# Clubs & Organizations Manual

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INTRODUCTION

Congratulations on your new leadership position! Being a member of a student organization consists of hard work and planning which result in programs, lectures and other events that are both fun and educational.

A leader is one who delegates authority and responsibility.
A good leader is not overly demanding.
A leader should be able to guide, behind the lines.
A leader must have a strong conviction that his/her activity is important.
Although a leader may sometimes steer his/her team, he/she must be flexible.
A leader makes sound judgments.
Before acting, the leader should understand the situation, and know all the issues involved.
Leaders should know people well.
A good leader will train someone to take his/her place.
A leader should have genuine enthusiasm.
A leader should show confidence in his/her teams' judgments.

This manual can be used as a reference guide to assist you throughout your tenure with your organization. In addition, the Office of Student Life, room C-123, is always here to help! We would like to thank you for your participation and wish you success in all your endeavors.

UNDERSTANDING THE STUDENT ACTIVITY FEE

What is the Student Activity Fee?

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Students</td>
<td>$60.00 Per Semester</td>
</tr>
<tr>
<td>Part-Time Students</td>
<td>$27.00 Per Semester</td>
</tr>
</tbody>
</table>

How can the Student Activity Fee be used?

These monies are deposited in a central account to be used to conduct student activities and to perform special services for the KCC community. The KCC Association Board of Directors is charged with the responsibility of allocating the student fees.

The Student Activity Fee provides many services and programs available to every student enrolled at KCC. Among them are: student accident insurance; Orientation; Peer Advisor and Information Center; all graduation fees including the ceremony, reception, rental of caps and gowns, yearbook and diplomas; special programs, College Center videos, lectures and special events series.

In addition, the student fees provide awards to honor outstanding students at our Student Awards night, and students who earn honor's memberships (Phi Theta Kappa, Mu Alpha Theta, Sigma Delta Mu, Dean’s List, Special Awards).

Kingsborough Community College Association

The Association is organized under the New York Not-for-Profit Corporation Law and is operated exclusively for the benefit of Kingsborough Community College (the "College"). The Association's principal objectives and purposes are set forth in the Association's Bylaws, and include:
• To promote and cultivate educational and social relations among the students and faculty of the college.
• To aid the students and faculty of the College in their work, study, curricular and extracurricular activities and, in general to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Association. The Association will not operate for profit and no part of any earnings of the Association shall inure to the benefit of any member thereof, but shall be used solely to promote the aforesaid purposes of the Association or the College.
• To be responsible for the administration, management and supervision of student activity fees.
• The Association has no members. Instead, the property, affairs, business and concerns of the Association shall be vested in a Board of Directors consisting of thirteen (13) Directors. The composition of the Board of Directors shall be as follows:
  The College President or his/her designee; (currently the Vice President for Finance and Administration)
  Three College administrators appointed by the College President, including:
  The Director of Student Life or the College administrator who is otherwise responsible for student affairs at the College
  A College Administrator responsible for fiscal affairs at the College;
  Three members of the college faculty appointed by the College President from a panel of six elected by the College Committee on Faculty Personnel and Budget; and
  Six students consisting of the Presidents of the five Student Councils and one elected student government officer selected by the five Student Council presidents.
• Each Director shall have the right to vote.

CAMPUS CLUBS & ORGANIZATIONS

Student Government
Full-time students are assigned to student constituencies (a body of citizens entitled to elect a representative to a legislative or other public body) based upon curricular affinity (a majority sharing some common element). Each student constituency is represented by a student council empowered to conduct student activities, represent student interests to appropriate officers and bodies of the college, authorize and regulate expenditure of funds entrusted to them and elect representatives to the other college committees. All evening and part-time students are assigned to the Evening Council Constituency.

There are presently five constituencies:
1. Liberal Arts
2. Mathematics and Sciences
3. Business
4. Public and Health
5. Evening (all full-time and part-time evening students)

Officers of the Constituency Councils are elected each May by the members of their constituency. Representatives are appointed by the elected members of the Council. A minimum of twenty-five (25) signatures of voters of the respective constituency on a petition is necessary to qualify for the position of the constituency representative. Your constituency is determined by your present academic major or area of interest.
Example: Accounting students are members of the Business Constituency. (An accounting student planning to change his/her curriculum to Liberal Arts would still be a member of the Business Constituency until such time as approval has been granted for a curriculum change).

1. **Liberal Arts** - includes majors in
   - Liberal Arts
   - Criminal Justice
   - Fine Arts
   - Journalism and Print Media
   - Speech Communication
   - Theatre Arts
   - Broadcasting Technology and Management
   - Graphic Design and Illustration
   - Website Development and Administration
   - Nursing I

2. **Mathematics and Sciences** - includes majors in
   - Biology
   - Computer Science
   - Mathematics
   - Chemistry
   - Physics
   - Computer Information Systems
   - Pre-Physical Therapy
   - Engineering Science
   - Maritime Technology
   - Environmental Health

3. **Business** - includes majors in
   - Accounting
   - Public Administration
   - Business Administration
   - Retail Business Management
   - Secretarial Science/Office Administration
   - Fashion Design
   - Public Administration
   - Travel and Hospitality
   - Marketing Management
   - Retail Merchandising
   - Cultural Arts and Food Management
   - Medical Records Technology

4. **Public and Health Services** - includes majors in
   - Mental Health and Human Services
   - Nursing II
   - Physical Education, Recreation and Recreation Therapy
   - Early Childhood Education
   - Education Associate
   - Child Care Sports, Fitness and Recreation
   - Education Associates
   - Exercise Science/ Personal Training
   - Community Health
   - Physical Therapist Assistant

5. **Evening** - includes majors in
   - All part-time and evening students and students taking the majority of their courses in the evening.

**Student Activities Coordinating Board**
The Student Activities Coordinating Board (SAC) coordinates and facilitates the activities of all clubs and deals with student matters that are of a college-wide nature. The Board consists of three representatives from each Constituency Council.

SAC conducts a Club Fair (which introduces club offerings to the student body), charters clubs, makes initial funding of all new student organizations, and reviews and approves student activity awards.

**College Council**
The College Council is the representative body of the college, with college-wide duties and responsibilities.

The Council is made up of representatives from the faculty, administration, student body, support staff and alumni. It is responsible, subject to guidelines established by the CUNY Board of Trustees, for the formulation of policies related to the admission and retention of students, student attendance, and the awarding of college credit. The faculty, however, shall reserve the right to confer degrees. The Council is empowered to
make its own bylaws, consistent with those of the Board, and conduct the educational affairs customarily cared for by a college faculty. The Council may also make recommendations about policy with respect to budgetary, facility and faculty personnel matters within the framework of the bylaws of the Board. The College Council consists of the President, Dean of Faculty, Registrar, Vice President for Finance and Administration, Chairperson of each instructional department, faculty delegates-at-large equal to the number of departments, twenty student delegates, (two from each Constituency and ten delegates elected at-large), two delegates elected by the full-time regularly appointed non-probationary support staff and one alumni delegate.

**Standing Committees of the College Council are:**
1. Strategic Planning & Budget Committee
2. Instructional Committee
3. Curriculum Committee
4. Legislative Committee
5. Committee on Students
6. Committee on Committees

**Subcommittees of the Committee on Students are:**
1. Awards Committee
2. Public Occasions Committee

**Kingsborough Clubs**

| Accounting | Haitian |
| A.C.E. (Awareness, Courage, Empowerment) | Hillel |
| American Sign Language | Hispanic Committee |
| Anheon | History |
| Arab Culture | Holistic Healthcare |
| Art | Honors |
| Art History | International Society for Pharmaceutical Engineering |
| ASAP | International Students Union |
| Asian Society | Italian |
| African and Agnostics | Italian-American |
| Bangladeshi | KCC Christian Society |
| Bilingual | KCC Debate Club |
| Biology | KCC Film |
| Boat | KCC Republican |
| Brooklyn Bridge Club of KCC | KCC TV |
| Brothers United | KCC Volunteers |
| Bull & Bear Finance | Kingsborough Student Musician |
| Business Society | Kingsborough Theatre Club |
| Caribbean | LGBT Alliance |
| Ceramics | Liberty Partnerships Club |
| Chess & Checker | Martial Arts |
| Chinese Christian Fellowship | Mental Health / Human Services |
| College Discovery | Muslim Students Association |
| Comic Book Club | My Turn |
| Community Health | Newman |
| DECA | Nursing |
| Dominican Republic | Odyssey |
| Early Childhood Education | Outer Body Xperience Dance |
| Earthquake | Pakistani |
| Ecology | Pan African Students Association |
| Engineering | Personal Training |
| Environmental | Philosophy |
| Fashion Design | Phi Theta Kappa |
| Food | Photography |
| Forlang | Poetry and Creative Writing |
| Political Science | Puerto Rican Student Union |
| Psychology | Recreation |
| Society for the Advancement of Management (SAM) | Scepter |
| Sculpture | Sex Education 101 |
| Sociology | Spanish American Cultural Club |
| Spanish Heritage | Speech Communication |
| Students Unlimited | Student World Assembly |
| Substance Abuse Counseling | Surgical Technology |
| Surgical Technology | Table Tennis |
| Tagar | Treasurer Hunters’ Club |
| Tourism and Hospitality | WKRB |
| WIKA Traditional Karate Club | Women’s Studies |
| Young Talented Students | Veterans Organization of KCC |
| Yavneh | **Student Government Constituencies** |
| Business Council | Evening Council |
| Liberal Arts Council | Math & Science Council |
| Public & Health Council |
Maintaining Recognition as a Club or Organization

Once you have become a recognized club or organization at KCC, you can begin to hold meetings, plan activities, and have fun. Maintaining recognition on campus is not hard. If your group is responsible and follows the policies for clubs and organizations outlined in the Clubs and Organizations Manual, meets the requirements set by the Office of Student Life, and works to continue developing membership, you should have few problems.

There are seven responsibilities that all KCC clubs/organizations on campus must fulfill each year.

1. Submit the Club Membership Roster one week prior to holding an election.
2. Elect new officers annually.
3. Update the Club/Organization Registration Form.
4. Attend the KCC Club Conference *(it is mandatory for all club Presidents and Treasurers)*
5. Maintain a 2.0 GPA and be in good standing. Must be free from violations of the Code of Conduct and Henderson Rules.
6. Adhere to all CUNY Bylaws and KCC policies as defined in the KCC Student Handbook.
7. Manage all funds allocated to the club/organization in a fiscally responsible manner as directed by the CUNY Bylaws and the KCC Association.

Forming a New Club or Organization

1. Obtain a copy of the Petition to Organize and Establish an Organization from the Office of Student Life, room C-123.
2. Obtain a copy of the Model Constitution from the Office of Student Life. The model serves as a guide for the preparation of your organization's constitution.
3. Discuss the procedure for chartering of new organizations, as well as methods of drafting a new constitution, with the Coordinator of Club Activities, room C-123.
4. Obtain the signatures of at least twenty-five (25) students who are interested in forming the organization.
5. Obtain the signature of a member of the staff/faculty interested in serving as faculty/staff advisor to your organization. If you have difficulty finding a suitable faculty/staff advisor, see the Coordinator for Club Activities for assistance.
6. Meet with the Coordinator of Club Activities, room C-123, to discuss the draft of your constitution.
7. Submit the completed Petition, accompanied by three (3) copies of your constitution to the Coordinator of Club Activities, room C-123.
8. The Coordinator of Club Activities will submit the Petition and constitution to the Club Chartering Committee. A meeting will be scheduled for the purpose of considering the chartering of your organization. A representative of your organization must attend this meeting at which the constitution is discussed.
9. Upon final approval by the Student Activities Coordinating Board (SAC), a charter shall be granted; you will be notified that your organization has been granted a budget for the first year.
10. Conduct election of officers, according to your constitution.
11. Obtain and complete a Kingsborough Community College Club/Organization Registration Form from the Office of Student Life, room C-123. No funds will be released without the completed Registration Form. Return the form to C-123.
Making the Most of your Faculty/Staff Advisor

Kingsborough Community College requires that each recognized student organization have a faculty/staff advisor. KCC believes that, by sharing knowledge and experiences, the advisor can positively impact the quality of the student organization’s experience. The relationship between an advisor and an organization will vary, but the general concerns of the advisor remain constant. The Office of Student Life offers these expectations for advisors, to give the organization members and advisor a foundation for a mutually beneficial relationship.

Eligibility
In order to serve as an advisor the individual must be a Kingsborough Community College faculty or full-time administrative staff member. Faculty and Staff who serve as advisors do so voluntarily. It is in the best interest of all to ensure that their involvement is a rewarding experience.

The following are expectations of an advisor:

- The advisor recognizes and supports participation in student organizations for their contribution to the educational and personal development of students.
- Advisors should work with student groups, but should not direct nor dictate the organization’s programs and activities. However, advisors should be frank in offering suggestions, considerations, or ideas for the group’s discussion.
- Advisors are expected to advise the group on critical issues or matters pertaining to the organization. Advisors do not hold any voting rights, cannot chair meetings and should not be hosting or organizing events.
- The advisor must be aware of the organization’s goals and direction and help to evaluate its progress toward reaching these goals.
- The advisor provides continuity within the group from year to year. He or she should be familiar with the constitution of the organization and be prepared to assist with its interpretation.
- Advisors should assist the organization in complying with University policies and procedures.
- Advisors should be aware of the general financial condition of the group and make sure the group keeps accurate and accessible financial records.
- The advisor should assist in orienting new officers and in developing the leadership skills of members.
- The advisor should be prepared to deal with major problems or emergencies within the organization.
- Advisors monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, and to maintain balance between academic and co-curricular commitments.
- The advisor should be the link to University administration and serve as a resource person.
- The voluntary association between an advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfying.
Recommended Event Planning Guidelines for Advisor

- When planning an event or program advisors should insure that steps are taken to protect the right of any individual or organization to demonstrate and publicly proclaim any view, however unpopular, and protect the freedom of speech, assembly, and movement of any individual or group.

In doing so, here are a few sample questions to ask your group when planning an event.

1. What will the outline/format of the event be?
2. Who will moderate the discussion, if any?
3. How will alternative viewpoints be heard?
4. What plans are in place to address possible disagreements or disruptions in the event?
5. Who will be in attendance at the event?
6. How has room set-up and program format been designed to insure a safe environment for all participants?
7. What is the target audience for the event?
8. How much money will be needed to produce the program?
9. Is the program’s mission consistent with the role of the organization?
10. How will the program be marketed to the College?
11. Are there tickets to the program?
12. What forms are needed for Student Life?

The Office of Student Life strongly suggests open discussion between organization members and advisors to define the advisor’s role and set reasonable expectations that are agreed upon by all parties. If support and guidance are needed, Student Life is a ready resource for both advisors and students.

SPENDING YOUR FUNDS

Finances

A. Accounts
Student organizations are allocated funds from the Kingsborough Community College Association based on budget requests submitted during the preceding Spring semester and an evaluation of financial spending from the previous fiscal year. All student organization funds are maintained in a Kingsborough Community College Association account. All unexpended and unencumbered Association appropriations in the accounts of organizations and clubs on the last day of the fiscal year revert to the KCC Association.

B. Expenditure of Funds
Organizations, with the advice of the treasurer and faculty/staff advisor, may expend budgeted funds for such items that are deemed necessary. Funds should be allocated for those events and activities judged appropriate by the members of the organization. All items should be voted upon by members of the organization. A "Request for Payment Voucher" must be completed and signed by the treasurer or president, and the faculty/staff advisor to request payment for a club activity or expenditure. A careful record of all
expenditures must be kept by the club’s treasurer. The faculty/staff advisor should sign the form only if the funds requested are for an appropriate club activity and the requisition has been duly voted upon by club members as reflected in the minutes of the club meetings.

C. Reimbursements
A request for payment voucher must be accompanied by original documentation, receipt, or contract for personal services in order to be reimbursed. Reimbursement for Cash Payments: Regardless of the circumstances, reimbursements in excess of $100.00 will not be processed. Payments for services or merchandise should be made by college check which provides the Association with proof of payment.

Budgets
All campus organizations are asked to submit budget requests for the school year during the previous Spring semester. Student clubs should keep goals in mind while preparing the budget. The budget should include those items which promote appropriate functions and activities of the organization that enhance its members' experience and appreciation according to stated objectives.

Budgets must be submitted on time to allow the Budget Committee to review all requests and adequately prepare a club budget recommendation for the approval of the Kingsborough Community College Association Board of Directors.

Budgets are reviewed and requests are granted upon the determination that the organization has made a consistent effort to expand the college experience for its members. Budget requests should be typed and the activities requiring funding clearly listed along with the estimated expense for each.

At the beginning of the Fall semester, all organizations, are asked to submit a revised budget based on their allocation. In addition, each group is required to file a "Club/Organization Registration Form" bearing the name, address, phone number and signature of all officers and the faculty/staff advisor. This procedure serves to establish that the organization is active and represented by a faculty/staff advisor, and certifies the official signatures for all financial transactions.

Upon submission of the revised budget and the “Club/Organization Registration Form," the faculty/staff advisor, president and treasurer are required to meet with representatives of the Office of Student Life and the Kingsborough Community College Association. Accounting procedures are explained, and blank vouchers and a ledger sheet are provided in order to maintain financial records.

Purchasing
A "Purchase Requisition Form" can be obtained in the Office of Student Life, Room C-123. This form is used to purchase supplies, equipment, or services over $500.00 and must be signed by the same individuals that sign a "Request for Payment Voucher." Purchases over $500.00 must be bid as part of University policy. Requisitions should be submitted to purchasing at least four weeks before the merchandise/service is needed. If plaques or trophies are ordered, a special form must be attached to the requisition which includes information necessary for the printer.

Please note: Any items under $500.00 that have to be delivered to campus (cannot be picked up) require a purchase requisition.
Remember the influence of the institution. Many merchants are quite happy to serve the college and will give discounts. Take advantage of them. You will get more mileage out of your budget. Also, tax exempt forms are available in the Association Office – room A-228. You will not have to pay sales tax on your purchase with this form. Please request this form when you submit your payment voucher.

Many items are on college contract and you can avoid the wait for bids. If there are any questions about the purchase of equipment, check with the Purchasing Office – room A-207.

All equipment becomes the property of the college, even though your budget is used to buy it. However, your group will have complete use of the equipment. Reminder: Instructions on the purchase order require vendors to deliver all merchandise to Central Receiving (P-105) for processing. If the order is inadvertently mailed to the College or picked up directly from the vendor, please take the order to Central Receiving before distribution. Failure to comply with these procedures will delay payment to the vendor and require additional paperwork from the order originator.

**Procedures for Purchasing Plaques and Awards**

1. Make an appointment with the Office of Student Life to discuss the purchase and to review your budget.
2. Obtain a copy of the Plaque Specifications Form to place your order six weeks prior to your event.
3. To estimate the cost of the plaque you must include:
   a. How many plaques or awards you want to order.
   b. Type of plaque or award (wood or acrylic).
   c. Cost of the plaque.
   d. Cost of any associated logos and per letter cost of the engraving.

**Note:** Spelling of all names and organizations must be double-checked. The vendor is not accountable for spelling or typographical errors. Once the form has been checked your faculty/staff advisor must sign off on it.

4. For plaque orders over $500.00 or for plaques that will be delivered to campus (items that cannot be picked up):
   a. A completed Purchase Requisition form and Plaque Specifications form must be submitted for all plaque/award orders.
   b. Requisition numbers will then be assigned after the forms are completed and the Director of Student Life has approved the order.
   c. The order will then be submitted to the Purchasing Office for processing where it will receive a purchase order number.

   The vendor will not accept plaque orders over $500.00 without a purchase order number.

For plaque orders under $500.00 **that will be picked up**:

Please note that purchase requisitions are not needed for this type of ordering. The instructions below must be followed to ensure a "problem free" order:

a. Fill out a Plaque Specifications form including all information and signatures.
b. Fax the form over to the vendor requesting a pre-bill be faxed back.
   c. Once you have a pre-bill submit the material to the Director of Student Life for approval. Once the Director approves the order the vendor will be given an order number allowing them to process order.
The vendor will not accept plaque orders without receiving a call from a representative of the Office of Student Life with an order number to confirm that the order has been approved.

**Dining Guidelines**
It is recognized that an annual dinner of a club or organization is an important activity. It offers an opportunity for those officers and members of the organization who have worked hard and long throughout the year, to get together and celebrate their club's success in a jovial and pleasant atmosphere. The following guidelines have been prepared to provide clarity as to what expenses can be charged to the organization's budget:

1. Maximum amount allowed for dinner, gratuities, arrangements, band, etc. not to exceed $25.00 per person.
2. The following persons may be invited at the club's expense:
   a. Officers of the organization: President, Vice President, Secretary, Treasurer.
   b. Entire council and representatives of the club or organization.
   c. Faculty/staff advisor(s) to the club or organization.
   d. President of the college.
   e. Director of Student Life.
   f. No more than six members of the faculty and/or administration and/or special guests chosen by the club or organization.
   g. Award recipients.

Anyone other than the persons mentioned can attend the function at his or her own expense.

**REMINDER:** Your club budget must cover the expenses incurred at your annual dinner.

**Club Fund Raising Activities**

*Definition:* For the purpose of this policy, fund raising is defined as the collection of money. Monies received through donations, sales and or event programming for the purpose of charitable donation or organizational budget enhancement.

**Purpose**

Clubs and organizations wishing to raise funds (i.e., raffles, admission fees, cake sales, collect donations, solicit ads for a journal, sell merchandise or take part in any other activity where cash, checks, or money orders are collected) must adhere to these guidelines.

All groups requesting permission to conduct a fund raiser must fill out an application that may be obtained in the Office of Student Life, C-123. The groups must set up an appointment with the Office of Student Life to discuss the details of the fundraiser a minimum of two weeks prior to the event date.

**Guidelines**

1. Only officially chartered organizations are permitted to carry out fund raising activities.
2. All proposed funds raised must be used for activities consistent with the stated purpose/mission of the club or organization.
3. Fund raising projects planned must have been discussed at a meeting of the organization requesting aforementioned activity. Specific fund raising activity must have been voted upon by a representative majority of members of the club. Subject and vote must appear in the minutes of that club and be attached to request for fund raising activity.

4. Certification: the organization's purpose, discussions and vote, must be attested to by the faculty/staff advisor.

5. Proposed fund raising activity must be submitted to the Office of Student Life, on the form "Request for Fund Raising Activity" with accompanying supporting documents.

6. All proposed fund raising activities must be presented to the Office of Student Life for consideration by an officer and faculty/staff advisor of the club.

7. A complete and itemized report of expenditures and receipts must be submitted to the Office of Student Life within seven (7) days of completion of event on form "Request of Fund Raising Activity."

8. No club may have the privilege of monopolizing fund raising.

9. Proceeds from approved fund raising activities may be utilized ONLY for stated purposes as noted on request submitted.

10. Proceeds raised must be deposited in the Kingsborough Community College Association account by the next school day and be withdrawn only by following established procedures.

11. No edible food items may be sold on campus without prior written approval of the representative of the Business Office. No "homemade" food items may ever be sold on campus.

12. Business Office clearance is necessary for articles to be sold on campus.

13. No fund raising activity will be approved that tends to project the college in an undesirable light.

14. In case of dissolution of an organization, all proceeds derived from fund raising remaining as surplus assets, if any, shall pass to the Association general fund for utilization and distribution by the Board of Directors.

15. If the fund raising activity involves the selling of merchandise, the organization must obtain a letter from the manufacturer containing an agreement that:
   • The college and/or Association will not be held responsible for merchandise lost or misappropriated by the organization.
   • Indemnify the organization, faculty/staff advisor and individual members for any claims made for breach of warranty, or claim arising out of the sale of the merchandise by the organization or its members.
   • The manufacturer to accept returns where returns are made with just cause.
   • The merchandise delivered by the manufacturer shall be on consignment so that if the merchandise is not sold it can be returned without the organization or the members incurring any obligation to pay for the merchandise returned.

16. The monies derived by the organization from the fund raising activity must be used by that organization for non-profit purposes and may not be used for the benefit of any individual, except where it meets with the approved purpose.

The following organizations have the right to sell advertisements as a method of raising funds: Scepter, Kingsborough Theatre Club, WKRB and Odyssey.

17. When a club or organization uses Association funds to produce a fund raiser to contribute to a charitable organization the funds allocated must be “paid back” to their account. The group may only make a donation of funds in excess of the cost to produce the fundraiser.
18. If the Student Activities Coordinating Board (SAC) desires to engage in a fund raising activity, they must present their proposal, according to the guidelines as noted previously, to the Kingsborough Community College Board of Directors for review and approval.

19. Appeals may be presented to the Board of Directors for consideration.

20. These guidelines apply to all fund raising activities regardless of whether Association funds are required to conduct the activity.

21. Where the name of the college and/or the organization is used in connection with the event, these guidelines apply whether on or off campus.

**Ordering Food & Refreshments**

Food orders from on-campus caterers require a food order form to be submitted 8-10 business days in advance to the Office of Student Life, C-123. Orders submitted less than 8 business days will not be fulfilled; there are no exceptions. Off-campus food orders must also be requested at least 5 business days in advance. A sign-in sheet must be filled out at any event serving food and must be submitted to Student Life with payment and final paperwork. Clubs cannot spend more than 30% of their total budget on refreshments for meetings.

**Requesting Additional Funding**

Clubs and organizations petition to the Student Government Council they belong to for extra funds for events. They must show a need for funds and provide a description for the use of the funds. Clubs and organizations may only petition to the Student Activities Coordinating Board for funds if their Council denies them for funding. Funds can be granted to each club/organization up to three (3) times per academic school year.

**MEETINGS**

**Conducting a Meeting**

All the theory in the world does no good if, when it finally comes to running a meeting, be it a committee, SAC, student council or college council, the chairperson cannot perform effectively. The success or failure of a meeting depends largely on what a leader does before, during and after a meeting.

The following suggestions come from several leadership training manuals and hopefully will assist you in conducting your meeting:

1. Meet with your faculty/staff advisor and other officers before the meeting.
2. Prepare an agenda.
3. Notify members of the date, time, place and agenda of the meeting.
4. Arrange seating in a near circle so that each person can see everyone else. Check physical surroundings, such as lighting and ventilation.
5. Have a chalkboard or some other visual aid present.
6. Use visible and readable name tags if members are not well acquainted with each other.
7. Be there early to greet each member personally and introduce them to the other members. Help each member feel that he/she "belongs" to the group.
8. Light refreshments often are a good ice-breaker for groups, particularly at the first meeting.
9. Start the meeting by stating the problem or task at hand. Break the issue down in parts small enough to be handled.
10. Encourage all members of the group to contribute to the discussion.
11. Keep the conversation focused on the topic and directed toward eventual solution. Summarize the discussion frequently.
12. Delegate your responsibilities, clearly stating the scope, nature and time limits of the task. Careful choosing and supervision is essential to the success of the delegation of responsibilities. Specifically, let your chairperson know!
13. Have a secretary keep the records of all actions and evaluations for future use.
14. After the meeting, appoint two long-standing members who are not close friends to evaluate and report on the group's progress after the meeting is over. The atmosphere of a meeting is very important. Every leader sets the pattern of the meeting in the earliest minutes. The best leaders ease into their meeting knowing they must encourage others.

Following are some suggestions for you to consider:

1. Be informal. Do not require people to stand or get permission to speak.
2. Let the group talk to each other instead of hearing your voice. Continually avoid the expression of your opinion, your ability, your argument or your solution.
3. Let people be quiet if they wish, but cut off the over-talkative with a question like, "Let's hear from some others, maybe those who have not spoken as yet" or "Let's limit the discussion to those we haven't heard from."
4. If you have an opinion about someone's remark or contribution, never show it -otherwise you stamp out a lot of new ideas and support.
5. Summarize and clarify occasionally; always remain neutral on any issue. Remember, a leader can "take sides" without notice by carefully choosing the time to summarize. Ask the group to verify all summaries.
6. When a problem solution is required or disagreement occurs, make a clear statement of the problem on the chalkboard. Itemize the data - arguments lessen and solutions appear when data is available.
7. If the group is large (over 15) it often becomes difficult to solve problems or decide upon a course of action. It is suggested that you divide the group in half or quarters. Require each subgroup to select a spokesman and discuss their issue for the specified time. At the appointed time, call the subgroups to order, reform into the large group, and ask for reports of the spokespeople. Use the chalkboard to clarify the issue and to focus the attention of the group.
8. Pull-In Questions
   a. In order to encourage participation, pull-in questions can be used to encourage those who haven't been talking to participate in the discussion. It usually follows after a period when a discussion is limited to, or dominated by, only a few members. The way the pull-in question is framed is important. If it is poorly framed, it will put the silent members on the spot and offend the talkers. For example, "What are the rest of you thinking?"
   b. Acceptance Response
      An acceptance response is a brief one or two word comment which indicates to the member that his contribution or effort is received and appreciated. It is very brief and made quietly, so as to convey understanding without necessarily indicating evaluation or full agreement. It is used immediately as the member stops and is usually accompanied by a slight nod. The acceptance response encourages further effort and participation.
c. **Definition - Key Thoughts**
   A key thought is an idea, opinion or experience expressed by the member which appears to the leader to have an important bearing upon the matter under discussion. It is, therefore, a thought expressed which the leader wants to remember in order to refer back to it, if necessary, later in the meeting. During discussion, some key thoughts may be hidden in casual comments or very brief references.

Three steps to a good key thought are:
1. Listen carefully to what each member says. Be sure you understand.
2. Remember to make mental or written notes of the important points made by the members.
3. Refer back to these points if they are not covered thoroughly. Make reference to the person making the point, the details of the point, and use an open or a specific individual.

9. **Phrasing Questions**
   How a question is phrased greatly influences the freedom of group discussion. Questions can be phrased in either two ways: as closed questions or as open questions.

   When questions are asked so that a member is encouraged only to give a "yes" or "no" answer or some brief comment, they are referred to as closed questions. For example, "Do you feel this is fair?" On the other hand, questions can be phrased so that the member is encouraged to give a full and more complete account. These are described as open questions. For example, "How do you feel about this?"

   **Open Questions Begin With**
   - What
   - Who
   - How

   **Closed Questions Begin With**
   - Is
   - Can
   - Do
   - Will
   - Has
   - Shall

   It will take many closed questions to secure all the information that is needed to fully explore a conference topic or problem. Open questions, on the other hand, should produce a longer response which will give the group discussion leader more opportunity to listen and take notes when necessary.

10. **Summary Statement**
    The summary statement plays an important role in bringing a meeting to a successful conclusion. It is the point where the real accomplishments of the meeting are brought into clear focus. If it is well handled, the main points of the meeting will stand out clearly and distinctly. If it is poorly handled, or is a long rehash of the discussion, the main points will remain obscure and the members will leave the meeting confused and apathetic. Some of the things that help to make main points stand out clearly are:

    **Simple Phrases or Sentences**
    - Number or Letter Points
    - Pauses Between Points
    - Brief Board Work
    - No New Thoughts
If the next meeting is one of a series, the closing may be used to introduce the next meeting. It may include an announcement of the subject or problem to be discussed, suggested preparation that members may make, and reminding them of the time and place. **Clearly state the time and place of the next meeting.**

**Introduction to Robert's Rules of Order**

1. **What Is Parliamentary Procedure?**
   It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

2. **Why is Parliamentary Procedure Important?**
   Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

3. Organizations using parliamentary procedure usually follow a fixed order of business called the meeting agenda. Below is a typical example:

   A. Call to order.
   B. Roll call of members present.
   C. Reading of minutes of last meeting.
   D. Officer’s reports.
   E. Committee reports.
   F. Special orders --- Important business previously designated for consideration at this meeting.
   G. Unfinished business.
   H. New business.
   I. Announcements.
   J. Adjournment.

4. The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:
   A. Call to order.
   B. Second motions.
   C. Debate motions.
   D. Vote on motions.

5. There are four Basic Types of Motions:
   A. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
   B. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
   C. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
D. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

6. How are Motions Presented?
1. Obtaining the floor
   a. Wait until the last speaker has finished.
   b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
   c. Wait until the Chairman recognizes you.
2. Make Your Motion
   a. Speak in a clear and concise manner.
   b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
   c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
   a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
   b. The membership then either debates your motion, or may move directly to a vote.
   c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
   a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
   b. The mover is always allowed to speak first.
   c. All comments and debate must be directed to the chairman.
   d. Keep to the time limit for speaking that has been established.
   e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
   a. The Chairman asks, "Are you ready to vote on the question?"
   b. If there is no more discussion, a vote is taken.
   c. On a motion to move the previous question may be adapted.

7. Voting on a Motion:
The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
   Most importantly, **BE COURTEOUS**.

Note: Your club can purchase Roberts Rules of Order and refer to it as needed. (*Roberts Rules can be purchased at your local bookstore for less than $10.00*)

**Officer Requirements**

Students who wish to hold an officer position in an organization are required to:

1. Maintain a minimum of 2.0 grade point average.
2. Be free of both academic and disciplinary probation.
3. Be a matriculated student.
4. Officers cannot hold more than one signatory position.

Failure to maintain all the above requirements will result in withdrawal of eligibility.

**Duties of Officers**

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

A. **Duties of the President**
1. Be a good presiding officer:
   a. Know the proper procedure for conducting a meeting.
   b. Be impartial. Avoid expressing your personal opinions.
   c. Be knowledgeable about parliamentary procedure.
   d. Prepare an agenda for each meeting.
   e. Check the minutes of the preceding meeting to make certain that you have not forgotten important business that should be discussed or completed.
2. Understand and follow your constitution and bylaws.
3. Set an example for your organization by being fair, courteous and obeying the rules.
4. Represent your group, or see that a person is appointed to represent your group, at all campus meetings where representation is requested.
5. Carry out the group’s decisions and wishes even though you personally do not agree completely with the decision reached.
6. Know the school policies and regulations and see that they are followed at all meetings and activities of your organization.
7. Keep your advisor informed of all meetings, make certain that he/she is invited to all meetings and be certain that he/she is consulted before making plans for special meetings and events. (The college expects and requires that your advisor attend all organizational activities. Show him/her the courtesy of checking to make certain that he/she can attend before plans are started for any activity.)
8. Know the duties of the other officers and help them in carrying them out.
9. See that a calendar is prepared for the semester's activities early in the semester. Each club and organization should have a project or goal for the semester.
10. Call regular executive committee meetings and plan to check with your advisor before each regular meeting. Your advisor should attend the executive committee meetings. Executive committee meetings should include all officers.
11. Appoint committees to assist in getting things done, to help spread the burden of work among all club members, and to give others an opportunity to participate.
   a. The president must keep in touch with the committees and is usually an ex-officio member of all committees. He/she is responsible for seeing that they complete their assignments.
   b. A chairperson of every committee should always be indicated.
   c. Remember to call on committees for reports and take action on their reports.
12. Do not try to do all the work yourself. A good president assigns responsibilities to others. It is his/her role to follow up and check and recheck to see that the work is being done. Total participation of all members of a group makes for a strong organization.

B. The Vice President
1. Take over the president’s responsibilities when the president is unable to carry out his/her duties for any reason. Because of this, the vice president must be familiar with all the duties of the president.
2. Be ready to assist the president in any way possible.
3. Assume and carry out all special duties that may be assigned to you by the constitution, the president, executive committee or members.
4. Attend all executive committee meetings of the organization.
5. Know and understand the organization's constitution and bylaws.

C. The Secretary
1. The president depends upon the secretary for information of an official nature which can be found in the records of the organization.
2. The secretary is the custodian of the permanent records of the organization; records must be kept in a complete and accurate manner. Here is a suggested outline that may be of help to secretaries in writing minutes.
   a. Give the hour, day, month, place of meeting and name of presiding officer.
b. State whether the minutes of the last meeting were:
   1. Approved as read.
   2. Approved as corrected. (If there were corrections, list them.)
c. Give a statement concerning all reports read and the action taken on them.
d. Record items discussed under old business.
e. Record items discussed under new business.
f. Each motion, whether approved or not, should be included either under "old" or "new" business.
g. State the time of adjournment of the meeting.
h. Sign the minutes.

3. Read minutes and correspondence clearly so that the group can hear them at the meeting.
4. Be able to produce the minutes of the preceding meeting and find items of information quickly.
5. Keep an accurate and up-to-date list of members, their addresses and telephone numbers, and record of their attendance at each meeting.
6. Keep a copy of the constitution and bylaws in the secretary’s notebook and have it available for easy reference during meetings.
7. Keep a copy of all reports presented to the organization by committees or officers.
8. Take motions down accurately and be prepared to read them back almost immediately.
9. Be responsible for all organizational correspondence and develop a facility for writing, using proper grammar and correct phrasing, and neatness in writing or typing. All correspondence should be signed by the secretary with his/her own name and title.
10. Act as secretary for the organization as a whole. Officers and chairmen of committees are responsible for correspondence related to their duties.
11. Establish a secretarial pool to assist in performing the functions of office secretary.

D. The Treasurer
1. The treasurer is responsible for all funds of the organization, and signs all purchase requisitions and vouchers along with the advisor for the withdrawal of funds from the KCC Association Account. (These documents must also be signed by the Director of Student Life.)
2. Prepare a budget and have it approved by the executive committee and membership.
3. Make certain the organization expends money in keeping with the approved budget and within college policy and regulations.
4. Make a treasurer's report at each business meeting of the organization listing receipts, expenditures and balance on hand.
5. See that all bills are paid promptly.
6. Keep a record of all money handled, both incoming and outgoing, and indicate purposes for which money was disbursed.
7. Have records available and in a condition for examination at any time.
8. Do not write requisitions for amounts for which you do not have a bill. Members should be encouraged to obtain a requisition or purchase order which may be presented to merchants and business firms rather than a requisition for cash. Require and file a bill for all amounts which are cash payments to members.
Meeting Evaluation Checklist

1. Goals: What is the group trying to accomplish? Is this clear to all members? Who decides what the group does? Is the process democratic? What have you done to help? What more can you do?

2. Discussion: Is the discussion pertinent to the subject? If not, who is responsible? Are members able to express their ideas clearly? Is the leader articulate? Does everyone understand what is going on? As a member, have you helped to facilitate the discussion? How can you help more?

3. Leadership: Is the leadership good? Democratic? Interesting? Stimulating? Does the leader encourage others to talk? Does the leader talk too much? How much influence does the leader’s point of view carry? Does the leader use member contributions as much as possible? How sensitive is the leader to the feelings of the group? Of individuals? Does the leader keep group discussions on the subject? When necessary, can the leader follow correct parliamentary procedure? How can you help the leader to be more effective?

4. Participation: Do many members participate, or do a few members participate often? Does a small group dominate the thinking of the organization? Are questions or remarks usually addressed to the leader? Is discussion usually directed to the group as a whole or to individuals? Have you talked too much or not enough?

5. Atmosphere of the Meeting: How well is the membership working together? Do individuals feel free to express ideas contrary to the majority opinion? Is everyone’s point of view considered? Does the group seem open-minded? Friendly? Enthusiastic? Have you contributed toward a general feeling of friendliness, informality and interest?

6. Results: How much progress was made? Progress to where or what? Were any conclusions reached? Was the meeting worthwhile? How well will the group follow through on its decisions? What will you do as an officer to see that members follow through? What will you do, or can you do, to keep or make meetings worthwhile?

Planning an Event

The following procedures are intended to insure the success of the many and often simultaneous group-sponsored events.

1. Your assigned Student Life Advisor will review the proposed event with you in an effort to assist with the progress of initiating the arrangements, budgeting for college and programmatic expenses, and providing advice on means of conducting a successful event.

2. After meeting with a Student Life Advisor, student clubs, groups or organizations may request a space through the Office of Student Life, C-123, or with the Student Life College Center Lounge Supervisor, U-213. The Student Life Room Reservation Request form can only be obtained from the Office of Student Life, C-123. Submission of request does not guarantee confirmation of space.

3. Obtain all appropriate signatures and return the completed Room Reservation Request form to the Office of Student Life, C-123. All reservations must be made according to the Event Timeline to allow the college ample time to notify the necessary support services.

Arrangements for Audio-Visual equipment for a classroom (e.g., public address system, tape recorders, and projectors) must be made by the reserving party. The group’s faculty/staff advisor must sign, and accept responsibility, for equipment loaned from the Media Center. Arrangements for Media Center equipment are made by completing a Media Request Form, available in the Office of Student Life, C-123. Completed forms must be signed by the Director of Student Life. A member of the student group must pick up and return the
completed form to the Media Center in room L-115. For Technical Services not in a classroom, submit your request to the Office of Student Life – C-123 for assistance with the arrangements.

**Faculty/Staff Advisor**
A faculty/staff advisor must be present at every event, so students should attempt to schedule their events when their faculty/staff advisor is available. If your faculty/staff advisor will not be able to attend your event for any reason, please contact the Office of Student Life which commits to providing you with an advisor for the event. (See page 8, “Making the Most of Your Faculty/Staff Advisor,” for more information.)”

**Off Campus Catering**
When food is served on campus by an outside caterer, the requestor must obtain from the outside caterer copies of the following documentation:

1. Food Service Commissary Permit
2. Certificate of Food Protection
3. Certificate of Liability Insurance

Copies of each document should be provided to the Office of Student Life to be forwarded to the Office of Events Management at least 8 days prior to your event. Please be sure to include the caterer’s company name on the Certificate of Food Protection.

**Minutes & Attendance**
In order to process vouchers for events, all organizations must provide minutes stating that the members of the organization have all agreed to have the event and its terms and conditions. On the day of the event the organization must have all participants sign an attendance sheet as they enter the event. These items must be submitted with the payment voucher in order to process all payments.

**Regulations for use of College Space for Parties and Dances**
Prior to having a social event on campus a student organization must:

1. Receive approval from the Office of Student Life;
2. Secure a facility reservation form at least three (3) weeks in advance;
3. If the event is a fund raiser, file the appropriate application with the Office of Student Life four (4) weeks in advance. Fund raiser forms may be obtained from the Office of Student Life, room C-123; and
4. Parties cannot exceed four (4) hours: Parties held Monday through Thursday must end by 10:00 P.M., parties held on Friday must end by 7:00 P.M. Also, Security will ask students and their guests to voluntarily open any bags that they bring to the party to insure that no alcohol or other contraband is brought to the party. All those who enter will be required to pass through a metal detector. A validated KCC I.D. Card is required to enter all events. Each KCC student can bring one (1) guest. **There are no exceptions to the 1 guest policy.** Persons who invite non-University participants may be held accountable for such participants’ compliance with all College/CUNY policies.
RECOMMENDED TIMELINE FOR EVENTS

The timeline below is a planning guideline for all events clubs/organizations would like to plan on and off campus. Individuals planning events must stay within the timeline. Events that fail to meet the timeline will be cancelled; cancellations are subject to the discretion of the Office of Student Life.

<table>
<thead>
<tr>
<th>PLANNING TIMELINE</th>
<th>LEVEL 1 Meetings, literature/info tables</th>
<th>LEVEL 2 Any event in a large programming space, fundraisers, expressive activities</th>
<th>LEVEL 3 Guest speakers, outdoor events, off campus trips</th>
<th>LEVEL 4 Parties, fashion shows, ticketed events, high profile speakers/performers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for Events</td>
<td>N/A</td>
<td>1 week prior to the last day of classes</td>
<td>2 weeks prior to the last day of classes</td>
<td>2 weeks prior to the last day of classes</td>
</tr>
<tr>
<td>Initial Meeting</td>
<td>N/A</td>
<td>4 weeks</td>
<td>4-6 weeks</td>
<td>4-6 weeks</td>
</tr>
<tr>
<td>Room Reservation</td>
<td>2 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Develop Budget</td>
<td>2 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Marketing Plan</td>
<td>2 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Submit Purchase Requisitions</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Submit Contracts</td>
<td>3 weeks (with voucher)</td>
<td>3 weeks (with voucher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit All Paperwork Minutes, Vouchers</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Fundraiser Request</td>
<td>N/A</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Meeting with Security</td>
<td>N/A</td>
<td>1 week (expressive activity only)</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Facility Request Form</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Media Request Form</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Food Order</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Request for Faculty or Staff Presence at Event</td>
<td>1 week</td>
<td>1 week</td>
<td>1 week</td>
<td>1 week</td>
</tr>
<tr>
<td>Participant List</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>1 week</td>
</tr>
<tr>
<td>Post Event Survey</td>
<td>N/A</td>
<td>Due 1 week after event</td>
<td>Due 1 week after event</td>
<td>Due 1 week after event</td>
</tr>
</tbody>
</table>

SPENDING TIMELINE

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>6 weeks prior to the last day of classes</td>
</tr>
<tr>
<td>N/A</td>
<td>For orders up to $500: 1 week prior to the last day of classes For orders $500 &amp; up: 6 weeks prior to the last day of classes</td>
</tr>
<tr>
<td>1 week prior to the last day of classes</td>
<td>1 week prior to the last day of classes</td>
</tr>
</tbody>
</table>
Off-Campus Trips

A Travel Request Form and Trip Cost Checklist (available in the Office of Student Life, room C-123) must be submitted to the Office of Student Life for approval a minimum of four (4) weeks prior to the date of departure.

Minutes of the meeting in which the trip was voted on and approved must be submitted with the travel request form.

All trips using student funds or any trip sponsored by a KCC club or organization must be discussed with a representative of the Office of Student Life. The trip must be related to the purpose of the club or organization.

Funds in addition to budget allocation may be requested if the trip is related to the purpose of the club or organization. These requests can be made to the appropriate council or SAC.

Students will be required to pay a minimum of $10.00 out-of-pocket fee, or the full cost of the trip or event, whichever amount is less. Any remaining costs will be covered by the appropriate club or organization Association budget, up to a maximum of $100.00 per person.

A preliminary list of travelers must be submitted with the amount of deposit collected from each person.

All funds collected for trips must be deposited daily with the K.C.C. Association Office as they are collected.

All funds must be collected and deposited one week prior to departure, and a final list of travelers submitted to the Office of Student Life and a copy to the Security Office.

A Purchase Requisition must be submitted at least four weeks in advance if bus rentals are necessary.

No contracts should be signed, or deposits made, without the approval of the Office of Student Life.

Student Activity Fee income may only be used by registered K.C.C. students.

Student trips require faculty or full-time staff member(s) to chaperone the group. One faculty/full-time staff member is required for every twenty-five (25) people.

While on a trip students are expected to conduct themselves properly as representatives of K.C.C. Failure to do so could result in loss of future funding, loss of trip privileges and/or disciplinary action.

Note: Travel by non-athletic teams or organizations participating in competitions on behalf of the College require the completion of a Team (Non-Athletic) Competition Travel Request Form and Team Competition Cost checklist, available in the Office of Student Life.

All participants must complete a “Waiver and Release Agreement” and submit it to the Office of Student Life, room C-123 prior to any trip. If the participant is under 18 years of age, permission must be granted by parent or guardian prior to the trip.
Hiring Speakers & Performers

Performance Agreements (or "Contracts")

1. A Performance Agreement and W-9 must be completed for all paid performers and speakers.

2. Use of "agent's contracts" should be discouraged; before an "agent's contract" can be used it must be reviewed and accepted by Legal Counsel. It may be necessary to modify the document or use a Performance Agreement as well.

3. The Artist is any independent entity and is not, and may not be deemed to be, an agent, employee, servant, or representative of the sponsoring student organization, the College, the University, the Association, or the City or State of New York, for any purpose whatsoever, and may not represent or hold itself out to be such. All personnel furnished by the Artist under this Agreement will be employees of the Artist only, and the Artist alone is responsible for their work, personal conduct while performing under this Agreement, as well as their direction, and compensation, including but not limited to withholding and social security taxes and unemployment and worker's compensation insurance. The Artist acknowledges that any services or labor performed in furtherance of this Agreement will be engaged by the Artist as an employer as defined in the Immigration Reform and Control Act of 1986 (the "Act"). The Artist represents that it is aware of the provision of the Act related to the verification by an employer of the identity and employability at hire as defined by the Act. The Artist further represents that as an employer it will be solely responsible for compliance with provisions of the Act.

4. We are requesting one originally signed Performance Agreement. The agreement must be submitted to the Office of Student Life with a completed and signed W-9 form and voucher. (Organizations should encourage the performer to keep a copy of the contract for his/her files). Blank contracts and W-9 forms may be obtained in the Office of Student Life. A copy of the signed contract will be retained in the organization’s file in the Office of Student Life.

5. Remember, a completed Performance Agreement contains information about the performer or agent, and a description of the event, including date, time and location. The Performance Agreement should contain a complete and detailed description of services to be rendered. In order to process a voucher for payment, the original, signed contract and completed W-9 form must be attached.

6. Performance Agreements should be submitted to the Office of Student Life (at least 3 weeks before the event) to obtain the signature of the Vice President for Finance and Administration - the only individual designated to approve these contracts. No officer/member or faculty/staff advisor of a student organization may sign a performance agreement.

7. University policy requires that all payments be made after the event has been held. No advance payments, or deposits, will be made to any individual or group.

8. Performers may be paid either in person or by mail. If paying the performer on the day of the event, write "Hold for pickup by [name]" on the voucher. Checks not held for pick up are automatically mailed to the performer at the address shown on the voucher.

9. If the performer is to be paid on the date of the performance, the check should not be released until the performance has been completed to the satisfaction of the student organization.
Film Rentals

Showing Films/Movies... Legal Liability

It is important that your organization follows the legal guidelines established for showing films on campus. This includes purchasing the legal right to show the film. You can get more information about running a film series from the Swank Motion Pictures website at http://www.swank.com/college/guide.html. It is not legal to rent, purchase or borrow a film and show it in a public performance without purchasing the legal rights. Public performance is defined as, “to perform or display a film/movie at a place open to the public or at any place where a substantial number of persons outside of a normal circle of family and social acquaintances is gathered.” This would include a campus lounge, a meeting room or even a classroom. ‘Fair Use’ of a video showing is a face-to-face teaching activity. Face-to-face teaching exemptions are valid only if, “a teacher is in attendance” and “the showing takes place in a classroom setting” and “the movie is used as an essential part of the current curriculum being taught.”

Visit this website for more information: http://www.movlic.com/copyrightcompliance.html

Posting Policy

It is important for students, faculty, and staff to have adequate opportunities to publicize their programs and events. It is also important to maintain an attractive campus free of unnecessary litter. The purpose of these guidelines is to ensure an atmosphere conducive to learning, the reasonable conduct of public business and unobstructed access to the College for its students, faculty, staff, occupants and the community. These guidelines are designed to achieve those objectives, while avoiding limitations to freedom of speech. Student organizations may post information and notices concerning their organizations and activities in areas provided by the College, including designated kiosks, bulletin boards, and walls. Guidelines for posting by student groups include the following:

Posting Guidelines

1. All posters, flyers, and table tents must be approved for posting by the Office of Student Life. Organizations can bring flyers and table tents to C-123 during normal business hours to be stamped. The Office of Student Life reserves the right to remove any posters that are not stamped.
2. Flyers must include the name of the club/organization.
3. Date, time and location must be confirmed prior to approval.
4. Information printed in any language other than English must have an English translation.
5. Flyer size cannot exceed 11” x 17”.
6. Advertisements of solicitation of alcohol will not be approved.
7. Credit card advertisements will not be approved.
8. Flyers must only be posted to bulletin boards with staples and on walls with ‘dots’ provided by C-123. Flyers are not to be attached in any way to glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees.
9. Only one notice per event may be posted per kiosk, wall, and pole or board surface.
10. Posted materials should not cover or obstruct other notices.
11. Table tents must be in text format only. No picture graphics will be approved for table tents.
12. Be mindful and respectful of other groups/organizations when determining the number of copies you will post.
Expressive Activity

The College supports the right of individual students, faculty, staff and student organizations to engage in expressive activities, including the carrying or displaying of signs or placards, leafleting, marches, rallies, demonstrations, Protests, speeches, and circulation of petitions. The College will take whatever steps it deems necessary to protect the right of any member of the College community to publicly proclaim any view, however unpopular, and protect the freedom of speech and assembly of any individual or group. However, all expressive activities must, comply with the College’s rules regarding the time, place and manner for such expressive activities, to ensure that the College’s educational activities are not disrupted when members of the College community wish to exercise their First Amendment rights.

Procedures:

1. Leafletting. Individuals who wish to distribute materials to students on campus can do so in the following areas: (1) Breezeway outside of the Library, Breezeway outside of the bookstore and Breezeway in between the cafeteria and the West Academic Clusters. Please note that this area does not include the inside of the cafeteria, or in front of its entrance, due to high traffic and congestion. (2) Outdoors on sidewalks and grassy areas that are open to students, so long as it does not obstruct entry doors to effect/create unsafe traffic conditions (for example, in the parking lot.)

2. Banners. A banner is considered any advertisement larger that 16”x24”. Banners may be placed around campus with prior approval from the Offices of Student Life and Buildings and Grounds (with the limited space around campus it is important to have the banners meet Size requirement, thus the need to approve the banners). Banners should be utilized to publicize student club and organizations campus events i.e., meetings, parties, workshops, celebratory weeks etc.

3. Tabling. Requests should be submitted to the Office of Student Life, Room C-123, during the posted office hours. Such requests will be granted on a first come, first serve basis based on the availability of space. Tabling permissions, once granted, must be presented to College personnel if requested.

4. Postings on Bulletin Boards. The College has provided bulletin boards for student use. University personnel will remove notices from all approved student-posting areas every Monday. These areas will also be checked regularly to remove outdated notices.

5. Group Expressive Activities, such as Rallies, Demonstrations and Protests.

A. Any request to schedule a group expressive activity should be in writing at least 24 hours before the requested date to the Office of Student Life (C-123). The office will review and approve applications on a first come, first serve basis. Each request must contain the following information:
   A. Name/e-mail address/ contact number of the individual/ group making the request
   B. Date and hours requested for the activity and the duration
   C. Area requested for use
   D. Number of expected attendance
Group expressive activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings, or impede free access to the buildings or parking lots by its students, faculty, staff, occupants or the public. Expressive activity shall not impede or interfere with College business, the educational process, or public access to and use of the College grounds. The College reserves the right to stop any expressive activity when it interferes with or disrupts the normal activities of the College, interferes with the educational process, or violates any of the conditions covering expressive activity under this policy.

The carrying or displaying of signs or placards must be done without the use of sticks or posts. All signs and placards must be made of paper, cloth or poster board.

**Publicizing an Event**

**A. Scepter**
The student newspaper will publish any announcement related to student activities. Contact should be made well in advance of the event to determine deadlines for entering material. Scepter is located in room M-230, extension 5603.

**B. WKRB**
The student radio station is on the air from 9:00 A.M. to midnight each school day and will announce any Kingsborough organization event. Copy must be submitted along with the name of the sponsoring organization. WKRB is located in room U-228, extension 5604.

**C. Graphics**
Neatly printed signs are available to student groups with an advance notice of about two weeks. Appointments for computer graphic services may be made in the Office of Student Life, room C-123, extension 5597.

**D. Posters**
Bulletins announcing the date, time, location and details of an event may not be placed on walls, doors or any other areas other than bulletin boards. Posters should be attractively arranged to draw maximum attention, and the name of the sponsoring organization must be included. All posters must be brought to the Office of Student Life, room C-123, to be stamped with a removal date. The Office of Student Life reserves the right to remove all unstamped posted material. (See “Posting Guidelines” on page 27)

**E. Office Services**
The college's on-campus printer will do various kinds of printing for student groups, within their availability and ability. Cost of printing will be encumbered by, and charged to, the sponsoring group. The work can be done from an "original" copy piece. Anything that can be typed, printed or drawn can be reproduced. A form may be filled out at Office Services, room P-101, and submitted along with your original. No work will be undertaken without having the signature of the club's faculty/staff advisor affixed to the estimate. Such signature will signify:
1. That the advisor approves the projected expenditure;
2. That the advisor knows that the club has a balance of funds at least equal to the projected expenditures as of the date the advisor signs; and
3. That the advisor will consider the sum to be encumbered and will immediately reduce the club's balance accordingly.

**Have an estimate prepared in Office Services first, then get faculty/staff advisor's signature.**

In the event the estimate exceeds $25.00, in addition to the signature of the faculty/staff advisor, the signature of the Director of Student Life will be required. It is understood that because of the pressures of other work, Office Services may turn away club work on the basis of:

1. Its complexity, which would require excessive time, and/or material;
2. The press of other work which requires its manpower and plant for other college purposes; and
3. Internal conditions in Office Services such as machinery breakdown, illness or other situations which will limit its production capacity.

We urge all clubs to arrange for their printing needs well in advance in order to permit the print shop to arrange its work most favorably. If you wish to do a mailing to a portion of the student body, student address labels are available through the Office of Student Life, room C-123, extension 5597. Mailings of a moderate size (50-200) will be postage metered at the mail room and charged to your organization. For mailings of a larger quantity, seek assistance from the college's mailroom, P-102.

Photo copies can be made in the Office of Student Life, twenty (20) copies per original.

**F. Official KCC News Release**

If your event is of great significance, discuss the event with the Office of Student Life - C-123 who will work with the college's Office of Public Relations on the possibility of issuing an official news release about the event. Remember this is for events of major public interest.

**Event Evaluations**

As soon as possible after your event occurs, it is very beneficial to sit down with everyone who was involved with the event (i.e. club officers, your faculty/staff advisor, co-sponsors and student life staff) to evaluate the execution of the event and the performance of your organization. Post-event evaluation reports are a useful tool to pass on to future members of your organization. This form will help you evaluate your event and must be submitted to the Office of Student Life (C-123) no later than a week after the event takes place.
**Club Membership Roster**

To verify members of your club for elections and other matters that require a quorum, each club MUST provide a membership list of all club members, currently enrolled at the college. Please PRINT or TYPE the information listed below and submit roster to the Office of Student Life Room C-123 by October 15. *(Roster must be submitted to the Office of Student Life one week prior to your elections either in the fall or spring)*

*Please keep a copy of this list for your records.*

<table>
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<th>Club Name:</th>
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Print President’s Name ___________________________ President’s Signature ___________________________ Date ___________________________

Print Secretary’s Name ___________________________ Secretary’s Signature ___________________________ Date ___________________________

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<tr>
<th>Print Name</th>
<th>Phone #</th>
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Club/Organization Registration Form

NAME OF CLUB: __________________________

MEETING DAY/TIME & LOCATION: __________________________

CLUB WEBSITE: __________________________ CLUB E-MAIL: __________________________

DATE WHEN ELECTIONS WERE HELD: __________________________ (PLEASE REMEMBER TO ATTACH MINUTES)

In order to charter a student club and maintain recognition at Kingsborough Community College your group must elect from its membership the following officer positions: President, Vice-President, Treasurer and Secretary. An officer must have a 2.0 minimum GPA and the President may not serve as an officer of student government. Club must also obtain a faculty or full-time staff member to serve as club advisor. Minutes showing the election results must be turned in with this form.

**PRESIDENT (print name clearly & sign)**

Name ____________________________ Last 4 Digits SS# ____________________________

Mailing Address: ____________________________ Street Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Preferred Phone Number: ____________________________ Email (Required): ____________________________

**VICE PRESIDENT (print name clearly & sign)**

Name ____________________________ Last 4 Digits SS# ____________________________

Mailing Address: ____________________________ Street Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Preferred Phone Number: ____________________________ Email (Required): ____________________________

**TREASURER (print name clearly & sign)**

Name ____________________________ Last 4 Digits SS# ____________________________

Mailing Address: ____________________________ Street Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Preferred Phone Number: ____________________________ Email (Required): ____________________________

**SECRETARY (print name clearly & sign)**

Name ____________________________ Last 4 Digits SS# ____________________________

Mailing Address: ____________________________ Street Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Preferred Phone Number: ____________________________ Email (Required): ____________________________

**FACULTY/STAFF ADVISOR (must be a faculty or full time staff member of Kingsborough Community College)**

Name ____________________________ Department ____________________________

Campus Mail Code: ________ Room #: ________ Campus Phone: ________ Preferred Email: ____________________________

Have you served as advisor to this club in the past? ________ If so, for how many years?: ____________________________

*I have received the faculty/staff advisor guidelines, and I have agreed to be the club/organization’s advisor.

It is the responsibility of all officers to know the rules and regulations for maintaining recognition as a student club as per the KCC Officer’s Manual. Failure to abide by these policies could result in suspension of your club and college disciplinary action.
Kingsborough Community College of the City University of New York
Key Request and Distribution Record - FOR USE BY CLUBS AND COUNCILS ONLY

Name (please print): ________________________________

Club / Council ___________________________ Last Name ___________________________ First Name ___________________________

Department: The Office of Student Life
Mail Code: SL
Room: C-123
Ext. 5597

Please Supply the Following Keys:

No. of Keys Date Keys Returned

No. of Keys Charge for Keys Initial

Returned Not Returned

Room No. ___________________________ ___________________________
Room No. ___________________________ ___________________________
Desk Lock No. ___________________________ ___________________________
Fire Lock No. ___________________________ ___________________________
Other (specify) ___________________________ ___________________________

Requested By ___________________________ Signature ___________________________ Date ___________________________

Club/ Council President ___________________________ Signature ___________________________ Date ___________________________

Faculty Advisor ___________________________ Signature ___________________________ Date ___________________________

Director of Student Life ___________________________ Signature ___________________________ Date ___________________________

V.P. for Admin. ___________________________ Signature ___________________________ Date ___________________________

Key Assignment Agreement – Terms and Conditions

The following terms and conditions apply to the release of all keys:

- All keys are the property of Kingsborough Community College.
- Keys released to students are not transferable (no lending or giving).
- Keys cannot be duplicated.
- Bearer of the key is responsible for lost or stolen key. Lost keys must be reported to Security and Student Life immediately.
- Keys must be returned at the end of each semester or at the termination of the officer’s position.

Penalties incurred should keys not be returned:

- Official college documents will be withheld including transcripts, diploma, etc.
- Bearer will be responsible for any and all monetary fees associated with lost keys and/or lock replacement.

ALL KEYS ARE TO BE RETURNED TO C-123

I have read, understand and agree to the above Terms and Conditions.

Agreed and accepted: ___________________________ ___________________________ Date: ___________________________
PETITION TO ORGANIZE AND ESTABLISH AN ORGANIZATION

Name of Proposed Organization

Purpose of Proposed Organization

What Types of Activities/Events Would Your Club/Organization Have?

Membership Requirements

Voting Membership Requirements

Name of Proposed Advisor

Signature of Proposed Advisor

Department ____________________________ Extension ____________________________

Name, signature and last four digits of social security number of student who will represent the organization before the Club Chartering Committee

Print Name ____________________________ Sign Name ____________________________ Social Security Number ____________________________
**PETITION TO ORGANIZE AND ESTABLISH AN ORGANIZATION**

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<th>Signatures</th>
<th>Last Four Digits of Social Security #</th>
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### Request for Payment Voucher

**Kingsborough Community College Association, Inc.**

**Request for Payment Voucher**

**Check No.**

**Date**

**Voucher No.**

### Name of Organization

### Organization Number

### Budget Year

### Date

**Please Pay To:**

(Name and Address)

**For**

Describe services or materials

Attach Bills to White Copy

**Amount**

**Total Amount of Requisition**

$ __________

### Activity for Which Funds Were Expended:

### Budget Recap:

A. Association Approved Budget

B. Deposits

C. Transfers

D. Total Available (A+B+C)

E. Prior Expenditures this Budget Year

F. Contracts and/or Other Commitments this Budget Year

G. Amount of this Requisition

H. Total Expended and Committed to Date (E+F+G)

Remaining Dollar Balance Available (D-H)

### Certification:

I hereby certify that the above listed items are correct and proper and that the services were performed and/or merchandise was received, and that this request for payment has not been included in any previous payment or request for payment.

### Treasurer or President of Organization

### Faculty Advisor

### Approved:

Director of Student Life

### Distribution

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<th>White</th>
<th>KCC Assn.</th>
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<tr>
<td>Canary</td>
<td>Treasurer</td>
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<td>Pink</td>
<td>Originator</td>
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## Purchase Requisition

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<th>Dept. Req #</th>
<th>Date of Req</th>
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<th>Purchasing Office Use Only</th>
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<td>Funding:</td>
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<td>K=College</td>
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<td>G=RF Grant</td>
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Is this a requisition to **Increase**, **Decrease**, **Cancel**, **Change**, an existing purchase order? If yes enter PO# __________

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### Names and Addresses of Suggested Vendors:

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4. 
5. 

White - Purchasing; Green - Encumbering; Canary - Deurr; Pink - Chairperson; Goldenrod - Originator


**INSTRUCTIONS TO REQUISITIONER:**
Fax a copy of this entire form to vendor; submit identical copy with signed and approved requisition to the Purchasing Department. Allow two weeks after submission to Purchasing for delivery.

| Requisition Number | Club | Requisitioner | Telephone Number | Total # Items | Date Required | Vendor Name | Date Faxed | Vender Tel. |
|--------------------|------|---------------|------------------|              |              |            |            |             |

**Purchasing and Vendor Use ONLY**

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Total $</th>
</tr>
</thead>
</table>

**Item # | Cat. No. | Quantity | Price | Extension**

**Engraving to read:**
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Total # letters @ $_________/ letter = Engraving Cost =

**NOTE TO THE VENDOR:**
This fax does not constitute an order until the price has been confirmed with the KCC Purchasing Department and a P.O. Number is assigned. Please call KCC Purchasing at 718-368-5034 for order approval and P.O. Number.
PLAQUE SPECIFICATIONS SHEET

Instructions: Fax a copy of this entire form to vendor; you will then receive an estimated bill from the vendor. Once you have received the estimated bill: attach this form and the estimated bill to a payment voucher (making sure all forms have the appropriate signatures) then submit all of it to the Director of Student Life for approval. This is only for items under $500.00 that will be picked up, not delivered, from vendor.

<table>
<thead>
<tr>
<th>Order Number:</th>
<th>________________</th>
<th>Club:</th>
<th>________________</th>
<th>Total Cost:</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator:</td>
<td>________________</td>
<td>(Please Print)</td>
<td>Originator:</td>
<td>________________</td>
<td>Faculty/staff advisor:</td>
</tr>
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<td>(Please Print)</td>
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<td>(Please Print)</td>
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<td></td>
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<tr>
<td>Total # of Items:</td>
<td>________________</td>
<td>Vendor Name:</td>
<td>________________</td>
<td></td>
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</tr>
<tr>
<td>Date Required:</td>
<td>________________</td>
<td>Vendor Tel.:</td>
<td>________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Faxed:</td>
<td>________________</td>
<td>Item #</td>
<td>Quantity</td>
<td>Price</td>
<td></td>
</tr>
</tbody>
</table>

Engraving to read:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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________________________________________________________________________________________

Total # letters ___________ @ $ ______________ / letter = Engraving cost = ______________

Note to vendor: This fax does not constitute an order until the price has been confirmed with the Director of Student Life. Please call the Office of Student Life at 718-368-5597 for approval and order number.
REQUEST FOR FUND RAISING ACTIVITY

Please Print
1. Organization _____________________________ Date ___________________________

2. Name of person completing form ____________________________________________

3. Campus Telephone Number _____________ Alternative for leaving messages ___________

4. Purpose for which funds are being raised ________________________________________

5. Estimated amount needed to raise ______________________________________________

6. Means by which funds are to be raised (e.g. Dance, Cake Sale, etc.) _______________________

7. Will funds from the organization’s budget be spent on this project? If so, how? ________________

8. What items will be brought or donated for this project? _____________________________

9. From what source will items be brought or donated? ________________________________

10. Where will fund raising take place? _____________________________________________

11. When will fund raising take place? ______________________________________________

12. Name of Person responsible for deposit of money raised into organization account

13. ___________________________________________ Date
    Signature of Appropriate Organization Officer

14. ___________________________________________ Date
    Signature of Faculty/staff advisor

15. ___________________________________________ Date
    Signature of Business Office
    ( only if you intend to sell articles or edible food items)

Copy of Minutes and any Other Supporting Documents
Clubs and organizations can petition to the Student Government Council they belong to for extra funds for events. They must show a need for funds and provide a description for the use of the funds. Clubs and organizations may only petition to the Campus Activities Board for funds if their Council denies them for funding. Funds can be granted to each club/organization up to three (3) times per academic school year.

The form below must be filled out completely. Incomplete forms risk automatic denial of funds. A formal proposal including all requested information below may be submitted in lieu of this form.

Club/Organization Requesting Funds: ____________________________________________

Council funds are being requested from: _______________________________________

Name of individual completing form: ___________________________ Position: ___________

Phone: ___________________________ Email: ________________________________

Name of Event: ____________________________________________________________

Date: ___________ Time: ___________ Location: __________________ Est. Attendance: ___________

Description of Event: ____________________________________________________

Purpose of Event/Expected Outcome: _______________________________________

Budget (provide a detailed list of all expenses for your proposed event):

_________________________________ _______________________________________

_________________________________ _______________________________________

_________________________________ _______________________________________

_________________________________ Grand Total Cost: ___________

Are you requesting funding from any other source? Yes No

If yes, please indicate from where or whom and how much: _______________________

_________________________________ _______________________________________

_________________________________ _______________________________________

Notes: _________________________________________________________________

Date: ___________ Approved: ___________ Denied: ___________ Amount: ___________

Notes/Stipulations: _______________________________________________________

President: _______________________________ Treasurer: _______________________

Approved applications must be attached to council minutes and a voucher indicating an allocation for a "Transfer of Funds" or allocation of specific item being sponsored.
**Kingsborough Community College**  
Office of Student Life – C-123  
Phone: 718.368.5597 – Fax: 718.368.4801  

**EVENT CONFIRMATION CHECKLIST**

| Club/Organization: __________________________ | Event Title: __________________________ |
| Coordinator: __________________________ | Event Date: __________________________ |
| Phone: __________________________ | Event Time: __________________________ |
| Email: __________________________ | Event Location: __________________________ |
| Faculty/Staff Advisor: __________________________ | Event Level: 1 2 3 4 |

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Staff Initials</th>
</tr>
</thead>
</table>

**Initial Meeting (4-6 weeks)**  
Meet with your Student Life Advisor to get event approved and pick up appropriate paperwork.

**Request Space for Event – (4 weeks)**  
Meet with Ruby in the College Center Lounge.

**Develop a Budget & Allocate Funds – (4 weeks)**  
Meet with your club/organization to complete paperwork: attendance, minutes, vouchers/purchase requisitions, contracts, etc.

**Submit Purchase Requisitions – (4 weeks)**  
Purchase requisitions are required for: ordering buses for trips, purchases over $500 as well as any items being ordered and shipped to campus.

**Submit Contracts – (3 weeks)**  
Contracts are required anytime you pay an individual or a vendor for services rendered. Contracts must be accompanied by attendance, minutes and a voucher. A faxed copy of the contract may be submitted at this time but an original signed copy must be submitted before the services are rendered.

**Marketing Plan – (3 weeks)**  
Meet with the Student Life Graphics Designer to submit information & ideas regarding your marketing plan.

**Submit Remaining Paperwork – (2 weeks)**  
Attendance, minutes, vouchers must be submitted any time club/organization funds are being spent.

**Fundraiser Request – (2 weeks)**  
Request to have a fundraiser must be submitted anytime the club/organization is collecting money.

**Facility Request Form (Room Setup) – (2 weeks)**  
This form is to be completed with the final requested setup for the space you reserved. A diagram may be necessary for some events.

**Media Request Form – (2 weeks)**  
This form is to be completed with requests for any AV needs: projector, screen, laptop, TV, microphones, etc.

**Meet With Security – (2 weeks)**  
Level 4 Events Only. Meeting must be held with Security, Student Life, and club/organization representative to go over details for the day of event: entrance procedure, ticket sales, guests, performers, capacity, etc.

**Order Food – (2 weeks)**  
Food orders from on-campus caterers require a food order form to be submitted 10 business days in advance to Student Life. A signed sheet must be filled out at any event serving food and must be submitted to Student Life with payment and final paperwork.

**Request for Faculty/Staff Presence – (1 week)**  
Any and all events sponsored by a club/organization must have a full time KCC faculty/staff present but not necessarily the assigned faculty/staff advisor of the club/organization. In the event that no faculty/staff is available to attend the event, a representative from the Office of Student Life can be there but must still be notified 1 week in advance.

**Participant List – (1 week)**  
All performers, stage hands, judges, speakers, DJs, executive board members, etc. must be on the Participant List and be listed individually by name and not by group. The list must contain actual government names that appear on the individuals IDs; no one will be allowed into the event without photo ID. Individuals Participant List will be subtracted from the total ticket count regardless of whether they attend the event or not. Individuals on the Participant List are still responsible to pay for their ticket if applicable.

**Post Event Evaluation – (1 week post event)**  
As the Event Coordinator, I am aware of all the preceding forms that must be submitted and of all the preceding deadlines that must be met. I understand that failure to comply with the outlined timeline will result in the cancellation of my event. Completed form must be returned to Student Life Advisor by:__________

| Event Coordinator’s Signature | Date | Student Life Advisor’s Signature | Date |
STUDENT LIFE ROOM RESERVATION REQUEST

Completion of this form does not guarantee reservation of space for your event or program. Please fill out the form completely. Form must be completed and submitted with respect to the Planning Timeline set by the Office of Student Life. Forms submitted after the deadline will be discarded.

Individual Completing Form: __________________________ Club/Organization: __________________________

Phone: __________________________ Email: __________________________

Name of Event: __________________________ Requested Date: __________________________

Event Time: (Pre-Access) __________ (Start) __________ (End) __________ (Breakdown) __________

Requested Room: (1st Choice) __________ (2nd Choice) __________ (3rd Choice) __________

If Outdoor Event: (Rain Date) __________ OR (Rain Location) __________

Description of Event: ________________________________________________________________

________________________________________ Estimated Attendance: __________

Room Setup (indicate quantity):

____ Theater Style _______ U-Shaped _______ Refreshment Tables _______ Stage

____ Classroom Style _______ Hollow Square _______ Fashion Show _______ Podium

____ Banquet Style _______ Head Table _______ Party _______ Line

____ Conference Style _______ Chairs in a Circle

Other/Custom: __________________________

A/V Needs: __________________________

Will there be a: Guest Speaker____ DJ____ Live Band____ Off-Campus Vendor________________________

Food: Yes_________ No_______ Just Pre-Packaged Snacks/Drinks________

If yes, please select one: On-Campus Caterer____ Off-Campus Caterer____ Caterer: __________________________

Will tickets be sold? Yes_____ No______ If yes, how many? __________ Price: Student_______ Non-Student_______

Is Press expected: Yes_____ No______ If yes, from where? __________________________

Signature of Individual Completing form __________________________ Date __________

Signature of Faculty/Staff Advisor __________________________ Date __________

Signature of the Director of Student Life __________________________ Date __________

Room Available: Yes No Location: __________________________ Date: __________ Time: __________

Notes: __________________________
Special Events Audio Visual Request

Date of Function __________________ Room __________________

Agency Name: __________________________________________________

Function Scheduled to begin _______ to end ___________

Type of Equipment Needed:

Special Instructions:

Originator __________________________ Date Requested __________________

Authorized by: (A/SL)

Authorized by: (MC)

MC 11/10/94
Complete this for if order is being paid with KCC Association Funds

**COMPLETE THIS FORM ONLINE OR TYPE**

**Food Order Form for Student Groups**

Requester’s Name: ________________________________

Title: ____________________________  Tele. Ext.: ____________________________

Office: ________________________________  Mail Code: ____________________________

### Food Item (If more space is needed attach a separate piece of paper to this form)

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Quantity</th>
<th>Price Per Unit</th>
<th>Total Cost Per Item</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Expenditure $________

Name of Event: ____________________________________________________________

Purpose of Event: __________________________________________________________

Date of Event: _______________  Start Time: _______________  End Time: _______________

Location of Event: __________________________  Expected No. of People: __________________________

Source of Funds: ____________________________________________________________

Requested By: ____________________________________________  Date: _______________

Type Name of Club Officer Here: ____________________________

Approved By: ____________________________________________  Date: _______________

Type Name of Faculty/staff advisor Here: ____________________________

Approved By: ____________________________________________  Date: _______________

Type Name of Faculty/staff advisor Here: ____________________________

Kingsborough Association Representative: ____________________________  (signature)

Order received by Events Management on: _______________

Reviewed and Initialed by: ____________________________  Forwarded to Panda House on: _______________

Order received by Events Management on: _______________
INSTRUCTIONS FOR COMPLETING THE MEETING ARRANGEMENTS FORM
AND
GUIDELINES FOR THE USE OF COLLEGE FACILITIES

Instructions for Completing The Meeting Arrangements Form

Many changes occur when planning an event and the final details are generally not in place until one month in advance. Taking this into account, the Meeting Arrangements Form should be completed for all college events and received by the Office of Events Management  not more than one month in advance and no later than 8 working days prior to your event. This form should be completed for all student functions as well as faculty and staff functions. For student events the form should be signed by the Organization or Club Officer as well as a Faculty Advisor and the Director of Student Activities. Once the form has been completed and all necessary signatures obtained, please forward the form to the Office of Events Management, mail code A. The Office of Events Management is located in room A209 in the Administration Building.

Guidelines for Use of College Facilities

1. One meeting room may be used for several different events in one day. Therefore, all events must end at the stated time, whether or not the event began on time.

2. If an event is changed or cancelled, please call ext. 5028 to inform Events Management at least 24 hours in advance.

3. Food and drink are only permitted in designated areas. A Food Order Form must be completed and submitted to the Office of Events Management for Panda House catering. Food and drink are not permitted in auditoriums or stage areas, hallways, classrooms, the library and laboratories.

4. Home prepared food may not be used at any function on the Kingsborough Campus.

5. All student functions must adhere to all regulations regarding "planning an event", "space and equipment reservations" and "regulations for use of college space for parties and dances" as set forth in the Student Handbook.

6. If a function is going to be a student club “fundraiser”, you must file the appropriate forms with the Fundraising Committee (C-123 ext. 5597).

7. Smoking is prohibited in all Kingsborough Community College Buildings.

As required by law, each facility has a maximum occupancy to which we must strictly adhere.

MAC Conference Center: 125 people per section, lecture style. This number may be reduced when different set-ups are used. Please consult with Events management for exact numbers using different set-ups.

M-239: 45 Lecture Style, This number may be reduced when different set-ups are used

V-219: 70 Lecture Style, This number may be reduced when different set-ups are used

Performing Arts Center: 709 Maximum (includes pit seating). If entire stage area is being used then this number will decrease.

MAC Playhouse: 298 Maximum

College Center: U219 – 150 people lecture style. U220 – 150 people lecture style. Combined – 300 people lecture style. This number may be reduced when different set-ups are used. Please consult with Events management for exact numbers using different set-ups.

CALL EVENTS MANAGEMENT (5028) FOR MAXIMUM OCCUPANCY OF OTHER ROOMS
8. The Office of Events Management must be consulted for proper placement and attachment of signs. *Hanging/taping of signs on all painted surfaces is prohibited.*

9. Tables, pianos, lecterns and media equipment must be moved by designated Kingsborough personnel.

10. All of the equipment, in KCC event facilities (including the theaters), is operated exclusively by trained Kingsborough staff members. If any of this equipment is needed, please call Events Management to insure that the appropriate staff and equipment will be available.

11. Under no circumstances will any dangerous weapons as defined by the New York State Penal Code be allowed on campus except for use by authorized security personnel.

12. All security and public safety procedures must be followed (including the use of metal detectors).

13. The Office of Public Safety will have the final word on all security and safety related issues that may arise during a scheduled event, including, the cancellation of such event if it becomes apparent that there is risk of injury to persons or college property.

**If you experience any problems with the lights or the sound equipment, please do not try to correct it yourself. Call Events Management (ext. 5028) and someone will respond to your problem.**

The Office of Events Management staff are here to assist you in using college facilities safely and comfortably. Please let us know your needs in advance of your event so that we may have everything prepared for you. Of course, if you experience any difficulty during your event, please call ext. 5028 and we will respond to your needs.
**KINGSBOROUGH COMMUNITY COLLEGE**  
The City University of New York

**MEETING ARRANGEMENTS FORM**  
**TO BE COMPLETED FOR ALL KINGSBOROUGH EVENTS AFTER A ROOM RESERVATION HAS BEEN CONFIRMED.**

INSTRUCTIONS: A student group must discuss all events in detail with its Faculty Advisor and a representative of the Office of Student Life (C-123 ext. 9997). Student groups reserve space through the Office of Student Life. All others reserve space with the Office of Events Management (A-209 ext. 9028 or Email: Events.Management@kbcc.cuny.edu).

Form must be completed, signed and submitted to the Office of Events Management no later than EIGHT working days, and no earlier than ONE month prior to the day of the event. If not submitted in time you set-up arrangements will not be guaranteed. Do not submit this form until all signatures have been obtained.

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>ORGANIZATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME:</td>
<td>E-MAIL:</td>
</tr>
<tr>
<td>MAIL CODE:</td>
<td>TEL#:</td>
</tr>
</tbody>
</table>

| DATE(S) OF EVENT: | START TIME: | END TIME: |

<table>
<thead>
<tr>
<th>DESCRIPTION OF EVENT:</th>
<th>Lecture</th>
<th>Open House</th>
<th>Party</th>
<th>Dance</th>
<th>Luncheon</th>
<th>Dinner</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ASSIGNED ROOM(S):</th>
<th></th>
</tr>
</thead>
</table>

| EXPECTED ATTENDANCE: | OPEN TO GEN. PUBLIC: YES: | NO: |

| ARE TICKETS BEING ISSUED/SOLD: | YES: | NO: | IF YES, HOW MANY AVAILABLE: |

| ADMISSION CHARGE/CONFERENCE FEE: | YES: | NO: | IF YES, $ | IN ADVANCE | AT DOOR |

| PARKING REQUESTED: YES: | NO: | #BUSES/AUTOMOBILES EXPECTED: |

| AUDIENCE: | STUDENTS | FAC/STAFF | OTHER (SPECIFY) |

<table>
<thead>
<tr>
<th>WILL THERE BE A:</th>
<th>D.J.</th>
<th>LIVE BAND</th>
<th>SPEAKER</th>
<th>OTHER</th>
</tr>
</thead>
</table>

| NAME(S) OF SPEAKER(S)/TOPIC/PERFORMER/D.J./VENDORS (SPECIFY) |

| IS PRESS EXPECTED?: | YES | NO | (IF PRESS IS EXPECTED, PLEASE SUPPLY ALL DETAILS IN WRITING TO EVENTS MANAGEMENT, A-209) |

| AV OR SPECIALIZED EQUIPMENT NEEDED (STUDENT GROUPS, PLEASE CONTACT THE COLLEGE CENTER LOUNGE SUPERVISOR): |

<table>
<thead>
<tr>
<th>ROOM ARRANGEMENT:</th>
<th>(PLEASE CHECK ALL THAT APPLY, IF MULTIPLE SET-UPS PLEASE CALL EVENTS MANAGEMENT EXT. 5028)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Style</td>
<td>Conference Style</td>
</tr>
<tr>
<td>Banquet Style</td>
<td>U-Shaped Conference</td>
</tr>
<tr>
<td>Hollow Square Conference</td>
<td>Chairs in Circle</td>
</tr>
<tr>
<td></td>
<td>Dance</td>
</tr>
<tr>
<td></td>
<td>Podium</td>
</tr>
</tbody>
</table>

| FOOD: | YES: | NO: |

| IN-HOUSE (cafeteria) Catering: | Outside Caterer: | Name of Outside Caterer: |

| For outside caterers, have you obtained: Certificate of Food Protection: | Copy of Insurance Cert.: |

**EVERY FORM MUST HAVE A SIGNATURE. PLEASE READ BELOW:**

**Signatures:** The reserving group or individual agrees to be held liable for, and will pay costs resulting from any damage to or loss of, college property suffered incident to its use of the premises and further agrees to pay all costs incurred for this event.

**FOR STUDENT GROUPS:**
A student group must arrange for a Faculty Advisor(s) to be present at any event which it sponsors. The Faculty Advisor(s) must be present for the entire event.

**Person Authorizing Expenditure:**
Please indicate source of funds and sign in the appropriate box.

<table>
<thead>
<tr>
<th>Source of Funds:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Officer/Person Completing Form/Title</td>
<td>Date</td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Student Activities/ Person Authorizing</td>
<td>Date</td>
</tr>
</tbody>
</table>
FACULTY/STAFF ADVISOR ATTENDANCE AT A GROUP EVENT FORM

1. Organization: ________________________________________________________________

2. Type of Event: _______________________________________________________________

3. Date of Event: _______________________________________________________________

4. Time of Event: _______________________________________________________________
   Starting _______________________________ Ending _______________________________

5. Location: _________________________________________________________________

6. Number of Persons Expected to Attend: _______________________________________

Please read and Sign

I understand that a minimum of one (1) Faculty/staff advisor is required at all student sponsored events. I must be present for the entire event listed above.

__________________________________________
Signature of Faculty/staff advisor
Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

Post Event Evaluation

1. Organization: ________________________________________________________________

2. Event Title and Type of Event: ________________________________________________

3. Date of Event: ____________________________________________________________________________

4. Official Time of Event: ___________________________ ___________________________
   Start Time                                            End Time

5. Actual Time of Event: ___________________________ ___________________________
   Start Time                                            End Time

6. Was there a faculty/staff advisor at your event? Yes ____ No ____

7. Number of Guests at the event: ____________

8. How was the event advertised: ________________________________________________

9. Was there a Co-Sponsor(s): Yes ____ No ____ If yes, then who? ____________________________

10. Were there performers at the event? Yes ____ No ____ If yes, then who? ____________________________

11. Did your performers arrive on time? Yes ____ No ____

12. Were there problems at the door? Yes ____ No ____

13. Were there any problems with security? Yes ____ No ____
   If you selected yes, then why? ________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

14. Was there a post-event wrap-up meeting? Yes ____ No ____
15. Describe the successful aspects of the program:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

16. Describe the negative aspects of the program:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

17. Was all paperwork submitted for reimbursement? Yes ____ No ____

18. Were all bills paid on time? Yes ____ No ____ If no, then why? ______________________________

____________________________________________________________________________________
____________________________________________________________________________________

19. Were monies brought to KCC Association (A-228) within 24 hours of the event? Yes ____ No ____

If no, then when? ________________________________________________________________________

20. Did the organization write thank you notes to all sponsors and volunteers? Yes ____ No ____

21. Would you recommend this program again? Yes ____ No ____ Why? ____________________________

____________________________________________________________________________________
____________________________________________________________________________________

Additional Comments: ____________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please Read and Sign
I attest that all of these statements are true.

______________________________  ____________________________
Print Name of Club Officer & Title  Signature of Club Officer

This form must be submitted to the Office of Student Life (C-123) no later than a week after the event takes place.
PERFORMANCE AGREEMENT

AGREEMENT made as of this ______ day of __________, 200____, between Kingsborough Community College Association Inc., with an address at 2001 Oriental Boulevard, Brooklyn, New York 11235 ("Association"), and ___________________________ ("Artist") by and through ___________________________ ("Agent") with an address at ___________________________.

Contact Person: ___________________________ Title: ___________________________
Telephone: ___________________________ Fax: ___________________________

In consideration of the mutual covenants and conditions herein contained, the parties agree as follows:

1. SERVICES TO BE RENDERED. The services to be rendered are:

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Date services are to rendered: ___________________________

Time: from ___________________________ to ___________________________

Location of services to be rendered: ___________________________

Special arrangements: ___________________________

No substitution of artists or speakers will be allowed without the prior written consent of the Association. The Association reserves the rights either to cancel the performance or renegotiate the fee with an appropriate reduction if substitutes appear for any or all the principals constituting the artists.

2. PAYMENT. The Association will pay Artist a fee of $___________ for all services under this Agreement. Payment to Artist is due after completion of services and will be made by check to:

Name: ___________________________

FEIN#/SS#: ___________________________

Address: ___________________________

If Artist does not commence services at the starting time noted above, the Association reserves the right either 1) to cancel this Agreement; or 2) to reschedule the event for another date; or 3) to permit services to be rendered. If the Association determines to permit services to be rendered, the services must be for the full length of time identified in this Agreement, or at the option of the Association, the services will be rendered for a shorter period and the Artist will be paid in an amount pro-rated to reflect the actual time services were rendered. The Association is solely responsible for the payment to the Artist, and neither ___________________________ College ("College"), the City University of New York ("University"), the City of New York, the State of New York, and their respective agents, servants, employees, officers, directors, and trustees are parties to this Agreement, nor are any of them responsible for such payment.
3. **AGENT'S WARRANTY.** If this Agreement is signed by Artist's Agent, the Artist's Agent warrants that it has full and current legal authority to act on behalf of Artist.

4. **TERMINATION.** This Agreement may be terminated by the Association provided written or facsimile notification is provided to the Artist at least five days prior to the date services are to be rendered. Shorter notice may be given if an unforeseen event occurs which in the judgment of the Association may affect the performance or the benefits of the performance to the College.

5. **COMPLIANCE WITH RULES AND REGULATIONS.** The Artist is an invitee on College property for the purposes of rendering the services stipulated herein. The Artist agrees to comply with all the rules, regulations and policies of the College and the Association, and to comply with lawful directives of representative of the College and Association acting in their official capacity, including without limitation, security and guest policies, and volume levels for amplifiers and speakers that may be used by the Artist. The deliberate failure by the Artist, its servants, agents, officers, or employees to comply with lawful directives issued by representatives of the College and Association in their official capacity and for the purpose of public order, will constitute a breach of this Agreement.

6. **SECURITY.** All security for the event, if held on College premises, will be made under the control and supervision of College. Frisking or other searches are not permitted, except by law enforcement officials. Any special security arrangements must be approved by the President of the College or his/her designee prior to the event.

7. **LICENSES AND PERMITS.** The Artist must, at its expense, procure in advance of the services to be provided under this Agreement, any and all licenses, certificates and permits required for the proper and lawful conduct of the services, including without limitation, any and all licenses, certificates, permits and other approvals required in connection with performance, display or other use of another's intellectual property (collectively, the "Permits"). Artist must submit the Permits to the Association for inspection. Artist must at all times comply with the terms and conditions of each Permit.

8. **INDEPENDENT ENTITY.** The Artist is any independent entity and is not, and may not be deemed to be, an agent, employee, servant, or representative of the sponsoring student organization, the College, the University, the Association, or the City or State of New York, for any purpose whatsoever, and may not represent or hold itself out to be such. All personnel furnished by the Artist under this Agreement will be employees of the Artist only, and the Artist alone is responsible for their work, personal conduct while performing under this Agreement, as well as their direction, and compensation, including but not limited to withholding and social security taxes and unemployment and worker's compensation insurance. The Artist acknowledges that any services or labor performed in furtherance of this Agreement will be engaged by the Artist as an employer as defined in the Immigration Reform and Control Act of 1986 (the "Act"). The Artist represents that it is aware of the provision of the Act related to the verification by an employer of the identity and employability at hire as defined by the Act. The Artist further represents that as an employer it will be solely responsible for compliance with provisions of the Act.

9. **NON-DISCRIMINATION.** The Artist agrees that in performance of this Agreement, it will not discriminate in employment against any person or group of persons based on age, sex, race, color, creed, disability, marital status, religion, sexual orientation, citizenship, national origin, or veteran status, and that it will comply with all applicable laws, rules, regulations and ordinances of the United States and the State and City of New York with respect to its performance under this Agreement.

10. **CONFLICT OF INTEREST.** The Artist represents that no monetary or other form of remuneration has been given, offered or promised to anyone in order to induce the Association to enter into this Agreement, and that during the performance of this Agreement, no remuneration will be given, offered or promised to any agent, servant, employee, officer or student of College, University, the Association or the City or State of New York.
11. INDEMNIFICATION. The Artist agrees to be responsible for any personal injury or property damage which is directly or indirectly attributable to the Artist's performance under this Agreement, or to the activities of the Artist's agent, servants, employees, volunteers, and subcontractors, if any. The Artist hereby forever releases, discharges, acquires, and forgives, and agrees to indemnify and hold harmless College, University, the Association, and the City and State of New York, and their respective directors, officers, agents, servants, employees, members, students, and invitees from any and all claims, actions, suits, demands, agreements, liabilities, and proceedings both at law and in equity arising directly or indirectly from and relating to the Artist's, its agents', servants', employees', volunteers', and subcontractors' performance of this Agreement.

12. INSURANCE. The Artist will maintain with a licensed New York carrier commercial general liability insurance for personal injury (including death) and property damage with a combined single limit of at least one million dollars ($1,000,000) per occurrence and will include contractual liability insurance covering all liability assumed by Artist under this Agreement. The policy will name the Association, College, University, and the City and State of New York as additional insureds. The Artist will provide proof of such coverage in advance of the performance of services.

13. RIDERS. The Artist further agrees to be bound by any riders attached to this document. Number of riders attached: ______________________

14. ENTIRE UNDERSTANDING. This Agreement constitutes the entire understanding between the parties hereto, may not be modified orally, and may not be assigned or transferred without the written consent of both of the parties hereto. Any assignment in violation of this provision is null and void.

15. JURISDICTION. This Agreement is governed by and construed in accordance with the laws of the State of New York applicable to contracts made and wholly performed therein. The parties hereto consent to the jurisdiction of the Supreme Court of the State of New York for purposes of enforcing this Agreement.

16. FORCE MAJEURE. This Agreement and the obligations of the Association and Artist are subject to conditions beyond the reasonable control of the Association and/or the Artist such as illness, accidents in transportation or otherwise, failure of instruments or equipment, fire, flood, strikes, riots, acts of God, etc. If the presentation of any activity of the Artist is prevented for any of the above reasons, neither the Association nor the Artist will be under any obligation to present the performance at a different time, nor to compensate the other for any services or expenses incurred in connection with such activity.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

ASSOCIATION
By: ________________________________
   (signature)
   (printed name and title)
   (date)

ARTIST
By: ________________________________
   (signature)
   (printed name and title)
   (date)
## Request for Taxpayer Identification Number and Certification

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
<tr>
<td>Check appropriate box: □ Individual/Sole proprietor □ Corporation □ Partnership</td>
</tr>
<tr>
<td>□ Limited liability company. Enter the tax classification (D=dissolved entity, C=corporation, P=partnership)</td>
</tr>
<tr>
<td>□ Exempt payee</td>
</tr>
<tr>
<td>Address (number, street, and apt. or suite no.)</td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
</tr>
<tr>
<td>Requester’s name and address (optional)</td>
</tr>
<tr>
<td>List account number(s) here (optional)</td>
</tr>
</tbody>
</table>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

#### Social security number or Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

### Sign Here

<table>
<thead>
<tr>
<th>Signature of U.S. person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

### Definition of a U.S. person

For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

#### Special rules for partnerships

Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-8 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
Kingsborough Community College  
Office of Student Life – C-123  
Phone: 718.368.5597 – Fax: 718.368.4801

REQUEST FOR EXPRESSIVE ACTIVITY

Any individuals who wish to schedule an expressive activity are required to fill out this form and meet with a representative from the Office of Student Life and Public Safety. Expressive activities are defined as, but not limited to, the carrying or displaying of signs or placards, leafleting, marches, rallies, parades, demonstrations, protest, speeches, circulation of petitions. The college supports the right of individual students, faculty, staff and student club/organizations to participate in expressive activities provided said activities do not disrupt normal activities or infringe upon the rights of others. The College will not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations.

Name of Individual Completing Form: ____________________________________________

Phone: ___________________________ Email: _______________________________________

Club/Organization Affiliation: ________________________ Circle One: Student Faculty Staff Other

Reason for Expressive Activity: ___________________________________________________

Description of Expressive Activity: _______________________________________________

Requested Date: ___________________ Requested Time: _______________ Est. Attendance: ______

Requested Location: ___________________________________________________________

By signing below, I certify that I have read, understand and I agree to all college policies, rules and regulations, and local, state and federal ordinances and statutes. Although persons who are not members of the student body, faculty or staff may participate in expressive activities upon invitation by a bona fide student, faculty or staff member organizing or participating in said expressive activities, they must also be obligated to the terms of this policy. Individuals who invite non-university participants may be held accountable for such participants’ compliance with this policy.

Coordinator’s Signature: ___________________________________________ Date: __________

Faculty/Staff Advisor’s Name & Signature: _______________________________ Date: __________

Submission of this form does not guarantee approval of expressive activity. The College reserves the right to determine the time, place, and manner of all expressive activities.

<table>
<thead>
<tr>
<th>Approved:</th>
<th>Denied:</th>
<th>Approved By:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved Date:</th>
<th>Approved Time:</th>
<th>Approved Location:</th>
</tr>
</thead>
</table>

Notes/Stipulations: ________________________________________________________________
TRAVEL REQUEST FORM

Name of Student Organization ____________________________________________

Name of Person Completing this Form ______________________________________

Today's Date ___________________________ Destination ___________________________

Address _____________________________ City _________________________________

Purpose of the trip (if the trip is for a conference, attach a conference registration form. Make sure the sponsoring group is identified.)
__________________________________________________________________________________________

Mode of Transportation _________________________________________________
(Bus rentals require a Purchase Requisition completed at least four (4) weeks prior to the date of the trip.)
Follow instructions in the travel guidelines.

Departure Date ___________________________ Return Date ___________________________

Departure Time ___________________________ Return Time ___________________________

Departure Location _______________________________________________________

Return Location ____________________________________________________________

Please attach brochures and/or contracts for review, if applicable.
__________________________________________________________________________________________

Club Faculty/staff advisor’s Signature

Faculty/staff advisor's Consent: My signature below indicates that I have agreed to accompany the student organization identified on the trip listed.

Attending Faculty/staff advisor’s Name (print) ___________________________ Attending Faculty/staff advisor’s Signature ___________________________

Attending Faculty/staff advisor’s Name (print) ___________________________ Attending Faculty/staff advisor’s Signature ___________________________

Student Organization Officer’s Name (print) ___________________________ Student Officer’s Signature ___________________________

Office of Student Life Designee ___________________________ Date ___________________________
# Trip Cost Checklist

**Name of Organization:** ____________________________  **Name:** ____________________________

**Date:** ___________  **Destination:** ____________________________  **Trip #/Yr.:** ____________________________

## A. Expected Cost

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation</td>
<td>$__________</td>
</tr>
<tr>
<td>2. Accommodation</td>
<td>$__________</td>
</tr>
<tr>
<td>3. Food</td>
<td>$__________</td>
</tr>
<tr>
<td>4. Admission Fee</td>
<td>$__________</td>
</tr>
<tr>
<td>5. Other</td>
<td>$__________</td>
</tr>
<tr>
<td>6. Total (A1-A5)</td>
<td>$__________</td>
</tr>
<tr>
<td>7. Expected # of People</td>
<td>$__________</td>
</tr>
<tr>
<td>8. Cost Per Person (A6/A7)</td>
<td>$__________</td>
</tr>
</tbody>
</table>

## B. K.C.C. Association Funding

1. Per Person Funding:
   - Club Funded $__________
   - Council Funded $__________
   - SAC Funded $__________
   - Total $__________ per person

**Name of Council:** ____________________________  **Date:** ____________________________

**Approvals Signature:**
- President or Treasurer of Council ____________________________
- Chairperson or Treasurer of SAC ____________________________

2. Allocation $__________
   *(Total x A7)*

3. Comments:

## C. Summary

| 1. Total Allocation   | $__________ |
| (B2)                  |             |
| 2. Cost of Trip       | $__________ |
| (A6-C1)               |             |
| 3. Student Cost       | $__________ |
| (C2/A7)               |             |

## D. Expected Fundraising

| 1. Total Expected   | $__________ |
| (B2)                |             |
| 2. Adjusted Cost of Trip | $__________ |
| (C2-D1)             |             |
| 3. Adjusted Student Cost | $__________ |
| (D2/A7)             |             |

---

Students will be required to pay a maximum of $10.00 out-of-pocket fee, or the full cost of the trip or event, whichever amount is less. Any remaining costs will be covered by the appropriate club or organization Association budget, up to a maximum of $100.00 per person.
Team (non-athletic) Competition Travel Request Form

Name of Student Organization: __________________________________________________________

Name of Person Completing this Form: __________________________________________________

Today’s Date: ___________________________  Destination: _________________________________________________________________________

Address: ______________________________________________________________________City: _______________ State: ___________________________

Nature of Competition: Attach supporting documents (letters, programs, etc.) __________________________________________________________

Has this organization competed in this competition before? ________ Yes  ________ No  
(Indicate results e.g., 1st place, etc.)

Number of Team Members: ____________________________

Number of Official Advisors: __________________________________________________________

Student Name(s): __________________________________________________________________

Mode of Transportation: ____________________________________________________________

(Bus rentals require a Purchase Requisition completed at least four (4) weeks prior to the date of the trip.) Follow instructions in the travel guidelines.

Departure Date: ___________________________  Return Date: ___________________________

Departure Time: ___________________________  Return Time: ___________________________

Departure Location: __________________________________________________________________

Return Location: ___________________________  ________________________________  Club Faculty/staff advisor’s Signature

Faculty/staff advisor’s Consent: My signature below indicates that I have agreed to accompany the student organization identified above on the trip listed.

________________________________________________________________________________

Attending Faculty/staff advisor’s Name (1) (print)  Signature  Date

________________________________________________________________________________

Attending Faculty/staff advisor’s Name (2) (print)  Signature  Date

________________________________________________________________________________

Student Organization Officer’s Name (print)  Signature  Date

________________________________________________________________________________

Office of Student Life Designee (print)  Signature  Date

________________________________________________________________________________

Board of Directors’ Approval (print)  Signature  Date
## Team Competition Cost Checklist

**Kingsborough Community College**  
Department of Student Life – C-123  
Phone: 718.368.5597 – Fax: 718.368.4801

**Organization/Team:** ___________________________  
**Contact Person:** ___________________________

**Submission Date:** ________  
**Competition Name:** ___________________________  
**# of Competitions this year:** ___________

Has team participated in this competition before?  
☐ Yes  
☐ No  
**Results:** ___________________________

### A. Projected Costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Student Team</td>
<td></td>
</tr>
<tr>
<td>a. Transportation</td>
<td>$__________</td>
</tr>
<tr>
<td>b. Accommodations</td>
<td>$__________</td>
</tr>
<tr>
<td>c. Food</td>
<td>$__________</td>
</tr>
<tr>
<td>d. Registration Fees</td>
<td>$__________</td>
</tr>
<tr>
<td>e. Other (specify)</td>
<td>$__________</td>
</tr>
<tr>
<td>f. Team Total</td>
<td>$__________</td>
</tr>
<tr>
<td><strong>3 – Total Expected Cost (add 1f + 2f)</strong></td>
<td>$__________</td>
</tr>
<tr>
<td>2 - Advisor(s)</td>
<td></td>
</tr>
<tr>
<td>a. Transportation</td>
<td>$__________</td>
</tr>
<tr>
<td>b. Accommodations</td>
<td>$__________</td>
</tr>
<tr>
<td>c. Food</td>
<td>$__________</td>
</tr>
<tr>
<td>d. Registration Fees</td>
<td>$__________</td>
</tr>
<tr>
<td>e. Other (specify)</td>
<td>$__________</td>
</tr>
<tr>
<td>f. Advisor Total</td>
<td>$__________</td>
</tr>
<tr>
<td>g. Expected # of advisors</td>
<td>____________</td>
</tr>
<tr>
<td><strong>g. Expected # of people:</strong></td>
<td>____________</td>
</tr>
</tbody>
</table>

### B. Club Contribution:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Contribution</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### C. Requested Funding (subtract B from A3):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Funding</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### D. Amount Approved:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Approved</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### E. Additional Comments:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Comments</td>
<td></td>
</tr>
</tbody>
</table>

_________________________  
**Signature of Team Competition Committee Chairperson**  
**Date** ___________

---

Form 9-01
WAIVER AND RELEASE FORM

I, __________________________, am a student at Kingsborough Community College ("College") of The City University of New York ("University") and I wish to participate in a trip to __________________________ on __________________________, to __________________________ (the "Activity") from __________________________, 20___ until __________________________, 20___. In consideration for being permitted to participate in the Activity, I hereby agree and represent that:

A. My participation in the Activity is voluntary.

B. When participating in the Activity:

1. I will perform assigned tasks that are within my physical capability and I will not undertake tasks that are beyond my ability.

2. I will not undertake to use any machinery, equipment or tools with which I am unfamiliar or do not know how to operate safely.

3. I will perform only those tasks assigned, observe all safety rules, and use care in the performance of my assignments.

C. I will not participate in the Activity if under the influence of alcohol or any drug that could impair my physical or mental abilities.

D. No known physical or health limitation prevents me from safely participating in the Activity.

E. I understand that participation in the Activity involves certain risks. These risks include, but are not limited to, injury, disease or other threat of physical harm to myself and others, damage to or theft of personal property, and risks involved in traveling to and within, and returning from, the Activity site(s). I understand that among other things I may encounter conditions such as high heat, humidity, dust, mold, water, broken glass, and unstable structures. I understand that there may be other risks not known or reasonably foreseeable. I voluntarily accept all of these risks.

F. I agree, on behalf of my family, heirs and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Activity, and I hereby release and promise not to sue the College, the University, the City of New York, the State of New York, the Kingsborough Community College Association, the Kingsborough Community College Auxiliary Enterprises Corporation, the Kingsborough Community College Foundation and/or the officers, employees or agents of any and all of them (the "Released Parties"), for any damages, injury (including death) or loss of property, caused by, deriving from, or associated with my participation in the Activity, or as a result of product liability or the negligence, whether passive or active, of any party, including the Released Parties, except for such damages, injury, or loss of property that may be caused by the gross negligence or willful misconduct of the officers, employees or agents of any of the Released Parties.

G. I will comply with the University’s rules, standards and instructions for student behavior. I waive and release all claims against the University and Released Parties that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions. I understand that the University is not in any way responsible for my well being with respect to any travel to destinations beyond those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity.
H. I understand that the University does not provide insurance to cover expenses for damage to myself or my personal property and that they strongly recommend that I carry my own health, medical and property insurance for purposes of potential losses related to this Activity.

I. The University may, but is not obligated to, take any actions regarding my health and safety that it considers to be warranted under the circumstances. I agree to pay all expenses relating thereto and release the University and Released Parties from any liability for any such actions.

J. I agree that, should any provision or aspect of this Release Form, including any parental consent, be found to be unenforceable, that all remaining provisions of the form will remain in full force and effect.

K. I represent that I am at least eighteen years of age or, if not, that the following page has been signed by my parent or guardian.

I HAVE READ THIS RELEASE FORM CAREFULLY BEFORE SIGNING IT.

____________________________________
Signature

____________________________________
Date

Please PRINT Emergency Contact Information.

Name: ____________________________________________

Phone Number: ____________________________________________

Address: ____________________________________________

________________________________________

Relationship to you: ____________________________________________

Note: If participant is under the age of 18, then the following page must be completed and signed.
IF PARTICIPANT IS UNDER THE AGE OF 18:

I, ________________________________________________________________:

Print Full Name of Parent or Guardian

(a) am the parent or legal guardian of the Activity Participant who signed the preceding page of this Waiver and Release Form;

(b) have read this Waiver and Release Form (including such parts as may subject me to personal financial responsibility);

(c) am and will be legally responsible for the obligations and acts of the Participant as described in this Waiver and Release Form; and

(d) agree, for myself and for the Participant, to be bound by its terms.

____________________________________  ___________________________________
Emergency Phone Number                  Signature of Parent or Guardian
College Council Constitution

Article I: Function

Section I

The College Council shall be responsible, subject to guidelines, if any, as established by the Board of Trustees of The City University of New York for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefore, student attendance including leaves of absence, curricula, and the award of college credit. The Faculty, however, shall reserve the right to confer degrees. The Council shall make its own bylaws, consistent with the policies and regulations of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty. The Council may also make recommendations on policy with respect to the facilities, budgetary matters and faculty personnel matters of the College within the framework of the Bylaws of the Board of Trustees.

Section II

Upon petition of twenty (20) percent of the membership of the Faculty or the Student Body, and the presentation of such petition to the President, a referendum must be held in order to determine if the Faculty and the Student Body both desire to reverse (repeal) any Council decision. Petition for reversal (repeal) must be filed within four (4) weeks after publication of the action in the minutes of the Council. A decision shall be reversed (repealed) by a two-thirds vote of the Faculty and a two-thirds vote of the Student Body in which at least twenty percent of each constituency must participate.

Section III

All actions of the College Council that have been duly presented and passed by the Council for consideration by the Board of Trustees shall be presented to the Board by the President, together with his/her own recommendations.

Article II: Meetings

Section I

The College Council shall meet at least twice each semester as determined by the Steering Committee of the Council. Such meetings shall be incorporated into the College calendar.

Section II

Upon petition of twenty (20) percent of the membership of the Council, a meeting must be called in order to deal with matters of Council concern.

Section III
Meetings of the College Council and committees of the Council shall follow Robert’s Rules of Order.

Section IV

The College Council may make bylaws for its own operations consistent with its Constitution and the policies and regulations of the Board of Trustees.

Article V  Powers and Duties of Committees

Section I

The duties of the committees follow:

a) Committee on Committees: shall name the members of each of the other standing committees and determine the number of members, with the exception of the Steering Committee, from a list of preferences (a minimum of three) obtained from each member of the Council. It shall schedule a date and place for each committee to meet to elect a chairperson and a secretary and to determine its permanent organization.

   The committee shall name replacements to standing committees, with the exception of the Steering Committee, from the list of preferences of each member, which it shall maintain.

   The committee shall consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of his/her term, and shall make such decisions at its discretion.

b) Steering Committee: shall prepare the agenda for the College Council meetings. The committee shall refer matters brought to its attention to the appropriate committee. It shall receive all recommendations and resolutions from all standing and ad hoc committees prior to submission to the College Council.

   The committee shall submit such recommendations and resolutions to the full College Council or shall return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.

   The Steering Committee shall in addition have power to call the College Council into session, to coordinate the activities of all committees, and shall be responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).
c) Curriculum Committee: shall be concerned with the formulation, development, modification, and evaluation of curricula.

The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) shall be submitted through and approved by appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education). The chair of the committee shall establish a curriculum proposal submission calendar for each semester in consultation with the Provost, who shall distribute the calendar to department chairpersons.

The committee shall consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.

The committee shall report its recommendations to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--shall be reported to the College Council as informational items.)

d) Instructional Committee: shall develop and periodically review and revise instruments and procedures to provide evaluative data on instruction and instructional effectiveness, including student evaluation of instruction and peer review of instruction. The data provided by the KCC College Council Constitution and Bylaws Revised Version – April 2009 vi instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.

The committee shall receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, who shall refer such proposals to the appropriate departments and the Chief Academic Officer for purposes of recommendation and evaluation.

e) Legislative Committee: shall be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.

f) Strategic Planning and Budget Committee: shall review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence-based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.
The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer shall designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available institutional data. The Committee will review the information presented and report to the College Council on its review.

g) Students Committee: shall be concerned with policy pertaining to student recruitment, admission, attendance, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.

Section II

a) Each standing committee shall elect its own Chairperson and Secretary.
b) Each standing committee shall meet regularly and keep minutes of its meetings.

N.B. Consistent with the Governance Charter, standing committees shall be empowered to create sub-committees in order to discharge their responsibilities. Membership on sub-committees need not be restricted to members of the College Council. Sub-committee membership can be utilized as a means of involving a wider range of expertise, a diversity of views on the issues at hand and individuals and groups directly concerned with the subject matter under consideration.

ARTICLE VI-AMENDMENTS (Proposed Amendments)

a) Amendments to the Constitution may be initiated by the College Council, any standing committee, a member of the Council, or by petition of ten percent of the full-time Instructional Staff or any ten percent of the student body. Proposed amendments shall then be submitted to the Legislative Committee for its consideration.

b) Amendments shall be incorporated into the Constitution after ratification by a two-thirds vote of the Council and after approval by the Board of Trustees.
c) Twenty percent of either the Instructional Staff or the Student Body may petition for the repeal of an amendment, if such appeal is filed within two months of ratification by the Council and approval by the Board of Trustees.

d) All petitions for repeal of an amendment shall be considered in referendum once a year. At such referendums, an amendment shall be considered repealed by a two-thirds vote of the instructional staff and a two-thirds vote of the student body. The two-thirds majority shall be determined by the numbers who participate in each referendum.

e) All proposed amendments or repeal of amendments must be approved by the Board of Trustees.
Appendix I. College Committees

There shall be the College Committee on Admissions and Academic Standing, the College Committee on Academic Review, and the College Student Discipline Committee.

The College Committee on Admissions and Academic Standing shall be concerned with reviewing requests from students for exceptions and waivers concerning admission, loss of matriculation, dismissal, and probation. The College Committee on Academic Review shall be concerned with hearing appeals of students of the rulings of the Committee on Admissions and Academic Standing, appeals of students on grades and appeals on waivers of College academic requirements.

The College Student Discipline Committee shall be concerned with hearing allegations against students by members of the instructional staff, employees of the College, or other students; conducting hearings; making judgments and recommending penalties to the Dean of Students. The duty, composition and method of operation of the above mentioned college committees shall be established in the manner in which these committees functioned prior to the implementation of the College Governance Plan.

The above mentioned committees shall become Committees of the College reporting their decisions to the appropriate College officer.

The college committees established above shall implement policy established by the College Council. Those subcommittees established by the Committee on Students to examine the operations and evaluate the performance of the various above mentioned College Committees will continue to make appropriate policy recommendations with respect to their areas of concern.
Constitution and Bylaws of SAC

Purpose - To provide a vehicle to charter student organizations, assist those organizations' existence, and to initiate and encourage inter-constituency activities and programs between student councils, clubs and the general population, through their related councils.

Bylaws

Membership - 3 representatives from each student council to be appointed or elected by that council, representing their council to SAC prior to the first general meeting.

Voting - Each council shall have 3 votes, said votes being cast by the three (3) representatives. All votes must be cast in person. (No proxies.) Substitute representatives may be assigned by the councils, with their names being submitted in advance to the Chairperson. The Chairperson only votes in the event of a tie. No less than 51 percent of those present and voting shall carry any issue except impeachment and amendments, which requires 2/3 vote.

Quorum - A minimum of seven (7) people shall constitute a quorum. The Chairperson is not counted in the consideration of the quorum. The council which the Chairperson represents may choose another representative for their council. There shall be no more than three (3) representatives from each council.

Powers

A. SAC shall review all proposed organizations and make recommendations to the Kingsborough Association.

B. Clubs seeking charter must go to their related councils for review and recommendation to SAC. Any club not recommended by SAC for charter may come before SAC (through the councils) repeatedly so long as they make an effort to conform to requirements for chartered organizations.

C. SAC shall have the power to revoke any club charter.

Meetings

Meetings will be called as required. Regular meetings shall be held once each month. Members of SAC must be notified at least one week in advance, of all meetings in writing, except in special emergency circumstances. The secretary will be responsible for this notification. Meetings will be called by the Chairperson.

Officers

A. Duties of Officers: (All officers shall be voted on by SAC representatives.)

1. Chairperson:
a. Shall cause meetings to be called when appropriate;
b. Shall chair all meetings;
c. Shall encourage activities among councils, for clubs and for the general student population;
d. Shall maintain a communication link to all organizations on campus.

2. Vice Chairperson:
a. Shall chair all meetings when Chairperson is not present;
b. Shall carry out these duties specifically assigned by the Chairperson.

3. Secretary:
a. Shall take minutes of all meetings;
b. Shall maintain records of all chartered organizations and their membership as well as their offices, faculty/staff advisors and time and place of meeting.

4. Treasurer:
a. Shall keep accurate records of all expenditures of SAC and divide costs among all councils when appropriate.

B. Term of Office

One full school year commencing in September. In the event an office becomes vacant, a replacement will be elected for the remainder of the term of office.

Parliamentarian - Faculty/staff advisor will act as parliamentarian.

Amendments - These bylaws may be amended at a meeting consisting of a quorum consisting of at least one (1) voting member of each council. Any amendment must be submitted in writing to SAC at a meeting, discussed at that meeting and may not be voted on until the next regularly scheduled meeting and discussed again at that meeting. A 2/3 vote is needed to pass the amendment.

In the event that the body of SAC sees the necessity for an emergency meeting, they may petition such a meeting with a 51 percent vote of voting members.

All meetings, except executive sessions are open to all spectators.
I. Non-Discrimination Policy

Statement of Principles
The City University of New York, located in a historically diverse municipality, is committed to engendering values and implementing policies that will enhance respect for individuals and their cultures. The University believes that, in order to truly benefit from this diversity, the University must foster tolerance, sensitivity and mutual respect among all members of its community. Efforts to promote diversity and to combat bigotry are an inextricable part of the educational mission of the University. Diversity among the University’s many members strengthens the institution, promotes the exchange of new ideas, and enriches campus life.

The University does not condone and will not tolerate discrimination or harassment in employment or in its educational programs and activities.

The City University of New York continues to recognize the important need to maintain at each campus equal access and opportunity for qualified students, faculty and staff from all ethnic and racial groups and from both sexes.

Policy Statement
It is the policy of The City University of New York and the constituent colleges and units of The University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence.

Sexual harassment, a form of sex discrimination, is prohibited under the University’s Policy against Sexual Harassment.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The “protected classes,” as delineated in Executive Order 11246: (i.e. Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans. The Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaces Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino) and Black will be renamed as Black or African American (not Hispanic or Latino).

Should any federal, state, or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this policy, this policy shall be read to prohibit discrimination based on those grounds or characteristics, as well.