

Club and Organization Manual

November 2010

To All Student Organization Leaders and Club Advisors:

This *Club and Organization Manual* has been developed to help you with the events and programs of your organization. It will provide you the “nuts and bolts” you need to have a successful student run club or organization here at Siena College. In addition, this manual details the resources that are available to you. Many of these resources clubs and organizations rarely utilize.

The Campus Programs and Student Activities Office is committed to providing a high quality co-curricular program for all students at Siena College. As an active member and leader of a student organization you have great potential to apply the knowledge you learn in the classroom. You can attend classes and get a degree or you can become involved and receive an education. Learning truly happens outside the classroom. A college education involves more than obtaining credit in academic courses.

Best wishes for an outstanding year,

John Dierna
Director
Campus Programs and Student Activities

Dear Organization Leaders,

I am the Vice-President of the Student Senate and the Chair of the **Committee on Clubs and Chartering Management (C.C.M.)** and **the House of Clubs (H.O.C.)** This manual contains valuable information that you, the head of your club, will need in order to answer any questions you may have regarding running an effective organization. It covers the guidelines of H.O.C. and the **Budget Allocation Committee (B.A.C.)** how to schedule a room or van, and much more. You should read through this entire manual to establish an adequate understanding of all the policies a club needs to follow as well as the advantages one can receive for their organization. If at any time you have any questions I can be reached at 782-6063, or you can e-mail me at Club_Senate@Siena.edu. My door is always open in the Senate office in Sarazen Student Union. Best wishes for a great and productive year!

Sincerely,

Alex Mazza
Student Senate Vice-President

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Please note:

The Office of Campus Programs will print any updates or changes as they become available. The policies contained within this *Club and Organization Manual* are subject to changes.

Chapter 1: About Clubs and Organizations

There are over 60 student clubs and organizations recognized by the Student Senate and Siena College. The organizations reflect the diversity of students and their interests at Siena College. Clubs and organizations on campus range from academic interests to hobbies and recreational interests. As students join and graduate from the Siena College community the needs change and clubs and organizations come and go. By no means are clubs and organizations static components of Siena College. If there is not a club or organization that interests you, it is very easy to start one.

Specific activities and organizations have been established on campus to aid students in their growth as members of the Siena College community.

Getting Involved

Education is not only gained in the classroom. You can attend classes and get a degree or you can become involved and receive an education. Being a part of a club or organization can be a rewarding and enjoyable experience. Getting involved in an organization is a commitment—a commitment to learning, to serving, and to you. The experiences gained through involvement in student organizations can teach important skills that can benefit you in the job market upon graduation.

The Activities Fair

At the start of each new semester the Office of Campus Programs and Student Senate co-sponsor the Club and Activities Fair. This is a great opportunity for your club or organization to interest new members. To recruit new members, your group needs to have materials ready to hand out and people ready to talk about the organization. If students do not know about your organization they will not be able to become involved.

After these new students sign up for your organization it is up to you to get them involved. Some ways to do this include inviting the new students to an open meeting, inviting them to a social gathering of the group, or assigning them to a committee and getting them to participate immediately.

Organization Registration and Orientation

Each semester every student organization must submit a completed *Organization Registration Form* to the Office of Campus Programs and Student Activities and/or the Student Senate in the Sarazen Student Union. Failure to do so will result in the organization's budget to be frozen and scheduling privileges suspended until the form is completed. This information is extremely important for the Office of Campus Programs and Student Activities and Student Senate. We use this information to keep in contact with the various clubs and organizations on campus and to award funding for the following year. In addition, each club is required to submit a full roster, containing the names of all active members, the club advisor/coach, and contact information for each person by October 15. Failure to do so will result in the club's budget to be frozen until a complete roster is submitted. At the start of each academic year there is an HOC training. This program is mandatory for all organizations to attend. Organizations that do not send an official student representative will have their budget frozen and scheduling privileges suspended until the group attends the make up session.

HOC/ CCM Information

House of Clubs (HOC)

How does my club and organization know what other clubs and organizations are doing on campus? The answer is easy. Make sure that your organization has a representative at each and every HOC meeting. It is also a great way to collaborate on programs.

Purpose:

HOC provides the representatives with an opportunity to ask the Executive Board questions regarding the Committee on Chartering and Club Management (CCM) and Budget Allocation Committee (BAC) guidelines. It also forms a line of communication between the respective organizations in order to inform the other members of the various activities on campus. This gives the individual clubs and organizations a chance to spread word of the events, which they plan to sponsor. In addition to this, the members are also given the opportunity to receive information regarding other clubs and organizations in order to discover common goals for the purpose of co-sponsoring events on campus.

Members:

Executive Board consists of CCM members. In addition, a representative from each club or organization including class, residence hall and commuter councils are **required** to attend every HOC meeting.

Meetings:

HOC meets on the first Tuesday of each month at 9:00 p.m.

Committee on Chartering and Club Management (CCM)***Members:***

Will consist of the Chairperson/Vice President of Student Senate;

3 members from the Student Body;

1 elected member of the Student Finance Committee;

1 member of the Student Senate;

Advisor

All appointed members are selected by the Chairperson.

Purpose:

The purpose of the CCM is to issue approval to a petitioning club or organization. This approval is based upon its proposed constitution stating its purpose and by-laws. Based upon the approval of constitutionality it is sent to the Student Senate for final approval.

Constitution Renewal:

The constitution and by-laws of a club or organization serves as the rules of operation for that club or organization. It is important to review this information periodically. CCM requires that each constitution be reviewed and renewed by CCM at a minimum of every 3 years.

What CCM Requests:**Guidelines For Developing A Club/Organization Constitution**

Please refer to the Student Body Constitution found online at: <http://www.siena.edu/senate/scsbconst.doc>

Constitutions should include the following as appropriate to the Club/Organization:

- I. NAME
- II. PURPOSE
- III. CLUB/ORGANIZATION MEMBERSHIP
Include eligibility for, limitations on, special abilities required, specific responsibilities, resignations or expulsions.
- IV. OFFICERS
Include powers, duties, tenure, election procedures, impeachment, removal, resignation procedures.
- V. MEETINGS

- List time, attendance required, quorum, etc.
- VI. PROCEDURES/ POLICIES/ FUNCTIONS
List both the general procedures applicable to most clubs/ organizations as well as specific procedures or policies applicable to your specific activity.
- VII. FEE AND DUES
- VIII. ADVISOR/ MODERATOR/ CONSULTANT
List duties and responsibilities.
- IX. BY-LAWS
State amendment procedure for the rule and laws of the club/organization.
- X. AMENDMENT PROCEDURE FOR CONSTITUTION
Include provision for absentee ballot, if appropriate.
- XI. DISSOLUTION
State procedure to be followed.
- XII. RATIFICATION
The statement that amendment is effective when ratified by the Student Senate should appear in all constitutions.
- XIII. EFFECTIVE DATE
This should appear on all constitutions. The date of the amendment by the club/organization and the date of ratification by the Student Senate should be shown.
- XIV. RENEWAL DATE
This should appear on all constitutions. This shows the date of which the constitution is subject for renewal. Each constitution is required to be reevaluated every three years by the Committee on Chartering and Club Management (CCM) and Student Senate.

SAMPLE CONSTITUTION

Below is a sample constitution for you to follow. Should you have any further questions you can see your organization advisor, the Campus Programs and Student Activities Office or the Vice President of Student Senate.

NAME OF CLUB/ORGANIZATION
Of Siena College
Date of Last Update to Constitution

I. THE NAME OF THIS CLUB/ORGANIZATION SHALL BE:

II. PURPOSE

THE PURPOSE OF THIS CLUB/ORGANIZATION IS: (Examples Listed)

1. To stimulate interest in the functioning of . . .
2. To improve the spiritual development of the individual.,
3. To develop a sense of professionalism in the field of . . .
4. To increase the prestige of Siena College in . . .
5. To be of service to the community and College.
6. To cultivate interest in the . . .

III. MEMBERSHIP (Examples Listed)

ALL MEMBERS OF THE SIENA COLLEGE STUDENTS COMMUNITY INTERESTED IN (whatever the purpose of the club/organization is) MAY BE ELIGIBLE.

MEMBERSHIP will be divided among the classes by appointment of three students from each class.

Only students enrolled in the _____ curriculum are eligible for membership.

Membership is limited to no more than three members from each Residence Hall.

Members must maintain a good academic standing.

Members must attend $\frac{3}{4}$ of all meetings in each academic semester (or other specific responsibilities.)

Resignations must be submitted in writing giving 30 days notice.
A member may be suspended for failure to meet obligations, for unbecoming conduct, student conduct violations, etc.

IV. OFFICERS (Examples Listed)

THE OFFICERS SHALL BE PRESIDENT AND SECRETARY

The PRESIDENT shall preside at all official meetings, decide policy subject to approval by majority of club/organization membership, call meetings with designated time and place.

OFFICERS shall hold office for one year and are not subject to re-election for the same office.

Elections: The nominations committee shall present a list of candidates to the club/organization membership for consideration. Election will be conducted by secret ballot.

Resignations must be submitted in writing giving 30 days notice.

Impeachment: 2/3 of the membership must sign a petition for impeachment.

V. MEETINGS (Examples Listed)

_____ meets regularly during the academic year at a time and place designated by the President.

Special meetings may be called by any member.

There shall be no fewer than two meetings per month during the semester, scheduled by the President.

VI. ORGANIZATION PROCEDURES (Examples Listed)

General Procedures: The general operating rules and procedures established by Student Senate and/or the Student Finance Committee for all clubs/organizations shall apply.

The _____ will publish a report summarizing its own work and activity annually.

Specific Procedures/ Policies: committees established and purposes, financial operations, etc.

VII. FEES AND DUES (Examples Listed)

To be a member in good standing, dues in the amount of _____ must be paid by _____ each year.

VIII. ADVISOR/ MODERATOR/ CONSULTANT (Examples Listed)

_____ shall be represented by (choose one) an advisor/ moderator/ consultant, whose responsibility it is to insure the continuation of the purpose and policies of this club/organization and to act as consultant in policy matters.

The _____ shall have an advisor whose function it is will be to advise the club/organization on its activities.

BY-LAWS (*By-laws* should include all the rules that are of such importance that they cannot be changed in any way without previous notice, except those placed in the constitution and the rules of order.)

The By-Laws will be amended by (simple majority, 2/3 majority, etc.)

AMENDMENT PROCEDURE FOR THIS CONSTITUTION (Example Listed)

Amendment shall be submitted in writing and signed by three members of the club/organization. 2/3 of the club/organization membership must approve.

DISSOLUTION (Examples Listed)

2/3 of the club/organization membership must sign the petition for dissolution and submit this petition to the Student Senate.

If this organization is inactive for _____ a new constitution must be drawn up and the normal approval procedure for any club/organization must be followed.

RATIFICATION

Constitutions are effective when ratified by the Student Senate.

Amendments are effective with the ratification of the Student Senate.

XIII. EFFECTIVE DATE

This Constitution is approved by members on _____.

Student Senate Ratification on _____.

RENEWAL DATE

This Constitution was reevaluated by members on _____.

Student Senate Re-approval on _____. CCM Re-approval on _____.

New Club and Organization Information

Clubs and Organizations

A couple of things to include when applying for a charter and recognition...

- The group must have a constitution that includes a statement that the club/organization will be open to all full time students, and will not discriminate, in its membership policies or otherwise, against any person on the basis of race, gender, national origin, ethnicity, religion, sexual orientation, or disability (known or otherwise perceived).
- Elect a slate of officers consistent with the proposed constitution. Traditionally this will include a president, vice president, secretary, and treasurer. It is common for the treasurer and secretary to be the same person. In addition, the club/organization may wish to have other elected officers. But these are the minimum.
- The names and contact information for all officers must be submitted to the Office of Campus Programs.
- Select and submit the name of a faculty or staff advisor to the Office of Campus Programs.

Siena College students interested in establishing a co-curricular club while at the college are encouraged to do so provided the club and its purpose promote the personal development of students and are consistent with the values and principles espoused by Siena College as a Franciscan and Catholic institution. The registration process for new clubs is facilitated by the Student Senate. Decisions to recognize a club will be made by the Student Senate, under the advisement of the Director of Campus Programs and Student Activities.

Club Approval Process

For all proposed new clubs a completed club constitution and club registration form must be submitted to the Vice President of the Student Senate.

The Committee on Chartering and Club Management (CCM) will review the submitted constitution to determine if the proposed club is in accordance with all senate by-laws, campus policies, and if the club can be fiscally supported by the student activities fee. If the CCM determines that any of these conditions cannot be met, the constitution will be denied. If the CCM approves the constitution, it will proceed to the Student Senate for approval.

The Student Senate will review the proposed club constitution and vote to approve or deny the charter of the club. Decisions will be determined by a majority rule. For those constitutions that may be deemed controversial, the Student Senate will consult with the administration and legal representation of the institution to determine the eligibility of the club.

Appeals Process

Decisions of the Senate may be appealed to the Vice President of Student Affairs. Appeals must be submitted to the Office of Student Affairs in writing no later than five working days from the date the original decision is made by the CCM and/or the Student Senate. The Vice President of Student Affairs will consult with the administration and legal representation of the institution to review the appeal. All appeals decisions are final.

Re-instating Inactive Clubs and Organizations

For any club that is inactive for one or more academic year, a new constitution must be submitted to the CCM and the Student Senate for review and approval. Re-instated clubs and organizations will be eligible to petition the Student Finance Committee for funding, and will be permitted to submit a budget proposal in the Spring semester for the following academic year. To be considered for funding, this fiscal year budget proposal must be submitted in the timeline established by the BAC.

Specifically for New Club Sport Teams

1. All groups must at the time they submit a proposed constitution to CCM, also provide written documentation that the request for the athletic activity has been reviewed by the Director of Athletics for possible inclusion in the Athletic Department program, and that a position of approval or disapproval has been taken by the department. This guideline is applicable to existing club sports.
2. The group must submit to the Student Senate a comprehensive statement of facility and equipment requirements, credentials required of the coaching staff, a job description for the coach(es), insurance coverage as quoted by the current insurance carrier of the institution, and the long range objectives of the proposed organization.
3. At the time of the review the Chair of the CCM will bring the following to the attention of the group proposing the establishment of the new club sport:
 - (a) All officers of the organization must be Siena College students. All members must be Siena College students.
 - (b) Coaches will be interviewed by both the students involved in the club and the Office of Campus Programs and Student Activities. CPSA will issue an appointment letter.
 - (c) Student participants are required to sign an insurance disclaimer prior to any participation in the program.
 - (d) It is to be understood that club sport coaches are considered employees of the college and therefore subject to all college policies governing employees and decisions regarding employment status of club sport coaches will be made by the Office of Campus Programs and Student Activities.
 - (e) Once hired, it is the responsibility of each club sport coach to establish and enforce team behavioral rules and expectations that are in line with the mission statement and values of the institution.
4. If the CCM and the Student Senate approve the proposed constitution, it is then forwarded to the Director of Campus Programs and Student Activities for final administrative approval.

Chapter 2: Working with the Advisor

Few people recognize the time and dedication it really takes to be an effective advisor. Every four years the membership of the organization changes. Students come and go; therefore, it is often the advisor who provides the continuity and stability of an organization.

Serving As An Advisor

Every recognized group on campus must have an advisor that is a member of the college faculty or staff that assists the organization with the planning of the events. There are some organizations at Siena College where the advisor has been hired specifically to advise the group. It is perfectly acceptable for an organization to have more than one advisor. Traditionally, the advisor is related to the organization's purpose either academically or by personal interest. The club and the advisor should discuss and clarify the specific role of the advisor.

Advisors are required to attend all major events sponsored by the organization. In addition, the campus advisor's presence is required for special programs held on-campus beyond regular operating hours, all off-campus overnight events, and for those high risk programs requiring college supervision. In such a case, if the Advisor is unable to supervise a program, the organization may submit for approval the name of an appropriate Siena College faculty or staff member willing to serve as an Advisor for that specific event.

For overnight or high risk off-campus events and trips, proof of an advisor chaperone (or pre-approved faculty/administrative substitute) must be provided to the Office of Campus Programs and Student Activities to secure funding and process all purchase orders and/or check requests.

What Advisors Usually Expect from the Organization

The officers have a specific responsibility to approach their advisor each year to renew the relationship and to inform her/him of upcoming meetings and plans for programming. Some advisors like to be approached and they probably would not have agreed to serve as an advisor if they did not want to work closely with the students. Few advisors truly like being the "advisor on paper."

- The officers should utilize the Advisor as a resource person. The Advisor provides important experiential knowledge that the officers and organization may use in developing and implementing programs.
- The officers should utilize the advisor to assist them in evaluating group and individual projects, performance, and progress.
- Consult the Advisor regarding programs, events, and activities.
- The officers should keep the Advisor informed of all organization activities, meeting times, location, and agendas. A specific invitation to attend each meeting and activity is encouraged.
- The Advisor should receive minutes of all meetings.
- Update the Advisor on the financial condition of the organization.
- Inform the Advisor immediately if situations arise that might cause problems for the organization or for any member.
- The president/chairperson and other officers should meet regularly with the Advisor and use her/him as a sounding board for discussing organizational plans and any internal conflicts.
- Provide opportunities for interaction between the Advisor and the members of the organization.
- The officers should reserve time at the end of their business meeting for the Advisor to speak. If the officers wish for the advisor to address a specific topic, this should be requested in advance.
- Recognize that an Advisor should not be committed to any type of obligation unless he/she agrees to the commitment.

- The advisor is required to review and sign off on all monetary expenditures of the club. This includes travel advances, check requests, and reimbursements. Students and clubs who fail to attain a club advisor's signature will have those requests denied.

What You Can Expect from the Advisor:

- To be familiar with the goals and structure of the organization.
- Meet regularly with the officers and members to provide support and assistance in meeting the organization's objectives.
- Assist in interpreting college policies and procedures as they relate to student organizations.
- Assist in planning events and programs.

Chapter 3: Event Planning

Program Planning

We hope that one of the purposes of your organization is to plan events and programs for the members of the organization and possibly the Siena College Community.

If the program you plan involves any contracts you must bring the contract to the Office of Campus Programs for review and signature. **Students may not sign contracts.** Only authorized college officials may execute a contract, and need at least five business days from receipt to review.

No matter what the size of the program there are some steps to planning a program that is always the same. The sample checklist below will help you in the planning of an event. Some of the steps listed here may not apply to your event and there may be steps you need not even listed here. This sample serves as a basic guide.

Event Planning Checklist

8 Weeks Before Event

- _____ Discuss the possibilities with a member of the Office of Campus Programs staff.
- _____ Establish a file so that you can keep copies of information, press packets, contracts and so on.
- _____ Establish the working budget. Over estimate costs, this will help to insure that you will not over-spend.
- _____ Find out what type of event will be successful at Siena College.
- _____ Investigate available performers, speakers, shows, events, etc.
- _____ Check with the Office of Campus Programs about available dates and locations.
- _____ Double check the College calendar, sports schedules, and events calendars making certain there are no conflicts.
- _____ Contact the agent, performer, show about the event.
- _____ Obtain a contract and submit it to Campus Programs for review and approval by the Vice President for Finance and Administration. Contracts may not be signed by students.
- _____
- _____
- _____
- _____

7 Weeks Before Event

- _____ When the contract arrives please bring it to the Office of Campus Programs to have it reviewed.
- _____ Contact the Scheduling Coordinator to go over technical requirements.
- _____ Contact College Security if there are any Security needs.
- _____ Make arrangements with Sodexo Dining Services if catering is needed.
- _____ If needed, please contact a local hotel to make lodging arrangements for any performers (please see a member of the Campus Programs Staff to assist you with this).
- _____ If tickets are to be sold, make sure to make those arrangements with the Office of Campus Programs.
- _____ If needed, divide group into sub-committees to share work-load.
- _____ Begin to develop publicity campaign for the event.
- _____
- _____
- _____
- _____

6 Weeks Before Event

- _____ Get estimated costs for services such as Events Crew, catering, security. Finalize budget.
- _____ Publicity committee should be well on their way developing publicity.
- _____ Purchase items required from the contract/ rider.
- _____ Arrange for dressing rooms as needed.

5 Weeks Before Event

- _____ Start soliciting volunteers as needed to work the program.
- _____ Order/ rent any special equipment.
- _____ Finalize technical requirements.
- _____ Make sure all reservations are complete.
- _____ Have all publicity ready to be distributed no later than 2 weeks before the performance date.

1 Week Before Event up to SHOW TIME!

- _____ Make sure that all arrangements are confirmed. (Hotel, room, meals, etc.)
- _____ Meet artist, performer, show on campus at pre-designated time and location.
- _____ If needed, host performer to meal.
- _____ Assist with load out and load in.
- _____ Be available for artist/ performer.
- _____ Oversee operation of the program.
- _____ Pay artist/ performer at end of the program.

After the Performance

- _____ Write “thanks” to everyone involved in the planning process.
- _____ Complete final accounting. Make sure that all bills are paid and all monies are promptly deposited.
- _____ Complete a full evaluation of the program.
- _____ Complete the file on this program. The information in it is helpful if you plan to do this event again.
- _____ Take a break.

Scheduling

All campus organizations are permitted to schedule events and programs utilizing on campus facilities. Remember that poor planning on your part does not constitute an emergency on our part. When planning a program keep in mind all of the facilities and technical requirements you might need and reserve them early. To wait until the last minute will almost guarantee that the space you want is already reserved by another group.

When scheduling a location you will need to come to the Office of Campus Programs Office in the Sarazen Student Union and meet with the Scheduling Coordinator. It is important to also know what set up arrangements you will need as well--this information must be included in the reservation request. For events in

the Serra Dining Hall please see Sodexho Dining Services first and confirm that you may use the dining room. For events you wish to have in the MAC or ARC contact the Facilities Manager in Athletics before meeting with the Scheduling Coordinator in the Office of Campus Programs.

Van Usage

From time to time a program that you plan will take you off campus. And there is help. The College has vans that are available for programming. The College's vans are available for club and organization use and not for personal use. To reserve the vans please contact Purchasing. Only those students who are Juniors or Seniors may operate college vehicles. The College reserves the right to review driver's license and driving records of all drivers who operate a college-owned vehicle. Students who have any infractions on their driving record will not be allowed to drive. Please see the College Vehicle and Driver Policy.

Food Service Requests

You might want to have food at your event. Or you may have a performer coming to campus that will require a meal or food in the dressing room. In order to do this, stop by the Dining Services Office in Serra Hall to arrange your catering needs. The Sodexho staff is extremely helpful when making these arrangements and will work to provide for your needs with the utmost care and professionalism.

All clubs wishing to host end of the semester or end of the year meals must have approval of the Vice President of Student Affairs.

Off-Campus and Overnight Program Policies and Requirements

In an effort to track groups of students traveling off campus for club- and club-sport sponsored events, specific forms have been developed and are required to be completed prior to travel. These forms will be kept on file in the Office of Campus Programs and Student Activities, the Office of Student Affairs, and the Office of Public Safety in the event the college needs to contact the group.

1. All participants are required to sign a release of liability form (these forms can be obtained from the Office of Campus Programs and Student Activities). These forms must be completed and submitted to the Office of Campus Programs prior to departure from campus.
2. Each club is required to complete and submit a *Travel Itinerary* form for off-campus travel. Information requested on this form includes details of campus departure and arrival, method of travel, contact information, and lodging (if pertinent). In addition, a list of all individuals attending the event, along with Student ID numbers must be reported. This completed form must be submitted to the Office of Campus Programs and Student Activities no fewer than 3 days prior to the event. Once received, a copy of the form will be kept on file in Campus Programs and Student Activities, as well as the Office of Public Safety and the Office of Student Affairs. This form can be found at the back of this manual, Appendix E.
3. For any event taking place off-campus, and deemed high risk by the Office of Campus Programs and Student Activities, a professional member of the Siena College Community (i.e., faculty, staff, or administrator) is required to attend. It is the responsibility of the student organizers of the event to identify and confirm this individual. In addition, for all overnight trips a professional member of the Siena College Community must accompany the group.

If any or all of these requirements are not shown to be satisfied in a timely manner, the Office of Campus Programs and Student Activities reserves the right to cancel the program. Proof of an advisor chaperone (or pre-approved faculty/administrative substitute) must be provided. If an organization fails to fulfill these requirements, but has previously committed itself to the procurement of items or services, the sponsoring club/organization will remain liable for all monetary commitments.

Technical Needs of Programs

For any program that requires a specific sound, lighting, or electrical set up, event organizers must contact Facilities Management to confirm that the department is capable of supplying necessary equipment. If the event involves performer contracts with specific equipment requests, it is the responsibility of the organizing club/organization to contact Facilities Management to confirm that the needed equipment is available, or an acceptable substitute can be supplied, prior to submitting a contract for approval.

Contracts

Only recognized college officials may sign contracts with performers, vendors, etc.. Please be certain to submit contracts in a timely manner to the Office of Campus Programs. Once contracts are received by Campus Programs, they will be submitted to the college attorney for review and the Vice President of Finance and Administration for approval. As this process will take up to five working days to complete, be certain to leave a significant amount of time between the time you submit a contract and the event date.

Club Rosters and Registration Forms

To keep accurate records of campus involvement, the President's Office has requested each club submit a full roster of its members at the start of the academic year. Each fall semester, the Office of Campus Programs and Student Activities assists in the coordination of the collection of these rosters. Once advertised, each club must submit the following documents by a specified date:

1. Club Registration Form (Appendix F)
2. Club Roster Form (Appendix G) This form is submitted as a Microsoft Excel file via e-mail

Chapter 4: Fundraising and Organization Finance

BAC Information

The Budget Allocation Committee is an executive committee of the Student Senate. The BAC along with the Director of Campus Programs are responsible for the allocation and supervision of the Student Activities Fund. This fund is provided for by the Student Activities Fee charged to Siena College students. All decisions are subject to the approval of the Director of Campus Programs and/or the College President or the Vice President of Student Affairs.

The primary contact for the BAC is the Student Senate Treasurer. What follows below is a summary of the BAC Operating Procedures.

Eligibility for Funding

In order to be eligible to receive an official fiscal year budget, as allocated by the BAC from the Student Activities Fund, all clubs and organizations must meet the following criteria:

- The club/organization must be chartered by the Student Senate for at least one full semester.
- The membership of the club/organization must be open to all members of the Siena College student body.
- The club/organization must not be on probation.
- The club/organization must not specifically represent or endorse any political party. **Political organizations may receive a budget to be used for issue awareness events and non-partisan voter registration, however, this money cannot be used to endorse any political figure's campaign, advancement, or platform.

NOTE: The four classes and the residence/commuter areas, by their nature, are exempt from the first two items.

Clubs/organizations that are not eligible for a formal budget may petition the BAC for a General Funds allocation, from the Student Activities Fund, during the course of the fiscal year, provided that they can demonstrate adequate need. Allocations are provided on a case-by-case basis only.

Allocation Procedures

The BAC will hold the formal budget hearings for the next fiscal/academic year in April. It is important that you check your organization's mail on a regular basis. This information comes out and the budget hearings always seem to happen very quickly. Do not miss out. The Senate Treasurer is here to assist your organization through the budget process. Make sure to ask questions. In the event that a group presents its budget request late, the BAC is not bound or required to review that request.

A note about Student Activities Fund monies... these monies cannot be used for the following purposes: to purchase or contract for alcoholic beverages or to establish shuttle services to bars or other like establishments. In addition these monies cannot be used for donations of more than \$200.00 to charitable groups.

Times do arise when the tentative budgets approved in the spring semester total more than the funds received from collection of the Student Activities Fund. When this happens a percentage is equally removed from all club/organization budgets.

General Petition for General Allocations

This is a common need for most clubs and organizations. The General Funds are separate and distinct from the formal budget. Any club or organization at any time throughout the academic year may make a request to the BAC, provided that they meet the following criteria:

- The Student Senate charters the club/organization.
- The club/organization is not on probation.
- The membership is open to all Siena College students.

All General Funds Allocations will be allocated according to the following process:

1. The club/organization president or treasurer must satisfactorily demonstrate that the club/organization is in sufficient need of additional funds. **A formal request for additional funds (a completed request for additional funds accompanied by complete itemized list) must be submitted to the BAC Chair (Senate Treasurer) by noon on the Friday before the scheduled BAC meeting time. Please note: late requests cannot be accepted.**
2. The club/organization president or treasurer will be asked to attend the BAC meeting and present their request. The club/organization representative should also be prepared to answer questions pertaining their request.
3. The BAC, following the closure of the meeting, will vote on the allocation request. The decision(s) of the BAC will be presented to the Student Senate for final approval during the Senate meeting directly following the BAC meeting. The BAC Chair will inform the club/organization, in writing, of the decision after this vote has taken place.

Administration of Expenditures

The signature of the President or Treasurer of each organization must accompany all financial transactions processed for payment. All transactions are subject to the approval of the Director of Campus Programs and Student Activities.

Clubs/ organizations are not permitted to overdraw on their accounts. In addition, clubs may not secure any items and/or services that their budget cannot cover at the time of purchase. If a club commits to services that they cannot pay for with money in their current budget, the Budget Allocation Committee will not accept requests to cover these debts.

All expenditures of funds made by clubs/ organizations must be made according to the line items as approved by the SFC in the formal budget.

Clubs/organizations are not permitted to “re-allocate” funds from one line item to another without the approval of the Director of Campus Programs and Student Activities.

Organizations with general subsidy budgets are not bound by the line item rule. However, they must make expenditures according to their Senate-approved charter.

Cash reimbursements will not be made in excess of one hundred dollars (\$100.00). Requests must be submitted in accordance with the college’s reimbursement policy. All original, itemized receipts must be submitted in order to receive a reimbursement.

Organizations must use the Siena College Requisition and Purchase Order system.

Additional Notes

Organizations found to be in debt at the end of the fiscal year will use their new budget (the allocation provided for the following academic year) to absorb that debt.

Community Service Requirement for Budgeted Organizations

Each club and organization is required to complete a ten hours of community service per academic year. This includes all club sports, class, dorm and townhouse councils. This is an opportunity for the club/organization to give back to the community. Five of these hours must be completed on-campus, the other five off-campus.

Requirements:

Each club is required to complete at least ten hours of service. It is to involve 75% of your active members (Active members: people that attend meetings regularly). This does not mean that if you have four people in your club, three people do three and a half-hours each. It means that those three members must all do a total of ten hours. This time can be divided up in more than one project. You can do four hours in one service and six in another.

Each class, dorm and townhouse councils hours must be completed by the councils themselves. This community service does not include participation of the entire class or living area. Each organization has the duration of the entire school year to complete its community service.

Completion of Service:

Upon completion of your community service you must fill out a community service form, have it signed by the advisor or respective organization you did the service with and turn it in to the chair of the IOC.

Failure to Complete Service:

Failure to complete your community service will result in your club or organization's budget being frozen for the entire following school year.

Working with the Campus Programs and Student Activities Office

Only the club/organization presidents and treasurers are permitted to release money from the organization account. An advisor can under special circumstances. The club advisor must sign off on all travel advances, check requests, cash reimbursements, etc. Requests without an advisor's signature will not be processed. For any monetary requests, the Office of Campus Programs and Student Activities needs at least (2) two weeks of lead time to process purchase orders and checks. All check requests are due to the Office of Campus Programs and Student Activities by Tuesday at noon. As checks are only cut by Business Affairs on Fridays, all requests submitted by Tuesday at noon will be available on the Friday of the same week after 3:00 p.m. Please be certain to plan ahead and use this timeline effectively. Forms for purchase orders or checks must be completely filled out before processing can take place. Forms not completed will delay processing of the information. These forms are available in the Campus Programs and Student Activities Office. Please see Appendix G for more information about completing forms.

Budget Hints: Getting the Most From Your Budget

The treasurer is the primary officer responsible for the monitoring of the income and expenses of the organization. However, all officers and members of the organization should take an active part in the process. It is very easy to get carried away and over spend your budget. Some tips for using a budget are below.

- When planning an event, try to get the most accurate dollar amounts that you can for all costs. Call vendors or agents for as close a cost as possible. When in doubt, over-estimate costs.
- Plan for the full academic year and spread your allocated budget out. Encumber the funds so that they appear on your ledger to be already spent. This will help you make sure that you will not end the year in a deficit.
- Be realistic. If you know that you need a DJ and he/she normally cost \$500.00, do not plan on getting one for \$250.00. Still encumber the \$500.00 and who knows you may come in at \$250.00.
- Estimate your need for fundraising. This can become your fundraising goal.
- Be creative with your fundraising!

- When delegating a project to a member of the organization, make sure that this person is aware of his/ her budget and how the process works. The treasurer should be working closely with this person.
- If you think that you may need some additional funds beyond fundraising talk to the Student Senate Treasurer about the process of requesting additional funds for programs. It should be noted however, that this is not an overnight process and that you should be ready to answer all questions regarding the need for additional monies.

Fundraising

It is a given that many organizations need more money to complete the schedule of events on their calendar than they are given through the formal budgeting process. Fundraising is an excellent way to increase the amount of money your organization has to work with for the year. All fundraising activities must be approved by attending a regular meeting of the Student Events Board. Requests to be included on the agenda must be submitted to the Chair of the Student Events Board prior to the meeting, in accordance with the SEB guidelines.

Solicitation of Off-Campus Businesses for Charitable Donations Policy TBD by President's Cabinet and inserted here.

Sales and Solicitation Policy

General Guidelines

No door to door sales may take place within the residence halls. The only exception can be residence hall council sponsored activities within their respective hall as approved by the Residence Hall Director.

Guidelines for Clubs and Organizations

1. Sales in lobby areas of college buildings are limited to 2 per week.
2. A club or organization wishing to hold a sale in a residence hall must receive approval from the Residence Director before going to the Student Events Board for approval.
3. Sales taking place in lobbies of college buildings, other than residence halls, must reserve the space in the Office of Campus Programs and Student Activities. Fundraisers must be approved by the Student Events Board before a space reservation can be made. T-shirt designs must be approved by the Director of Campus Programs and Student Activities.
4. An organization wishing to sponsor a fundraising event must submit a proposal in writing to the Student Events Board at a regular meeting including the following:
 - a. Description of what is being sold.
 - b. Prices of the item(s).
 - c. Where is the fundraising event to be held?
 - d. Will the sale of this item be in competition with contracted services? (Sodexo Dining Services, Bookstore, Athletics, etc.)
 - e. What service will this provide to the students of Siena College?

Guidelines for Individuals

No students is permitted to operate a business or sale of items on campus, including his/her room.

*All money collected from fundraisers, sales, donations, etc. must be submitted to the Office of Campus Programs for deposit into a club account within five (5) business days. Club officers are responsible for overseeing all monetary transactions.

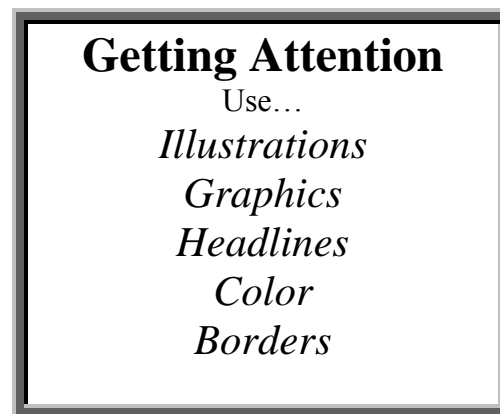
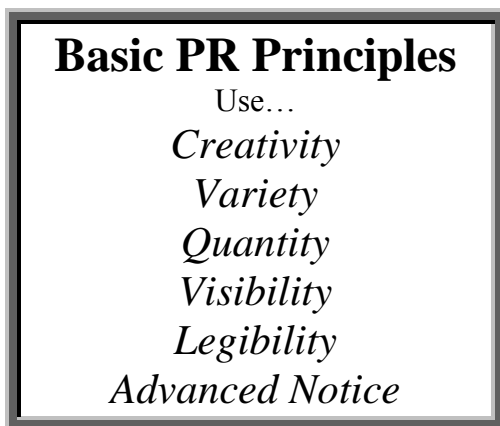
Chapter 5: Power Publicity

Publicity is the key to success for any activity. Without publicity no one will know what is going on and there will be no audience.

Who is in charge of publicity? Really it is every member of the organization. Each member has a vested interest to make sure that the programs are a success. Typically there is one person in charge of coordinating the publicity for your organization.

How to Publicize an Event

Research is important! When planning publicity, it is important to know your audience or public you are trying to reach. Keep in mind the reasons for planning this event; whom do you want to reach, and what type of publicity is most appealing to them. You want to make them excited and interested in your event.



You do not have to have a large publicity budget to have great publicity. There are a number of inexpensive ways to have creative publicity.

Have you tried...

Posters

Flyers

Table tents

Personal Invitations to events and programs

Tickets and Coupons

Calendars

Costume Runs (Have members of your group dress up to publicize events.)

Public Service Announcements (in halls, WVCR, The Promethean, outside radio/ TV stations)

Rubber Stamps

Billboards

Bumper Stickers

Placemats in the dining hall and snack bar

T-shirts

Fortune Cookies

Teasers (Have members act out a portion of the program)

Crazy slogans that are easy to remember. (Have you heard... Coke, The Real Thing, Pepsi: The Choice of a New Generation, Reach out and touch someone- AT & T, and many others.)

Some Do's and Don'ts

DO	DON'T
... use bright colors	... make the poster too cluttered
... use irregular shaped paper	... post too close to the program date
... use borders to center attention	... write too small or sloppy
... make sure writing is clear and legible	... use poor grammar
... use catchy titles and slogans	... insult or offend people
... post well in advance of activity	... leave out important information
... post in key locations	... use light colors
... use teasers	... always make the same type of PR for every program.
... be creative and try new things.	

Some Things to Keep in Mind Regarding Publicity

Bulletin board space is available for posting. Please utilize these spaces. In addition, posting in stairwells becomes a safety hazard. This is because people are trying to read your publicity instead of moving along and either hold other people up or may miss a step. Also, publicity in a stairwell also becomes a potential fire hazard.

Also please keep in mind that if your organization posts publicity it should also be responsible for removing publicity as well. If you notice that after your event is completed that your publicity is still up, please remove it from its locations.

Siena College Posting Policy

POSTING POLICY

1. Except as expressly permitted in this section, no printed material may be on, attached to, or written on: any structure or natural feature of the College facility such as the sides, doors, windows of buildings, the surface of light posts, monuments, sculptures, waste receptacles, trees, rocks, benches, free standing signs or statues. No printed materials may be placed on vehicles except by members of the Siena Public Safety staff for official notices.
2. Sites available to members of the campus community only include all departmental bulletin boards located in office and classroom areas. Posting is only allowed on bulletin boards, not on walls or other areas. Permission of the appropriate department or administrative unit is required. Chalking is prohibited.
3. Residence Halls & Townhouses: Prior permission/approval of the Director of Residential Life is required. Materials to be approved are to be left with the Residential life office a minimum of three business days prior to the requested posting date. If approved, Residential Life will coordinate the distribution. Siena clubs and organizations may be required to post the items and remove them at the end of the authorized posting period.
4. Material authorized for posting will be limited to that which complements the mission of the College, reflects a responsible expression of an opinion or idea, and will not result in a disruption or interference with the orderly operation of the College. Material that is threatening, harassing or sexually explicit is prohibited. In cases where there is some question of whether material meets these guidelines, the Director of Campus Programs, in consultation with the Vice President for Student Affairs or designee, may request the individual or group to modify their content before approval for posting is authorized.

5. Non-College Organizations

- a. Non-college organizations may not post or distribute materials on campus without the express permission of the Office of Campus Programs.
- b. Upon approval, all materials will be stamped as such and will include the date materials must be removed. Posting is not allowed on painted surfaces, wood or glass.
- c. Non-college organizations will be limited to a maximum of 10 flyers posted on campus per event.
- d. Only those requests that complement the mission of the College will be approved.
- e. Program planners are responsible for removing posters at the conclusion of the event.
- f. Sites available for posting to the general public include the following: Sarazen Student Union, Marcelle Athletic Complex, & Serra Dining Hall.
- g. Non-college organizations are prohibited from posting in campus academic buildings. Postings approved by Campus Programs and Student Activities may be submitted to the Director of Residential Life for permission to distribute in the Residence Halls and Townhouses. If approved, Residential Life will coordinate the distribution of the materials.

Chapter 6: What Else?

Printing Services

There are two ways to go about getting your minutes and publicity printed. The first way is to stop into the Campus Programs Office and utilize the copier. Each organization that is permitted to use the copier has been given a code to use. The copier in the Campus Programs Office is for official club/organization use and does not accept money or cards.

The second way is to use the Siena College Print Shop. Forms can be obtained in the Campus Programs Office. In order to use these services you must give yourself at least two weeks of lead-time for the job to be completed.

Campus Programs and Student Activities Services for Clubs and Organizations

Activities Fair

Each fall the Student Senate hosts the annual activities fair. This program is designed to give your organization an opportunity to attract new members. It is then up to each individual organization to then contact each of the students that expressed interest and get them to a meeting and get them involved in the activities of the club or organization.

Lightning Policy For Outdoor Events

This policy is extremely important for any activities that take place outside. It is not just for athletics. Please become familiar with this information.

The NCAA has developed a guideline for calling games in the event of lightning (Sports Medicine Handbook, Guideline 1D). The shorthand is the **30-30 rule**. If 30 seconds or less pass between observing a lightning flash and hearing thunder, play is suspended. Play may be resumed 30 minutes after the last flash of lightning or peel of thunder.

Those of you who may have outdoor activities will apply the same guideline. Have someone designated beforehand to make the call or just make it the person in charge. This may seem conservative, but the National Severe Storms Laboratory has determined that the range of lightning bolts in smaller storms is three miles and in larger storms it is six miles. Thirty seconds from flash to bang indicates a distance of about six miles.

30 seconds Flash to Bang = move group to safety.
30 minutes after last flash or bang = resume activity.

Think safety. If at any point you feel that you must move or cancel the event, then do so. This is an old cliché but it applies here. It is far more important to be safe than sorry.

Noise Ordinance

As the Siena College campus is surrounded by the homes of families, there is the need to be aware of the level of noise output, and respect the impact it has on those close to the college. All outdoor events utilizing sound amplification equipment must be completed by 11:00 p.m..

Hazing Policy

All clubs and organizations recognized by Siena College must adhere to all laws, provisions, and regulations as they related to the topic of hazing. New York statutory law includes two provisions making hazing an illegal act and one provision requiring the adoption of university regulations proscribing hazing.

New York State Law and Siena College policy prohibit hazing. New York State Penal Law provides as follows:

HAZING POLICY

New York State Law and Siena College policy prohibit hazing. New York State Penal Law provides as follows:

120.16 Hazing in the first degree:

A person is guilty of hazing in the first degree when in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a Class A misdemeanor. (Note: punishable by up to one (1) year imprisonment or fine up to \$1,000 or both).

120.17 Hazing in the second degree:

A person is guilty of hazing in the second degree when in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation. (Note: punishable by up to 15 days imprisonment or fine up to \$250.00 or both).

In addition, Siena College considers hazing as any action or situation created by an individual, group, organization, or athletic team intentionally or unintentionally, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, ridicules, or in any way demean the dignity of another human being.

Examples may include, but are not limited to the following: forced consumption of alcohol; paddling in any form; creation of excess fatigue; "kidnapping"; physical and/or psychological shock; engaging in public stunts, morally degrading or humiliating games; wearing signs with inappropriate language/slogans; singing lewd songs; shaving of heads; or any other activities or behavior inconsistent with the law and/or College policies.

No individual or group may haze another at any time including initiation into or the affiliation with any organization, group, or athletic team.

Initiations, however explained, or activities that imply, force, encourage, condone or allow students to misuse alcohol or other drugs, or violate the law, or commit unethical, immoral or inappropriate behavior are forbidden.

Hazing of any kind is strictly prohibited by the College and subject to sanction.

All members of the College community are expected to report to College officials hazing activity of any kind which they have knowledge or information.

Reports of hazing can be made to: the Vice President, the Vice President for Student Affairs, the Assistant Vice President for Student Affairs/Dean of Students, the Associate Dean of Students, the Director of Security, the Director of Athletics, or the Director of Campus Programs and Activities.

Upon investigation, the matter may be referred to the Vice President for Student Affairs for adjudication through the College's established student conduct review procedures. In addition, the matter may be referred to outside law enforcement agencies.

Members, prospective members or participants who fail to report an act or contemplated act of hazing of which they have knowledge or information may also be found in violation of this policy.

The planning or preparation to engage in hazing activity is also a violation of this policy.

If an individual student faces a charge of violating this policy, the matter will be referred to the College's student conduct review procedures and, if found responsible, s/he will be subject to the full range of sanctions, which may include expulsion from the College.

If a College-recognized organization (e.g., a club) faces a charge of violating this policy, it will be charged as an individual would be under such procedures, and sanctions, to be determined at the discretion of the College, which may include the loss or suspension of college recognition and/or re-recognition on certain conditions, in addition to the charges and sanctions directed to individual members.

If members of a College-sponsored activity or program (e.g., an athletic team) are charged and found responsible for violating this policy through the student conduct review procedures, the College will impose appropriate sanctions, which may include, but are not limited to, the full range of student status sanctions (including expulsion), removal or suspension from the program, forfeiture of games or limitation of activities, and/or other sanctions as deemed appropriate by the College.

It is the right of every Siena student to be free from the humiliation and danger of hazing. Hazing does not build strong organizations, teams, groups, or tradition. Rather, it is a means of abuse and humiliation.

If you have concerns or complaints about hazing, or questions about this policy, you should contact the Vice President, the Vice President for Student Affairs, Assistant Vice President for Student Affairs/Dean of Students, Associate Dean of Students, Director of Security, Director of Athletics, or Director of Campus Programs.

What should coaches, captains, leaders and advisors do?

1. Do not close your eyes and think that members of your group are not hazing because no incident has been reported.
2. Do not dismiss what may seem to you to be minor, insignificant cases of hazing, particularly in comparison to what happens in other organizations. Hazing in any amount is unacceptable!
3. You must educate yourself and others about what hazing is and how to stop it from happening.
4. Offer suggestions about other things that can be done in place of “traditional” hazing activities.

For more extensive information about hazing you may stop into the Campus Programs and Student Activities Office or the Office of Student Affairs, both located in the Sarazen Student Union.

Appendices

A. Important Campus Phone Numbers You Might Need

Admissions	2423	Post Office	2416
Alumni Relations	2430	Print Shop	2555
Athletic Department	2551	The Promethean	2560
A/V Resources	2337	Public Relations	2431
Bookstore	2346	Purchasing Dept.	2316
Business Affairs	2317 or 2318	RATT Snack Bar	2533
Campus Programs	2330	Residence Life	2919
Career Center	2339	Safety & Security	2376
Chaplain's Office	2332	Registrar	2310
Information Desk	4242	Sarazen Information Desk	4242
Counseling and Student Development	2342	Scheduling	2383
Dining Services	2523	Shipping/ Receiving	4109
Financial Aid	2427	Sports Information	2450
Friary	4147	Student Affairs	2328
Health Services	2554	Student Events Board	2524
Housing Office	2919	Student Senate	6063
ITS	2573	Theater Office	2381
King Lecture Series	6105	Ticket Office	2527
Library	2517	WVCR	2400
Lost & Found	2376	Yearbook	2525
Maintenance	2370		
MAC	5032		
Multicultural Affairs	2330		

B. Directions to and from Siena College (to give to performers or contracted services)

FROM THE NORTH

From the Northway (I-87), take Exit 5 (NY 155). Turn left on NY 155 to US 9. Turn right on US 9 for two miles. Siena is on the left.

FROM THE SOUTH

From the New York Thruway, take Exit 23 (I-787). Follow I-787 North to I-90 West. Take Exit 6 (US 9 North to Loudonville, first exit off I-90). Follow US 9 North approximately two miles. Siena is on the right.

FROM THE EAST

From the Massachusetts Turnpike, take the New York Thruway to Exit B-1 (I-90 West). Follow I-90 to Exit 6 (US 9 North to Loudonville). Follow US 9 North approximately two miles. Siena is on the right.

FROM THE WEST

From the New York Thruway, take Exit 24 (Northway I-87). Follow Northway North to Exit 5 (NY 155). Turn left on US 155 to US 9. Turn right on US 9 for two miles. Siena is on the left.

C. Facilities Information

Student Organizations are permitted to reserve spaces on campus in which to hold functions, programs, and meetings. Below is a list of spaces commonly used by student organizations. The amount of people that the room can comfortably hold is also listed. There are other spaces on campus. For a complete list please see the Scheduling Coordinator in the Office of Campus Programs in the Sarazen Student Union. Special notations are made about reservation information.

All reservations are made with the Scheduling Coordinator the Office of Campus Programs located in the Sarazen Student Union.

D. Information for Treasurers to Complete PO/ Check Requests

In order to process a PO/Check request the following codes must be included on the form. Failure to complete a form will result in extended processing time. The codes listed below are the ones commonly used by student clubs and organizations. If there is something you need that is not listed below, please come into the Campus Programs and Student Activities Office.

Commodity Codes

Commodity Code	Description	Account Code
500	Shipping Costs	
Supplies & Expenses		
1001	Office Supplies	11005
1002	Paper-Copy Paper	11006
1003	Paper-Other	11006
Travel		
1501	Travel- Transportation- Air	11210
1502	Travel- Transportation- Bus	11210
1503	Travel- Transportation- Private car	11210
1504	Travel- Transportation- Other	11210
1505	Travel- Lodging	11220
1506	Travel- Meals	11230
1507	Travel- Tips	11240
1508	Travel- Parking and Tolls	11250
1509	Travel- Miscellaneous Travel Expenses	11260
Entertainment		
2002	Entertainment- Meals with a third party	11412
2003	Entertainment- Meals within the Siena Community	11413
2004	Entertainment- Awards and Gifts	11420
2005	Entertainment- Other	11430
2006	Entertainment- Ceremonies	11440
Advertising		
2501	Radio Advertising	11610
2506	Newspaper Advertising	11652
Publications		
3001	Periodicals	11810
3002	Brochures	11820
3003	Catalogs	11830
3004	Flyers	11840
3005	Journals	11850

Postage		
5501	Postage	12601
5502	Mailing House Postage	12602
5503	Off Campus Postage	12603
Telephone/ Communications		
6001	Telephone Service	12810
6002	Telephone Installation	12820
6003	Cable Television	12830
Licenses/ Fees		
7001	Professional Licenses/ Fees/ Dues	13210
Rentals		
7501	Facility Rental	12210
7502	Transportation Rental	12220
7503	Equipment Rental	12230
7504	Furniture and Fixture Rental	12240
7505	Other Rentals	12250
Contracted Services		
8003	Uniforms	12481
8004	Performers	12417
8006	Game Officials	12416
8016	Miscellaneous	12460
Food		
9001	Student Dining Services	17510
9002	Other Food	17550

Club Registration Form

Fall 2009

Due to the Office of Campus Programs

By Wednesday, September 16 2009

Club Information

Name of Organization: _____		
President: _____	Vice President: _____	
Secretary: _____	Treasurer: _____	
Club Meeting Information:		
Day of Week: _____	Time: _____	Location: _____

Club Contacts

Club President / Captain (Primary Contact):	Secondary Student Contact:
*Name: _____	*Name: _____
*E-mail: _____	*E-mail: _____
*Cell Phone: _____	*Cell Phone: _____
*Class Year: _____	*Class Year: _____
	Position/Role in Club: _____
*Required Information	_____

Advisor Information

(As clubs are required to have an on-campus faculty/administrative advisor, the following information must be completed. Clubs may not operate on campus without an advisor)

Advisor's Name: _____
Academic Department/Administrative Office: _____
Campus Phone Number: _____
E-mail address: _____

My signature indicates that I am aware of, and agree to abide by the policies and procedures of Siena College. (Please note: Only individuals who are registered as Siena College students may hold an office of any registered student organization).

President's Name (Print): _____

President's Signature _____

Date: _____

