

## Policies and Procedures for SGA-Affiliated Clubs

### ❖ Advising

- There are three umbrella offices that serve as each club's Program Advisor. Those offices are Student Leadership and Activities (OSLA), Recreation & Intramural Sports, and Multicultural and International Student Programs (MISPO). It is the responsibility of the club leader to seek out their Program Advisor and if you have any questions about who your advisor is, email [osla@hofstra.edu](mailto:osla@hofstra.edu).
- Each club must also select a Club Advisor which is a staff or faculty member (different from their Program Advisor) who works with the club throughout the year to hold events, fundraise, as well as manage the organization, its members and budget, and serve the Hofstra community. Each year the Club Advisor should be solidified and no Club Advisor should be advising more than three (3) clubs in any given year. The Club Advisor must be reported through Collegiate Link and must accompany the club at any events whenever there is alcohol involved (either on campus or off). When requesting a cash advance, the money can be made out to the Club Advisor (not the students themselves).
- Clubs must meet with their Program Advisor (representatives from OSLA, MISPO, and the Fitness Center) when they are planning events and have either contracts or financial needs. Each Program Advisor holds open hours throughout the week for the clubs to set up meetings and go over any logistics necessary.
- A copy of the alcohol policy and travel policies can be found online at [http://www.hofstra.edu/StudentAffairs/StudentActivities/stdact\\_policies.html](http://www.hofstra.edu/StudentAffairs/StudentActivities/stdact_policies.html). The club and Club Advisor are responsible for these policies.

*The Student Government Association allocates student activity fee money from the SGA budget for clubs to use for the year. In order to be fully knowledgeable of how to access the SGA funds in your budget, it is recommended that the Club President and Treasurer make an appointment with your Program Advisor in the Office of Student Leadership & Activities to go over the various forms needed to access your funds. All forms and policies can be found online at [www.Hofstra.edu/studentaffairs/studentactivities](http://www.Hofstra.edu/studentaffairs/studentactivities). If you have any questions, contact SGA or [osla@hofstra.edu](mailto:osla@hofstra.edu).*

### ❖ FINANCE FORMS

#### ➤ **Requesting money through SGA**

- Every request for money must begin with the Student Government Association Funding Requisition Form (FRF). This form must be signed by: SGA Budget Administrator (Pam Orefice), SGA Comptroller, Program Advisor (OSLA, MISPO, or Recreation & Intramural Sports), and the SGA Advisor (Robyn Kaplan).
- According to SGA policy, paperwork must be submitted 10 business days before you need payment for an event in the form of Purchase Order, Check Request or food service request from Lackmann Food Services. All payments for events should be acquired prior to the event to eliminate the need for reimbursements.

#### ➤ **There are four ways to access your budget. They are:**

- **Purchase Requests** are used to make purchases over \$500.00. PO's can be used to order clothing, plaques, trophies, office supplies, supplies germane to your club (i.e. hockey pants, rugby shirts, manuscripts) rental of cars, busses and vans. Any purchase request over \$2,500.00 must be accompanied by three (3) bids. Any request that requires a design on shirts, posters, etc. must be pre-approved by the Office of Student Leadership and Activities.
- **Check Requests** are used to pay performers, speakers, cash advances, registration fees, and hotel charges. Attached to all requisitions must be original invoices, registration forms or contracts.
  - Any check requests to pay for food, NY state hotels or taxable items, must request a Hofstra University tax exempt form be attached to the check.

- If students attend a dinner meeting or conference a list must be attached to the check request. The sheet must have the student's 700# along with their signature. If this is not attached, the university will not process the paperwork.
- **Budget Transfers** are used to pay for services between SGA and other on-campus departments as well as between SGA clubs and organizations. If other departments are transferring money to the SGA budget account, please have them email their request to Christopher Sparta with a cc to [Pamela.M.Orefice@hofstra.edu](mailto:Pamela.M.Orefice@hofstra.edu). Pam will then forward this information to the appropriate Program Advisor who you can speak to in an effort to ensure the transferred money is posted to your account.
- **Lackmann Food Service** is located in room 128 Student center next to the Plaza Rooms. When ordering food for any event, club meetings, concerts e-board meetings you must first go to the Lackmann office and fill out a Catering Event Sheet. You must place your order at least two (2) weeks prior to your event. Lackmann will print out an invoice that must be brought to your Program Advisor. Remember to also include the SGA Funding Requisition Form with the Lackmann invoice. The Program Advisor should sign the invoice and the club leader should bring it back to Lackmann. The invoice will be paid immediately after your event.
  - Please be sure to advise Lackmann Food Service and OSLA if you decide to cancel your food order. The order must be cancelled within 48 hours or else your organization will be charged.
  - Food from an outside vendor is allowed only when Lackmann Food Service cannot provide food requested, i.e. Some cultural cuisines, Kosher Sushi or if Lackmann cannot deliver the food at a certain time. If an outside vendor is used, you must get the Lackmann Catering Form for off-campus catering approval at least seven (7) business days prior to your event. When turning in your request, the following must be attached:
    - ◆ Lackmann Catering Form for Off-Campus Catering Approval.
    - ◆ W-9
    - ◆ Completed check request
    - ◆ Original Invoice
- **Travel and Cash Advance Requests:**
  - The use of all money for travel and cash advances must be pre-approved by your Program Advisor and SGA at least ten (10) business days prior to the event or trip. No reimbursements will be made for travel and/or cash advance that wasn't previously vetted through.
  - **Travel Advance:** This is money for transportation costs, such as air fare, transportation to/from airport and hotels. Please include with your advance form any check requests with proper documentation (hotel invoice, reimbursement for air fare or cash advance).
    - Upon your return from your trip, your Travel Expense Report, receipts and any money remaining must be turned into Pamela Orefice, OSLA. The travel expense report must be filled out completely and receipts must be taped on an 8 ½ x 11 sheet of paper along with a running tabulation (adding machine tape) of all expenses. All receipts must be original and if charged with a credit card, a copy of your statement must also be attached.
    - If you are requesting a reimbursement for a hotel stay or airline expense, you must submit, along with your completely filled out check request, an itemized bill from the hotel showing the exact charges from your stay and a copy of your credit card receipt and statement.
    - The university does not pay for room service charges.
  - **Cash Advances: Only faculty, staff or administrators can take out cash advances. Student or graduate assistant are not permitted to take out cash advances.**
    - Check with your Club Advisor (Staff/Faculty) to see if they are willing to take out a cash advance in their name.
    - Let them know that if you lose receipts or do not turn in all the money, they will be held responsible.

- If agreeable to them, they should fill out the SGA funding request form, check request (complete with Advisor Name/Home Address/700#, the amount that you will be needing, and Advisor's signature), and cash advance form.
  - Bring it back to your Program Advisor (OSLA, MISPO, Recreation & Intramural Sports). As soon as the check is ready, you will be called for pick up.
  - Two (2) business days after your event, receipts and any remaining money must be returned to OSLA so the cash advance can be reconciled.
  - The same procedure of taping receipts to an 8 ½x 11 sheet of paper along with a completed Cash Advance Tally Sheet applies when turning in your Cash Advance clearance.
  - Cash Advances are generally used for clubs/organizations that need to pay for small items throughout the semester and for specific needs of a club, i.e. props for Masquerade Musical Theatre or general supplies.
- **Cash Advances** are not to be used for the following:
    - Alcohol
    - Cash prizes
    - Cash payments to DJ's or speakers
    - Purchasing of items that do not have a receipt with the name and address of the establishment where items were purchased
    - Gifts for Advisors or graduating students. If you wish to purchase gifts, they must be paid for from any income you have accumulated during the semester, not from SGA allocated funds.

#### ❖ **CONTRACTS AND CONTRACT INFORMATION FORMS**

- **There are FIVE different contracts that the University uses:**
  - Single Engagement – Independent contractor
  - Single Engagement – Photographer/Videographer
  - Single Engagement – Musician/Accompanist
  - Single Engagement – Guest Lecturer
  - Artist's Contract – supplied by artist.
- When ready to submit any of the above single engagement contracts, the packet must contain the following:
  - Completed SGA Funding Request Form (FRF)
  - Completed W-9 Form (1<sup>st</sup> page only)
  - Contract Approval Form
  - Contract Information Form
  - Completed Check Request If the check request has any missing information, it will be returned to you from completion.
- **Artist Contract:** If an artist wants to use their contract, the same procedures apply as above. However, the university may ask them to sign our HU Rider and supply a Certificate of Liability Insurance.
- **Contracts for Buses or Limousines:** Bring your information for the bus and/or limousine to the office ten (10) business days before your event. Fill out a SGA Funding Form, Contract Approval Form, Contract Information sheet and completed purchase request. This will be forwarded to purchasing for processing. All bus and limousine companies must sign the HU Bus Rider and provide a Certificate of Liability Insurance.
  - Educational Bus Company 631-842-7373
  - Commodore (Coach Bus Co) 800-633-5904
  - **NEVER PAY THESE COMPANIES WITH CASH! PURCHASE ORDER ONLY.**

- **Contracts for Catering Halls & Restaurants** – if you are planning a semi-formal, awards banquet or get together outside the University and plan to use a catering hall or restaurant, the contract should be in our office four (4) weeks before your event. The contract must be specific as to what you are ordering, i.e. price per person, what you are ordering, any additional fees for tips, lighting, dj's etc. Contracts must be in original form. When submitting your request the same procedures apply as above.
  - All contracts and riders will be reviewed by the Legal Department. If there is an issue with the contract, you will be contacted immediately to correct it.
  
- **For any and all events/programs, please note the following:**
  - Open Bar is not permitted.
  - If alcohol is to be served "Cash Bar" must be prominently written in the contract.
  - Remember to put on your check request TAX EXEMPT FORM NEEDED.
  - A copy of the statement on the alcohol Beverage (ABC) Act as it relates to Hofstra University must be accompanied with the contract along with the letter from the alcohol Awareness Task force.
  - If any alcohol is served at the event, your Club Advisor must be present for the entirety of the event. **NO EXCEPTIONS.**
  - Please see Hofstra University's alcohol policy at [http://hofstra.edu/studentaffairs/studentactivities/stdact\\_policies.html](http://hofstra.edu/studentaffairs/studentactivities/stdact_policies.html)

#### ❖ **Reimbursements and Fundraising**

- Do not open any outside bank accounts for your club/organizations. Any monies collected must be deposited with the Office of Student Leadership and Activities.
- All checks must be made out to HOFSTRA UNIVERSITY, not your organization. The University will not accept them.
  
- **Fundraising**
  - If fundraising as a Hofstra University organization, all money must be deposited with the Office of Student Leadership and Activities. A check will be cut in your organization's name (or the name of the organization you are fundraising for such as American Cancer Society) for the amount that was raised. Failure to deposit and record the fundraised money with OSLA will result in an inability for your organization to reserve tables in the atrium for the remainder of the semester. After the fundraiser, please bring the money to OSLA (260 Student Center) for it to be deposited.
  - A club's income will only roll-over for a limited amount of time. When requesting funds from SGA, the Appropriations Committee will take your income into consideration because clubs should be spending their income within the year they raise the money.
  
- **Reimbursements:**
  - If you are being reimbursed for items purchased, the use of the funds must be pre-approved prior to your event by SGA Comptroller and your Program Advisor. Submit the SGA Funding Request and attach the Sales Order / Quote. Note that you will be purchasing it ahead of time and getting reimbursed. Generally applies to products purchased online. To get reimbursed you must also attach the original receipt.
  - A reimbursement check will take up to four (4) weeks and the check will be sent to the requesting student's address as listed in banner. A reimbursement check cannot be picked up in person.

## ❖ Reserving Space

Please contact Lauren Purcaro in Event Management with any questions or to request the Scheduling Guidelines for Student Organizations. [studenteventmanagement@hofstra.edu](mailto:studenteventmanagement@hofstra.edu) or 516.463.6925  
All student organizations must go through Event Management to reserve space on campus in all venues except sports facilities, University Club and Adams Playhouse.

- **Contacts**-Organizations should designate two student contacts to reserve, change, and cancel space. A Student Contact Sheet must be filled out, signed by Programming Office and returned to Event Management. Form can be found at [www.hofstra.edu/oemstudentcontactsheet](http://www.hofstra.edu/oemstudentcontactsheet) or 112 Student Center.
  
- **Reserving Space**-
  - Requests need to be made on a Student Reservation Request form which can be found at [www.hofstra.edu/oemreserveonline](http://www.hofstra.edu/oemreserveonline) or in Event Management office 112 Student Center.
  - Only organizations registered on Collegiate Link and with OSLA will be permitted to reserve space
  - Requests must be placed at least 10 days prior to the event date.
  - Event's must be confirmed 7 days prior to the event date. Failure to confirm the event will result in a cancellation.
  - Events requiring the following need approval from organizations programming office, Public Safety and OSLA (programming office)
    - ◆ Charging Admission (collecting money in any form)
    - ◆ Having Non-Hofstra Guests
    - ◆ Outdoor Event
    - ◆ Event in Hofstra USA
    - ◆ Requiring Bar Service
  - Audio visual, furniture layout, and setup requirements may not be added the day of events.
  - Organizations are penalized if they do not utilize a reserved space and do not cancel at least 24 hours in advance. Organizations must follow the Cancellation Policy outlined in the Scheduling Guidelines for Student Organizations.

## ❖ Flyers

- All registered organizations are able to approve flyers for their organization or upcoming events, as long as the organization is listed and up-to-date on Collegiate Link.
- To get a flyer approved, the organization must bring a copy of the flyer to their Programming Office (either OSLA, MISPO, or the Fitness Center), and their assigned Program Advisor will approve the flyers with a stamp. Only stamped flyers will be put up around campus.
- Flyers must not include inappropriate context, and must be within the policies and guidelines of the University
- We do not approve flyers of outside vendors soliciting. All flyers or advertisements have to be connected to the work of a registered Hofstra club or organization
- If printing flyers through Webcrd, clubs may work with their Program Advisor.
- If wanting to advertise on HofCast, flyers must be 1024 x 768, and in JPEG form, and emailed to your Program Advisor

## ❖ Collegiate Link

Collegiate Link is a database that chronicles all registered clubs and organizations active at Hofstra University, including SGA-affiliated organizations, Non-SGA affiliated organizations such as exclusive Honor Societies, Graduate clubs, fraternities and sororities, etc. Staff and students can access Collegiate Link by logging on to their portal, clicking the “My Apps” icon, and selecting Collegiate Link.

### ➤ Active Clubs

- To be deemed an active organization, each club must update their rosters, constitutions, and club information each year during the re-registration period which will span the month of September
- Collegiate Link asks each organization for:
  - A photo
  - Description of the organization
  - Roster information including Advisor and Executive Board
  - Constitution
  - Meeting Time information / Details
  - Misc. PR for the club including photos, wall postings, etc.
- Through Collegiate Link, clubs can:
  - Advertise events
  - Message entire club, and other clubs
  - Recruit members
  - Upload photos
  - View their SGA budgets (if applicable)
  - Get flyers approved
- Only clubs active on Collegiate Link will be permitted to:
  - Reserve space on campus
  - Access funds (if applicable)
  - Hold events
  - Advertise through flyers
- *The Office of Student Leadership and Activities utilizes Collegiate Link as our main source of communication to clubs and advisors.* Please update the club rosters on a regular basis, deleting people no longer in the club, updating member positions and e-board positions, and adding people new to the club in order to ensure that communication is maintained, including advisors.

### ➤ Inactive Clubs

- If clubs do not re-register each year and update their organization, they will be frozen (invisible on Collegiate Link). Frozen organizations are not permitted to host events, reserve space, get flyers approved, access funds, etc. Contact [osla@hofstra.edu](mailto:osla@hofstra.edu) to learn about re-activating a frozen organization.
- If a club has had no activity for 2 (two) consecutive academic years, they are deemed inactive. Activity can be defined as: use of Collegiate Link, meetings being held, events being held, recruitment being done, etc.
- Any inactive organization can be re-activated by visiting the Registration Committee (which meets monthly) with the appropriate paperwork, updated constitution, and interested member signatures. For more information, email [osla@hofstra.edu](mailto:osla@hofstra.edu).