Dear Student Leader,

Welcome from the Office of Student Life at Baruch College! We are excited that you have chosen to get involved in the vibrant community we have here. Your co-curricular experiences outside of the classroom will work hand-in-hand with your academic endeavors and aid towards your future success beyond Baruch. The Office of Student Life is dedicated to ensuring that you are exposed to a rich array of educationally diverse opportunities. To that end, we have put together a comprehensive resource to guide you in developing, shaping, and leading a successful student organization here at Baruch. We are committed to the future success of all of our student organizations and encourage all student leaders to utilize the many resources that our office provides. Be sure to check in with your Student Life Advisor, MyBaruch, and the Office of Student Life website, and stay tuned for continued opportunities throughout the year.

*The Informer*¹ will provide you with information needed to effectively and strategically manage your leadership role and provide basic guidelines and resources for your organization’s success.

Just a sampling of what is included in the resource:

1. The process for creating and registering a new student organization
2. Best practices for successfully running and promoting your organization
3. Tips and tools to be an effective and strategic student leader
4. An overview of Baruch College policies and procedures with regards to involvement in student organizations
5. Fiscal guidelines associated with the expenditure of the Student Activity Fee monies

Best wishes for a successful year and thank you for partnering with the Office of Student Life in your co-curricular journey,

The Office of Student Life

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¹ The Informer is also available for download on the Student Life website and MyBaruch. For the latest updates, amendments, and changes please check our website or MyBaruch. The materials in this guide are meant to be a starting point. For specific questions, please be sure to follow up with your Student Life Advisor. It is the responsibility of Student Organization leadership to abide by the guidelines and policies contained within. Sections of this handbook have been developed using the policies and procedures noted in *The City University Fiscal Handbook for the Control and Accountability of Student Activity Fees (1992).*
TABLE OF CONTENTS

OFFICE OF STUDENT LIFE 4
  • Student Life General Information 4
  • Registered Chartered Student Organizations 6
  • Registering an Existing Chartered Student Organization 8
  • Starting A New Student Organization 9

RESERVING EVENT SPACES 10
  • General Event Spaces 11
  • Large-Scale Event Spaces 12

STUDENT ORGANIZATION BUDGETS 13
  • Budget Fact Sheet 13
  • Student Organization Budget General Information 14
  • Payment Request Vouchers 16
  • Purchase Requisition Forms 18
  • Additional Financial Forms 20
  • Contracts 21

STUDENT ORGANIZATION EVENT MANAGEMENT 23
  • Programming 23
  • Managing Your Event 24

POLICIES & PROCEDURES 26
  • Off-Campus Events 26
  • Alcohol 27
  • Guest Access 28
  • Alumni Access, Participation, & The Office of Alumni Relations 28
  • Storage of Items for an Event 29
  • Raffles and Giveaways 29
  • Fundraising Guidelines 30
  • Purchase of Equipment, Supplies or Material Items 32
  • Reporting Missing or Lost Equipment 32
  • Ticketing for Events 32
  • Signs, Flyers, and Posters 33
  • Films, Equipment, and Recording Events 34
  • Gifts to CUNY Employees 35

APPENDIX 36
  • Appendix A: Fiscal Guidelines for the Expenditure of Student Activity Fees 36
    o Introduction 36
    o Budget Procedures 36
    o Budget Guidelines 38
    o Expenditure Procedures 40
    o Fundraising Guidelines and Procedures 42
  • Appendix B: Undergraduate Student Government 44
    o USG Contacts 44
    o Appeals 45
    o Co-sponsorships: Clubs and Organizations Committee 47
    o Finance Committee 48
  • Appendix C: Graduate Student Assembly 49
  • Appendix D: Important Dates and Deadlines 50
The Office of Student Life strives to develop the co-curricular college experience of Baruch students through a rich array of educationally diverse programs, opportunities for leadership and civic engagement, student organization development, and community building. Student Affairs Educators experienced with enhancing and developing the Baruch student experience are available to work with you on your leadership journey.

STUDENT GOVERNMENT
Student governance is a crucial part of co-curricular life at Baruch College. Through their officers and committees, they oversee the granting of student organization charters and budgets. Student governments serve as student representatives to the faculty and administration within the College and, as a result, have an important role in creating and implementing policies that affect the College community, which in turn gives student organization leaders a voice in the decisions that impact student life. Student organizations work with the Office of Student Life and one of the two student governments: Undergraduate Student Government and Graduate Student Assembly.

- **UNDERGRADUATE STUDENT GOVERNMENT (USG)** consists of eighteen senators elected at-large: four vice presidents, and fourteen representatives, as well as a president, executive vice president, secretary, treasurer, and two University Student Senate representatives. Elections take place during the spring semester.
- **GRADUATE STUDENT ASSEMBLY (GSA)** consists of all duly enrolled graduate students at Baruch College. These students nominate and vote for the Board of Governors of the Graduate Student Assembly, which acts as an executive committee for the association.

BOARD OF DIRECTORS, BERNARD M. BARUCH COLLEGE ASSOCIATION, INC.
Undergraduate Student Government (USG) and Graduate Student Assembly (GSA) are fiscally responsible to the Bernard M. Baruch College Association, Inc., which is governed by a corporate Board of Directors. This board reviews and approves the annual budgets, budget requests, and policy decisions of the respective operating boards under its jurisdiction, listed below. There is student representation on each of these boards.

- **COMMUNICATIONS BOARD** is concerned with policies and fiscal matters relevant to the student publications and broadcast facilities.
- **ATHLETICS BOARD** recommends and provides oversight for the expenditure of student fees for athletic purposes.
- **STUDENT CENTER BOARD** recommends policies and establishes rules and regulations governing the Student Center and its related operations and programs. It also provides fiscal oversight for matters associated with the operation of the Student Center and its programs.
- **PROGRAMMING BOARD** reviews and recommends to the Undergraduate Student Government programs that will promote and cultivate educational and social relations among the students, faculty, and administrative staff of the College by providing a variety of high quality, robust, creative, and entertaining programs that appeal to diverse audiences.
- **HEALTH CARE BOARD** recommends and reviews health programs and activities for the Baruch student community in keeping with the overall mission of health prevention, education, and medical treatment.
STUDENT SERVICES ACCOUNTING UNIT
The Student Services Accounting Unit is responsible for processing all fiscal paperwork related to student organizations. All student organization budgetary expenditures are processed through the Student Services Accounting Unit. The Student Services Accounting Unit is located in NVC 2-185.

CLUB HOURS
There are limited classes scheduled on Tuesdays from 12:40 PM to 2:20 PM and no classes scheduled on Thursdays from 12:40 PM to 2:20 PM to enable students to participate in club life and co-curricular activities. Club hours are used for a variety of purposes such as weekly student organization meetings, lectures, and professional and social events.

STUDENT ACTIVITY FEES
All registered full-time and part-time students pay a student activity fee. For the 2018-2019 academic year, student activity fees are the following per semester:

- Undergraduate Full-time fall/spring: $125.60
- Undergraduate Part-time fall/spring: $85.60
- Graduate: $39.60

MyBARUCH
MyBaruch is an online student organization engagement platform that helps student leaders and campus advisors streamline communication, market programs and activities, and build a stronger sense of campus community. MyBaruch is a great way to find out what student organizations on campus are doing. Once you log in the first time, you will need to set up your profile. After that, you can send messages to any of the 130+ organizations on campus, connect with other students with similar interests, see what's going on using the event calendar, and more!

Required Actions for Student Organizations in MyBaruch:
- Each Baruch student organization must register via MyBaruch as part of the annual activation process.
- All officers, members, and advisors of student organizations will need to establish a personal MyBaruch account by logging in using their Baruch credentials.
- Student organizations are required to keep their current officers up-to-date in MyBaruch. Only those listed as officers will receive important information from the Office of Student Life.
- Student organizations hosting large-scale events must submit these events in MyBaruch. These submissions provide Student Life Advisors with important information about the organization’s events and provide other students with a calendar of large-scale events on campus.
- Various forms including contract requests, new student organization requests, and others are in MyBaruch.

Benefits for Student Organizations:
- Once you have an account and become an administrator for your organization’s website, you can then:
  - Develop and update your page
  - Archive an unlimited number of documents, pictures and videos.
  - Maintain accurate member rosters and profile directories.
  - Edit event details on both organization-specific and campus-wide calendars.
  - Allow members to share events within their Facebook news feeds.
  - Survey members to collect feedback via polls and discussion boards.
  - Create a paperless interaction system by managing daily activities online.

For more information and resource guides, visit the Office of Student Life’s website at: www.baruch.cuny.edu/StuLife
REGISTERED CHARTERED STUDENT ORGANIZATIONS

In order to function on campus, a student organization must successfully register every year with the Office of Student Life in MyBaruch. Additionally, registered student organizations must also be chartered by the pertinent student government in order to be eligible for a budget. Note that chartered student organizations are not necessarily registered. Student organizations must adhere to and follow college conduct policies and procedures. Registered student organizations have access to the following resources:

STUDENT LIFE ADVISOR
Each registered student organization will be assigned an Advisor through the Office of Student Life. Maintaining a good relationship with your Advisor is crucial to your success as an organization. Your Advisor works closely with student government and all other departments on your behalf. Your Advisor’s approval is also needed for space reservation and certain fiscal items. We encourage you to set up a meeting with your Advisor to discuss plans for the upcoming year or if you have any questions or concerns.

STUDENT ORGANIZATION BUDGET
All registered and chartered student organizations will have access to their student government-allocated budget once they have registered and are approved by the Office of Student Life. Student organizations that have not completed the registration process will not be given approval.

STUDENT ORGANIZATION MEETING SPACE
Only registered student organizations are allowed to apply for a weekly meeting space. Meeting spaces will be granted based on availability at the discretion of the Office of Student Life.

STUDENT ORGANIZATION OFFICE
Space is limited on campus but there is opportunity for your organization to have an office space. Every year, all qualifying student organizations must go through a lottery system in order to secure a space. Only organizations that have been registered for one year can qualify for the lottery. During the spring semester, the Office of Student Life will make Student Organization Office Space Applications available via the Student Life website. Organizations should register each academic year for a student organization office.

Once all applications are submitted, the Office of Student Life, along with a designated Club Office Application Committee (comprised of administrators and students), will evaluate applications to ensure all requirements are met. If all requirements are met satisfactorily, the committee will send qualified applicants a congratulatory letter to participate in the Club Office Suite lottery. If requirements are not met, the committee will send all non-qualified applicants a denial letter. Please make sure to check your Baruch email for all correspondences. The Office of Student Life will advertise the Club Office Suite lottery to clubs who qualified. At the Club Office Suite lottery, clubs will be chosen at random and asked to select their space. Please contact your Student Life Advisor for additional information regarding Club Office Suite applications and lottery requirements.

LOCKER
The Office of Student Life offers lockers for student organizations that are in need of storage space and are not Student Organization Office Suite residents. In order to secure an organization locker, please visit the Office of Student Life. Contingent on availability, you will be assigned your locker number and lock combination for the current academic year.

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2 All Baruch student members of Student Organizations and organizations must adhere to and follow the Baruch College Code of Student Conduct, Articles XV and XVI of the CUNY bylaws noted by the Board of Trustees of the City University of New York and The City University Fiscal Handbook for the Control and Accountability of Student Activity Fees. Please refer to the Baruch College website at www.baruch.cuny.edu for further information.
PRINTING ACCOUNT
Every registered student organization is entitled to a free printing account to use for organization-related printing. The president or treasurer can pick up the password at the beginning of the academic year from the Office of Student Life. Printers are located in the Student Organization Office Suite and the Library Building computer labs.

FAX
Incoming faxes for student organization business can be sent to the Office of Student Life at (646) 312-4551 and must include the name of your organization. Faxes will be placed in your organization mailbox. Outgoing faxes for organization business can be sent with the Office of Student Life staff approval.

MAILBOX
Mailboxes are available for registered student organizations in the Office of Student Life. Please check your mailbox on a regular basis. The Office of Student Life reserves the right to address mailboxes that are overflowing with materials and will follow up with organizations accordingly. Please try to ensure that letters and packages sent to your organization include the name of your organization and the proper mailing address:

Baruch College
Office of Student Life, Box B2-210
1 Bernard Baruch Way
New York, NY 10010
Attn: (Your name)
(Your Student Organization Name)

MAILROOM
The use of mailroom facilities is restricted to duly registered student organizations.

Intra-College mailings consisting of ten or more pieces must be sorted in bundles to ease distribution. A return address or clear indication of the sponsoring organization is required.

For mailing external to the College, you must contact the Student Services Accounting Unit who will certify to the mailroom that sufficient funds are available and make arrangements for the appropriate charges to be made against your budget allocation.
REGISTERING AN EXISTING CHARTERED STUDENT ORGANIZATION

Chartered student organizations must register with the Office of Student Life every semester\(^3\). Registration for the fall semester opens at the end of the previous spring semester. To stay active, every chartered student organization must:

- Have both the president and treasurer attend a Baruch Officer Leadership Training Workshop (BOLT).
- President and treasurer complete SPARC, the online Title IX and Sexual Assault Training
- Complete the Student Organization Registration process on MyBaruch, including an updated organization constitution and membership roster. Keeping these records updated ensures that your organization will not miss any important communication or information.
- Have both the president and treasurer submit signatures to the Student Services Accounting Unit.

Additionally, the Office of Student Life reserves the right to request a letter of support from any national or international organization that desires to have a chapter on the Baruch campus. The letter of support should include the following items:

- A statement on the organization’s letterhead that gives the student organization the permission to use their name.
- Contact information for the organization’s representative(s).
- Release of any archived documents or communications that relate to the development of the student organization at Baruch College.

REGISTERING A GREEK-LETTER STUDENT ORGANIZATION

For student organizations that OSL identifies as Greek-lettered, there are additional guidelines that must be followed in order to remain active. Note that only previously chartered Greek-Letter Student Organizations are eligible to register with the Office of Student Life. In order to successfully register:

- The organization must submit current membership rosters (noting all active and inactive members) to the Office of Student Life in MyBaruch. Once submitted, no new members can be added to these rosters without the written approval of the Dean of Students.
- The Office of Student Life will conduct a disciplinary check on the organization’s members and its activities in consultation with the Dean of Students Office.
- A letter of support must be provided by the National Affiliate on organizational letterhead.
- All members of Greek-Letter Organizations (Honor, Business, Service, and Social) must participate in mandatory training programs on anti-hazing, anti-bullying, and prevention of sexual harassment and sexual violence.

Following the registration period, Greek-Letter Organizations must adhere to any and all established Greek Letter processes and protocols including, but not limited to, conducting all activities of Baruch social Greek organization on the Baruch campus, unless a specific, prior exception is granted by the Dean of Students.

There will be no new membership intake process for social Greek Life Student Organizations until at least May 31, 2021 as noted in the “Baruch College extension of moratorium on pledging and rush activities” letter issued by Baruch College on May 8, 2018.

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\(^3\) No budget transactions, room reservations, meeting rooms, Student Organization office space, or keys will be issued until the entire registration process is complete.
STARTING A NEW STUDENT ORGANIZATION

Baruch students are visionary and entrepreneurial, and so it is no surprise that over 15 new student organizations are started each year. It takes a lot of work to get a new organization running so make sure to verify if Baruch College has a similar organization registered with the Office of Student Life.

First, review the student organization directory found on MyBaruch and in the Office of Student Life. Your organization must be truly unique from other organizations on campus or else you will be asked to join an existing organization.

Next, once you are convinced that your vision for a new student organization is unique, you will be asked to take the following steps:

1. Fill out the New Student Organization Request Form located on MyBaruch.
2. Once your application has been submitted, schedule an appointment to speak with a Student Life Advisor. This conversation will help you understand the new student organization process. Each organization is different so we have developed a registration process that will meet the needs of your group.
3. Following the appointment, coordinate and fulfill the requirements noted in your application such as co-sponsoring events, membership requirements, and general interest meetings
4. Once you have fulfilled the requirements of the new student organization process, you will sit for an interview with the Office of Student Life and USG/GSA to review your total application.
5. If approved, your organization will be chartered by the respective student government and become eligible for a budget.

New student organization applications are only accepted during a limited time period each semester. Please refer to Appendix D for deadlines.

Important notes:
- Academic Honor Societies or any organizations that relate to a Baruch College academic department (example- History, Finance, and French) must have a Faculty Advisor in addition to a Student Life Advisor.
- Sports and adventure-related organizations may not be approved due to risk management and liability insurance expenses.
RESERVING EVENT SPACES

Only student organizations officially registered by Baruch College, and whose president and treasurer have attended a BOLT Workshop, are eligible to reserve space and equipment on campus. There are two types of event spaces that student organizations can reserve: **General Event Spaces** and **Large-Scale Event Spaces**.

You can request a room for your event on the Student Life website via the ‘Request an Event’ link. Please make sure to indicate AV needs on event requests to ensure equipment will be available for use.

- **Reservations for General Event Spaces** must adhere to the rolling reservations schedule (see page 11 for more details).
- **Reservations for Large-Scale Event Spaces** will require that you complete and submit a Large-Scale Event Proposal Form (see page 12 for more details).

RESERVING A TABLE

Your organization may reserve a table in the 2nd Floor Lobby of the Newman Vertical Campus and/or 151 East 25th Street building for promotional activities such as the distribution of literature, recruitment drives, ticket sales, etc. When organizations reserve a table they must schedule an organization member(s) to staff the table at all times. Your student organization is responsible for clean-up after all events including tabling.

ONLINE ROOM APPROVAL PROCESS

You will receive an email from the reservation system after submitting your request. This is **not** a confirmation of the space. A confirmation email will be sent to your Baruch email address within 2 to 3 business days of submitting your request. You will receive one of the following types of emails:

- **Approved**: Your request has been approved.
- **Denied**: Your request has been denied. Please follow up with your Student Life Advisor.

*For a step-by-step guide on how to use the online reservation system, visit: [http://www.tinyurl.com/baruchrooms](http://www.tinyurl.com/baruchrooms)*

IMPORTANT REMINDERS

- Scheduling of rooms must allow for at least 1 hour for set-up and 1 hour for dismantling and clean-up for every facility.
- Submitted requests will be returned via email to the person who submitted the request.
- To avoid double bookings and conflicting requests, one member of the organization should be designated to submit requests and make arrangements.

CANCELLATIONS/ROOM CHANGES

Student organizations are required to email their Advisor at least 24 hours in advance if they are not going to utilize a room/table. Organizations who do not abide by this cancellation policy will risk losing their room/table reservation privileges if a consistent problem is identified by the Office of Student Life. If an organization wants to swap their meeting room with another organization, this will have to be formally approved by their Advisor.

Failure to comply with the cancellation policy will result in the follow action:

- **1st Offense**: Warning email sent from the student organization Advisor
- **2nd Offense**: A meeting will be held with the student organization Advisor
- **3rd Offense**: Possible loss of room/table reservation privileges for a month

The Office of Student Life reserves the right to shift room assignments in order to better serve all Baruch students. Factors that will be taken into consideration when making these shifts include, but are not limited to, the nature of the event and the room capacity.
GENERAL EVENT SPACES

The Office of Student Life manages general event spaces. Below are the general event spaces under Student Life’s jurisdiction:

<table>
<thead>
<tr>
<th>ROOM #</th>
<th>ROOM TYPE</th>
<th>A/V NEEDS</th>
<th>CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVC 2-125</td>
<td>Event Space</td>
<td>A/V Request</td>
<td>65</td>
</tr>
<tr>
<td>NVC 3-215</td>
<td>Event Space</td>
<td>Smart Classroom</td>
<td>40</td>
</tr>
<tr>
<td>NVC 3-210</td>
<td>Meeting Space</td>
<td>Smart Classroom</td>
<td>29</td>
</tr>
<tr>
<td>NVC 2-110</td>
<td>Event Space</td>
<td>A/V Request</td>
<td>25</td>
</tr>
<tr>
<td>NVC 3-240</td>
<td>Conference Room</td>
<td>A/V Request</td>
<td>20</td>
</tr>
<tr>
<td>2nd Floor Lobby</td>
<td>Open Area</td>
<td>None</td>
<td>13 Tables</td>
</tr>
</tbody>
</table>

2018-2019 GENERAL EVENT SPACES ROLLING RESERVATIONS SCHEDULE

FALL 2018

<table>
<thead>
<tr>
<th>Reservations Open on:</th>
<th>Reserve Space for Programs Scheduled:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 13, 2018</td>
<td>Monday, August 27, 2018- Monday, September 10, 2018</td>
</tr>
<tr>
<td>Monday, September 3, 2018</td>
<td>Tuesday, September 11, 2018- Monday, October 8, 2018</td>
</tr>
<tr>
<td>Monday, October 1, 2018</td>
<td>Tuesday, October 9, 2018- Monday, November 12, 2018</td>
</tr>
<tr>
<td>Monday, November 5, 2018</td>
<td>Tuesday, November 13, 2018- Wednesday, December 12, 2018*</td>
</tr>
</tbody>
</table>

SPRING 2019

<table>
<thead>
<tr>
<th>Reservations Open on:</th>
<th>Reserve Space for Programs Scheduled:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 21, 2019</td>
<td>Friday, January 25, 2019- Friday, February 15, 2019</td>
</tr>
<tr>
<td>Monday, February 11, 2019</td>
<td>Tuesday, February 19, 2019- Friday, March 15, 2019</td>
</tr>
<tr>
<td>Monday, March 11, 2019</td>
<td>Monday, March 18, 2019- Friday, April 19, 2019</td>
</tr>
<tr>
<td>Monday, April 8, 2019</td>
<td>Monday, April 22, 2019- Tuesday, May 14, 2019*</td>
</tr>
</tbody>
</table>

*Last day of student programming for the semester
LARGE-SCALE EVENT SPACES

If a student organization wishes to host a large-scale event, they must complete and submit a Large-Scale Event Proposal Form (available on the Student Life website). All large-scale event proposals must be submitted by the large-scale events deadline noted below. A committee will review all proposals. Space allocations will be based on the quality of the proposals, their uniqueness, tradition at the College, and event space availability. Student organizations are encouraged to meet with their Advisors to discuss their ideas before submitting their proposals. Large-scale event proposals submitted after the deadline noted below will be considered on a first come, first served basis.

LARGE-SCALE EVENT SPACES

<table>
<thead>
<tr>
<th>ROOM #</th>
<th>CAPACITY</th>
<th>JURISDICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVC 1-107 (Multipurpose Room)</td>
<td>225</td>
<td>Student Life</td>
</tr>
<tr>
<td>NVC 2nd Floor Lobby</td>
<td>13 tables</td>
<td>Conference Services</td>
</tr>
<tr>
<td>Library Building 750</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>NVC 14-220</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>NVC 14-250</td>
<td>100</td>
<td>Athletics</td>
</tr>
<tr>
<td>Aux Gym</td>
<td>382</td>
<td>Baruch Performing Arts Center (BPAC)</td>
</tr>
<tr>
<td>Main Gym</td>
<td>838-1230</td>
<td></td>
</tr>
<tr>
<td>Dance Studio</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Engelman Hall</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Mason Hall</td>
<td>626 Lower Level &amp; 426 Balcony Level</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL SPACES

The Office of Student Life works with various other offices on campus to secure space for student organizations. If you would like to utilize the spaces below, contact your Student Life Advisor.

- The Baruch College Bookstore, located on the 1st floor of the Newman Vertical Campus, is available for student organizations to reserve. Events in the bookstore space must be catered by the bookstore.

- Racquetball Courts, located on the B3 level of the Newman Vertical Campus, are also available.

LARGE-SCALE EVENTS PROPOSALS DEADLINE

All large-scale event proposals for the 2018-2019 academic year are due by Wednesday, August 15, 2018 at 5:00 P.M.

CONFIRMING LARGE-SCALE EVENTS

Once the committee allocates space for a student organization’s large-scale event, the student organization must confirm the space by submitting the event in MyBaruch. This allows the Student Life Advisor to gather more information about the event and publishes the event to the MyBaruch calendar for other students to see. For more information on how to add events in MyBaruch, visit the Student Life website.
STUDENT ORGANIZATION BUDGETS

BUDGET FACT SHEET

STUDENT ORGANIZATION BUDGET FACT SHEET

One of the most important functions for a student organization is to obtain funding for programming. Below are some key facts you should know!

**Funding Source**

Student activity fees are the source for all student organization budgets. The funding is allocated through USC and GSA.

**Registered Organizations**

In order to access your organization's funds you must register your club with the Office of Student Life. This must be completed every semester.

**Budget Proposals**

Budget requests are prepared and submitted during the spring semester for funds that will be used in the following academic year. Student organizations can receive a budget by emailing a proposal to their respective student government. Budget proposal forms can be found on MyBaruch!

**Collaborative Effort**

It is recommended that incoming organization presidents and treasurers prepare the annual budget for the following academic year. You can use the Office of Student Life as a resource.

**Budget Approval**

Organizations are notified of their approved budget amount for the following academic year at the end of the fiscal year in June. New student organizations go through a probationary period before they're approved; during this time their student government can provide funding for their events.

**Budget Access**

Student organizations do not have access to their budget until the first day of the fall semester. In order to spend money, the club president and treasurer must:

a. Complete Registration on MyBaruch
b. Complete BOLT training
c. Have a signature card on file
STUDENT ORGANIZATION BUDGET GENERAL INFORMATION

USING STUDENT ORGANIZATION BUDGET
One of the most important responsibilities of a student leader is how to effectively manage their organization’s budget and monitor all organization expenses. This section describes a variety of student organization purchasing procedures.

The complete guidelines for budgeting and expending student activity fees, as established by the Board of Trustees of The City University of New York and by the Bernard M. Baruch College Association, Inc., are known as the Fiscal Guidelines for the Expenditure of Student Activity Fees. Student organization officers are required to know these guidelines and will be held responsible for failure to adhere to them.

The pages in this section are designed to summarize the Fiscal Guidelines, and to offer them in a format that is easy for you to understand and utilize. They are not, however, intended to be used as a substitute for careful reading and understanding of the Fiscal Guidelines contained in this publication (appendix A).

READING AND UNDERSTANDING YOUR STUDENT ORGANIZATION BUDGET
Student organization budgets are broken down into two components: programs and lines.

PROGRAMS
These are the activities or the general types of activities that the student organization wants to do during the academic year (networking events, meetings, parties, etc.). In your budget, each program will be assigned a number and a name. Student organizations may submit names for programs.

LINES
Each program is broken down into specific budget lines. The common budget lines are listed below:

- **Contractual services (Cont.):** Guest speakers, performers, bands, DJs, honoraria, food servers, lighting/sound technicians, security, and bus rentals.
- **Refreshments (Ref.):** All catering/food purchases (including meal allowances for conferences).
- **Supplies (Sup.):** Office supplies, paper products (plates, napkins, cups, and utensils), decorations, flyers, posters, subscriptions, newspaper ads, computer software.
- **Equipment (Equip.):** Any tangible item with a useful life of at least one (1) year.
- **Miscellaneous (Misc.):** Prizes, speaker gifts, awards, rental equipment, pins, tutoring, printing (e.g., newsletters, journals), postage, film rentals, conferences/workshops (e.g., Leadership Weekend), transportation (e.g., airline/bus/railroad tickets, taxis), and hotel reservations.

### LOVING LIFE CLUB (LLC)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Contractual Srvs.</th>
<th>Refreshments</th>
<th>Supplies</th>
<th>Equipment</th>
<th>Miscellaneous</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion</td>
<td></td>
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<td>$150.00</td>
<td>$50.00</td>
<td>$75.00</td>
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MAKING CHANGES TO YOUR STUDENT ORGANIZATION BUDGET

Once you have received your organization’s annual budget from your respective student government, it is possible to make certain changes to the budget during the academic year. Every change requires the approval of the appropriate student government. **You cannot request changes to your budget until the organization president and treasurer have attended a BOLT workshop, completed SPARC, and completed your registration.**

Prior to the end of the fifth week of the fall semester, you may make changes to your organization’s budget programs on a line-by-line basis and resubmit a revised budget to the appropriate student government. Your **revised budget must be equal to the total allocation of funding originally approved by the student government.**

After the fifth week of the fall semester, you may make changes (which are limited to 10% of the total budget) to your organization’s budget.

Requests to make changes to your budget from one line to another or between programs must be approved by the appropriate student government through the budget modification process. You may not make any changes until the appropriate student government has approved these modifications.

APPEALS

You are able to appeal to your respective student government for more money for program lines within your budget during the academic year. Please contact each student government for more information on their appeals process. Once appeal money has been granted and approved it cannot be used for any other purpose than the program originally appealed for.

SALES TAX

State and Local sales tax will not be reimbursed on any items. See the Student Services Accounting Unit (NVC 2-185) for a Sales Tax Exemption Certificate before you make a purchase. In order to pick up a certificate, you will need to know the name of the store and its address.

REIMBURSEMENTS

Any personal reimbursements for purchases that are more than $500 must be approved by the Office of Student Life prior to the purchase. A Request for Reimbursement Form (available on the Student Life website) is necessary for these reimbursements. This form must be signed by the student organization’s president and treasurer prior to Student Life approval. Also, reimbursements or vendor invoice payment cannot be issued to a third party. Payments must take place during the academic year. Note that reimbursements can take 2–4 weeks to process.

SPECIAL ITEMS

Due to CUNY purchasing policies specific items may require additional approvals and processing. Items such as computer equipment and furniture require going through CUNY Purchasing. Please work with your Advisor regarding these items and if you have any additional questions.
PAYMENT REQUEST VOUCHERS

You must use a Payment Request Voucher for ALL expenditures. All Payment Request Vouchers require original signatures from the president and treasurer. No copies, stamps or electrical signatures are allowed.

HOW TO PROCESS A PAYMENT REQUEST VOUCHER

Step 1: Make sure you have enough money available in the proper program and line of your student organization budget to pay for the purchase. You may not make purchases that do not appear in your approved budget.

Step 2: Download a Payment Request Voucher from MyBaruch or the Student Life website (in the Student Organization Resources section). Facsimile signatures on vouchers cannot be accepted. All signatures must be original and in ink.

Step 3: Submit a Payment Request Voucher to the appropriate student government office. Submit a separate Payment Request Voucher for each vendor/payee.

Step 4: Attach the following information to the completed Payment Request Voucher:

- Copy of the flyer, poster, or information sheet announcing the program. Make sure to include the name of your student organization, the location, date, and time of your program. If refreshments are being served, it must also be specified. If your organization is co-sponsoring this event with another organization and you are covering some costs, then your organization name and if you have a logo that must appear on the flyer.
- Original “paid” receipt(s) and/or invoice from the vendor that specify the word “PAID.” Each receipt/invoice must include the name and address of the vendor/contractor, date, description of purchase, and amount. Kitchen checks/menus are not accepted as paid receipts. If the address is not included on the receipt, a business card must be attached for proof of location.
- If personal checks are used, a copy of cancelled check is required (no more than $250 will be reimbursed).
- If credit cards are used, a copy of the credit card statement is required. If the statement does not list the full name or the account number then a photocopy of the credit card must be attached.
- As needed: payment requisition, pre-bill invoice, approved contract, off-campus trip proposal.

Step 5: Check your student organization mailbox to make sure you have not received a voucher inquiry from student government.

Step 6: The Student Services Accounting Unit will mail payment to the vendor/payee if the Payment Request Voucher and attachments are complete and accurate.

*If you wish to pick up your reimbursement check instead of it being mailed to you, please specify “for Pick Up” with the payee’s cell phone number on the top section of the voucher.

Step 7: Student organization officers must maintain a record of all funds received and expended. Make sure you have copies of all organization expenses.
# HOW TO FILL OUT A PAYMENT REQUEST VOUCHER

**Name of your club or organization:**

**PAYABLE TO:**

**Address:**

**Name of organization:**

**Complete name and address of payee (Print legibly):**

**VENDOR INVOICE #:**

**DATE OF INVOICE:**

**DATE OF PURCHASE:**

**DESCRIPTION:** (Give complete specifications)

**BUDGET LINE:**

**AMOUNT:**

**TOTAL AMOUNT:**

**APPROVAL FOR PAYMENT:**

I hereby certify that the above goods, services and expenses have been received, rendered or incurred to my satisfaction. All appropriate invoices, purchase requisitions, purchase orders, prior approvals, etc. are attached as required by the fiscal guidelines of the Bernard M. Baruch College Association, Inc. and the bylaws and fiscal guidelines of the Board of Trustees of the City University of New York. The indicated cost is appropriately chargeable to the indicated budget line in accordance with the above stated fiscal guidelines.

**Signature of club president:**

**Authorized Signature (1):**

**Print Name:**

**Title:**

**Date:**

**Signature of club treasurer:**

**Authorized Signature (2):**

**Print Name:**

**Title:**

**Date:**

**Signature of appropriate student government officer:**

**Authorized Signature (3):**

**Print Name:**

**Title:**

**Date:**

**FOR STUDENT SERVICES ACCOUNTING UNIT USE:**

**ACCOUNT CODE:**

**AMOUNT:**

**CHECK NUMBER:**

**BY:**

**DATE:**

**FOR**: Student Services Accounting Unit

**USE**: For student services accounting unit use

**CHECK NUMBER:**

**AMOUNT:**

**DATE:**
PURCHASE REQUISITION FORMS

You must use a Purchase Requisition form for any general purchase costing more than $250.00. If you have a contract, ALL contracts must be accompanied by a Purchase Requisition form despite the amount. See page 21 to learn more about contracts.

In order to pay your vendor on time we recommend submitting the Purchase Requisition form to your respective Student Government at least two (2) weeks before payment is due.

HOW TO PROCESS A PURCHASE REQUISITION FORM

Step 1: Make sure that you have enough money available in the proper program and line of your student organization budget to pay for the purchase. You may not make purchases that do not appear in your approved organization budget.

Step 2: Download a Purchase Requisition form from MyBaruch or the Student Life website (in the Student Organization Resources section).

Step 3: Secure your bids from vendors (refer to page 20 for more information on bids).

Step 4: Choose a vendor. Your choice does not have to be the lowest bid. You can choose a vendor with a higher bid due to better quality or quicker delivery, etc.

Step 5: Fill out the Bid Form. You can find this form on MyBaruch or the Student Life website (in the Student Organization Resources section).

Step 6: Fill out the Purchase Requisition form. Attach your bid information to the form.

Step 7: Take the completed Purchase Requisition form and attachments to your respective student government. Student government will contact the student organization if any questions arise. Check your student organization mailbox regularly.

<table>
<thead>
<tr>
<th>Dollar Range</th>
<th>Forms</th>
<th>Comments</th>
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<tbody>
<tr>
<td>$250 or less</td>
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<td></td>
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<td>No more than $2,000 to one vendor per month through this process</td>
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<td></td>
<td></td>
<td>Reasonable Price: Prior History or discount from retail price</td>
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<tr>
<td>$1,000.01- $2,500</td>
<td>Payment Request Voucher Purchase Requisition Bid Form</td>
<td>Bid Form: 3 Printed Bids</td>
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<td>Reasonable Price: Prior History or discount from retail price</td>
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<tr>
<td>$2,500.01- $20,000</td>
<td>Payment Request Voucher Purchase Requisition Bid Form</td>
<td>Bid Form: 5 Printed Bids</td>
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<tr>
<td>Over $20,000</td>
<td>Payment Request Voucher Formal Contract Bid Form</td>
<td>Advertising and Formal Bid Process</td>
</tr>
<tr>
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<td></td>
<td>Approval from Director of Student Life &amp; Baruch College Association Designee</td>
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</table>

** Printed bids must be obtained via information from vendors over regular mail, printed emails, or by printed pages from the vendors’ websites. A response indicating no wish to bid is acceptable.
# HOW TO FILL OUT A PURCHASE REQUISITION FORM

**Name of your club or organization:**

**Vendor Name & Mailing Address:**

**Name and address of vendor:**

**Deliver To:**

**Delivery location:**

**Special Instructions:**

**Special instructions, if any:**

**Item #** | **Description (Give Complete Specifications)** | **Quantity** | **Unit Price** | **Total**
--- | --- | --- | --- | ---

**Delivery Date:**

**Total Amount:**

**Vendor**

**Requester**

**CONDITIONS:**
- No change may be made in any of the provisions of this purchase order without a written memorandum of change issued by the Bernard M. Baruch College Association, Inc.
- Submit invoices in triplicate to above address.
- Purchase order number must appear on each package and invoice.

**NOTICE:**
- The Bernard M. Baruch College Association, Inc. is NOT subject to NYS and Local Sales and Use Tax on purchases. NYS Form ST-119.1, Exempt Organization Certification, is available upon request.

**Prior to placing this order, I have made efforts to obtain the lowest price for these items within delivery requirements, and I have found the attached vendor(s) to offer fair and reasonable conditions. I have attached a statement of three (3) price quotes for items which exceed $250, or five (5) written bids for items which equal or exceed $500. (A written response indicating no desire to bid is acceptable as a bid).
- I hereby certify that the indicated cost is appropriately chargeable to the above named budget and sufficient funds are available.

**Signature of club president**

**Authorized Signature**

**Signature of club treasurer**

**Authorized Signature**

**Receiver’s Signature:**

- I hereby certify that the items or services specified above have been received or performed and that the quantity and quality have been verified.

**Signature of person receiving delivery**

**Account Code:**

**Amount Encumbered:**

**For Office Use:**

**Approved by:**

**Signature of appropriate college official**
ADDITIONAL FINANCIAL FORMS

**Appeals Form**: Used to request additional funds from student government for an existing program or new program. Amount being requested must equal to $500 or more and is subject to approval by your student government.

**Bid Form**: Used as price quotes from vendors. Three (3) bids are needed if expenditures are $250.01-$1,000.00, three (3) printed bids will be needed if expenditures are $1,000.01-$2,500.00, and five (5) printed bids for expenditures that are $2,500.01 or more.

**Co-Sponsorship Form**: Used to request additional funds from student government for an existing or new program. Amount being requested cannot exceed $500 and is subject to approval by your student government.

**Line Change Form**: Used to move money from one line to another line in the same program. Only 10% of the student organization’s total budget can be moved.

**Program Change Form**: Used to move money from one program to another program. Funds must remain in the same category and you can move 100% of funds.

**Program Name Change Form**: Used to change the name of the program, while keeping funds in the same category.

**Memo**: Although not an official form, memos are required when there is a need to explain something within your payment paperwork. All memos must be signed in ink.

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**NECESSARY PAYMENT VOUCHER DOCUMENTS**

**REIMBURSEMENT**
1. Payment Request Voucher
2. Purchase Requisition, if single purchase over $250
3. Receipt or Invoice
4. Credit/Debit Card Statement
   (Must include: full name, last four digits of card, and the charge)
5. Copy of Credit/Debit Card
   (Showing only last 4 digits)
6. Bid Form, if over $250
7. Signed Memo (if necessary)
8. Event Flyer

**INVOICE**
1. Payment Request Voucher
2. Purchase Requisition, if over $250 or contract
3. Invoice
4. W-9 Form
5. Contract and/or off-campus trip approval, if necessary
6. COI, if necessary
7. Bid Form, if over $250
8. Signed Memo (if necessary)
9. Event Flyer

**PRE-BILL**
1. Payment Request Voucher
2. Purchase Requisition, if over $250 or contract
3. Invoice
4. W-9 Form
5. Contract, if necessary
6. COI, if necessary
7. Bid Form, if over $250
8. Signed Memo, if necessary
9. Event Flyer

**Note**: Must be submitted up to 6 weeks in advance for check to be processed in time. Please communicate your timeline with your advisor and Accounting Unit.

*COI refers to Certificate of Insurance. Please confirm with your advisor regarding if your event requires additional insurance.*
CONTRACTS

All expenditures for personnel services (speakers, musicians, DJs, performers, etc.) require a written contract. A contract is a legal document, which, upon its completion, binds the participants to the terms of the agreement. **You must work with your Student Life Advisor when handling contracts.** Under no circumstances should you be engaging in a contractual conversation with a vendor. Any contracts executed or signed by a student are against Baruch College policy and will be considered void. There are different contracts depending on the types of service. Below is a brief description of each:

### TYPES OF CONTRACTS

All expenditures for personnel services, such as: speakers, musicians, servers, performers, and DJs, require a completed contract before the event takes place.

Only your advisor can procure a contract from a vendor. Log on to MyBaruch and request a contract by submitting required information.

### PERFORMANCE SERVICE AGREEMENT

This type of contract is used for vendors that perform at an event. These vendors may also be managed by an agent.

Some examples are:

- DJ’s
- Bands
- Musicians
- Dancers
- Singers
- Magicians

### SERVICE AGREEMENT

This type of contract is used for vendors that provide a service.

Some examples are:

- Photographer
- Lighting Engineer
- Coach Bus Service
- Salon Services
- Smoothie Business Owner
- Full Catering Service

### HONORARIUM

This type of contract is used for panelists or speakers that attend your event. They may offer insight, give a lecture or provide information to your audience on a particular topic.

Honorary amounts should never amount to more than $2,000. Consult with your advisor to discuss reasonable fees.

### IMPORTANT CONTRACT NOTES

- Student organizations can request a contract through the Contract Request Form, found on MyBaruch.

- Contracts should be submitted according to the deadlines listed below. Thus, contracts will be submitted to:
  - The Office of Student Life for approval at least three (3) weeks prior to the event.
  - The appropriate student government at least two (2) weeks prior to the event.
  - The Student Services Accounting Unit at least one (1) week prior to the event. The Student Services Accounting Unit must be notified that the check is needed on a specific date.

- Contracts should **NEVER** be turned in after the performance or event. In this circumstance, contracts will not be honored.

- Contracts are always signed by the vendor or performer **FIRST** and then by Baruch. Never the other way around. For questions about the specifics of contract routing and approvals please speak with your Advisor.
PROCESSING A CONTRACT

Step 1: Make sure that you have enough money available in the proper program and line of your student organization budget to pay for the contract.

Step 2: Request a space to hold the event and meet with your Student Life Advisor to discuss the vendor you are looking to bring to campus or to perform the service. It is important that you have had this conversation with your Advisor prior to you speaking with potential vendors.

Step 3: Request an Invoice and a W9 from the vendor. You will need these documents when requesting the contract on MyBaruch.

Step 4: Fill out a Contract Request form on MyBaruch. Your advisor will review all of the information and, if approved, will put together a Baruch College Association contract using information from the vendor and language sanctioned by the Baruch College Association. This process takes time, please plan accordingly.

Step 5: Upon completion of the contract, work with your advisor to have the contract sent to the vendor for signatures. The Vendor always signs first, in the Contractor spot. Upon signature from the vendor, the contract will be routed by your advisor for approval/signature from the Vice President for Student Affairs/Dean of Students Office.

Step 6: When your contract is back from the Dean of Students Office, your Student Life Advisor will contact you to pick it up.

Step 7: Submit the completed Payment Request Voucher (with contract and other supporting documents attached) to the appropriate student government for payment. All contracts also require a Purchase Requisition regardless of amount. If all of your paperwork is correct, the Student Services Accounting Unit will mail a check directly to the contractor (unless noted otherwise).

SPECIAL CIRCUMSTANCES
Contracts are complicated and many unusual circumstances can arise. The most common ones are listed below. In general, it is important to stay in close contact with your Student Life Advisor throughout the entire contract process until your vendor is paid.

CONTRACT COSTS OVER $1,000
Talk to a Student Life Advisor. You will need to get comparative bids before you proceed with this contract. You must submit the bids to the Office of Student Life who will be in consultation with the Dean of Students Office for approval.

CONTRACTOR HAS HIS/HER OWN CONTRACT
Have them forward your Advisor a copy of their contract. Speak with the Office of Student Life should the contractor insist on using their own contract.

CONTRACTOR SENDS OVER ADDITIONAL DOCUMENTATION (E.G., “CONTRACT RIDER”)
Bring any additional documents that the contractor sends to you to the Office of Student Life for review, even if you receive them after you have an approved contract.

CONTRACTOR IS UNAVAILABLE TO SIGN THE CONTRACT UNTIL THE DATE OF THE PERFORMANCE
If the contract has been completed (except for signature) and the vendor has been approved by the Office of Student Life prior to the event, then the contractor/performer may sign the contract on the date of the performance.

CONTRACTOR WANTS TO BE PAID BY CHECK UPON THE COMPLETION OF SERVICES/PERFORMANCE
It is recommended that the approved contract and pre-bill voucher must be submitted to:

- The Office of Student Life for approval at least six (6) weeks prior to the event.
- The appropriate student government at least three (3) weeks prior to the event.
- The Student Services Accounting Unit at least two (2) weeks prior to the event. The Student Services Accounting Unit must be notified that the check is needed on a specific date.
It takes a lot of work, determination, and strategic thinking to be a successful student leader. Remember your Advisor is always an email, phone call, or visit away from helping you sort out any and all situations. A student leader must excel at the following:

- Budget and financial paperwork
- Event planning and related policies
- Building community within your membership

**PROGRAMMING**

Programming at Baruch College follows the Wellness Wheel Model (Hettler, 1976); this model focuses on students’ development in the areas of physical, emotional, and mental wellbeing. All dimensions relate to and affect each other. The Wellness Model provides a template for a balanced approach to event planning on campus. The seven prongs of the wheel enable us to develop a strong community through both carefully planned programs and active interactions with each individual. Programs following this model should specifically and clearly follow, celebrate, expand, and practice the mission of your student organization. These are events that require considerable planning and teamwork. Speak with your Advisor for ideas and strategies when planning your programs using the Wellness Model.

The Office of Student Life staff is available to help you plan your events and answer any questions regarding formalities and paperwork. Every aspect of your prospective event including facilities, entertainment, audio/visual needs, refreshments, and your budget will be discussed in great detail with you to ensure that your event will be a success.

**HERITAGE MONTHS/WEEKS**
Baruch College celebrates a number of heritage months:

- Latinx Heritage Month (September)
- LGBTQ History Month (October)
- Black History Month (February)
- Women’s History Month (March)
- Asian Pacific-American Heritage Month (April)
- Caribbean Week (April/May)

Planning for these months begins at least 2 months in advance. If your organization wishes to sponsor a program during a heritage month/week, contact your Student Life Advisor immediately. They will be able to connect you with the Chair of the Heritage Month planning committee so that you can plan a successful event.

**HIGH RISK OR INAPPROPRIATE EVENTS**
The Office of Student Life reserves the right to cancel or revise any event that many be deemed high risk or inappropriate such as physical events or drinking games.
MANAGING YOUR EVENT

After you have completed the initial planning for your event, there are still many management tasks to accomplish in order for the event to actually happen—things to handle before the event, guidelines to follow on the day of the event, and important details to take care of after the event. You may find it helpful to create a checklist. Here are some important things to remember when managing your event:

**BEFORE THE EVENT**

**Confirm all room and equipment reservations**
In order to have a successful event, make sure that all of your organization members are informed of all the guidelines that apply to your event (e.g., security procedures, room rules, alcohol procedures). If you delegate tasks to other members, remember to follow up and make sure that all details are in order (e.g., room/equipment reservations, publicity, food orders and deliveries).

**Advertise adequately**
If no one knows about the event, no one will attend. Be creative, do something original to market your event. There are many resources and methods available to you for promoting your event. Plan ahead as many resources have deadlines for submitting advertising. The Office of Student Life must be notified of any event that is being advertised outside of the College. All flyers, posters, newspaper or radio ads directed to the general public must be approved by the Office of Student Life. All flyers must be in good taste, contain the name of the organization sponsoring the event and contact information.

**Alternative methods of publicity:**

- Tables can be reserved for promotional activities.
- To advertise your event on **WBMB Radio (Campus Radio Station)**, have an officer from your organization contact a representative from WBMB: (646) 312-4720, NVC 3-280.
- To purchase advertising space in **The Ticker (Campus Newspaper)**, have a representative from your organization contact a staff member at (646) 312-4710, NVC 3-290.
- The Office of Student Life maintains an electronic video display in the Newman Vertical Campus Building. To have your organization’s event appear on the monitor, submit your event in MyBaruch and note your request.
- Registering your events in **MyBaruch** allows you to market your events to the campus community, send out invitations and track RSVPs, and allows members to share events within their various social media platforms. All large-scale events must be registered in MyBaruch.

**Notify vendors/performers of campus procedures**

- Food deliveries: As with the daily security policy, students will have to meet food delivery people in the building lobbies in order to receive food for an organization event. Bring any payment necessary and additional student help when picking up food deliveries in the lobby.
- Band or DJ equipment arrival and departure: You must schedule a time with your Advisor to use the loading dock; parking is not guaranteed. Newman Vertical Campus - 24th Street. Mason Hall - 22nd Street.

**Guests**
The Guest List form is available on MyBaruch and the Office of Student Life’s website (in the Student Organization Resources section). You must submit a list of names, in alphabetical order by last name, directly to the Office of Student Life **at least three (3) business days before your event**. The Office of Student Life will approve and forward the guest list to the Public Safety for use during your event. Refer to Page 28 for more information on Baruch’s guest policy. **Note: This procedure includes all outside guests, including speakers, performers, vendors, alumni, etc.**
Security Meeting
Security for a College event, held on College premises, is under the control and supervision of Baruch College’s Public Safety Department. The President of Baruch College through his/her designee, the Director of Security, must approve any special security arrangements in advance. **All large events require a Public Safety assessment as a condition of approval to determine the number of Public Safety officers necessary.** Any student organization planning to use the Public Safety officers must allocate sufficient financial resources to pay for the appropriate number of public safety officers.

At the discretion of the Office of Student Life (in conjunction with the Public Safety Department), a meeting may be scheduled to review the security procedures for your event. Please work directly with your Student Life advisor to schedule this meeting and prepare the necessary documentation.

Decorations
Student organizations should be respectful of the spaces they utilize for events. Decorations should not cause any damage to the event space. The following decorations/items are not allowed in ANY event space on campus:

- Glitter or Confetti
- Helium balloons or balloons filled with confetti
- Open flames
- Tape on walls

**ON THE DAY OF THE EVENT**

**Arrive early**
No matter how well you plan an event, sometimes difficulties arise. Most can be resolved if they are discovered in time. Make sure to check the room, the event set-up, the equipment, the decorations, the food, etc. in advance. If there is a problem, contact the Office of Student Life for assistance. For large-scale events, please ensure that you are connecting with the Student Life Advisor covering the event at the beginning to go over event logistics and answer any questions.

**Plan accordingly**
All events must end at the stated end time, whether or not they start on time. Event end times may not be extended. Be sure to pay attention to reservation completion times as the space might be reserved afterwards or need an additional setup.

**Clean-up**
At the end of the event, organization members must remove all trash and decorations from the facility. Leave the room looking in as good a condition as you first found it. It is not the Office of Student Life staff’s responsibility to clean up excessive mess left by students at events. For large-scale events please work directly with Office of Student Life staff to ensure that the space is sufficiently cleaned up prior to departure.

**AFTER THE EVENT**

**Pay your bills**
Submit all remaining Payment Request Vouchers for your event (e.g., contracts, last-minute purchases) to the appropriate student government treasurer on the **first business day after the event.** Ensure that any contracted vendors or performers are paid. **Do not submit incomplete paperwork.**

**Evaluate**
Great leaders are constantly learning from their experiences. Evaluating your event after it is over is the key to planning successful events in the future. Take time to think about your event: What went well? What would you do differently? What would you like to remember for next time? Review the event at your next organization meeting. Ask members for their feedback. Make notes and refer to them during your next event or pass them along to the next leaders. If you want help in learning to assess an event, please ask your Advisor!
OFF-CAMPUS EVENTS

A student organization event may be held off-campus utilizing student activity fees only with the permission of the Office of Student Life and the Dean of Students Office. Your Advisor will guide you through this process which will require a thorough off-campus trip proposal including details of the proposed event and rationale for hosting it off-campus. Once you have met with your Advisor, the Office of Student Life will submit the proposal to the Dean of Students Office. If approved, all travel participants must complete an Off-Campus Student Travel Waiver Form that must be filed with the Office of Student Life at least seven (7) business days prior to the trip departure.

Your proposal must be submitted to your Student Life Advisor at least eight (8) weeks before an event and six (6) months before an international trip. Funding must be available in your organization budget before you submit the request.

FACTORS TO CONSIDER BEFORE SUBMITTING AN OFF-CAMPUS EVENT PROPOSAL FOR REVIEW:

- The availability of suitable campus facilities
- The proximity of the off-campus location to the campus
- Day and time of the event
- The ease of access for students expected to attend the event, keeping in mind students that might have mobility concerns
- The expected number of attendees
- The adequacy of security coverage at the location
- The amount of liability insurance coverage necessary

For off-campus events, the College requires that the location must carry insurance and provide proof thereof. Additionally, the location must also name the Baruch College Association as additionally insured. If the location carries no liability insurance, then your organization will be required to pay for such insurance from its own funds as a condition of holding an off-campus event.

TRAVEL AND TRANSPORTATION EXPENSES

Transportation and travel expenses in connection with authorized programs are reimbursable if properly budgeted for, or if sufficient miscellaneous funds are available. Use the following guidelines for managing your organization’s travel expenses:

- Whenever possible, use the least expensive mode of public transportation. Use of personal vehicles or rental vehicles is not permitted.
- All travel requiring overnight accommodation is subject to the prior approval of the Office of Student Life. Accommodations such as AirBnB or HomeAway are not permitted.
- New York State Comptroller’s Office travel regulations, which are applicable to Baruch College, permit meal allowances for breakfast and dinner. Receipts for meals are required in order to receive reimbursement.
VACATION TRAVEL PROGRAMS (E.G., INTERSESSION OR SPRING BREAK GROUP TRIPS)

- Sponsoring student organizations must work with a bonded travel agent. The travel agent must provide an indemnity clause that will insure that if any problem arises and the College or the organization is sued, the agency will assume all liability and defend themselves and the College.
- All publicity connected with the event, including the travel agent’s brochure, must include a disclaimer in bold, clear print, of equal size to the name of the sponsoring organization, which states: “This trip is not sponsored or administered by Baruch College, and therefore the College has no responsibility or liability with respect to this trip whatsoever.” No students should be given a free trip or a percentage of reservations. Any money that may be offered by the agency should be paid by check, made payable to the sponsoring organization and not to any individual student.
- Students should not collect any money. All money should go directly to the travel agent.

ALCOHOL

Baruch College regulations governing student conduct permit the use of alcoholic beverages on campus-only at “duly authorized social functions.” The Office of Student Life must approve these social events at least 21 business days in advance, and events must be co-sponsored by USG or GSA. Alcohol events may be limited to one per month. Failure to adhere to these established guidelines may result in disciplinary action and/or termination of organization funding, suspension of future programming, etc. Additional details regarding Baruch College’s alcohol policy may also be noted in the Baruch College Code of Student Conduct located in the Student Bulletin on the College’s website.

IMPORTANT NOTES FOR EVENTS THAT SERVE ALCOHOL

- The New York State Alcoholic Beverage Control Law prohibits the sale or distribution of alcoholic beverages to people under the age of 21.
- When alcohol is being served, the proportion of food, snacks, and non-alcoholic beverages shall be of a sufficient amount and variety, commensurate with that of the alcohol.
- Alcohol is defined as wine and beer only.
- Marketing and/or advertisement of alcohol or alcohol-related activities at College events is prohibited. For example, flyers announcing beer pong, kamikaze night, keg party, drink specials and/or games, all you can drink, etc., are not allowed.
- Drinking games are prohibited; this includes, but is not limited to beer pong, quarters, flip cup, or king’s cup. Simulation of such drinking games as water pong, Gatorade pong, etc., is prohibited.
- Only a licensed vendor may serve alcohol. The Office of Student Life must approve the vendor.
- The licensed vendor must follow the Baruch College Campus Policy on Alcoholic Beverages. A copy of this policy is available in the Office of Student Life.
- There is a maximum limit of two (2) drinks per student.
- Alcohol consumption will be confined to a designated alcohol service area. This space must be specifically designated for those that are 21 years or older. Alcohol will not be permitted to leave this area.
- Valid forms of ID might be a valid driver’s license, NYS ID, or a valid government-issued photo ID.
- Staff, ID checkers, and bartenders at events may refuse entry or service to individuals who appear intoxicated.
- A security meeting with Public Safety must be coordinated at least two weeks prior to the event.
ALCOHOL PERMITS
Details of the event must be submitted in writing to the organization’s Advisor at least three (3) weeks prior to the event. This includes:

- Setting up an appointment with your Advisor to discuss the planning of this event.
- A complete room request reservation.
- A signed alcohol permit form.

Depending on the size of the event, the sponsoring organizations must have a minimum of at least three (3) members to serve as coordinators. These members must be present during the event and will assist Office of Student Life staff in managing the event. They may not consume alcohol during this event. All members of the event organizing committee must attend a meeting with the Office of Student Life and Public Safety prior to the event to ensure familiarity with Baruch College security policies and procedures.

Student Affairs professional staff must be available and present during the event. Thus staff availability must be confirmed prior to the event.

All unconsumed alcohol will be removed by the Office of Student Life and disposed of accordingly. The improper use of alcoholic beverages at your event could result in the loss of all student organization privileges for your group. Violations of alcohol policies and procedures will result in disciplinary action.

In all instances, the Office of Student Life adheres to the Baruch College Campus Policy on Alcoholic Beverages issued by Baruch College Legal Counsel. A copy of this policy is available in the Office of Student Life.

GUEST ACCESS

GUIDELINES FOR GUESTS

- A guest list is needed for all outside guests, including speakers, performers, vendors, alumni, etc.
- Guest lists must be submitted to your Advisor at least 3 days before an event for approval.
- All guests must present a valid form of photo ID.
- Baruch student and guest IDs will be checked by Public Safety before entrance to all events on campus.
- Anyone attending night events may have to pass through a metal detector. Public Safety will confiscate all weapons and alcohol.
- Public Safety may refuse entry to students and/or guests should maximum capacity be reached at the designated event venue.
- Student Activity Fee money should be used for the benefit of current Baruch students. Therefore, only 15% of event participants may be outside guests. Alumni are considered outside guests. The 15% policy does not apply to ticketed events or shows in Baruch Performing Arts Center spaces. The Office of Student Life may consider some exceptions on a case-by-case basis.

ALUMNI ACCESS, PARTICIPATION, & THE OFFICE OF ALUMNI RELATIONS

The Office of Student Life recognizes the benefit of alumni participation in student organizations and encourages student clubs to partner with the Office of Alumni Relations on alumni related initiatives. Students must follow the outlined policy to ensure the safety, integrity, and proper allocation of resources within student organizations:

- The Office of Alumni Relations can support student organizations seeking: alumni speakers, panelists, developing program content, and partnering on an event. For assistance with any of these items, student clubs leaders must:
  1. Contact the Office of Alumni Relations and your Student Life Advisor six (6) weeks prior to your intended event

3. Meet with an Alumni Relations representative to discuss event goals and logistics
   - **One (1) week** prior to an event, students must submit their alumni participation lists to the Office of Alumni Relations and the Office of Student life. (Lists must be submitted in an excel format, including: first name, last name, graduation year, and email.)
   - For small and large-scale events, only 15% of Student Activity fees may be allocated to outside guests (alumni are considered outside guests), with exceptions on a case-by-case basis when in partnership with the Office of Alumni Relations.
   - Alumni participation with student organizations is to be in a mentorship or professional development capacity only.
   - Club executive boards may submit a proposal regarding the role of alumni mentors and benefits of alumni participation.
   - Alumni who graduated from Baruch College can no longer participate in the day-to-day activities of student organizations.
   - Alumni may not fundraise on behalf of student organizations.
   - Alumni must sign the Club Sport Alumni Mentor Agreement form should they participate in student organizations engaging in high risk activities.

The Office of Alumni Relations
17 Lexington Building, 15th Floor, Room 1504
Email: alumni@baruch.cuny.edu | Phone: 646-660-6097

STORAGE OF ITEMS FOR AN EVENT

Any items ordered or rented for a student organization event may not be stored at the College. The College and all related entities that operate in conjunction with Baruch College cannot be held liable in the event of damage, loss, or theft of these items.

RAFFLES AND GIVEAWAYS

The use of Student Activity Fee money for raffle prizes and giveaways is highly discouraged but not prohibited. Student leaders should think strategically about the purpose of the item and how much it costs in relationship to the total event cost. Student activity fee money should benefit as many Baruch students as possible rather than a select few.

- **Raffle prizes and giveaways cost should not exceed $299.** Exceptions may apply.
- If the raffle prize and/or giveaway has been purchased through Student Activity Fee money, then the recipient of the prize must be a registered Baruch College student.
- All winners must provide EMPL number, Baruch ID, and name in order to receive the prize.
- All raffles and giveaways must receive prior approval from Student Life. Raffles and giveaways purchased prior to approval will not be reimbursed.
- Members of the student organization that purchased the giveaway cannot win the giveaway.

RAFFLE GUIDELINES

- Any money collected via a raffle up to the full value of the item purchased, including those bought with suggested donations, must be returned to the student organization budget prior to any donations being made to a charity. A minimum $1 value must be applied to a raffle ticket even if it is suggested donation.
FUNDRAISING GUIDELINES

The Office of Student Life must approve all fundraising activities/events (including events that utilize “suggested donations”) in advance.

**Step 1:** Meet with your Advisor at least three (3) weeks prior to the activity and submit a proposal outlining your fundraising plan.

**Step 2:** After the activity/event, all proceeds must be deposited with the Student Services Accounting Unit within 24 hours of the completion of the event. The money that you raised (if applicable) will be used first to reimburse all expenses from your budget; then any profit will be deposited in a private account in the Student Services Accounting Unit. The “profit” must be donated to the charity. If the event or activity ends after the Student Services Accounting Unit closes, please work with your Student Life Advisor to ensure that money is deposited with the Office of Student Life and collected during the next business day that the Student Services Accounting Unit is open. Money should not be deposited into members’ accounts or taken home.

**Step 3:** Obtain a W-9 form from the charitable organization. Attach the W-9 form to a Payment Request Voucher and submit to the Student Services Accounting Unit.

**Step 4:** Within 30 days of the end of the fundraiser, verification of receipt of donation must be made to the Office of Student Life. Verification may include the following:

- A copy of the receipt from Student Services Accounting Unit and a copy of a completed voucher made payable to the charitable organization.
- A letter/receipt from the charitable organization verifying the donation from the student organization.

WHERE TO GO FOR FUNDRAISING HELP

Once the Office of Student Life has approved your fundraising plan, work with your Advisor for assistance identifying fundraising prospects, writing letters of solicitation, development of sponsorship plans, etc. Your Advisor will be able to connect you with the appropriate resource at the College.

TYPES OF FUNDRAISING AND OTHER CHARITABLE ACTIVITIES

**Bake Sales**

- Secure a table from the Office of Student Life at least three (3) weeks in advance.
- A licensed commercial kitchen must prepare hot food items distributed or sold at tabling locations. All goods must be individually pre-packaged.
- The use of sternos and electric cookware (e.g., blenders) is not permitted in the lobby.
- Students must use gloves when serving any food.

**Corporate Fundraising**

At any given time, the Office of College Advancement (OCA), which is responsible for the College’s institutional and individual fundraising activities, is in discussion and negotiation with many companies on the College’s behalf. They can be helpful to you in approaching external organizations in your efforts. Fundraising within the CUNY system must follow CUNY, state, and federal tax policies.

- Only student members in a registered organization can solicit funds from corporations or other organizations on behalf of a student organization.
- Students who want to go to corporations to make requests for funds to support student organization activities must receive approval from the Office of Student Life in conjunction with the Office of College Advancement (unless they are receiving only in-kind gifts or organization expense pickup by the person/unit).
• Students who solicit donations are solely responsible for collecting any and all funds from corporate or other sponsors.

• Students may solicit corporations for funds for student organization activities only, such as conference sponsorships, alumni receptions, social events, and other College-approved social and career-related events. Due to IRS and CUNY legal and tax regulations, scholarships, student organization endowments, paid internships, research grants, or awards for student performance may only be solicited through College Advancement.

Sales of Other Items (e.g., raffle tickets, bracelets, t-shirts)

- All items must be ordered and sent to the Student Services Accounting Unit prior to the fundraiser event.
- Alcohol-related promotional items are prohibited including shot glasses, bottle openers, etc.
- Raffle tickets must be registered with the Student Services Accounting Unit.
- You must designate, in writing, the names and EMPL numbers of the student organization members who are authorized to sell items.
- Each seller will sign for a block of items at the Student Services Accounting Unit.
- After the event, each seller must return all cash collected and unsold items to the Student Services Accounting Unit.
- The cost of the prize should not exceed $299.
- Prizes that are donated by an external organization may exceed $299. Note that a prize given away at an event or program that exceeds $600.00 requires the winner to fill out a W-9 and have their EMPL number recorded. The Baruch College Association notifies the IRS of all gifts beyond $600, which means the winner will have to report the prize as income.

Selling Tickets for a Fundraising Event

If tickets are sold at a “suggested donation”, tickets must state suggested donation monetary value, as the price on the front of the ticket. The ticket must also include the name of the charity. If a Baruch student wishes to attend the event but does not wish to give a suggested donation, the ticket must be given free of charge. Events organized through Student Activity Fees must primarily benefit the Baruch student body.

Donations Drives (e.g., clothing, food, toys)

- Drives may only last one (1) week.
- The student organization is responsible for decorating bins in order to advertise the charitable activity and identify the bins as donation sites.
- The 2nd Floor atrium in the Newman Vertical Campus is not considered a storage space for drives. Bins must be removed by 8PM. every day.
- If the drive is scheduled to run for more than one (1) day, you will need to identify a location for storing the collected donations until they can be delivered to the designated charitable organization.
- It is the student organization’s responsibility to determine how collected donations will be transported to the recipient charitable organization.
- If the charitable organization agrees to pick up donations from the College:
  - Make sure to notify the Office of Student Life ahead of time regarding the date and time of the pick-up, and the name of the organization’s representative.
  - If a member of your student organization does not plan to be present at the time of pick-up, instruct the representative to check in at the Office of Student Life upon his/her arrival.
PURCHASE OF EQUIPMENT, SUPPLIES OR MATERIAL ITEMS

Student Activity Fees cannot be used to purchase equipment, supplies, or materials related to student events without prior discussion and written permission from the Office of Student Life. Items that can be consistently used from year to year for annual events, the feasibility of long term storage, long term practicality of items, and whether the purchase is an effective use of Student Activity Fees are some factors to be considered before approval may be given.

Examples of items that will not be approved include, but are not limited to, the following:
- Clothing of any kind worn for events that include costume, fashion shows, etc.
- Uniforms
- Alcohol-related promotional items including shot glasses, bottle openers, etc.

Items that are approved for purchase will be inventoried by the Office of Student Life and properly logged and placed in a secure location at the close of each academic semester. The items can be checked out with the Office of Student Life at the start of the semester after the student organization has followed the appropriate registration process.

REPORTING MISSING OR LOST EQUIPMENT

Should your organization experience the loss or theft of any equipment that may have been purchased from funds from your student organization’s budget (past or present), immediately follow these procedures:
- Contact the Baruch College Security Office, NVC 1st Floor (646-312-4880), and report the loss.
- Submit a written report to Baruch College Security and the Office of Student Life.

TICKETING FOR EVENTS

All student organization events with ticket sales require approval from the Office of Student Life. Student organizations should work with their advisor to finalize the process of procuring tickets. Tickets must be registered with the Student Services Accounting Unit at least seven (7) days prior to the event.
- Large student organization shows require the sale or distribution of tickets. Exceptions may apply.
- Any ticketed event that anticipates more than 35% of the attendees will be non-Baruch students (e.g. Mason Hall events) must charge for tickets and cannot “sell” tickets for a suggested donation.
- Student organizations should be conscious of ticketing approval timelines to ensure maximum ticket sales.
- Tickets (including raffle tickets) used to collect suggested donations must still be registered with the Office of Student Life. A minimum “price” of at least $1 must be set on raffle tickets.
- Students are not permitted to utilize online ticketing systems or money transfer services when selling tickets. Prohibited services include EventBrite, Venmo, Zelle, and other electronic sources of crowdfunding or online money donation platforms.

IMPORTANT STEPS

Step 1: Make sure that your student organization budget has enough money for all costs of the event, including costs to print tickets.

Step 2: Meet with your Student Life Advisor to discuss ticket designs, prices, and timelines.

Step 3: Once approved, all tickets must be registered with the Student Services Accounting Unit. Allow two (2) to three (3) days for ticket processing from the Accounting Unit. Your Student Life Advisor will
require a proof of purchase for the tickets to submit to the Student Services Accounting Unit. If you are printing the tickets yourself, you must submit the tickets to your Student Life Advisor prior to registering them with the Student Services Accounting Unit.

**Step 4:** Printed tickets must include the following information:
- Name of the sponsors
- Name of the event
- Date, time, and place
- Ticket price
- A consecutive ticket number, which must appear on both halves of the ticket (in order to permit tear stubs and auditing)
- Name of charitable organization, if applicable

**Step 5:** Tickets for a student organization event must be sold and distributed in advance.

**Step 6:** Any tickets remaining after advance sales and distribution may be sold at the event if approved by the Office of Student Life and the Student Services Accounting Unit.

**ADVANCE SALES/DISTRIBUTIONS**
- Tickets can be sold and/or distributed by student organization members or the Office of Student Life until two (2) days prior to the event.
- You must designate in writing to the Student Services Accounting Unit the names and EMPL numbers of the students/staff who are authorized to sell and/or distribute tickets for your event.
- Each seller can sign for a block of tickets at the Student Services Accounting Unit and must return all cash collected before picking up another block.
- All cash collected and unsold tickets must be returned to the Student Services Accounting Unit two (2) days prior to the event.

**DOOR SALES**
- Before door sales can be approved, all advance sale tickets and/or money must be turned in to the Student Services Accounting Unit.
- One organization officer will be given responsibility for tickets sold at the door of the event.
- Tickets must be sold in a secure location away from the entrance to the event to avoid crowding.
- The responsible organization officer will return and count all cash collected and unsold tickets with the Student Services Accounting Unit no later than the close of the next business day after the event.

**SIGNS, FLYERS, AND POSTERS**
- Postings must be consistent with the principles and values espoused by Baruch College. The content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Baruch College.
- All signs, flyers, and posters should bear the following: [1] name of the sponsoring group(s); [2] admission policy; [3] date, time, and location of the event; [4] any special information applicable to the event (e.g., guest speakers), the serving of refreshments, etc. [5] Contact information for organization or person responsible.
- Signage noted in a different language should also be translated into English.
- Any posting not carrying a Baruch affiliation on it will be automatically removed.
• All postings that display an expired or past date will be automatically removed every Friday.

• Masking tape, clear Scotch tape, push pins and/or staples are the only materials allowed to attach postings on appropriate bulletin boards. The use of duct tape, glue, paste and/or “fun tack” is strictly prohibited.

• No postings are permitted on glass or painted surfaces (e.g. walls), doors, elevators, and inside restrooms.

• Failure to comply with any of the aforementioned requirements will result in the loss of posting privileges for your organization.

HANGING OF BANNERS

• Student organizations wishing to hang official banners must comply with the following requirements:
  o All banners must be no longer than 5 feet wide and not exceed 3 feet in height.
  o All banners must be official banners made of vinyl with perforated holes at the corners in order to loop string/rope through.

• Banners are only permitted to hang off the 3rd Floor railing (directly above the 2nd Floor atrium) upon availability of space.

• Student Organizations wishing to hang banners must receive approval from the Office of Student Life.

• Banner space is extremely limited and thus should be requested at an early date. Banner hanging requests can be made as early as the first week of the semester. Space will be allocated according to the date in which the organization receives approval from the Office of Student Life.

• Banners are only permitted to hang on the day when the scheduled event is being held and must be removed once the event has ended.

• If approved by your Advisor, the Office of Student Life will be responsible for hanging and removing all banners.

• Failure to comply with any of the aforementioned requirements will result in the loss of banner-hanging privileges for your organization.

FILMS, EQUIPMENT, AND RECORDING OF EVENTS

AUDIO OR VIDEO RECORDING OF EVENTS

Federal copyright laws protect individual performers, artists and/or speakers from having their work copied without their express authorization. Audio or video recording of an event is permissible with the verbal or written consent of a performer, speaker or artist. In the event that a performer or speaker does not wish to be tape recorded, a statement prohibiting the use of audio or video recording and/or the taking of photographs should be included in all publicity for your event and a sign should be prominently posted at all entrances to your event (“Video or Audio Taping is Prohibited”). Any guests attending the event with cameras and/or recorders will be asked to remove them. In all instances, appropriate permission must be sought through the Baruch College Office of Communication & Marketing if the intention is to use the Baruch College name and/or the College’s logo or brand.

OFFICIAL USE AND REMOVAL OF COLLEGE ASSOCIATION EQUIPMENT

CUNY guidelines require that records be maintained of individuals and organizations responsible for, and in possession of, equipment purchased with Student Activity Fees. The official use of organization equipment must be approved prior to its removal from your organization’s office. This includes the use of cameras, tape recorders, stereos, etc. Please contact the Office of Student Life for an Equipment Loan and Removal Authorization form. Any equipment borrowed must be returned by the expiration date of the authorization. A borrower agrees that in exchange for the authorization to use the equipment, he or she assumes the responsibility for its loss and replacement. CUNY guidelines provide that a student who fails to return any equipment shall be treated as being delinquent or in default and shall be barred from class registration and from receiving a transcript or degree until a proper accounting or restitution is made.
FILM SCREENINGS
The owners of the distribution rights of a film must license film screenings, regardless of whether or not admission is charged. The license for display varies depending upon the film. Films rented from Netflix, Redbox, or other rental services are for personal and private use only and any public display of the film is a violation of United States Copyright Laws and is punishable by a fine and/or imprisonment. Therefore, if you do not have the license to screen the film then you are not permitted to advertise or screen the film at a campus event. Only officially licensed films should be advertised on campus. The Office of Student Life will not confirm space for a film screening unless you have the documentation proving the license or permission of the distributor for a public screening of the film.

GIFTS TO CUNY EMPLOYEES
As public officers, City University of New York (CUNY) employees perform their official duties consistent with the requirements of the New York State Public Officers Law. As such, CUNY employees cannot accept any gift, no matter what the value, from any student, current vendor, and/or a company seeking to do business with CUNY.
APPENDIX A: FISCAL GUIDELINES FOR THE EXPENDITURE OF STUDENT ACTIVITY FEES

INTRODUCTION
1. Section 16.2 of the bylaws of the Board of Trustees of The City University states:
   “Student activity fee funds shall be allocated and expended only for the following purposes:
   a. Extracurricular educational programs,
   b. Cultural and social activities,
   c. Recreational and athletic programs,
   d. Student government,
   e. Publications and other media,
   f. Assistance to registered student organizations,
   g. Community service programs,
   h. Enhancement of the college and university environment,
   i. Transportation, administration and insurance related to the implementation of these activities,
   j. Student services to supplement or add to those provided by the university and,
   k. Stipends to student leaders.

   In accord with Section 16.4 of the bylaws, Student activity fees may support activities provided:
   a. that such activity is for the direct benefit of students enrolled at the college,
   b. that participation in the activity and the benefit thereof is available to all students enrolled in the college and,
   c. that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the college.

2. The Bernard M. Baruch College Association, Inc. (“the Association”) is a non-profit corporation, chartered under the laws of the State of New York and the bylaws of the Board of Trustees of The City University of New York. It exists for the purpose of receiving student activity fees and reviewing and approving annual allocations and expenditures of those fees. The duties of the Association include the establishment and oversight of procedures for the receipt, allocation and expenditure of student activity funds, as well as real or personal property, to affect the objectives as set forth above. The ultimate responsibility for the property, affairs, and concerns of the Association rests in the Board of Directors. The operating boards of the Association consist of the Athletic Board, Communications Board, Student Center Board, Undergraduate Student Government, and Graduate Student Assembly.

BUDGET PROCEDURES
1. **Estimate of Funds Available.** The allocating body and each operating board shall receive an estimate of total revenues, including any carry over balances from the prior fiscal year available for use in the forthcoming fiscal year, from the Treasurer of the Association.

2. **Requests for Budget Submissions.** The appropriate allocating body or operating board shall request that each organization or other interested individual submit a program/line budget.
   a. Detailed instructions and budget forms shall be sent by the allocating body or appropriate operating body to each appropriate campus organization and/or interested individual by both campus and U.S. mail to the last known Treasurer of each organization. These instructions shall include a calendar which will provide dates by which the budget must be submitted during the Spring semester, dates for budget hearings, and a list of the accounts or budget category lines, as well as information on appeals procedures and all appropriate deadlines. Copies of these
instructions shall be filed with the Secretary of the Board of Directors of the Association.

b. Student Organization Budget Requests. The following information shall be provided by student organizations requesting funds as appropriate:
   1. Organization name,
   2. Officers’ names,
   3. Size of membership,
   4. Purposes of the organization,
   5. Other sources of funds, if any,
   6. Requested budget allocation by program and line items. The following budget lines are to be used as appropriate in the budget request:
      i. Contractual Services: speakers, performers, DJ’s, rentals, security charges, etc.
      ii. Food and refreshments.
      iii. Supplies: flyers, posters, office supplies, advertising, promotion, etc.
      iv. Equipment: tangible items with a useful life of at least a year.
      v. Miscellaneous: requests in excess of $100 in this category for student organizations require additional specificity (i.e.: transportation $100, postage $250, etc.)

c. Student Government Budget Requests. The executive of each student assembly shall present a budget request to the appropriate Assembly for its approval. The budget request should utilize the following budget lines as appropriate:
   1. Contractual Services: Events,
   2. Equipment,
   3. Food and refreshments,
   4. Personnel,
   5. Supplies and,
   6. Miscellaneous requests in excess of $500 in this category require additional specificity.

d. Student Media Budget Requests. The officers of each student media (newspapers and radio station) shall present a budget request to the Communications Board for its approval. The budget request should utilize the following budget lines as appropriate:
   1. Contractual Services,
   2. Equipment,
   3. Printing,
   4. Telephone,
   5. Personnel,
   6. Advertising and Promotion,
   7. Food,
   8. Supplies and,
   9. Miscellaneous: requests in excess of $100 in this category require specificity [i.e. postage, maintenance contracts, transportation, etc.]

3. **Budget Hearings.** After initial program budgets are submitted by organizations and interested individuals, the operating board or allocating body shall conduct hearings with each organization or interested individual during the spring semester.

4. **Budget Allocations.** The allocating body shall make a budget allocation for the forthcoming fiscal year to each organization or individual. The allocating body will notify each organization or individual of said allocation before the close of the spring semester. Operating Boards will forward a budget request to the College Association Budget Committee for its consideration. The Budget Committee shall develop a budget for the approval of the Board of Directors of the Bernard M. Baruch College Association, at its final meeting of the spring semester. The College Association may approve the budget or reject all or parts of it which it deems inappropriate, improper, or inequitable. If the budget is rejected,
it is returned to the Budget Committee for further deliberation and re-submittal to the College Association. If the budget is not approved within 30 days, those portions of the budget voted upon and approved by the College Association board will be allocated. The remainder shall be held until the College Association and the Budget Committee agree. Once approved, these budgets may be expended according to the procedures and calendars of the allocating body and these guidelines.

5. **Revised Program Budgets.** Each organization or individual shall be permitted to resubmit a revised program budget on a line-by-line basis, based upon their final total allocation, to the appropriate allocating body for modification, by the end of the 5th week of the fall semester. Any resubmitted line budgets shall be reviewed by the appropriate allocating body. The allocating body must approve any resubmitted budget no later than the end of the 8th week of the fall semester.

6. **Budget Modifications.** Modifications of final budgets during the course of the fiscal year may be made by the appropriate allocating body subject to these guidelines and such rules and procedures that the allocating body may establish. No modifications shall be approved after April 15th.

7. **College President’s Review Authority.** In accordance with Section 16.11 [b] of the bylaws of the City University, the President of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure, which in his or her opinion is not within the expenditure categories defined in section 16.2 of the bylaws. The College Association shall, within ten days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The College President shall thereafter consider the recommendation, shall consult with the General Counsel and Vice Chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.

**BUDGET GUIDELINES**

1. **Officer Responsibility for Expenditures.** Officers must be familiar with the applicable fiscal guidelines, rules and regulations of the Bernard M. Baruch College Association, Inc. All Officers with signature authority agree to be held responsible for all budgets, purchase requisitions, contracts, payment requests, etc. An organization which makes expenditures not within its approved budget may jeopardize future funding as well as subject its officers to discipline procedures.

2. **Budgets.** Budget requests must contain a detailed explanation as to how the monies will be expended. The budget should detail the proposed expenditures by program and budget line categories.

3. **Budget Modifications and Transfers.** An organization or individual may petition the appropriate allocating body for a budget modification if such a change is necessary. Transfers may be made between lines or within existing programs up to 10% of the total allocated budget with the approval of a designated representative of the allocating body. A denial of such a transfer may be appealed to the allocating body. Transfers in excess of 10% must be presented to the allocating body for its approval.

4. **New Programs Not Specified in Budgets.** The allocating body must approve new programs that have not been specified in the resubmitted budget at least two weeks prior to the scheduled event.

5. **Fall Semester Expenditures Not to Exceed 50% of Budget.** No more than 50% of the total amount of funds allocated in an annual budget may be spent or committed during the fall semester. In the event that fee and/or income collections fall short of those estimated, budget revisions must be made prior to actual expenditures for the spring semester.

6. **Payment for Services.** No Baruch College faculty member or administrator shall be paid for services rendered to an organization. Student officers shall not be paid for services rendered to their own organization except as herein provided under paragraph 7.

7. **Stipends.** Stipends may be paid for services performed by currently enrolled students in accordance with
a line item budget approved by the allocating body. Examples of such student services include such functions as an elected officer of the College Association or student government, editor of a student newspaper, or president of a student organization. Payment shall not be measured by hours devoted to the performance of the position, but shall be issued only in accordance with the policies of the Board of Trustees of the City University. Stipend payments to student leaders are limited to a maximum of two (2) years; except that a student who receives two years of stipend payments as an undergraduate, shall be permitted a third year of stipend payments as a graduate student. Student leaders shall be limited to maximum stipend of $5,134 per year effective July 1, 2017, or no more than $2,475 per semester effective July 1, 2017. The exact amount to be determined by the allocating body, however no more than 12% of a total student assembly budget, nor more than 35% of the prior fiscal year’s advertising revenue of a publication, may be utilized for stipends. A student may not receive more than one stipend for the same time period, or be an employee of, or receive any other compensation from, a student activity fee allocating body. In addition, the Chairperson of the University Student Senate shall be limited to a maximum of $11,152 per year effective July 1, 2017 and no more than $5,576 per semester effective July 1, 2017. Furthermore, Vice-chairpersons of the University Student Senate shall be limited to a maximum of $6,502 per year effective July 1, 2017 and no more than $3,251 per semester effective July 1, 2017. All rules and regulations regarding stipends, including but not limited to maximum limits shall be in accord with guidelines adopted by the Board of Trustees of the City University.

8. **Employment of Personnel.** Personnel may be employed only if specific funds for this purpose have been approved through the normal budget allocation procedures. Whenever appropriate, consideration should be given to the employment of students. The rate of pay for the hours employed will be approved by the allocating body and must be consistent with College pay scales. Additionally, the budget line must include all appropriate fringe benefits and/or payroll taxes. All paid positions must be advertised in appropriate media.

9. **Open Programs; On and Off-Campus Events.** All programs and events receiving student activity fees must be open to the entire Baruch community and must be appropriately publicized and held on campus. An event may be held off-campus utilizing student activity fees only at the discretion of the Dean of Students, or designees, which must be requested at least six (6) weeks prior to the event. Such permission will be granted based upon the merits of each request. Details for Baruch College may be reviewed on page 26 of this handbook. Consideration will be given to:
   a. The availability of suitable campus facilities,
   b. The proximity of the off-campus location to the availability of suitable campus facilities,
   c. The proximity of the off-campus location to the campus,
   d. The day and time of the event,
   e. The ease of access that students will have to attend the event,
   f. The expected number of attendees,
   g. The adequacy of security guard coverage at the location,
   h. The amount of liability insurance coverage necessary.

10. **Equipment Purchases.** Any equipment purchased by any organization, individual, or allocating body, regardless of the source of funds, is the property of the College Association, and may be utilized for whatever purposes deemed appropriate by the Board of Directors. The purchase of equipment must be made in accordance with these guidelines. All equipment must be appropriately secured when not being utilized. Review pg. 29 of this handbook.

11. **Travel, Transportation and Meal Expenses.** Transportation, travel, and meal expenses in connection with authorized programs, conferences, conventions, meetings, or in the performance of official business, are reimbursable if properly budgeted for, or if sufficient miscellaneous funds are available. Prior approval must be sought in accordance with the nature and amount of the expenditure as provided within these guidelines. Transportation, travel and meal requests must include a statement of the type, destination and purpose of the expense incurred. Overnight accommodations must avoid any excessive
and unreasonable expense in accordance with NYS travel guidelines. Whenever possible, the least expensive mode of public transportation should be utilized. Use of personal vehicles is permitted with prior approval, and will be reimbursed at a rate in accordance with NYS Travel Reimbursement guidelines, only when suitable public transportation is unavailable. Meals (breakfast and dinner, but not lunch) may be reimbursed to a maximum of $8 for breakfast, and a maximum of $34 for dinner per person. Receipts for meals are required. All travel entailing overnight accommodations is subject to the prior approval of the Dean of Students office in conjunction with the Office of Student Life. See page 26 for details.

EXPENDITURE PROCEDURES

1. **Budgeted Expenditures.** Expenditures for items not specified in an approved budget may not be made.

2. **Purchases of $250 or less.** Purchases of $250 and less do not require prior approval, purchase requisitions, or bids. Every effort should be made to obtain the necessary goods and/or services at the most reasonable price. Such purchases should not be made to circumvent competition. The Baruch College Association, Inc. shall not issue more than $2,000 to any vendor during one calendar year.

3. **Purchase Requisitions for Purchases greater than $250, but less than $1,000.** Purchases greater than $250, but less than $1,000, require that three (3) vendors must be solicited. These three bids, on identical specifications, may be obtained verbally and summarized in a written signed statement attached to a purchase requisition. The purchase requisition must be submitted for approval to a staff member in the Office of Student Life, as representatives for the Baruch College Association, Inc., prior to the actual expenditure. If the purchase is from a vendor other than the lowest bidder, a memorandum of explanation for the reasons for the choice of that vendor must accompany the payment request form signed by two officers of the organization. Upon approval, a purchase order will be issued and is to be given to the successful bidder authorizing the purchase.

4. **Purchase Requisitions for Purchases greater than $1,000, but less than $2,500.** Purchases greater than $1,000, but less than $2,500, follow the same procedure as in paragraph 3, but must be reviewed by the Director of Student Life as a representative of the Baruch College Association, Inc.

5. **Purchases greater than $2,500 but less than $20,000.** Purchases of $2,500 and greater require informal written sealed responses which must be received by a specified date and time. Bid requests must be sent to at least five (5) vendors. A response indicating no wish to bid is acceptable. Approval by both the Director of Student Life and the Office of Student Affairs, are required as representatives of the Baruch College Association, Inc.

6. **Purchases greater than $20,000.** Purchases greater than $20,000 require a formal contract entered into after advertising and a formal competitive bidding process. The Vice President must review the bidding process and contracts for Student Development through his designee, the Associate Dean of Students, on behalf of the Baruch College Association, Inc.

7. **Payment Request Vouchers.** Payment request vouchers are distributed by the Student Services Accounting Unit to each allocating body and operating board. Student organizations may obtain payment request forms from the appropriate allocating body. A separate payment request form must be submitted for each payee. Purchase requisitions, original receipts, invoices, any necessary contracts, letters of prior approval, and a copy of the publicity for an event, must be attached to the payment request form upon submission to the appropriate operating board or allocating body.

8. **Signatures.** Organization Registration. Purchase requisitions and payment request forms must be signed by at least two (2) officers of the organization, who must be currently registered students at Baruch College, and listed on the organization’s registration and signature authorization cards filed with the Office of Student Life, the Student Services Accounting Unit, and the appropriate operating board or allocating body. No payments of any kind will be made unless the organization is registered with the
appropriate Student Life Office, and signature authorization cards are on file in the Accounting Unit.

9. **Check Disbursements by Mail.** The Student Services Accounting Unit will mail checks approximately five (5) working days after submission of payment request forms by the appropriate allocating body to the Accounting Unit. If special circumstances require it, a request may be made by the appropriate officer to the Accounting Unit to receive a check personally.

10. **Food and Refreshments; Licensed Food Vendors.** Purchase requisitions for the purchase of food must be used as outlined above. Checks for the purchase of food and refreshments payable to a food vendor may be obtained prior to receipt of the purchase upon a timely submission of a payment request voucher, together with a purchase requisition and pre-bill itemizing the type, quantity, and price of the refreshments that have been ordered. Only licensed food vendors should be used. The Office of Student Life, only upon a showing of exceptional cause, will approve exceptions to the use of licensed food vendors in advance.

11. **Reimbursements.** Payment request forms should be made payable to a vendor. A student may advance up to $250 of his/her own monies for a permissable expenditure and seek reimbursement upon the submission of original receipts or invoices.

12. **Sales Tax Exemption.** The Bernard M. Baruch College Association, Inc. is exempt from NYS and NYC sales and use taxes. Sales tax will not be paid to any vendor or as a reimbursement on any purchase within NYS. Sales Tax Exemption certificates are available from the Student Services Accounting Unit.

13. **Expenditures for Personnel Services; Contracts.** Expenditures for personnel services [speakers, musicians, performers, etc.] require a written contract. Contract forms for personnel services are available from the Office of Student Life. Contracts must be signed by the contractor prior to submission to the Office of Student Life for review and approval. Contracts shall not be deemed effective unless and until approved by the Office of Student Life. If the contract is not submitted for review prior to the event, and funds are not available in the appropriate budget lines, the contract shall not be approved and any reserved space for the event may be cancelled. Following the appropriate approval, the contract together with a Payment Request form should be submitted to the appropriate allocating body for its approval. The allocating body will forward the payment request and contract to the accounting unit for subsequent payment. This contract process requires a minimum of three (3) weeks from original submission to payment.

14. **Personnel Services Exceeding $1,000.** Personnel services in excess of $1,000 must receive the additional prior approval by the Dean of Students, through their designee, three (3) weeks prior to the use of said services. Requests for such approval must include documentation evidencing that the cost of the personnel services being provided is competitive with recent charges by the performer of those services.

15. **Non-Political Expenditures.** No funds, material, property or services funded by student activity fees may be used for any partisan or nonpartisan political activity or to further the election or defeat of any candidate for public or political party office.

16. **Honors and Awards.** No more than 10% of the total budget may be spent by an organization on honors and awards without advance approval of the allocating body.

17. **Revenues.** Section 16.7 of the City University bylaws provides that all revenues generated by student activities funded through student activity fees shall be subject to the control of the allocating body. The application of such revenues to the account of the income generating student organization shall require specific authorization of the allocating body or operating board.

18. **Deposits of Revenues; Organization Private Accounts**
   a. All revenues from events and organization dues, in accordance with the Fundraising Guidelines
outlined below, must be deposited with the Student Services Accounting Unit in the organization’s “Private Account [A].” Monies on deposit in organization private accounts may be expended through the same payment request system utilized for student activity fees. The expenditure of these monies requires the two (2) authorized signatures of the organization and is to be expended on programs and projects within the academic year. An organization’s unspent private account funds shall revert to the appropriate allocating body or fund unallocated surplus upon the end of the fiscal year. Upon an organization’s dissolution, any funds on deposit in an organization’s private account [A] shall revert to the unallocated surplus of the appropriate allocating body or fund at the close of the fiscal year.

b. Funds received from other outside sources [i.e., agencies, grants, etc.] earmarked for specific purposes [i.e., leadership development, national organization affiliate revenue, etc.] shall be deposited into the organization’s “Private Account [B]”. The expenditure of these monies requires the two authorized signatures of the organization and a signature of a representative of the Office of Student Affairs. Funds left on deposit in a private account [B], upon the dissolution of an organization, shall revert to a scholarship fund within the College Association.

19. Student Organization Bank Savings/Checking Accounts. No organization or individual shall maintain a bank savings or checking account in the organization’s name.

FUNDRAISING GUIDELINES AND PROCEDURES

1. Written Form; Fund Raising Approvals. Any organization that wishes to sponsor a fundraising program or project must submit a Charitable Activity Request form, which must include the method of fund raising and the distribution of said funds, to the Office of Student Life and the appropriate allocating body. All fund raising programs or projects must be approved by the allocating body and the Office of Student Life prior to commencing the project, copies of said approval will be forwarded to the Student Services Accounting Unit.

2. Fund Raising Costs. All costs of the program or project must be on deposit in the appropriate budget line or private account in the Student Services Accounting Unit prior to commencing the program or project.

3. Auditing and Accounting Controls. All fund raising projects must include appropriate auditing and accounting controls that will permit full disclosure of expenses, income and distribution of net proceeds. All monies, as collected, must be deposited to the credit of the sponsoring organization in a private account in the Student Services Accounting Unit. All deposits must be made no later than the next business day after the funds are collected.

4. When student activity fee monies are utilized for program expenses. Income equal to the student activity fee expenses must be deposited to the credit of the appropriate allocating body. Net proceeds [income after expenses are subtracted] may be donated to specifically recognized non-profit charitable organizations or may be retained by the group sponsoring the project as specified in the original fund raising proposal. The distribution of net proceeds, the proper crediting to appropriate allocating bodies and private accounts, must be completed within ten (10) business days of the close of the project or program.

5. Expenditure of Private Account Monies. Monies on deposit in student organization private accounts may be expended through the same payment request procedures utilized for student activity fees. Utilization of these funds is limited to programs and projects scheduled during the academic year in accordance with the Fiscal Guidelines of the College Association.

   a. Dues and Donations. Student organization members may voluntarily pay minimal dues to the organization. A student cannot be denied membership to, or any benefits of, the group on the basis of an unwillingness or inability to pay dues. The appropriate Student Activities Office(s)
must review a statement of the proposed voluntary dues structure. The organization’s treasurer must utilize a receipt book for dues collection and all dues, together with a copy of the collection record, must be deposited to the credit of the organization in a private account in the Student Services Accounting Unit.

b. Raffles. The distribution and sale of raffle books and the deposit of revenues must be arranged with the Student Services Accounting Unit. Raffles must be conducted with a specific purpose intended. The purpose of the fund raising must be stated together with the cost, the prizes, and the name of the sponsoring organization on the face of the ticket. Tickets must be consecutively numbered. All prizes, or sufficient funds to purchase stated prizes, must be on deposit in the Student Services Accounting Unit prior to commencing raffle sales. Raffle tickets will be consigned to each seller by the Accounting Unit in blocks of up to 50 tickets. Sale of raffles in classrooms is prohibited. Raffle sales for the purpose of scholarship funds must receive prior approval from the Office of Student Affairs. The sponsoring organization and the individual raffle seller must account for all raffles and cash receipts.

c. Events Utilizing Ticket Sales/Distribution
   1. A program which will include ticket sales and/or ticket distribution requires all of the costs of the program to be on deposit in appropriate budget lines in the Student Services Accounting Unit prior to the commencement of ticket sales. The sponsoring organization must request tickets to be ordered at least three weeks prior to the event. All tickets must include the following information on the face of the ticket and will be ordered by the Student Services Accounting Unit on behalf of the organization with the cost being charged to the sponsoring organization:
      • Name of Sponsoring Organization;
      • Name of the Event;
      • Date, Time, and Place of the Event;
      • Ticket Price;
      • Seat Number [if applicable];
      • A consecutive audit number that must appear on both halves of the ticket to permit tear stubs and auditing.
   2. Box Office Sales/Distribution. Tickets may be sold and/or distributed through the student center ticket distribution system at the lobby reception desk. Tickets will be sold until two days prior to the event or a sellout takes place.
   3. Individual Sales/Distribution. The sponsoring organization may designate, in writing to the Student Services Accounting Unit, the names and ID numbers of students who will be authorized to sell and/or distribute tickets. Each seller will be consigned a block of 50 tickets to sell. All cash and unsold tickets must be returned to the Accounting Unit two (2) days prior to the event.
   4. Door Sales. Advance ticket sales are always more desirable, however, unsold tickets may be sold “at the door” the day of the event only by an officer of the sponsoring organization, provided that secured ticket locations, away from the main access to the function, can be set up. The Accounting Unit will issue the tickets to the officer and it is the officer’s financial responsibility to account for all unsold tickets and cash receipts to the Accounting Unit no later than the close of the next business day after the event.
   5. At the conclusion of all ticket sales, cash collected plus remaining unsold tickets, if any, shall be returned to the student services accounting unit along with a reconciliation of tickets to be accounted for, tickets sold, and cash on hand, no later than the close of the next business day after the event.

d. Sales. Sales of food or other items on consignment will be permitted only in designated areas of the college. Receipts must be provided upon customer request. A policy statement on refunds or adjustments, where appropriate, must be posted. All monies collected from said sales must be deposited by the end of the business day in the Student Services Accounting Unit.
APPENDIX B: UNDERGRADUATE STUDENT GOVERNMENT

USG CONTACTS
The following individuals in USG will be your primary point-of-contact for several student organization-related aspects. Become familiar with them and reach out to them when you need assistance.

TREASURY
Please direct all budgetary usage and paperwork/form completion or submission to the USG Treasurer. Submission of any documents MUST be made by the club’s treasurer or president. Please check your paperwork is in order before submission. Feel free to contact the USG Treasurer, Raul Cruz, for any questions or concerns at raul.cruz@usgbaruch.com

THE APPEALS COMMITTEE
The Appeals Committee receives then reviews proposals for additional funding from student organizations that help cover the costs of their event. If you’re interested in requesting an appeal or learning more about appeals, please contact the Chair of Appeals, Ray Colon, at ray.colon@usgbaruch.com

THE FINANCE COMMITTEE
The Finance Committee is responsible for allocating student organizations’ budgets each year. Be sure to contact the Chair of Finance, Justin Broomfield, at justin.broomfield@usgbaruch.com

CLUBS AND ORGANIZATIONS COMMITTEE
The Clubs and Organizations Committee is responsible for three important tasks: assessing all co-sponsorship requests from undergraduate organizations, holding individual student organization check-ins, and executing the annual Bernies’ Awards Ceremony. For any questions about the things listed before, contact the Chair of Clubs and Organizations, Dakshatha Daggala, at dakshatha.daggala@usgbaruch.com

USG CONFERENCE ROOM
The USG Conference room (NVC 3-270) can be reserved for your student organization meetings. To reserve this space, please contact the USG Secretary, Andrea Soto, at andrea.soto@usgbaruch.com

*** Please feel free to contact the above-mentioned persons directly via e-mail, visiting them at their respective USG suites, or before/after our weekly senate meetings held every Tuesday at 5:30 P.M. in the USG Conference Room, NVC 3-270. ***

*** USG will be conducting information sessions and workshops to focus and teach the technical portions listed in this appendix. Please be on the lookout via your club e-mails and our social media platforms. ***
The Appeals Committee allocates additional funds requested by student clubs and organizations while being fiscally responsible. We serve the student organizations of Baruch by processing and reviewing their requests. Student organizations may appeal for numerous reasons that include, but are not limited to, needing additional food, an expensive but necessary vendor, or a new event. Essentially, anything that causes costs to exceed what was allocated in the initial budget can be requested through an appeal. The committee is impartial and focuses on the year-long picture because of the complex nature of allocating additional money.

Once the appeal is submitted, it’s reviewed by the committee. The committee follows strict rules and guidelines. After the committee reviews the allocation, the proposal is brought to the USG Senate meeting for approval. If approved it’s then brought before the Board of Directors for a final approval, then the money is transferred into the student organization’s budget.

Student organization leaders will be emailed important deadlines on a monthly basis, or when important. The Appeals Committee must adhere to a strict set of deadlines in order to be on schedule for the Senate meetings, USG Treasurer, and the BOD.

If you have any questions or concerns, feel free to contact the appeals committee.

Sincerely,
Ray Colon
Chair of Appeals
Undergraduate Student Government
ray.colon@usgbaruch.com
Student Organization wants to appeal for more money

Appeal Form is filled out

Form and any additional details get sent to Appeals Committee for review

Meeting scheduled and conducted between Committee and Student Organization

Appeal presented before USG Senate

Committee elects not to present proposal

More detail requested by Committee

Approved as stands
Modified, but approved
Rejected

Sent to Board of Directors for approval

APPROVED
DENIED
CO-SPONSORSHIPS: CLUBS AND ORGANIZATIONS COMMITTEE

What is a USG Co-Sponsorship?
Student organization leaders can request for marketing power and/or additional funding of up to approximately $500 for their events in the form of a co-sponsorship from USG.

Who do I contact for a USG Co-Sponsorship?
The Chair of Clubs and Organizations is responsible for all USG Co-sponsorships requests. You can contact her at dakshatha.daggala@usgbaruch.com

What do I need to provide?
You need to submit a co-sponsorship form which can be located at www.usg-bearcat.com > Clubs > Important Forms > USG Forms > Cosponsorships. You can submit it to the Chair of Clubs and Organizations in person OR scan the form along with other necessary paperwork and send it via email.

What are the other necessary paperwork?
   a. Payment Request Voucher (up to $250)
   b. Purchase Requisition Voucher, Payment Request Voucher, Bid Form ($250-$500)
   c. Detailed Breakdown of Expenditures on how the money will be used
   d. If event was held previously, breakdown of past expenditures
   e. Flyer of the event

When is the deadline to submit all paperwork?
Forms should be submitted TWO WEEKS prior to the event in order to give the Chair of Clubs and Organizations time to evaluate your co-sponsorship request. If submitted late, co-sponsorship requests will NOT be accepted unless a valid reason is given.

How are USG Co-Sponsorships evaluated?
The Chair of Clubs and Organizations along with her or his committee will review your requested amount, taking your current budget, breakdown of expenditures, and other various resources into consideration.

How do I know if a USG Co-Sponsorship has been approved?
The Chair of Clubs and Organizations will send an official email, informing you that the request has been approved along with the official USG logo to be placed onto the marketing materials.

Other Questions?
You can schedule a meeting with the Chair of Clubs and Organizations via email if you have any additional questions or concerns.
FINANCE COMMITTEE

The Finance Committee plays an integral role in student organization operations at Baruch College by serving as the primary point-of-contact for the funding of active, on-campus undergraduate organizations. The ultimate goal of the Committee is to support Baruch’s student organizations with the financial backing they need to nurture their development while catering to the needs of students. The Committee allocates funds from collected Student Activity Fees thereby allowing organizations to hold events that successfully achieve their respective missions, acquire a larger member base, and have a positive impact on the quality of college life for their fellow Bearcats.

The budget allocation process is a complex, multi-step process that requires coordination and communication between the Finance Committee and the members of the student organizations it helps. Members of the Committee will meet with some or all E-Board members of each student organization to discuss funding for the upcoming academic school year. In addition, the Committee will attend organization events held to ensure the proper spending of allocated funds and experience the impact its decisions has on student organization and student life at Baruch College. By also taking into consideration factors including, but not limited to, an organization’s goals, on-campus history, outreach, and efficiency, the Finance Committee effectively and appropriately allots funding on a per organization basis.

Below are a series of steps of how to work with the Finance Committee to obtain a budget for the 2016-2017 academic year:

1. Log on to USG-Bearcat.com
2. Select the “Student Government” tab.
3. Select “Important Forms”.
4. Select “Budget Proposal Form”.
5. Complete the form and email it to justin.broomfiled@usgbaruch.com
6. Upon receipt, a member of the Finance Committee will attempt to schedule an interview with the student organization’s e-board. The following items must be brought to the interview:
   a. Budget proposal
   b. Current budget allocation
   c. Student organization members are encouraged to show up at these meetings to answer questions and support their statements
7. Utilizing the interview and other factors, the Finance Committee will determine the most appropriate allocation of funds for the student organization.
8. The Senate will vote on the Committee’s proposed budget during a scheduled USG meeting after the budget submission deadline.
9. Once the Senate has passed its vote, the budget must be voted upon by the Board of Directors (BOD).
APPENDIX C: GRADUATE STUDENT ASSEMBLY (GSA)

Our mission is to represent Baruch College graduate students across all programs. It will be beneficial for you to become familiar with the GSA Board. Reach out to us when you need help. Feel free to stop by the GSA office (NVC 3-256) to speak to a representative directly. Any questions or concerns about Graduate Student Life, interacting with the Schools (Zicklin, Marxe, Weissman), Baruch College, or CUNY as a whole? We are here to serve!

CLUBS AND ORGANIZATIONS
The Clubs and Organizations Committee coordinates between the GSA and graduate clubs to include appeals for more funding, co-sponsorships, and general inquiries. Please contact Joseph Moran (GSA Vice President and Marxe School point-of-contact) at joseph.moran@baruchmail.cuny.edu, with your questions or comments.

TREASURY
The Treasury Committee is available for questions related to budgets, payments, and vouchers. Please contact Alexander Perez (GSA Treasurer and Zicklin School point-of-contact) at alexander.perez@baruchmail.cuny.edu.

EXTERNAL RELATIONS
The External Relations Committee is available to assist with questions related to the wider CUNY network, the Baruch College Administration, and entities outside of CUNY, please contact Michael Urist (GSA President and CUNY USS Senator) at michael.urist@baruchmail.cuny.edu.

GSA CONFERENCE ROOM RESERVATIONS
You can reserve the GSA Conference room (NVC 3-255) for club meetings. To reserve this space, please contact Samantha Goodman (Interim GSA Secretary and Director of Special Events) at samantha.goodman@baruchmail.cuny.edu.

GET INVOLVED
If you are interested in being involved with the GSA, please attend the GSA Bi-Monthly Meetings (every other Tuesday Night, 9:00 - 10:00 P.M. in NVC 3-255) to express your interest.

For our Social Media accounts, please find us on Facebook (https://www.facebook.com/GSABaruch/) and LinkedIn (https://www.linkedin.com/groups/13560089).
### APPENDIX D: IMPORTANT DATES AND DEADLINES

<table>
<thead>
<tr>
<th>FALL 2018</th>
<th>SPRING 2019</th>
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<tbody>
<tr>
<td><strong>Organization Registration in MyBaruch</strong></td>
<td><strong>New Student Organization Applications for Spring:</strong></td>
</tr>
<tr>
<td>Opens – May 1, 2018</td>
<td>Opens – January 25, 2019</td>
</tr>
<tr>
<td>Closes – August 15, 2018</td>
<td>Closes - March 10, 2019</td>
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<tr>
<td><strong>Large-Scale Event Proposal Deadline:</strong></td>
<td><strong>BOLT Workshops:</strong></td>
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<tr>
<td>August 15, 2018</td>
<td>January 29, 2019: 12:30 - 2:30 P.M.</td>
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<td></td>
<td>January 31, 2019: 6:00 - 8:00 P.M.</td>
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<tr>
<td><strong>New Student Organization Applications for Fall:</strong></td>
<td><strong>Spring General Event Space Rolling Reservation Schedule:</strong></td>
</tr>
<tr>
<td>Opens – August 27, 2018</td>
<td>*Refer to Table on Page 11</td>
</tr>
<tr>
<td>Closes - October 7, 2018</td>
<td><strong>Last Date of Programming for Spring 2019:</strong></td>
</tr>
<tr>
<td></td>
<td>Tuesday, May 14, 2019</td>
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<td><strong>Convocation 2018:</strong></td>
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<tr>
<td>August 23, 2018</td>
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<td><strong>BOLT Workshops:</strong></td>
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<tr>
<td>July 19, 2018: 6:00 - 8:00 P.M.</td>
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<td>July 31, 2018: 6:00 - 8:00 P.M.</td>
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<td>August 8, 2018: 6:00 - 8:00 P.M.</td>
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<tr>
<td>August 14, 2018: 6:00 - 8:00 P.M.</td>
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<td>August 24, 2018: 12:30 - 2:30 P.M.</td>
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<tr>
<td>August 28, 2018: 6:00 - 8:00 P.M.</td>
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<tr>
<td>September 4, 2018: 12:30 - 2:30 P.M.</td>
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<tr>
<td>September 6, 2018: 12:30 - 2:30 P.M.</td>
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<tr>
<td><strong>Club Suite Check-In:</strong></td>
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<tr>
<td>August 21, 2018: 1:00 - 3:00 P.M.</td>
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<td>August 22, 2018: 3:00 - 5:00 P.M.</td>
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<tr>
<td>August 24, 2018: 3:00 - 5:00 P.M.</td>
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<tr>
<td>August 27, 2018: 2:00 - 4:00 P.M.</td>
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<tr>
<td>September 6, 2018: 12:30 - 2:30 P.M.</td>
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<tr>
<td><strong>Fall Club Fair:</strong></td>
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<tr>
<td>August 30, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>Fall General Event Space Rolling Reservation Schedule:</strong></td>
<td></td>
</tr>
<tr>
<td>*Refer to Table on Page 11</td>
<td></td>
</tr>
<tr>
<td><strong>Last Date of Programming for Fall 2018:</strong></td>
<td></td>
</tr>
<tr>
<td>Wednesday, December 12, 2018</td>
<td></td>
</tr>
</tbody>
</table>

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4 Dates and times are subject to change. Contact the Office of Student Life for the most current dates.