two originals (for example), copies will only be made on the front side of the page.

Collate & Staple
When you collate, several documents are put together into one unit and then stapled.

NCR
This item applies to use by departments only.

Bind
This item applies to use by departments only.

Cut
If your copies need to be cut in two, three or four parts, mark this item.

Comments
Use this section to write the name of your activity or the name of the job request. If you want your document printed in color paper, indicate that in this section.

Certification
• The club officer in charge of the activity should sign as the “person requesting copies.”
• The Dean of Students, the Director of Student Activities or his/her designee sign as “Division Dean.”

PICK-UP BY ___________________ DATE ____________

DUPLICATING USE ONLY

DATE RECEIVED _______ STAFF INITIALS _______

MACHINE USED EMERGENCY REQUEST [ ]

5390 [ ]
1090 [ ]
5335 [ ]
PRE35 [ ]

COMPLETED BY ____________
DATE COMPLETED ____________

Pick-up by
Leave this line blank.

Date
Leave this line blank.
Duplicating Use Only
Leave this section blank.

Important Notes
1. All flyers and posters targeted to the general public must be approved and stamped by the Office of Student Activities prior to copies being made.
2. All publicity should bear the name of the sponsoring group, date, time and location of event and entrance policies applicable to the event.
3. Duplicating requests take about 3-5 business days, so please plan accordingly.
Clubs Rights and Responsibilities

Clubs that operate at the Hostos Community College are expected to operate according to the following rules:

1. Each activity of the club must abide by the SGA Constitution, all laws passed by the Senate and the College policies and regulations as stated in the Student Leadership Handbook.

2. Any form of hazing is expressly condemned and forbidden. Individual students as well as student organizations participating in and/or promoting any form of hazing will be subject to College disciplinary action.

3. Each club must have the following items on file with the Office of Student Activities: a constitution, a current club officer listing, a current membership listing, a description of the previous semester’s activities (at least three) and a club advisor commitment form.

4. The College has the right to expect that the exercise of freedom of expression will be done in a peaceful, non-disruptive manner and with appropriate consideration and respect for opposing points of view. Student organizations should therefore agree to the policies and procedures appropriate to their activities and conduct themselves appropriately both on and off campus.

5. It is especially crucial for all student organizations involved in issues that may be deemed controversial or provocative that the required advisor be actively involved in the planning and implementation of the organization’s activities.

6. Registration of a student group in no way implies that the College necessarily endorses positions or points of view espoused privately or publicly by members of the organization. All clubs are responsible to publicly make this fact known, and that they do nothing that will cause this fact to come into question or compromise.

7. Clubs are advised to avoid any activity, speech or expression that may be deemed by the responsible College administrator as:
   a. creating a clear danger of inciting violence or unlawful behavior.
   b. advocating the physical harm, coercion, intimidation, or invasion of the personal rights of individual students, faculty, staff, administrators or guests.
   c. violating College policies on harassment.
   d. advocating the willful damage, destruction or seizure of College buildings, interference with classes or unlawful interference with College events or activities.

8. A club may not discriminate on the basis of age, gender, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran or marital status.
Publicity Regulations

Several principles must enter into any consideration of policy concerning publicity at Hostos Community College. This policy is specifically designated for the East Academic Complex (also known as the “C” Building) located at 450 Grand Concourse. The policy also applies to the Grand Concourse pedestrian bridge (also known as the “Bridge”). These include (1) the encouragement of participation by all members of the student body, faculty and staff, (2) the appearance of the campus, (3) the exploitation by unauthorized commercial or interest groups, (4) the equitable distribution of facilities among campus groups, and (5) the concern of all members of the College community for the enhancement of Hostos Community College.

In light of the foregoing principles, the following policy applies to posting, tabling, and distribution of flyers, announcements, banners and other displays of information.

1. Publicity privileges on the College campus are extended only to chartered student organizations, college academic and administrative offices, or authorized individuals within the College community (as in the case of elections).

2. All publicity should bear the name of the sponsoring group, date, time and location of event and entrance policies applicable to your event.

3. All flyers and posters targeted to the general public must be approved by the Office of Student Activities prior to being posted.

4. Announcements shall be confined to designated bulletin boards, display cabinets, and other officially designated spaces.

5. Affixing announcements or other materials to walls, woodwork, doors, floors, columns, blackboards or windows is not permitted. These postings will be removed without notification.

6. Departments that have arranged for the installation of a bulletin board shall control the use of the bulletin board and may remove any material not approved by them.

7. No item publicizing an event may exceed 25% of the space on a given bulletin board.

8. Personal notices may not be placed on open bulletin boards, except on the board reserved for this purpose.

9. Individuals or student organizations distributing or stacking any publicity materials are responsible for maintaining the neatness of the distribution area. The area must be checked periodically, and discarded leaflets must be placed in appropriate containers.

10. Defacing College property is a violation of College regulations, and violators are subject to disciplinary action.
Use of Office Space Policies

1. Spaces assigned through the auspices of the Office of Student Activities belong to the College and are maintained by the Office of Student Activities.

2. Space allocations, although renewable, are not permanent. They are made for a specific period of time (the academic year) which runs from the completion of the fall club registration period until the last day of spring semester examinations. However, if an active organization has to be relocated by the College, all efforts will be made to relocate the group to a suitable office space.

3. All space assignments are made by the Office of Student Activities only to chartered and registered student organizations.

4. All office assignments are contingent upon the following principles:
   a. the group must be chartered and registered
   b. the group must continue its active status
   c. the assigned premises are maintained in good order
   d. all rules and regulations of the College are followed by the group assigned to this space
   e. the group must agree to occupy no more than one space at a time on campus
   f. the group must agree to share space with another organization

5. Space allocations are governed by the rules and regulations of the Board of Trustees (BOT) of the City University of New York Hostos Community College. A copy of the BOT Bylaws may be found in the Student Government offices and the Office of Student Activities.

6. Operating hours for the College are 7:00 A.M. - 10:00 P.M.

7. Student organizations are required to vacate their assigned office space at the end of each academic year.

8. In order to resume occupancy of club space, a completed Lease Agreement/Space Renewal Form must be submitted to the Office of Student Activities during the fall semester club registration period.

9. Only locks provided by the College will be allowed on the doors to club offices. Other locks will be subject to removal at the owner’s expense.

10. Valuables (e.g., electronic equipment, books, cash, etc.) should not be left in club offices. Neither the College nor the Office of Student Activities will be responsible for the loss of personal property from club offices.

11. Consistent with the NYC Fire Department code, it is prohibited to use rooms or spaces for storage, processing or use of hazardous materials or flammable or combustible liquids. Also prohibited is the use of gas fired devices, other open flame devices or pyrotechnic devices.

12. All Club and SGA officials wishing to use College resources such as office room space are required to attend orientations and demonstrate an understanding of college policies and procedures as determined by the Office of Student Activities, Office of the Dean and the Office of the Division for Student Development and Enrollment Management.

13. Violators of the aforementioned policies will automatically forfeit their right to use club room space and may be subject to face disciplinary actions as prescribed by BOT Bylaws and College policies.
Section 16.2 of the Bylaws of the Board of Trustees of the City University states: “Student activity fee funds shall be allocated and expanded only for the following purposes:

a. Extracurricular educational programs;
b. Cultural and social activities;
c. Recreational and athletic programs;
d. Student government;
e. Publications and other media;
f. Assistance to registered student organizations;
g. Community service programs;
h. Enhancement of the college and university environment;
i. Transportation, administration and insurance related to the implementation of these activities;
j. Student services to supplement or add to those provided by the university;
k. Stipends to student leaders.”

In accordance with Section 16.4 of the bylaws, student activity fees may support activities provided:

a. that such activity is for the direct benefit of students enrolled at the college
b. that participation in the activity and the benefit thereof is available to all students enrolled in the college and,
c. that the activity does not contravene the laws of the city, state, or nation, or the published rules, regulations, and orders of the university or the college.
Space Request Guidelines

Guidelines for the Allocation and Use of Space for Public Events at Hostos Community College of The City University of New York

These guidelines are published by Hostos Community College to assist members of the College community and the public at large to plan and hold public events on College property in a safe and financially responsible manner.

These guidelines are subject to change, without notice, by the Board of Trustees of The City University of New York or the President of the College.

Statutory Compliance

All public events on College premises must not contradict the mission of the College and must be in compliance with City University policies and regulations and federal, state and municipal laws and ordinances.

Authorization and Responsibility

All public events on College premises must be authorized by a designated officer of the College who takes responsibility for the safety and financial consequences of a given event. Following are the officers who grant authorization for events:

- The Vice President for Student Development (or designee) and faculty advisor for events sponsored by student organizations.
- The Vice President of Academic Affairs (or designees) for events sponsored by academic departments.
- The Vice President of Administration & Finance (or designees) for events sponsored by administrative offices.
- The Hostos Center for the Arts & Culture for events in the theaters sponsored by external producers and organizations.
- The College Conference Planning & Services Office for conferences sponsored by external sponsors involving the use of a theater and other spaces.

This process is designed to insure that all events being planned are legitimate, financially feasible and in keeping with pertinent laws, regulations and the spirit of a free academy. **Prior authorization by one of the above mentioned individuals is the first step in the space request process; it does not constitute confirmation of the space request.**

Process

Space request forms are issued only by the above mentioned officers of the College. The issuance and initial signing of a space request form by the appropriate officer (or designee), the Hostos Center for the Arts & Culture or the College Conference Planning Office indicates preliminary authorization of the event. The event sponsor must then meet with the College Space Coordinator to complete the form and determine the costs of production.

The appropriate Vice President, Dean (or designee) and faculty advisor (for student organizations) must then sign off on the completed form, thereby assuming responsibility.
for the costs of the event and the safety of attendees and College property. The space request is not approved until these signatures are obtained.

External users must attach the following to their space requests:

- A letter written on the organization’s letterhead requesting the space. The letter must be signed by an individual authorized to take financial and legal responsibility for the event, e.g., the organization’s president, director or board chairperson. (If the space request is being made by an individual other than those mentioned above, the letter must name that person as the organization’s authorized representative.)
- A copy of the organization’s certificate of incorporation.
- A certificate of insurance for $1 million indemnifying Hostos Community College, the City University, their officers and the Board of Trustees. (The College reserves the right to increase the insurance coverage requirement.)

Cancellation Policy
Hostos Community College and/or The City University of New York reserve the right to cancel an event before or during that event if these guidelines are not followed or if College and/or University authorities deem the event to threaten the safety of attendees or College property.

Maximum and Minimum Occupancy Limits
All places of public assembly on the Hostos campus have been assigned occupancy limits by the New York City Fire Department. These limits have the force of law, and cannot be negotiated. Under no circumstances will these limits be exceeded. (In the College theaters, these limits prohibit standing-room audiences.) The limits for all places of public assembly are indicated on the space request forms.

It is crucial that the appropriate space be assigned to an event. Reserving a large space for a modest event is wasteful and diminishes the impact of the event. Each place of public assembly on the Hostos campus has been assigned a minimum occupancy limit. When requesting a space, each event sponsor should be able to show compelling evidence that projected attendance warrants the reservation of that space. The College Space Coordinator will assist all prospective users in this regard.

Box Office Services
Unless otherwise specified, admission to events in the College’s theaters is by ticket only. Events outside the theaters may also require admission by ticket. Whether an event is held in a theater or any other place of public assembly, the only authorized agent for the printing, issue and sale of admission tickets is the Hostos Box Office. Under no circumstances, will the number of tickets for an event exceed the occupancy limit for the space in which the event is being held. A final box office report will be furnished after each event. Final reconciliation of box office receipts may take up to ten working days to complete. Credit card receipts will not be paid out to the sponsor until they are remitted to the Box Office by the credit card company (in some cases, up to 30 days after the event). Box office receipts may be withheld from the event sponsor in the case of damages or default. There is a fee for box office services, which will be quoted by the Campus Space Coordinator.

Building Hours
During the fall and spring semesters, College facilities are open as follows:
Monday – Friday  7:00 a.m. – 10:00 p.m.
Saturday      8:00 a.m. – 6:00 p.m.
Sunday        Closed

Any events taking place during off-hours or holidays must be approved by an appropriate Dean and the Office of Campus Safety. Such events will incur additional costs, e.g. for janitorial, engineering and security services.

Assignable Costs
There are different kinds of costs, which may be incurred when producing an event. The four principal factors determining these costs are 1) the space requested; 2) the nature of the event; 3) the technical complexity of the event; and 4) the time of the event.

Events requiring extensive technical support and additional security in the larger spaces and during off-hours are inherently expensive; modest events held during regular business hours are less costly. Following is a partial list of types of costs incurred by users:

<table>
<thead>
<tr>
<th>Cost item</th>
<th>Internal User</th>
<th>External User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental fee</td>
<td>None</td>
<td>As per fee schedule</td>
</tr>
<tr>
<td>Insurance</td>
<td>None</td>
<td>$1 million liability (min.)</td>
</tr>
<tr>
<td>Stagehands</td>
<td>As per production</td>
<td>As per production</td>
</tr>
<tr>
<td>Ushers</td>
<td>As per venue</td>
<td>As per venue</td>
</tr>
<tr>
<td>Sound systems</td>
<td>As per production</td>
<td>As per production</td>
</tr>
<tr>
<td>Special equipment</td>
<td>As per production</td>
<td>As per production</td>
</tr>
<tr>
<td>Janitorial, engineering</td>
<td>Depending on time</td>
<td>Depending on time</td>
</tr>
<tr>
<td>Security</td>
<td>Depending on time &amp; nature of event</td>
<td>Depending on time &amp; nature of event</td>
</tr>
</tbody>
</table>

Insurance
All non-college users of the theaters are required to purchase liability insurance coverage of $1 million. The insurance must indemnify the College, the City University, the Hostos Community College Advisory Council and all officers thereof. The College reserves the right to increase the insurance coverage requirement.

Alcoholic Beverages
Alcoholic beverages are prohibited on campus, unless approved in writing by the College President or designee. If approved, alcoholic beverages will be limited to wine and beer. If alcoholic beverages are sold, the seller must posses a valid New York State liquor license, a copy of which must accompany the space request form. The serving of alcoholic beverages can be terminated at any time at the discretion of the College Administration or the Office of Campus Safety.

Food Services
All food and beverages served at public events in the College cafeteria must be provided exclusively by the food services concession. Public events outside the cafeteria may be catered by external caterers. However, for purposes of convenience and quality assurance, the cafeteria concession is recommended for all events. External caterers must be licensed by the New York City Health Department. Event sponsors using external caterers must furnish a copy of the license with the space request.
**Security Force**

All security functions on the Hostos campus are performed exclusively by City University public safety personnel. No private security personnel, such as bodyguards or escorts acting in a security capacity, shall perform any security functions on College property. This policy does not apply to sworn law-enforcement officers representing the federal, state or municipal governments, nor does it apply to a limited number of security personnel accompanying representatives of foreign states. These law-enforcement officers should coordinate their efforts with the Hostos Office of Campus Safety.

**Advertising and Publicity**

Internal advertising of student-sponsored events must be approved by the Student Activities Office. External advertising by all users, whether by direct mail or through publicity outlets, must be approved by the Office of Public Relations. The latter includes, but is not limited to, press releases, television and radio advertisements, newspaper and other print advertisements, posters, flyers and handbills.

The posting of publicity materials by all users on College premises is strictly limited to bulletin boards. Detailed guidelines for the posting of publicity materials are on file in the Student Activities Office.

**Timeliness of Request**

Space requests are honored on a first-come, first-served basis. **All requests, however, must be submitted on a timely basis. Last-minute requests will not be honored.** Following are limits for the minimum amount of time between space request approval and the event. Event sponsors should factor in at least one week for a request to be processed.

<table>
<thead>
<tr>
<th>Space</th>
<th>Time limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Theater</td>
<td>30 business days</td>
</tr>
<tr>
<td>Repertory Theater</td>
<td>30 business days</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>30 business days</td>
</tr>
<tr>
<td>“C” Cafeteria</td>
<td>14 business days</td>
</tr>
<tr>
<td>FDR Room</td>
<td>14 business days (through the Office of Academic Affairs)</td>
</tr>
<tr>
<td>JFK (VIP) Room</td>
<td>14 business days</td>
</tr>
<tr>
<td>“C” Atrium</td>
<td>14 business days</td>
</tr>
<tr>
<td>“A” Atrium</td>
<td>14 business days</td>
</tr>
<tr>
<td>C-390 (Student Lounge)</td>
<td>10 business days</td>
</tr>
<tr>
<td>C-391</td>
<td>10 business days</td>
</tr>
<tr>
<td>Savoy Multi-purpose Room</td>
<td>10 business days</td>
</tr>
</tbody>
</table>

Note: These limits are based on normal use of these facilities. Unusual productions involving special arrangements and set-ups may require more time. The limits are subject to change at any time by the College Space Coordinator.

Room C-390 (Student Lounge)

The Student Lounge (Room C-390) will function as a lounge during peak periods (primarily Tuesday through Thursday). During non-peak hours, the Office of Student Activities in conjunction with the Space Reservation Committee will schedule and review requests by clubs, organizations, college departments and offices that wish to use the lounge for special
activities. Arrangements must be made by the user for the maintenance of the area. Arrangements for maintenance must be timely, immediately after an event.

The following restrictions also apply to the use of the lounge: a) no eating or drinking in the lounge; b) furniture cannot be removed or moved. To inquire and request the use of the Student Lounge, contact the Office of Student Activities.

**Faculty Dining Room (a/k/a FDR Room)**

The Faculty Dining Room is under the purview of the Office of Academic Affairs. Any and all requests for the usage of this space must be made to that Office for review and approval. The Space Reservation Committee reviews these requests for information purposes only, and to post on the Campus Calendar.

**VIP Dining Room (a/k/a JFK Room)**

The VIP Dining Room, also referred to as the JFK, will be used by the Hostos Lincoln Academy Mondays through Fridays, from 8:00am through 3:00pm. The room is available for other users Mondays through Fridays after 3:00pm and on Saturdays, pending availability and review by the Space Reservation Committee.

**Peaceful Assembly in the Plaza (Community Garden)**

The College administration recognizes the rights afforded to all persons under the First Amendment of the United States Constitution. However, it also recognizes the rights of those who wish to avail themselves of the institution’s instructional, personal, administrative, recreational, and community services.

Members of the College Community who wish to exercise their right to assemble peacefully may do so by using the area between the 500 building and the 450 East Academic Building, known also as the Plaza (Community Garden). This area is open from 7:30am until dusk and can be made available until 10pm. A New York City Street Activity permit is not required for the use of this area.

This area offers the greatest amount of visibility to members of the College community wishing to exercise their right of peaceful assembly, without obstructing the entrances to college facilities.

In accordance with Article 129A of the Education Law and New York State Penal Law Statutes the unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Persons who violate these laws and/or statutes, are subject to administrative sanctions and/or arrests.

**Media / Audio-Visual Services**

Media and audio-visual services at Hostos Community College are housed in two separate yet equally important areas: the Library Department, which supports classroom and faculty requests, and the Office of Conference Services, which deals with external events and conferences. While both units have separate and distinct areas of responsibility, they do provide support to each other as needed to meet the demands of the college community.

Guidelines and procedures for making requests are as follows:
The Media / Audio Visual Services Unit in the Library Department has primary responsibility for providing support for curricular initiatives and faculty in the classroom, fulfilling nearly 3,000 requests per semester for equipment and software. This unit provides access to a variety of audiovisual equipment and related materials, such as TVs, VCRs, digital projectors, one laptop computer, overhead projectors, films, videotapes, records, and audiocassettes. Requests for audiovisual support for curricular initiatives should be made to the Library Department. Student organizations and other groups must have a faculty or administrative staff representative who will act as a sponsor and take responsibility for the loan.

The Office of Conference Services has primary responsibility for providing support for college events and functions, such as conferences, meetings, and festivals, as well as for outside clients who use our fee-based conference facilities. This unit provides access to a range of media services and equipment, such as microphones, podiums, digital projectors, laptop computers, television monitors, and sound systems.

Table Permits
All users of campus facilities are permitted to set up tables in the “C” and “A” Atriums and the Grand Concourse pedestrian bridge to distribute information and, in some cases, sell food and merchandise. The number of tables is limited to 10 in the “C” Atrium, 10 in the “A” Atrium and 12 on the pedestrian bridge. At no time shall tables be placed in front of theater doors, in front of the box office during business hours, or in such a way as to block emergency exits.

All food vendors must have a permit from the New York City Department of Health. Student organizations are permitted to sell baked goods to raise funds for their activities. Sales are strictly limited to baked goods, and must be supervised by club advisors according to guidelines issued by the Office of Student Activities.

Distributors of information, such as non-profit organizations providing public services or prospective employers recruiting Hostos students, are permitted to set up tables free of charge.

For-profit vendors selling crafts, books and recordings related to a student or faculty/staff event are permitted to set up tables during the event for a charge of $50 per table. Vendors of books and audio and video recordings must sign an affidavit assuring the College that these goods are not counterfeit and do not violate any copyright laws.

On the rare occasions in which for-profit vendors set up tables, those vendors will be charged a fee of $100. For-profit entities distributing information only will be charged $75.

The Hostos Arts Center charges a standard “boutique fee” of 10 percent of gross sales for tables set up during performances in the theaters. Sales are limited to materials, such as recordings, apparel and curios, related to the performances. Vendors must sign an affidavit assuring the Center that these goods are not counterfeit and do not violate any copyright laws.

Table permits are available from the College Space Coordinator. They are issued on a first-come, first-served basis, and must be approved at least two working days in advance of the
sale. Vendors may not begin to set up tables before 9:00 a.m. and must have their tables cleared by 9:30 p.m.

**Interpretation and Further Information**

The College Space Coordinator can provide further information and assist event sponsors with the interpretation of these guidelines. The number for the College Space Coordinator is 718.518.6700.

**Copy of Guidelines**

To obtain a PDF copy of these guidelines, visit [http://www.hostos.cuny.edu/sdem/pdf/osa_SpaceAllocation.pdf](http://www.hostos.cuny.edu/sdem/pdf/osa_SpaceAllocation.pdf).
Statement on Public Order

In compliance with Chapter 191 of the laws of 1969, the Board of Trustees has adopted rules and regulations for the maintenance of public order on college campuses and other college property used for education purposes:

For a list of the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, please contact the Office of the Dean of Students.

Statement on Public Order

In compliance with Chapter 191 of the laws of 1969, the Board of Trustees has adopted rules and regulations for the maintenance of public order on college campuses and other college property used for education purposes: Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution’s educational process or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment and/or supplies.

4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community, or an invited guest, has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community, and other persons on the college grounds, shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college or whose presence obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shot gun, or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or
material which can be used and is intended to inflict bodily harm on an individual or
damage upon a building or the grounds of the University/college.

9. Any action or situation which recklessly or intentionally endangers mental or
physical health, or involves the forced consumption of liquor or drugs for the
purpose of initiation into or affiliation with any organization, is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal
drugs or other controlled substances by University students or employees on
University/College premises, or as part of any University/College activities is
prohibited. Employees of the University/college must also notify the College
Personnel Director of any criminal drug statute conviction for a violation occurring
in the workplace not later than five (5) days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on
University/College premises or as part of any University/College activities is
prohibited.

For additional information, please visit
Sexual Harassment Policy

The City University of New York Policy against Sexual Harassment

Sexual harassment is illegal.

Every student, faculty member, staff member, and administrator is encouraged to become aware of and to support the University’s Policy Against Sexual Harassment. To this end, CUNY provides an interactive computer online course and mastery test to inform all members of the University community about sexual harassment - what it is and how to prevent it in academic and workplace settings. A copy of the University’s Policy Against Sexual Harassment is available for printing during the program. Revised and adopted by the Board of Trustees in 2004, the policy defines sexual harassment, provides examples of prohibited conduct, discusses penalties for offenders, and establishes procedures for handling complaints.

Policy Statement
It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University’s non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

For a full copy of the policy, visit http://www.hostos.cuny.edu/cunypolicies/SexualHarassmentpolicy.htm.
1. Allocating Body proposals should not exceed five (5) pages in length.

2. Student Organization or Institutional proposals should not exceed three (3) pages in length.

3. All proposals must be submitted at least one (1) day prior to the meeting. Proposals that are presented at the time of the meeting will not be considered.

4. All proposals must be date-stamped by the Office of Student Activities.

5. A representative must be present at the meeting in order for the proposal to be considered.

6. Budget requests should be as detailed as possible. For instance, an organization that asks for $600.00 for a social event should indicate how much they need for decorations, performances, refreshments, etc.

7. Organizations submitting proposals should make an effort to create activities that target as many members of the college community as possible. Proposals should be in line with the organization’s mission statement. Proposals that alienate members of the college community or that favor select members of an organization will not be considered.

8. All proposals should be reviewed by the club advisor(s) before being presented.

9. Organizations can request that their proposal be reviewed by the Office of Student Activities prior to the meeting. Requests for review must be presented at least two (2) days prior to the meeting.

10. All organizations should be aware that budget proposals are subject to partial or no approval.

11. Organizations that do not use their funds by the deadline established by the Hostos Association are subject to having their budget revoked.

12. Organizations that wish to revise/adjust their initial proposal should present a budget revision at the next scheduled meeting.

13. Organizations should abide by the established performance fee standards for speakers, poets, musicians, etc.

(Approved 08/15/06)
Glossary

A-Atrium – Lobby area next to the end of the Bridge on the A-Building. This area is normally used for small ceremonies and art exhibits.

Advances – Advances are one of four types of disbursements. In order to receive and advance, an organization must (1) have funds in the account and (2) submit a list of anticipated expenses to be attached to the Disbursement Voucher.

Art Gallery – Gallery on the first floor of the C-Building. On occasion, this area can be used for student events. It is difficult for students to obtain access to this facility because of its normal use as a gallery for art exhibits.

Association (Hostos Association) – The Association is a committee made up of students, faculty and staff that reviews the spending plans of Earmarked Bodies (such as the Children’s Center, Student Activities and Student Health Services) as well as budget proposals submitted by clubs and organizations. The spending plans are usually approved as presented. The budget proposals are reviewed and, if well justified, approved. If there are items that are not well-justified, the request might be reduced or denied. The Association meets about three (3) times early in the semester, then one (1) time at the end of the semester to review the expenditures and disencumber (return to the main budget) any funds that were given out but were not used during the semester.

Audio-Visual Equipment (AV) – The Office of Student Activities provides audio-visual services to student organizations, SGA, Athletics and other units that collaborate with the office. Our services include (1) laptop & video projector, (2) sound system, (3) portable radio (boombox), (4) walkie talkies and (5) DVD player.

Bookstore Gifts Cards – A lot of clubs organize activities in which they give gift cards as prizes. Our office buys the gift cards from the Bookstore and collects the necessary paperwork from the recipients in order to process payment (disbursement).

Boombox (portable radio) – We have three (3) portable radios in the office. All of them can play CDs. The white one can be used with an iPod. The boomboxes are available for use by student organizations, SGA and other SDEM units.

Bridge (The Bridge) – Area that connects the A-Building and the C-Building. The bridge is normally used for fairs including the Club Fair, the Transfer Fair and the Science Fair.

Bulletin boards – The office maintain all the bulletin boards on campus. We set up new backgrounds and borders on most of the boards on campus every summer. During the year, we removed any flyers that are not stamped or flyers for activities that already took place.

Business Office – Office that processes disbursement vouchers for the Hostos Association. The office produces checks and these checks are then submitted to the Bursar’s Office for pick up by either the payee or our office.
Bylaws – We have bylaws (constitutions) for several organizations in our office including the Student Government Association (SGA), the Hostos Association, the University Student Senate (USS) and others. An organization’s bylaws inform the members about the ways in which meetings should be run, votes should take place, etc.

C-391 – Common place for clubs/organizations to hold activities. This room accommodates around 75 people.

Cafeteria – Largest space on campus in which students can hold activities for campus at no cost. The cafeteria accommodates over 200 people.

Campus Calendar – A database that shows all the events scheduled to take place in the most common college facilities (including C-391, the Bridge, the Savoy Multipurpose Room and others). The calendar is maintained by the Chair of the Space Requests Committee.

Club Fair – Student Activities organizes a club fair every fall to showcase our student organizations to the student body. We set up tables in the bridge and decorate the area with tablecloths and balloons.

College-Wide Senate – A committee made up of members of the faculty and staff, as well as students, that makes decisions on matters such as what types of majors should be offered by the college, what the deadline should be for students to complete their incomplete classes, etc. The Senate meets once a month every month that school is in session.

Conferences – Our office helps students to participate in three major conferences: Black & Puerto Rican Legislators Conference (February – Albany), the Dominican American National Roundtable (October or December – location varies) and Somos El Futuro (April - Albany). We also recruit students for two one-day conferences organized by the Council of Student Life Directors – the Emerging Leaders Conference (February – CUNY school) and the New Leadership Challenge (June – CUNY school). Our office makes all the arrangements: hotel registration, conference registration, transportation, stipends, etc.

Council of Student Organizations – The office and SGA organize this meeting to discuss plans for the semester with the student clubs. We also discuss any concerns that the students club might have.

Disbursement Voucher (disbursement) – Form used to have a check made to pay an individual or an organization for merchandise sold or services rendered. There are four (4) types of disbursement vouchers: (1) voucher issued as a payment, (2) voucher issued as a partial payment, (3) voucher issued as a reimbursement and (4) voucher issued as an advance. The most common voucher is the one issued as payment. All disbursement vouchers must be accompanied by supporting paperwork (invoice, service contract, list of projected expenses, etc.).

Door Lock – Each club and SGA office has a combination door lock. The combinations for these locks are managed by the Office of Public Safety. Our office sends Public Safety an e-mail to inform them of the name and position (within the club or SGA) of the person(s) that should have access to each particular office.
Duplicating Requests – Forms used to request photocopies from the college’s Copy Center. The forms must be signed by the person requesting copies and the Secretary or the Director of Student Activities. In general, we encourage clubs to request 150 copies or less. If the activity is a party, clubs usually request 250 copies.

DVD Player – Our office has three (3) DVD players available for use by student organizations or other units within SDEM. The DVD players also serve the role of CD players.

Faculty Dining Room – A more refined place on campus for clubs/organizations to hold their activities. This facility is managed by the Office of Academic Affairs (OAA). A separate Space Request is filled out to request the use of this space.

Faxes – Students are allowed to send faxes from our office. Faxes should be no more than three (3) pages in length. Students attempting to send faxes that are longer than this must receive approval from the Director.

Flyers – The basic elements of a flyer are: (1) name of organization, (2) name of activity, (3) date, (4) time, (5) place and, if necessary, (6) brief summary of the activities planned. If a flyer does not have the name of the organization, it should not be stamped.

Food License – If a club/organization decides to cater food from a restaurant, they must obtain a copy of the restaurant’s food license. If the license is not submitted, the activity cannot take place.

Giovanni’s Catering Requests and Invoices – Our office has an account with Giovanni’s. This account is tax exempt. We place catering requests with Giovanni’s and get a yellow copy of the bill. Payment is then processed through a disbursement.

Guest List – If a club/organization is holding a party in the Cafeteria, they have the opportunity to invite guests to attend the activity. In order for the guests to enter the party, a Guest List must be submitted to the Office of Student Activities at least 3 days before the party is scheduled to take place.

Incomplete Receipt Form – This form is used when a receipt that is presented to the office does not provide a detailed account of the merchandise that was purchased. For instance, receipts from the 99 cent store rarely indicate the items that were purchased. Thus, we attach the receipt to this form and write down the items (cups, plates, napkins, etc.) that were purchased and the total amount spent.

Invoices – Invoices are the most basic form of supporting paperwork attached to disbursements. A good invoice indicates the name of the vendor, the date of the purchase, the items purchased, their price, the quantity and any shipping and handling charges. Most invoices have to be paid in 15-30 days.

J&R Corporate Sales – Our office has a tax-exempt account with J&R. We normally order electronic items from them including boomboxes, MP3s, microphones and others.

Link (The Link) – The Link is a weekly electronic newsletter prepared by our office to inform the college community about the events that are scheduled to take place during the
week. In addition, it provides information about scholarships, job opportunities, internships, art exhibits and other matters. The Link is sent out to all students, staff and faculty every Monday morning by way of the college’s e-mail Distribution Lists.

MBJ – Business name of the Hostos Cafeteria. MBJ has first priority as far as catering requests made by members of the campus community are concerned. Any activity that takes place in the Cafeteria must be catered by MBJ. If an organization wants to have an activity in the Cafeteria featuring food from an outside vendor, MBJ normally charges that organization a $250 for the use of the Cafeteria.

Menus – Our office has menus on file for MBJ and several local restaurants. These menus can be found in the small mailboxes.

Metrocards – Students that attend trips outside the college usually include Metrocards in the budget proposals. In order to obtain these Metrocards, students must purchase them from the Bookstore, 7-Eleven, the cashier or a Metrocard vending machine. The reason for this is that a receipt must be presented to show that the Metrocards were purchased. If the students buy the Metrocards from the token booth, the attendant will not give them a receipt and this creates problems when we are trying to complete a disbursement.

Parking Requests – If an organization that is holding an activity invites a speaker or a performer that requires parking, our office sends an e-mail request to Public Safety to see if that space is available.

Partial Payment – If an organization does not have all the funds necessary in their account to fully process a disbursement, a Disbursement Voucher can be filled out to make a partial payment based on the amount of money that is available.

Quorum – The minimum number of people necessary for a meeting to take place. Normally, quorum is half of the membership plus one. For instance, in an Association Meeting, you need at least 7 members (out of 13) in order to have quorum. If there is no quorum, you cannot have an official meeting. Instead, you can only have an information discussion.

Reimbursement – If an officer of a student organization or an Earmarked Body makes a purchase for an activity, he/she can fill out a disbursement to get reimbursed.

Savoy Multipurpose Room (MPR) – Common place for clubs/organizations to hold activities. This room accommodates around 125 people. Students prefer the Student Lounge, C-391 and the Cafeteria because the MPR is “so far away” from the C-Building.

Service Contract – A form used to create a payment agreement between a student organization and a service provider (speaker, DJ, performer, restaurant). The Service Contract plays the role of the invoice. All Service Contracts must be accompanied by a W-9. The only exception is Service Contract for providers that have already done business with the college during the current academic year.

Sound system – Our office has two (2) sound systems. The first is a two-speaker system. The second is a one-speaker system. These sound systems have outlets to connect microphones, CD players, MP3 players, and other items. The sound system must be reserved in order to be used.
Space Request Form – A form used to reserve a space or a number of spaces to hold an activity on campus. These forms are reviewed by the Space Requests Committee. Forms must be submitted at least two (2) weeks before the activity is scheduled to take place. Forms must be signed by the organization’s Faculty Advisor and the Dean of Students.

Space Requests Committee – A committee composed of different representatives of the college community including Public Safety, the Office of Student Activities, Facilities, and the Conference Center. SGA has a seat in this committee as well, but they usually do not attend.

Space Requests Meetings – Meetings during which space requests are reviewed. These meetings take place every Wednesday at 2:30pm.

Stamp for Flyers – All flyers that are placed on the bulletin boards on campus, should have the approval stamp of the Office of Student Activities. The stamp is a three-part item: stamp, initials of the person reviewing the flyer and date that the flyer was stamped. If a flyer placed on a bulletin boards does not have the stamp, our staff will remove it at the end of the week.

Student Government Association (SGA) – The college-wide student organization that represents the needs and interests of the student body. At Hostos, the SGA consists of sixteen (16) members. The members of SGA are part of many important college committees including the Hostos Association, the College-Wide Senate, the Technology Fee Committee and many others. SGA members take office July 1st and serve for a period of one (1) year (until June 30th).

Student Lounge (C-390) – An area for students to relax and interact between classes. The area is also used for student organization events, but these activities should be no longer than three (3) hours long. Normally, when a student organization that holds an activity in the Student Lounge wants to serve food during their event, we reserve room C-391 for that purpose. That is, the activity takes place in C-390, and the food is served in C-391.

Table Reservations – Student organizations may fill out a space request to have a table or set up tables set up for an activity. Common activities include bake sales, fairs and member recruitment drives.

Tax Exempt Form – A form prepared by the Business Office that allows student leaders, faculty and staff to make purchases without paying any taxes. Forms have to be requested a week in advance. Not all businesses accept the tax exempt form.

University Student Senate (USS) – The CUNY-wide Student Government. Each college nominates two delegates and two alternates to serve on this government. USS collects 85 cents from every CUNY student and has a budget of over $250,000.