

STUDENT ORG LEADER HANDBOOK

-BEST PRACTICES GUIDE FOR TC STUDENT ORGANIZATIONS-

WELCOME

Welcome from the Vice Provost for Student Affairs	1
TC Student Affairs: Mission, Core Values & Structure	2

FIRST STEPS

General Privileges & Expectations	3
Starting a New Student Organization	4
Becoming a Registered Student Organization	5
Signatory Responsibilities	8

RESOURCES

Faculty Advisor Responsibilities	10
Developing and Sustaining Your Organization	12

EVENT PLANNING

Student Organization Programming	14
Event Planning	17
Promoting Your Event	25
Funding Sources	27

IMPORTANT POLICIES

College Policies and Guidelines	29
Communication with GSLD	34
Fiscal Responsibility	35

Welcome from the Vice Provost for Student Affairs

Congratulations on your appointment as a Student Leader for the academic year 2020-2021! I will never forget serving my undergraduate and graduate alma maters in student leadership roles. While there was excitement and some trepidation, I was eager to contribute and I know that you are as well!

We thank you for serving your organization in this way. We recognize how busy you are pursuing your graduate studies at Teachers College and we appreciate that you will be assisting us to move your organization forward in the most productive and impactful way.

This guide is an important resource for you and it should answer any questions you may have about policies, procedures and deadlines. We hope that you will reference it whenever you have a question. But if there is anything we can do to make your student leadership role easier, do not hesitate to reach out to us.

I know that you will make connections and develop skills that will last a lifetime. We are excited to see all that you can do!

Best wishes for a great year!

Sincerely,

Thomas P. Rock, Ed.D. '02
Vice Provost for Student Affairs

TC Student Affairs: Mission, Core Values & Structure

The Office of Graduate Student Life & Development (GSLD) has developed this Student Leader Handbook at Teachers College for successful organizational management and event planning. Our office aims to enhance the mission of Teachers College by complementing the rich academic experience and environment. We are committed to:

- Excellence & Professionalism
- Establishing Purposeful Partnerships
- Cultivating Students' Potential
- Fostering a Community of Educators

The Office of Graduate Student Life & Development includes these major areas: Student Organizations, Community Programming, New Student Orientation, and the Graduate Writing Center. Through the promotion of professional, co-curricular, recreational, social and cultural programs, GSLD seeks to build community, celebrate diversity and develop leadership.

As a student organization leader, you will work closely with the Office of Graduate Student Life & Development which is responsible for organization certification, assistance with funding, and advisement of all recognized student organizations at Teachers College. We encourage you to review this manual in order to learn about policies, programming, and services available to your organization. The main objective of this handbook is to assist student organizations to function efficiently within the larger Teachers College community.

We share your goal of making the 2020-2021 academic year a successful one for your organization. Please feel free to contact the Office of Graduate Student Life & Development with any questions you may have.

All the best to you!

General Privileges & Expectations

The Office of Graduate Student Life & Development (GSLD) reserves the right and has the absolute authority to register all student organizations at Teachers College, Columbia University. GSLD also has the right and authority to review, adjust and amend the status of all student organizations, and to suspend the rights and privileges of any student organization for any reason. Teachers College values diversity of thought and recognizes that the free expression of ideas is integral to the educational process. However, organizations whose mission and purpose encourages advocacy of positions that are not consistent with the mission of the College will not be registered, supported, or funded.

By way of registration with GSLD, the College acknowledges the organization's presence on campus and agrees to assist in their overall operation.

Teachers College expects all student organizations will be in full compliance with federal and state nondiscrimination and equal opportunity laws, orders, and regulations. Student organizations will refrain from discriminating in membership decisions, elections, and all other matters on the basis of race, creed, religion, sex, gender, age, ethnicity, ability status, sexual orientation/identity and national origin.

Student groups are expected to read this Handbook in its entirety to successfully navigate the coming academic year, as organizations will be held accountable to adhere to the policies and procedures governing the College.

Registered Student Organizations will have access to:

- Workshops and networking socials hosted by GSLD
- Access to reserve classroom/event space on-campus through GSLD
- Guidance for large-scale programs (i.e. Banquets, Conferences)
- Budget, sponsored by GSLD, to assist with initial programming efforts
- TC and Columbia affiliated grants
- Fiscal advisement and administrative support
- College affiliated web page & group email account

Starting a New Student Organization

We strongly encourage you to research currently [registered groups](#) both within TC and the wider Columbia University community before creating a new one. If your interests are not met, you may apply to be a New Student Organization during GSLD's student organization registration cycle. Below are a few of the requirements for new student organizations:

- A minimum of 3 signatory leaders who are currently registered TC students
- A minimum of 10 general members who are currently registered TC students
- A faculty advisor
 - The faculty advisor cannot be on sabbatical and cannot be an adjunct
- At least 3-4 events per semester
- A mission statement and programming plan

New Student Organization applications will be reviewed by committee members consisting of TC staff and students. Application deadlines for the fall and spring semesters will be posted on [GSLD's website](#).

Groups that receive a "denied" notice are welcomed to revise and resubmit forms during the next Registration Cycle. Below you will find the dates for the upcoming Registration Cycle.

APPLICATION OPENS	DEADLINE	DECISION NOTIFICATION	CERTIFICATION PERIOD
May 1, 2020	June 1st, 2020	August 1, 2020	Fall 2020-Spring 2021
October 1, 2020	November 1, 2020	December 1, 2020	Spring 2021
May 1, 2021	June 1, 2021	August 1, 2021	Fall 2021-Spring 2022

Becoming a Registered Student Organization

All organizations must register within the appropriate Registration Cycle. **All student groups must submit the Registration Packet annually.** Registration confers TC official affiliation with Teachers College, Columbia University.

Groups that will not be considered for registration include:

- Event-specific (i.e. one-time events); groups must show sustainability by way of ongoing efforts held throughout the academic year
- Political groups for a particular party or single-issue item or agenda
- Student groups that have other or outside primary sources of recognition and outside sources of administrative and/or funding support, including those registered with main campus and/or CU affiliate schools.
- Groups with a main mission of student recruitment and other admissions related goals
- Groups that are directly linked to an academic class and are therefore not easily accessible to all TC students.

Membership Guidelines:

- Open to all TC students who are currently enrolled at least part-time
- During the registration process, your group is required to list three signatories (lead representatives), in addition to a minimum of ten members. The core 13 members must be currently enrolled students at TC. Additional members may be currently enrolled students of Columbia University (CU) or CU affiliate schools. However, TC students must always constitute the largest majority within the organization. Leadership positions may not be held by students of CU and/or CU affiliates.
- Size & Sustainability: We give preference to groups whose long-term existence is sustainable, extending beyond the time of a single student or small group of students within the TC community.

THE REGISTRATION PACKET

The following items are required annually for all organizations seeking recognition at TC. Incomplete packets will not be considered for registration and will be returned to the organization.

Please be as detailed as possible. By applying for registration, your organization is also eligible to access funding through the Office of Graduate Student Life & Development. Returning organizations may receive up to \$500; new organizations may receive up to \$250 with the potential to increase that amount for the spring semester dependent upon the success of the organization in providing opportunities for students across TC to engage with the organization, proper use of budget, good communication with GSLD, and a program plan that necessitates an increase in funds for the following semester. Award amount will be confirmed to the signatories via email.

The Registration Packet includes:

CONSTITUTION

This document forms the basic framework of your organization. It should include the organization's purpose, election process of board members, requirements for membership, officer duties, & other general operating principles.

LEADERSHIP / EXECUTIVE BOARD

Signatories

Each organization is required to have three leaders, called Signatories, who will be in direct communication with GSLD. When GSLD needs to reach out to your organization, they will contact the three signatories. Signatories must be currently registered Teachers College students. Please keep in mind that one person may not hold multiple key leadership positions, both within the organization and in other TC student organizations, including TC's Student Senate.

Leadership Team/Executive Board Members

While the three signatories are required, the leadership team/executive board can have more than three members. The leadership team/executive board mainly lists the critical leadership positions, President, Vice President, Treasurer, and Secretary. While some organizations will choose to have a greater number of executive board members or utilize a committee and chair structure for specific tasks, most clubs also find it convenient to appoint an executive board comprised of the “main” officers plus other "key" officers. Traditional titles, such as “president” or “vice president” are not required; leadership titles to reflect roles within your organization may be used, for example, if you have a Theater Club, your E-board might include, Director, Producer, Stage Manager, and Dramaturg.

MEMBERSHIP LIST

A minimum of 10 currently enrolled TC students, excluding the three recognized signatories, is required. Thereafter, additional members may be currently enrolled students of affiliate schools of Columbia University.

PROGRAM PLAN

The Program Plan provides our office with a detailed look at your planned activities for the year. We require that organizations commit to at least 3 activities per semester to carry out your mission statement. Programming may include, but is not limited to: Q&A panels, socials, conferences, general meetings, etc.

FACULTY ADVISOR AGREEMENT

Each student organization must have a faculty advisor. Your advisor must be listed as a full-time faculty member at Teachers College. Visit the online [TC Faculty Profiles](#) to research potential advisors and/or confirm faculty status. Faculty members at Columbia University and/or affiliates of the College *do not* qualify. Additionally, the faculty member may only be an advisor to a maximum of two student organizations.

Signatory Responsibilities

A signatory is an authorized member of your organization who is permitted to act on behalf of the group and ensure it runs smoothly. They are a member of your group's leadership board. A signatory does not have to be the President or the VP. **To prevent conflicts of interest the signatory may not be part of Student Senate.**

Responsibilities include:

- Submitting the Event Request Form
- Budget tracking
- Meeting with GSLD
- Checking the TC-issued student org email
- Responsible for disbursing information to membership to ensure compliance

Signatories may delegate tasks/event planning to other members of the organization. However, GSLD must be notified at least 5 business days prior by emailing studentorgs@tc.edu.

3 signatories must be identified per student group to obtain and maintain registered status.

TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”

As a student organization leader and designated signatory for your group, you are required to complete training on the [CU/TC Gender-Based Misconduct Policy](#) and Procedures for Students given by the TC Title IX Coordinator, before your student organization may receive full recognition on campus.

GUIDING PRINCIPLES

Below are general guidelines to assist you in establishing the ethical standards of your student organization. We encourage you to include such expectations formally within your organization's Constitution.

- ❖ Keep open communication with **ALL** organization members, faculty advisor, and with GSLD.
- ❖ Remember your organization's mission statement as it is the core of your organization's purpose. Make sure your programming efforts and outreach are aligned with this mission.
- ❖ Organization members should be clear as to what their role is and what is expected of them. It is also helpful to include what they might gain from participating in the organization (service experience, professional development, networking opportunities, etc.).
- ❖ The president should not be viewed as organization's superior; rather they can be looked upon as the spokesperson or facilitator of the group.
- ❖ Never ask an organization member to do something that you would not be willing to do yourself.
- ❖ All roles, other than the Signatory, should be rotated between organization members so that members do not experience burnout, boredom, or dissension.
- ❖ "Fringe benefits" given to the organization, such as t-shirts, need to be fairly distributed.
- ❖ Provide at least one week's notice regarding organization meetings and events that are being held.
- ❖ Create a contact list that includes all members.
- ❖ Treat all members fairly, even if some members are personal friends or someone you do not know.
- ❖ The organization is not only a social club. Hold your meetings in an organized and systematic manner with an agenda. Make sure you allow a period for all organization members to express their views and volunteer their time and talent.
- ❖ When explaining how to complete a task, think of yourself as a new member without experience. Try to explain the task clearly and allow for questions.

Faculty Advisor Responsibilities

One of the requirements to become a Registered Student Organization is to obtain a Faculty Advisor. Your advisor must be listed as a full-time faculty at Teachers College and should be interested in the goals and mission of your organization.

What is an advisor?

The faculty advisor provides support and guidance to both the leadership and members of the student organization by providing a sense of direction. The advisor also serves as a representative of the group in an official capacity, facilitating student and faculty/staff interactions beyond the classroom.

Due to the short duration of academic programs at TC, the turnover of executive board officers is high and spare time is limited. The faculty advisor provides a much-required stability in the student organization's sustainability and continuity. While the advisor plays an integral role in the student organization, they are not a member. The advisor's role is to provide oversight and coaching, not to perform tasks for the group.

Who can be an advisor?

Any faculty who is listed as a full-time faculty at Teachers College may be invited to serve as a student organization faculty advisor. All student organizations are required to have an advisor. In order to ensure quality support for student organizations, the faculty member may only be an advisor to a maximum of two student organizations.

SUGGESTIONS FOR FINDING AN ADVISOR

- ★ Discuss options with your leadership team. Think about which faculty member would be most engaged with your organization.
- ★ Research full-time faculty listed on the [TC website](#). Make sure you filter your search to only include Faculty.
- ★ Inquire with program and/or department administrators.
- ★ If, for whatever reason, your current faculty advisor is not working out, please set up a meeting with GSLD to discuss options.

ROLE OF THE FACULTY ADVISOR

The specific roles and responsibilities of an advisor vary depending on the organization and the advisor, but most student organization advisors have the following responsibilities:

LEADERSHIP DEVELOPMENT

Through personal interaction and program development, the faculty advisor can play a significant role in developing members' leadership skills and personal growth and in identifying new leaders for the organization. Specific skills the faculty advisor could enhance include interpersonal communication, planning, organization, assisting with retreats and workshops.

CONSULTATION

Faculty Advisors can serve as consultants by attending meetings to offer a College official's perspective, as well as serve as a liaison between your organization and other departmental support.

DEPARTMENT CO-SPONSORSHIP

As a faculty member at Teachers College, advisors may have direct access to departmental support. This means additional resources to assist you with your programming efforts. Need additional funding? A guest speaker? Panelists for your conference? Your Advisor is a valuable asset to begin these conversations.

EVENT MANAGEMENT

Your faculty advisor can also provide essential insight into your organization's programming needs. They may have specific knowledge on cultural norms that pertain to a speaker you were looking to invite on campus. If they have been working at TC for a period of time, they may have institutional knowledge about an event you were hoping to host and can help you find the proper resources. Based on their professional experience and research interests, they may be aware that a meeting you were hoping to host might need some additional support in regards to counseling services. Keeping your faculty advisor in the loop about your events is critical in making sure the events are as successful and safe as possible.

Developing and Sustaining Your Organization

RECRUITMENT

Recruiting membership for your organization can be quite overwhelming, but do not fret! GSLD is here to help. To help you gear up for the year, we've compiled a list of helpful suggestions from previous organization leaders.

PARTICIPATE in the Involvement Fair featuring Student Organizations held at the beginning of Fall (early September) and Spring (late January) terms.

PLAN a welcome social or event at the beginning of each semester, inviting potential members.

PROMOTE your general body meetings via email, flyers, myTC message portal, GSLD communication, social media, and word-of-mouth in your classes. In support of your Student Organizations' Mission, GSLD is here to help get the word out about your upcoming events and programs. As a student organization, you have exclusive access to promote on the following forums, managed by GSLD:

- GSLD eNewsletters
- GSLD Social Media
- GSLD Website Calendar

If applicable, you can contact the administrators in your academic department to send an email to students with information regarding your organization.

CREATE COMMITTEES early on in order to get members invested in your organization. By getting members to be on committees right away, they can learn more about your organization, make connections with fellow members and find a community, and be more likely to want to be a part of the leadership team later on.

VOLUNTEER at events like New Student Orientation to meet incoming students.

ORGANIZATION RESOURCES

TC EMAIL ADDRESS

Student organizations may receive a TC affiliated email address (@tc.columbia.edu) free of charge. To qualify, your organization must be active for at least 1 semester before requesting an address. A total of 3 “administrators” are allowed per account.

GOOGLE DRIVE

All 3 signatories will be given access to a Google Drive for your student organization from GSLD that has important resources about event planning and promotion as well as files on events your organization has done in previous years.

Signatories will be responsible for keeping records for your organization. Records for your organization may include flyers, speaker invitations, vendor orders, and any other documents that you feel is relevant to help your organization improve on your practices. The signatories are welcome to add any additional information to this Google Drive that they would like to pass on to future leaders.

SOCIAL MEDIA

Social media outlets such as Facebook, Twitter, and Instagram can be a great source to promote your organization and provide followers with the most up to date information. We suggest assigning this task to a specific member or group to help create, monitor, and update your social media accounts. Ensure that login information (username & password) is forwarded to appropriate members upon transfer of leadership.

OFFICER TRANSITION

GSLD recommends that elections be held by April 15th of every academic year. New officers should assume their roles as of June 1st. This will allow:

- Time for new students to participate in your organization and learn about leadership opportunities that will be available in spring semester
- The opportunity to work on the Registration Packet with the current leaders
- Ample transition time between leadership to ensure that your organization is functioning by the following Fall semester

Student Organization Programming

As you are aware, one of the required documents within the Registration Packet is the Program Plan. This document includes your organization's proposed events and activities for the upcoming year.

This process of requesting advance programming information ensures smoother leadership transitions, encourages membership participation, fosters increased collaboration amongst organizations and aides in an overall more successful year for student organizations. Of course there will be changes to the program plan throughout the year - either a date change or program cancellation.

Program plans are designed by your organization not GSLD, therefore, it is the responsibility of the student organization to properly plan and execute proposed activities listed on your Program Plan.

GSLD EVENT PLANNING PROTOCOL

GSLD functions as a "one-stop shop" for Student Organizations. Signatories or designated members need to complete GSLD's [Event Request Form](#) as the first step of program execution for each event outlined in their Program Plan. The comprehensive form addresses all event needs and serves as a follow up tool for GSLD to reach out directly to TC campus services.

The Event Request Form needs to be submitted 2-3 weeks in advance of "Small-Scale" events, 3-5 weeks in advance of "Medium-Scale" events, and 6-8 weeks in advance of "Large-Scale" events. Below there is more information on the differences between events. Failure to submit the form on time will lead to delays and potential denial of event programming.

WHAT RESOURCES ARE AVAILABLE TO US?

Additional on-campus services are also available to registered TC student organizations, many of which are offered free of charge. See below for further information on each TC campus service. ALL TC SERVICES REQUESTS ARE

AVAILABLE THROUGH THE “EVENT REQUEST FORM.” STUDENT ORGS SHOULD NOT DIRECTLY REACH OUT TO CAMPUS SERVICES OFFICES.

Please be mindful that each department is managed independently, in accordance to their own policies and procedures. All student organizations are expected to adhere to respective policies and procedures.

Additionally, to help avoid additional costs, GSLD can provide your student organization with various office/event supplies in advance. These supplies can be found in the [GSLD Inventory](#) document which is also linked in the Event Request Form and in your student organization’s Google Drive. To reserve items from GSLD’s inventory, you must fill out the Event Request Form.

-CAMPUS SERVICES-

[Business Services Center](#)

(212) 678-3703 | 34 Zankel Building | Services: printing flyers/posters, TC bookstore items

Requests for sample of printouts (i.e. flyers, program book), must be submitted 7-10 business days prior to the event. Final artwork and order must be submitted at least 5 business days prior to the event. GSLD reserves the right to deny any flyer/copy requests if the Student Org does not follow the necessary steps for event advertisement. ALL requests must be stated in the **Event Request Form**.

[CulinArt Dining Services](#)

(212) 678-3168 | Services: Food, beverages, linen, serving staff and bartender

Discounted menu available for student groups. Requests must be submitted at least 7 business days prior to event through the **Event Request Form**. Students are encouraged to select menu items from the [Drop-Off Menu](#).

[Facilities Management](#)

(212) 678-3010 | 28 Zankel | Services: classroom and event space set-up

Student leaders are able to request the layout of their desired room. ALL room set-up requests must be stated in the **Event Request Form**. Note: Special events over the weekend or after 5 p.m. will require specific staff and fees may apply.

[Media Services](#)

(212) 678-3822 | *Services: classroom and event space a/v technology*

Microphones, speakers, podiums, live streaming, flat panel TV screens, projectors, and more can be requested. Complete the **Event Request Form** for services at least 7 business days before event. Note: If your event is held in event spaces such as Cowin Auditorium, Milbank, and the Dining Hall, a Media Technician will be required and additional fees may apply.

[Public Safety](#)

(212) 678-3340 | *Services: event security*

Security guards may be needed for events if you require access to parts of campus that are closed on the weekends. Additional fees may apply. If your event includes attendees who do not have a TC or CU ID, an attendee list is required. Please send RSVP list to studentorgs@tc.edu at least 5 business days prior to your event. ALL security requests must be stated in the GSLD **Event Request Form**. Note: Holding events with minors will require additional forms that involve background checks for all authorized adults. A meeting with GSLD, 6 months in advance is mandatory.

[Office of Room Assignments](#)

(212) 678-3707 | *Services: classroom and event space reservations*

Check real-time availability FIRST on [25Live](#) and then submit room requests online via the **Event Request Form**. For Russell Hall, contact Library Services and complete the Reserve Group Study Rooms & Classrooms Note: TC Academic/classroom spaces take priority and may cause confirmation delays. GSLD suggest that Student Orgs submit “event requests forms” at least 2-3 weeks before the event. If it is a large-scale event, please submit the form 4-6 weeks ahead.

[Teachers College Information Technology](#)

(212) 678-3300 | *Services: virtual event help, Zoom security*

Can assist with virtual programming including utilizing Zoom and Canvas.

***Student Reimbursements will not be processed for Campus Services.
Payments will directly be administered through GSLD upon
approval***

Event Planning

The following information provides a framework to assist student organizations in planning and scheduling events such as meetings, workshops, conferences, training, and recreational events to be held at Teachers College. By describing a uniform approach to event planning, it is GSLD's goal to make the process of planning events consistent across TC. Student organizations requesting to conduct programming are expected to read and abide by these guidelines.

EVENT CLASSIFICATIONS:

ON-CAMPUS EVENT vs OFF-CAMPUS EVENT vs VIRTUAL EVENT

Off-campus events hosted by student organizations are subject to guidelines for appropriate conduct and management. Please be mindful that external event spaces are managed independently. All student organizations are expected to adhere to respective policies and procedures. Contracts for off-campus events require 4 weeks notice. Note: Events that happen at CU's campus are considered off-campus.

Additionally, off-campus events need to follow potential New York City laws depending on the type of event. This includes activities such as picnics at the park, movie nights, museum visits, and volunteer events. All off-campus event spaces must also be ADA compliant and must be approved by GSLD.

Virtual events, which is how all events will be held in the Fall 2020 semester, must abide by TCIT's [security recommendations](#).

SMALL-SCALE vs MEDIUM-SCALE vs LARGE SCALE EVENTS

To determine the appropriate levels of planning and support, events are classified as "small-scale," "medium-scale," or as a "large-scale" events. Variables such as type of event (meeting, conference, panel, etc.), expected number of attendees, guest

speakers, media requirements, catering requests, budget, and safety considerations are some of the aspects of an event to consider when determining classification. A student group at TC typically hosts one to two large-scale events, with the majority of the Program Plan listing small-scale and medium-scale activities.

Small-Scale Events require little to no assistance from GSLD. Typically these include meetings and events that maybe need a room reservation, simple room set-up, minimal media, and possibly a smaller food order from CulinArt. *These events should be submitted via the Event Request Form 2-3 weeks in advance.*

Medium-Scale Events require moderate assistance from GSLD. This may include programs with a slighter higher budget, room reservation(s), room set-up, media requests, CulinArt/external food order, alcoholic beverage service, honorarium payments and/or gifts. *These events should be submitted via the Event Request Form 3-5 weeks in advance.*

Large-Scale Events require significant assistance from GSLD. These events are usually galas, conferences, symposiums, etc. that have received grants and need room reservations, custom room set-ups, media requests, large CulinArt/external food orders, alcoholic beverage service, travel arrangements for speakers, and public safety. *These events should be submitted via the Event Request Form 6-8 weeks in advance.*

PREPARING FOR AN EVENT

Define your goals: What do you want to accomplish with the event? How does this align with your organization's mission statement?

Brainstorm ideas: Think of every type of event that might fulfill the goals. Will your goal be achieved via a conference & keynote speaker? Panelists? Workshop? Should the event be interactive? Review each idea and assess it for feasibility.

Assess resources: Know what resources are accessible. Faculty and staff members, students, and community groups are all resources. Collaborating with other student organizations can also be a great way to combine funding and ideas.

Develop a budget: List all associated costs and allocate the available funds. Break the budget down per vendor and service - don't forget to account for potential delivery fees and tips. You may have to contact various departments for cost estimates associated with their services. Make sure you can afford it! Research additional funding/grant opportunities offered throughout the year. Another great way to get more funding is to collaborate with other student organizations and have them co-sponsor the event. Also, we suggest adding an overall 10% contingency to account for unforeseen costs.

Compile event logistics: Gather all of the information you will need to provide to GSLD so that everything can be requested and ordered for your event. If you need help making sure you have everything, you can reference the [Event To-Do List](#) in your student organization's Google Drive.

Submit to GSLD: Fill out and submit the Event Request Form to GSLD so that all your program needs can be completed by someone from GSLD.

SUGGESTED TIMELINE FOR LARGE-SCALE EVENTS

6-8 WEEKS PRIOR TO PROGRAM

- ★ *Create a Production Schedule:* List of everything that needs to be done to plan the event and when each task needs to be completed.
- ★ *Teamwork:* Designate tasks of officers and members.
- ★ *Submit the Event Request Form:* Let GSLD know about everything you will need for your event including Zoom links, room(s), room set-up, media, catering, flyers, speakers, decorations, and more.
- ★ *Budget:* Update your budget to include service invoices, orders, and/or quotes. Don't forget to include your contingency (just in case) funds!

4 WEEKS PRIOR TO PROGRAM

- ★ *Meet with GSLD:* If this hasn't already happened, make sure to set-up a meeting with GSLD to discuss everything about your event.
- ★ *Advertise:* Define, prepare, and begin to think how you will attract participants to your program. Be sure that your publicity reaches your target

audience. Utilize various forums: social media, TC e-boards, eNewsletter, and even the traditional flyer can be helpful!

- ★ *Budget*: Constantly revisit your budget! Check your Program Budget that GSLD will update to make sure everything is accurate.
- ★ *Invites*: Send invites & create an RSVP list. Keep a count of attendees to update services like food/beverage orders.

1-2 WEEKS PRIOR TO PROGRAM - FINAL PREPARATIONS

- ★ *Meet with members/volunteers*: Make sure everyone knows their roles for before, during, and after the event.
- ★ *Advertise*: Increase publicity as the event draws near.
- ★ *Communication with GSLD*: Continue to talk with GSLD about your event. Keep up to date with the [Student Org Event Details](#) form to make sure everything that GSLD needs to book has been or is in process.

WITHIN 1 WEEK PRIOR TO PROGRAM

- ★ *Campus Services*: Reconfirm with GSLD that all services have been reserved
- ★ *Invites*: Close RSVP list.
- ★ *Timeline*: Create a schedule for day-of items. Include arrival, setup, event, and departure times for all services. This will be helpful for your event committee to keep track of what is happening “behind the scenes.”
- ★ *Event Materials*: Prepare event materials (i.e. name tags, awards, event equipment) and coordinate who is bringing what.

DAY-OF PROGRAM

- ★ *Set-Up and Breakdown*: Make sure to have plenty of time for set-up so that your event can start on time. Also make sure to have volunteers scheduled to be able to assist with breaking down the event once it has finished.
- ★ *Communication*: make sure you have talked with GSLD about who to contact the day-of an event. GSLD staff members are unable to see the studentorgs@tc.edu email on a mobile device, so find out who to contact if your event is on the weekend and/or a weekday evening.
- ★ *Have fun!*

POST-PROGRAM

- ★ *Surveys*: Conduct any post-program assessments that are needed.

- ★ *Honorariums*: Send invoices for any speakers you may have had to GSLD
- ★ *Thank-You's*: Thanks can be sent in various forms – either through a card, email, or even a gift! Think of your small token of appreciation as a great investment for future support and participation.

EVENT PLANNING - QUICK TIPS

The Office of Graduate Student Life & Development is committed to help your organization succeed in all of your programming efforts, which includes providing advisement on how to best plan your special event. Here are a couple of quick tips to help you get started:

- Use GSLD's [Event To-Do List](#) to track everything you need to do
 - This list also includes easy-to-forget items at the end such as scissors, ladles/tongs for external food orders, knife to cut cake, etc.
- Stay updated about the status of your event in GSLD's [Student Org Event Details](#) form
- Make sure your event is listed on your Program Plan
- Consider details like space, attendees, food and beverage, furniture, and technical needs
- See what GSLD has available that you can borrow or buy for a discounted price using the [GSLD Inventory](#) sheet
- Submit the [Event Request Form](#) for ALL student org events
- Schedule a meeting with GSLD to go over event details. Sometimes misunderstandings can happen over email, so in-person/Zoom meetings can be very helpful!
- Review and follow guidelines for special circumstances like events with alcohol, film screenings, and career-related events
- Work backwards when planning your event, meaning start with the end of the event and think through everything you need until you get to set-up. This can help you ensure you have reserved/requested everything that you need, have all of the necessary supplies, and have enough volunteers.

EVENT CANCELLATION

If for any reason you need to cancel an event, please adhere to the following protocol:

1. Notify GSLD ASAP in person, via phone, or email and alert us as to the reason. (Perhaps we can help!)
2. Notify your membership and other participants (speakers, volunteers)
3. Keep in mind that some vendors require **ADVANCE** notice (ex: 24 – 72 hours) of a cancellation to avoid fees
4. If you are using grant or departmental funds for the cancelled activity, contact the appropriate office to discuss how the funds can be reallocated or postponed for future use.
5. If time permits, post flyers on GSLD bulletin & e-boards announcing the cancellation. Alert attendees of a pending rescheduling if applicable.
6. On the day of the event, post a sign on the venue door of where the event was scheduled to alert attendees of the cancellation.

EVENTS WITH ALCOHOL

TC Student Organizations may host events where alcohol is served, provided that the requirements outlined below are followed in addition to the [Teachers College Policy Library](#) and local, state, and federal laws.

REQUIREMENTS

Submit an [Alcohol Policy Form](#). Events with alcohol must receive approval from GSLD. Sufficient food items and non-alcoholic beverages must be provided for the duration of the event. Depending on scope of event, a bartender may be required. Please account for additional service charge at a minimum of 5 hours, \$29.00 per hour (after hours prices will increase to time and a half).

RULES GOVERNING THE SERVING OF ALCOHOL

Types of spirits permitted to be served on-campus are restricted to wine & beer.

Where there is reason to believe that an event may include attendees under 21, individuals must present double proof of age before being served alcoholic beverages. A valid University ID card may constitute the second proof of age. Such events require proctors as directed by the University.

Serving alcohol to a minor is a criminal offence and a violation of College regulations. Only one drink at a time may be dispensed to each person. No visibly intoxicated person may be served alcohol. No sale of alcoholic beverages is permitted.

EVENTS WITH TRAVEL ACCOMMODATIONS

All travel accommodations related to student organization programming must go through the Office of Graduate Student Life & Development. GSLD utilizes a travel agent to book services such as hotel stays, plane tickets, train tickets, bus tickets, and car services for domestic and international travel. All travel accommodations must be accounted for in your organization's budget.

Note: To promote student organization sustainability, New Student Organizations must wait until after being recognized for one year before their funding can be used toward any travel accommodations. For new student organizations, funding can be used toward gifts for speakers as long as they are within your organization's budget.

FILM SCREENINGS

Film and TV shows are protected by copyright laws and may not be shown in any public setting without a public performance license from the copyright owner. This includes any venue on campus besides a student's room in the residence halls.

Even if an event is restricted to a certain group of students, department or community, such as members of a particular student organization, a license must be obtained in order to show a film or television show at the event. These copyright restrictions apply whether or not a fee will be charged for admission to the event.

Rights for public performance must be secured within 10 business days of the scheduled event. For student events, the [Film Screening Form](#) must be submitted to GSLD. Failure to provide proof of license within this time frame will result in cancellation of the space reservation and the event.

Student organizations found in violation of the law and University policy described above will risk disciplinary action and could be subject to other penalties. Note: Personal streaming accounts (Netflix, Hulu, etc.) still require obtaining a license. That being said, some original documentaries on Netflix are okay to screen without a license, please check with GSLD before going forward.

HOW TO CLEAR A MOVIE FOR AN EVENT

If the copyright owner grants your request, there is generally a fee of \$300-\$1,000. If the copyright owner denies your request, you will not be able to show the film or program at your event.

There are two principal companies who license films on behalf of the film companies: Swank Motion Pictures & Criterion Motion Pictures

If the film or show that you wish to license is not listed with Swank or Criterion, follow these steps to request a license:

1. Look at the movie packaging and find the copyright notice. It is usually written as ©Date.
2. Locate the company name as it appears with the copyright notice.
3. Locate the company contact information on their website.
4. Call or email the company with your license request. Provide the following information in your request: movie title, movie format (digital, DVD, tape, etc) Screening location, screening date, anticipated size of audience, admission (free of charge), the name of your organization, your name and contact information, and advisor name and contact information.

YOU MAY NOT ADVERTISE THE FILM SCREENING UNTIL YOU RECEIVE APPROVAL FROM GSLD. TO OBTAIN APPROVAL, PLEASE SUBMIT WRITTEN CONFIRMATION IN WHICH STATES THAT THE COPYRIGHT OWNER GRANTED YOUR REQUEST FOR A PUBLIC VIEWING.

Promoting Your Event

Not sure how to promote your organization or event? Here are a few ideas to help you get started! Note: event must be included and approved by GSLD on your Program Plan, prior to advertising of any sort.

All promotional materials are required to include the following information:

- ❖ Hosting Organization
- ❖ Title of Event
- ❖ Date, Time & Location
- ❖ GSLD Logo, Student Org's logo, logos of any co-sponsors
- ❖ Accessibility Disclaimer: "To request disability-related accommodations, contact OASID at oasid@tc.edu, or 212-678-3689, (646) 755-3144 video phone, as early as possible."

BULLETIN BOARDS

Community Bulletin Boards are located throughout campus and open to all organizations upon GSLD approval. You may advertise at the following locations:

- ❖ Thorndike Hall (between rooms 154 & 156)
- ❖ Zankel Basement (Commuter Lounge)
- ❖ Grace Dodge Hall (Between rooms 276 & 278 and 541 & 543)
- ❖ Horace Mann (1st floor)

GSLD also has bulletin boards designated for events. To have your flyer posted on one of these boards, you can drop off three flyers to the front desk staff in GSLD.

Adhere to the following guidelines:

- ❖ Post only on bulletin boards.
- ❖ Posting is not permitted on walls, doors or windows.
- ❖ Post only relevant content as indicated on the board.

- ❖ Remove all flyers after your event has taken place.
- ❖ Use tacks only. Staples and tape are not permitted.
- ❖ Use only designated areas for listings.
- ❖ Do not remove or cover up another flyer to accommodate your own.

E-BOARDS

The TC eBoards are located at the entrance of Zankel Hall, Thorndike lobby, Horace Mann Lobby, and the cafeteria. It incorporates electronic posters announcing upcoming events at the College. It is divided into two sides: the right is for event posters, where your event flyer will be posted. Submit an eBoard request [here](#).

MYTC PORTAL: MESSAGE BOARD

The TC Message board is accessible to the entire TC community. However, if you have a target audience (i.e. students, faculty, etc), the message board allows you the option of specifying your audience. To post your event, log onto the myTC portal. Scroll to the bottom of the page to click "Post a Message." Enter event details.

GSLD E-NEWSLETTER

GSLD sends out eNewsletters that are emailed to all currently enrolled TC students by GSLD bi-weekly.. To be included you must follow these steps:

- 1) Create your event flyer in Canva and share it with studentorgs@tc.edu
- 2) Send a blurb (minimum word count of 30 words) describing your event to studentorgs@tc.edu

-See the Student Org Resource Folder in your student org's Google Drive for the timeline of when flyers need to be submitted before events-

Funding Sources

Registered student organizations have access to a number of funding sources provided by Teachers College and Columbia University. Please note that funding sources enforce their own eligibility requirements and deadlines.

THE OFFICE OF GRADUATE STUDENT LIFE & DEVELOPMENT FUND

Amount: \$250 - \$500

When applying for registration, all organizations are eligible to receive funding through GSLD. This is what makes your Program Plan especially important! Think of the Program Plan as your funding application. Be as descriptive as possible! New organizations may receive up to \$250; returning organizations are eligible to receive up to \$500. Funds must be allocated throughout several events over the **FULL** academic year. GSLD suggests to divide the budget in half for Fall and Spring programming. Your leadership board will be notified of your approved funding amount via email. Once approved, your organization then has an official expense account with our office. Funds are accessible from the first day of the Fall Semester until the end of the academic year. Funds distributed by the Office of Graduate Student Life & Development do not “roll-over” to the next academic year. The Student Organization must be recognized the full academic year to receive funding.

STUDENT SENATE GRANT

Amount: Up to \$300

The Student Senate at Teachers College offers a specific grant for student organizations. The Senate may offer up to \$300 to organizations for approved events, programs, and activities. The Grant is intended to fund collaborative events, programs, and activities to enhance Student Life. This opportunity is offered on a rolling basis. PropGSLDs are reviewed at Senate Meetings and Student Org leaders need to be in direct contact with the Student Org Senator. For more information,

please visit the Student Senate Website at: <http://www.tc.columbia.edu/senate/> or by emailing studentsenate@tc.columbia.edu.

PRESIDENT'S GRANT FOR DIVERSITY AND COMMUNITY INITIATIVES (DCI GRANT)

Amount: Up to \$1500

The President's Grant for Diversity and Community Initiatives (DCI) at Teachers College is available to all registered TC student organizations and members of the TC community. The Grant provides financial support to projects, programs and events that benefit the entire TC community with the goal of spreading new and innovative ideas. As such, the Grant promotes interactive, inter-group communication, as well as collaborative and educational activities with an emphasis in community and/or diversity. The maximum grant award is \$1,500 for each propGSLDI. Application deadlines are in the Fall and funding can be use in the Spring. GSLD will provide further workshops and info sessions about the grants. Please visit the Office of the President - Diversity & Community in 128 Zankel Hall for more specific questions. Note: this application must be signed by GSLD before submission.

THE COLUMBIA UNIVERSITY PRESIDENT'S AND PROVOST'S STUDENT INITIATIVE FUND (P&P GRANT)

Amount: Up to \$5,000

This Fund is available to all recognized student organizations of Columbia University & its affiliates. The Fund provides financial support to projects that benefit the University community through first-time initiatives that foster intergroup communication, collaboration, cultural diversity, and educational programming. A committee composed of student leaders from undergraduate, graduate and professional schools allocates fund grants. Organizations may apply in the beginning of both the fall and spring terms. Please visit the Columbia University Event Management website for more information: <http://uem.columbia.edu//student/pp-fund> Note: this application must be signed by GSLD before submission.

Your Program Plan will be updated to include your grant, upon receipt of Award Letter. Please forward applications and award letter to studentorgs@tc.edu.

College Policies and Guidelines

The Office of Graduate Student Life & Development requires that each event and activity conducted by your organization comply with all college policies and guidelines. Selected policies and guidelines have been included below. We encourage you to familiarize yourself with your rights and responsibilities mentioned in this Student Organizations Guidebook. Organizations alleged to be in violation of the student code of conduct will be referred to the Office of the Vice President for Student Affairs.

STATEMENT ON HAZING

Teachers College prohibits any organization from engaging in any action that 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. Pursuant to Section 6450 of the Education Law of the State of New York, the above statement shall be deemed to be part of the bylaws of all organizations registered at Teachers College. In addition, all students are expected to adhere to related regulations set forth by their respective inter/national, regional or local organizations and university policies concerning practices commonly referred to as hazing. Following approved allegation of hazing, the student organization may lose its recognition. Loss of recognition may begin immediately after a decision finding hazing is finalized. In New York State hazing is a Class a felony.

NON DISCRIMINATION POLICY

Continuing its long-standing policy to support active equality for all persons, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws, in the administration of its admissions, employment and educational policies or scholarship, loan, athletic and

other school-administered programs. Rather, Teachers College affirms that it admits students and selects employees regardless of their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws and thereafter accords them all the rights and privileges generally made available to students or employees at the school.

Students with concerns about the application of civil rights laws (including Title IX, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Age Discrimination Act) may wish to speak with the Associate Provost, Katie Embree, 113 Zankel, (212) 678-3991, the Vice President for Diversity and Community Affairs, Janice Robinson, 128 Zankel, (212) 678-3391, or the Ombuds, Stephen Peverly, 280 Grace Dodge, (212) 678-4169.

STATEMENT OF COLLEGE POLICY ON ALCOHOLIC BEVERAGES

The sale, service, possession, and consumption of alcoholic beverages at Teachers College are governed by the Alcoholic Beverages Control Law and other New York laws. Teachers College is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. Based on these laws and principles, it is the policy of Teachers College that:

Persons under the age of 21 years are prohibited from possessing and consuming any alcoholic beverage at Teachers College, or within its housing system, or at any event sponsored by the College or by a College organization, whether the event is at the College or not.

The following rules are applicable (i) to all events at which alcoholic beverages are served or sold at Teachers College and/or its housing systems; (ii) to all events, whether or not at Teachers College, which are sponsored by the College or by any College organization, department, or office; and (iii) to all Teachers College activities, whether they occur at the College or not.

- 1) No person shall be sold or served any alcohol beverage if:
 - a) That person is, or appears to be, under the legal drinking age of 21.

- b) That person is, or seems to be, intoxicated, or is known to the server or seller to be a problem drinker.
- 2) No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or try to purchase any alcoholic beverage or to gain access to any event or activity at which any alcoholic beverage is being sold or served.
- 3) No alcoholic beverage shall be sold to any person unless:
 - a) A license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and, B. The license or permit sanctioning such sale and any posters, signs, notices or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sales.
- 4) The individual, group, or groups sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all New York State laws and regulations and all Teachers College rules and regulations regarding the sale, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:
 - a) Items of this Policy as stated above, including examining attendees evidence of age.
 - b) As part of the request to use College facilities, the sponsor should notify the Office of Room Assignments of any event at which alcoholic beverages are to be sold or served. Student groups sponsoring events at which alcoholic beverages are to be sold or served must notify the Office of Graduate Student Life & Development prior to the event.
 - c) The sponsor shall instruct the person or persons actually selling or serving alcoholic beverages not to sell or serve alcoholic beverages to any person who is or appears to be intoxicated, or whom such server or seller knows to be a problem drinker, or who is or appears to be under the legal drinking age. In addition, specific policies, procedures, and regulations governing particular facilities or populations may be developed by the persons or offices authorized to do so, in conjunction with the Office of the Vice Provost.
- 5) Actions or situations that recklessly or intentionally endanger mental or physical health or involve forced consumption of liquor or drugs in

connection with initiation into or affiliation with any organization are prohibited.

CAREER-RELATED EVENTS

All student organization events that are related to career education and professional development must go through TC NEXT. Career-related events include career fairs, on-campus job interviews, employer information sessions, career-focused guest speakers, and more. Failure to communicate with CEPD and GSLD about your organization's career-related event could result in consequences such as probation or suspension.

RESPONSIBILITY FOR ACTIONS OF INDIVIDUAL MEMBERS

Student organizations may be held responsible for the acts of individual members. Acts include, but are not limited to, the following types of circumstances:

- when the acts grow out of or are directly related to the student organization's activities or an environment created by the organization;
- when the acts are those of an organization's guest, or by persons authorized to represent themselves as connected with the organization;
- when an organization places prospective members in a subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

Liability on the part of the student organization may be mitigated if members of the organization take reasonable steps to prevent infractions of College regulations by their fellow members. Such steps will usually include clear establishment of standards (preferably in writing), documented education of members as to the standards established and documented enforcement of standards when violations occur. The specific steps necessary to avoid this liability (or to mitigate consequences) will vary according to the circumstances of the situation, the seriousness of the behavior, and the possible harms which could have arisen from the behavior. Where more serious behavior and harm is in question, the student organization has the duty to take clear and firm action that is reasonably calculated to prevent and/or cease the behavior in question.

It is the duty and responsibility of every member of every student organization to respond to the conduct of the other members when they are engaged in behavior which violates the law or college regulations. The duty just defined is applicable not only to members who are engaged directly in the activity, but also to members not engaged in the activity who are present or who have knowledge of the activity. For instance, knowledge of involvement by other members in illicit activities is sufficient to invoke culpability. In addition to the group being held culpable, members and officers may be cited and held responsible as individuals for their role.

In sum, the policy is that every student organization member has the duty to take all reasonable steps necessary to prevent infractions of College rules growing out of or related to the student organization's life. Policies which may be relevant in such cases include, but are not limited to, those involving:

- Hazing
- Discrimination
- Vandalism
- Theft
- Alcohol or substance abuse
- Dishonesty
- Misappropriation of organization or university funds.

The specific steps necessary to avoid this liability (or to mitigate consequences) will vary according to the circumstances of the situation, the seriousness of the behavior, and the possible harms which could have arisen from the behavior. Where more serious behavior and harm is in question, the student organization has the duty to take clear and firm action that is reasonably calculated to prevent and/or cease the behavior in question.

PROBATION AND SUSPENSION

Student Organizations may be responsible for the act of individual members that violate the [Student Conduct Code](#), violate the policies outlined in this handbook, or for providing false information to GSLD and TC. GSLD reserves the right to put student organizations on probation or suspension at any time during the academic year. Terms of probation will be determined by GSLD. Suspension means the

student organization can longer host any activities on campus and the student organization is dissolved. Any funds remaining in the student organization's budget will be returned to GSLD.

FILM SCREENINGS

Commercial films and television shows are protected by copyright law, and may not be shown in any public setting on campus without first obtaining a public performance license from the copyright owner. A public setting is any venue on campus outside of an individual student's dorm room. Even if an event is restricted to a certain group of students, such as members of a particular club, a license must be obtained in order to show a film or television show at the event. These copyright restrictions apply whether or not a fee will be charged for admission to the event. Rights for public performance must be secured within 10 days of the scheduled event and submitted to the Office of Graduate Student Life & Development.

Failure to provide the timely submission of proof of license will lead to the cancellation of the event. Student organizations found in violation of the law and University policies will have their registered status revoked, and may be subject to additional penalties. If the copyright owner grants your request, it will generally be for a fee in the range of \$300-\$500. If the copyright owner denies your request, you will not be able to show the film at the event.

Communication with GSLD

GSLD uses email for Student Organizations as the main forum for communication with student organization leaders. Remember, we are your biggest advocates! Please keep us informed on how to best support your student organization. All emails about student organizations should be sent to studentorgs@tc.edu as opposed to the TC emails of the Assistant Director (AD) & Administrative Fellow (AF) for student organizations. That way both the AD and AF (as well as other GSLD staff members) can access your email and reply to you in a timely manner. **Failure to send to the appropriate address will delay your request.**

We encourage your leadership team to set up meetings with the Student Organization team in GSLD to talk about your organization. It is very important that student leaders maintain consistent communication with GSLD throughout each semester. Particularly when there are changes to your leadership or program plan, it is critical that you alert GSLD.

Fiscal Responsibility

Sound financial planning is a major source of organizational strength and stability. During the registration process, meet with your leadership team to discuss how best to use your funds to achieve your organization's mission during the academic year. Your Program Plan, when approved, becomes your organization's guideline for account spending.

Your organization is permitted to use approved funds during the fall and spring semester (September 1st – May 31st) however, no official programming may happen until the first day of the official Fall Semester to the last day of the Spring Semester.

MANAGING YOUR EXPENSE ACCOUNT

While the Office of Graduate Student Life & Development keeps a record of your expense account activity, we also expect your organization's signatories will maintain organized and accurate fiscal records. This is a part of the management responsibility that comes with running a student organization at Teachers College.

It is the responsibility of the signatories to keep copies of all receipts as well as monitor credits and debits from your organization's account. Utilize the **Program Budget** in your organization's Google Drive to monitor your organization's annual budget, budgets per event, and vendor payments. While this Program Budget is created and maintained by GSLD, the signatories should make sure everything is up to date and accurate. Additionally, if your organization received additional funding such as a grant, GSLD will update your budget accordingly.

MEMBERSHIP DUES

When asking for membership dues, you need to create an application form which captures relevant personal data from the member and outlines the “contract” between member and organization (e.g. what you expect of the member and what the organization will do for that member). Keep in mind that if your organization does not use the dues as indicated in your membership contract, your members have the right to request a refund or dues for that period. If a member writes a check it must be made out to “Teachers College.” Your organization name should be placed in the notes area of the check.

Once you have drafted your membership application, please send a copy to the Office of Graduate Student Life & Development for review. Keep in mind that you must designate someone in the organization to receive and track all membership dues. GSLD is not responsible for keeping up-to-date membership records. We ask that you submit membership dues to GSLD for deposit into your expense account.

DEPOSITING FUNDS

For funds received from a grant; the grant issuing office typically transfers funds directly to the Office of Graduate Student Life & Development. In order to allocate the grant appropriately into your expense account, your organization must provide:

- ★ a copy of your grant application
- ★ a copy of your grant award letter or email
- ★ any supporting documentation as to how the grant is to be used

Once the grant-issuing office has transferred the funds AND we have received the above documentation, then the funds will be available for you to use.

ACCESSING FUNDS

Funds can be accessed in a variety of ways, and may depend on the funding source (i.e. grants may have their own stipulations for how funds can be accessed). Refreshments/Snacks are permitted to be purchased from other vendors (i.e. grocery stores, markets). The Office of Graduate Student Life & Development is the direct department that will purchase any food or materials order.

Payment to On-Campus Vendors: Please be mindful that on-campus departments are independently managed and adhere to their own practices and policies. As

such, the timeline for payment may vary. It is your responsibility to communicate with the on-campus vendor and GSLD to ensure timely payment.

On-campus vendors typically accept interdepartmental transfer of funds. This type of transaction eliminates the need for cash and/or checks to be exchanged. Funds would be transferred from your expense account to cover costs associated with your event. Frequently used on-campus vendors are: CulinArt, Business Services, Media Services and Facilities. Note: CU is not considered an on-campus vendor.

Payment to Off-Campus Vendors: There are two options that GSLD will utilize to make purchases on behalf of your student organization: GSLD's TC-issued office credit card or TC's procurement system Unimarket. Most purchases will be done using the credit card, although certain purchases such as travel accommodations and speaker fees will need to go through Unimarket. Provided that funds have been allocated for the order, GSLD can pay the vendor directly via your expense account.

Requesting Outside Vendors for Unimarket: Provide an official email to StudentOrgs@tc.edu at least 1 month BEFORE the event with the following information:

Event Name (as it appears in Program Plan)

Date

Business/Supplier's Name

Vendor's First and Last Name

Vendor's Email

Vendors' Phone Number

Example:

Event Name: Black History Month Faculty Panel

Date: February 15, 2020

Business Name: Seasoned Vegan

Vendor's Name: Karla Jones

Vendor's Email: SeasonedVegan@gmail.com

Vendor's Phone Number: 212-652-3456

REIMBURSEMENT

This type of purchase needs pre-approval from our office. Spending personal funds should be a last resort and only done after GSLD has given approval. If personal funds must be used, please review the policy/procedure for reimbursement requests below.

1. Pre-approval by GSLD is required to make purchases with personal funds
2. Reimbursements will be distributed ONLY for those activities approved and indicated on your Program Plan.
3. Funds are reimbursed after the event has been held, should be submitted within ONE WEEK after the event is held.
4. GSLD will provide the person being reimbursed with TC's Petty Cash Form or Check Request Form. Attach original, itemized receipts and the event's flyer.
 - a. PETTY CASH: Applicable to requests \$0.01 – \$99.99 and is processed within 7 business days.
 - b. CHECK REQUEST: Applicable to requests \$100 or more and is processed by check within 3-4 weeks. This process is managed by Accounts Payable. Check payment will be sent to the mailing address you indicated on the Check form.
5. Teachers College is a tax-exempt organization; it is college policy to reimburse only pre-tax costs for events. Therefore, when you purchase any items, you must submit a copy of the Tax-Exempt Form to vendors you use to purchase event-related items.
6. Due to college policies, Office of Graduate Student Life & Development DOES NOT reimburse any costs associated with the purchase of alcohol.
7. ORIGINAL RECEIPTS must be submitted for all reimbursements or it will not be processed. **Receipts must be itemized.**
8. It is the responsibility of the student organization representative/leader to notify GSLD if reimbursement is not received within 4 weeks.
9. Reimbursements submitted 30 days after the event WILL NOT be processed.

UNUSED FUNDS

Funds allocated by GSLD that are not used by May 31st **will NOT** rollover to the next academic year. Each organization needs to re-apply for funds through the registration process. Funds received through membership dues that are not used by May 31st **WILL** roll-over to the next academic year.

TC and/or CU grants that are not used by May 31st **will NOT** roll-over. These funds will be returned to the respective office. Should your organization have a justifiable reason to roll-over funds from these grants to the next academic year, you must contact the office that issued the grant. GSLD must be notified in writing by the grant-issuing office by May 31st that the roll-over has been approved; otherwise, the funds will be returned.