



# The College of Saint Rose Student **LEAD** er Resource Manual

**Provided by:**

**The Office of Student Life**

*Events & Athletics Center, 1st Floor: Student Affairs Complex*

*Phone Number: (518) 454-5170*

**&**

**The LEAD Program Committee**

**Contributions by :**

**The Student Association at**

**The College of Saint Rose**

*432 Western Avenue, Albany, New York 12203*

*Phone Number: 1-800-637-8556*

# TABLE OF CONTENTS



**Mission of the College of Saint Rose . . . . . Page 4**  
**Mission of the Office of Student Life . . . . . Page 5**  
**Mission of the Student Association . . . . . Page 6**  
**Student Association, Clubs and Organizations . . . . . Page 7**  
    *Student Association Recognized Clubs*  
    *Eligibility of an Organization*  
    *Operation of an Organization*  
**Building and Maintaining Campus Relationships . . . . Page 10**  
    *Finding an Advisor*  
    *Working with the Student Association (SA)*  
    *Collaborating with other Organizations*  
    *Campus Resources*  
**Event Planning . . . . . Page 13**  
    *Event Planning Procedures*  
    *Alcohol Policies at Events*  
**Financial Information . . . . . Page 14**  
    *Student of Office Life Contract Submission Procedures*  
    *Budgeting for Expenditures*  
**Fundraising . . . . . Page 16**  
**Public Relations . . . . . Page 17**



***Appendices*** . . . . .

- A. College of Saint Rose Contract Form**
- B. College of Saint Rose Restrictions Form**
- C. College Transportation Declination Form**
- D. Fall CLASSIC Weekend Code of Conduct Agreement Form**
- E. Campus Poster and Bulletin Board Policy Form**
- F. Constitution Checklist**
- G. Event Planning Checklist**
- H. Student Association Deposit Form**
- I. Student Association Check/Transfer Request Form**

**APPENDICES**

*The information included in this resource manual has been adapted for The College of Saint Rose from the following sources:*

The College of Saint Rose Student Association, University of Miami Leadership website; University of Michigan; Campus Programming Magazine; Mercer University; Iona College Student Leader Resource Manual; Leadership Training 101 Kit , developed by the Office of Multicultural Affairs at Siena College and Southern Methodist University.

# MISSION OF THE COLLEGE OF SAINT ROSE

“The College of Saint Rose community engages highly motivated undergraduate and graduate students in rigorous educational experiences. In the progressive tradition of the founding Sisters of St. Joseph of Carondelet, we welcome men and women from all religious and cultural backgrounds. In addition to developing their intellectual capacities, students have the opportunity to cultivate their creative and spiritual gifts in a diverse learning community that fosters integrity, interdependence, and mutual respect.

The College delivers distinctive and comprehensive liberal arts and professional programs that inspire our graduates to be productive adults, critical thinkers, and motivated, caring citizens. Our engagement with the urban environment expands the setting for educational opportunities and encourages the Saint Rose community’s energetic involvement and effective leadership in society.”

*--Approved by the Board of Trustees : May, 2005*



**Source:** [http://www.strose.edu/about\\_saint\\_rose/mission\\_and\\_history](http://www.strose.edu/about_saint_rose/mission_and_history)

# *Mission of the Office of Student Life*

The Office of Student Life supports the mission of

The College of Saint Rose by providing intentional learning opportunities that foster the development of the whole person. The Office seeks to extend and enhance learning by promoting community involvement through leadership education, student organization involvement, and campus programming. Specifically, the Student Life Office is responsible for the coordination of New Student Orientation, Late Knight – alcohol-free alternative programming, the Leadership Education and Development (LEAD) Program and Fall CLASSIC Weekend. Our programs are aimed at creating innovative learning environments outside of the classroom, aiding the transition to college and beyond. Student Life also acts as an event planning consultant to all College clubs, organizations and departments.



# Mission of the Student Association

The purpose of the Student Association is to **Represent**, **Express**, and **Execute** the sentiment of the student body, in the best interest of the student body, to the faculty, administration, and Board of Trustees of The College of Saint Rose.

The Student Association is the student government on campus. Student Association, frequently referred to as "SA", oversees over 30 clubs and organizations at Saint Rose. Our general business meetings are an opportunity for students to share ideas and bring up concerns that effect them as a student here at the college. SA aims to foster a community of student leaders and student involvement on campus.



Source: [http://www.strose.edu/officesandresources/student\\_life/clubs\\_organizations](http://www.strose.edu/officesandresources/student_life/clubs_organizations)

# Recognized Student Association Clubs & Organization

- Adventure Club
- ALANA Steppers
- American Institute of Graphic Artists (AIGA)
- Best Buddies
- Brothers and Sisters in Christ (BASIC)
- Big Brothers/Big Sisters
- Capital District Association for Educating Young Children (CDAEYC)
- The Chronicle
- Colleges Against Cancer (CAC)
- Council for Exceptional Children (CEC)
- Environmental Club
- Geology Club
- The Girls Next Door
- Golden Knights Dance Club
- Golden Notes
- Ice Knights (Ice Hockey)
- Identity
- Minority Association of Pre Medical Students (MAPS)
- Music & Entertainment Industry Student Association (MEISA)
- National Association for Music Education (NAFME)
- National Student Speech Language Hearing Association (NSSLHA)
- Natural Science Association (NSA)
- Outside the [Box]
- Phi Alpha Theta - National History Honor Society
- Psychology Club
- Saint Rose Jazz Educators (SRJE)
- School Psychology Association (SPA)
- Spectrum
- Student Events Board (SEB)

## Eligibility of an Organization

*The Student Association requires that a student club/organization completes the following:*

- Host 1 co-sponsored event each academic year
  - Host two fundraisers each academic year
- Hand in a monthly report, every month, on time.
- Follow guidelines set in an individual constitution (**see Appendix F**)

# Operation of an Organization

## Setting Organizational Goals

An organization without goals has no direction to get it from where it is to where it wants to be. Members in a group without well-defined goals often have little commitment to the organization. It is the goals that get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are realized.

When reviewing your goals, you should keep in mind the following:

- Do the goals fit with the overall purpose of the group?
  - What is the current status of membership?
  - What is the group's financial situation?
- What programs can realistically be accomplished? Make sure not to set the group up for failure.

**Goals should be: REALISTIC, ATTAINABLE, and MEASURABLE.**

### Setting Goals

- Set goals as a group. This will lead to more motivation and better commitment from members. Remember, people support what they help to create!
- Brainstorm goals as a group.
- Prioritize goals as a group. Goals should reflect the purpose of the group and address problems or help the organization to move towards something it wants to be.
- Develop a plan of action for each objective and move into action and evaluate your progress.

.....

### What is a mediator?

- unbiased • directive • a good listener • a resourceful person • thorough

### The steps necessary for a successful mediation are:

1. State your purpose
2. Make an agreement
3. Follow-up
4. Brainstorm solutions
5. Listen to each side
6. Allow questions

### Styles of Conflict Management

There are several Styles of Conflict Management that people use. You must determine your style as well as the style that is best used for dealing with your group.

**Competing** - An individual pursues his or her own concerns at the other person's expense, using whatever power seems appropriate to win one's own position. Competing might even mean standing up for your rights, defending a position which you believe to be correct, or simply trying to win.

**Accommodating** - The opposite of competing. An individual neglects his or her own concerns to satisfy the concerns of the other person.

**Avoiding** - The individual does not pursue his or her own concerns or those of the other person. He or she simply does not address the conflict.

**Compromising** - Find a mutually acceptable solution which partially satisfies both parties.

**Collaborating** - An attempt to work with the other person to find some solution which fully satisfies the concerns of both persons. Collaborating identifies the underlying concerns of the two individuals and to find an alternative which meets both sets of concerns. This is clearly the most effective approach of conflict management. It leads to mutual respect and satisfaction as both sides win.

### When a conflict arises in your organization, remember:

- stay calm and neutral
- attempt to keep members focused on pertinent issues
  - be fair and listen

**Propose a solution that will satisfy as many people as possible**

*Running Effective and Organized Meetings*

**Four components to running an efficient meeting:**

- Before the meeting: Develop an agenda to know what items need to be addressed.
- During the meeting: Follow parliamentary procedure.
- During the meeting: Facilitate good discussion on the relevant issues.
- After the meeting: Distribute minutes to document what took place during the meeting.

**During the meeting**

- Arrange the seats in a semi-circle or circle if possible to maximize participation
- Use parliamentary procedure; set rules that allow for everyone to be heard and to make democratic decisions without confusion. Whatever specific procedures your organization uses, it is necessary that everyone understands the procedures and follows them correctly
- Encourage group discussion and feedback; feel free to ask for only constructive and non-repetitive comments to keep discussions moving toward an eventual decision
- Summarize agreements reached during the meeting
- End on a positive note.

**A few tips on facilitating a discussion include:**

- Remaining neutral
- Summarizing what has been discussed (this is good to use if there is conflict)
- Posing questions that will initiate discussion
- Allowing every member the opportunity to express an opinion
- Reminding speakers to stay focused on the topic.

.....

*Ethical Principles to Remember When Making Decisions:*

- 1) Respect Autonomy:** Decisions frequently alter the actions and behaviors of other individuals. Keep this in mind when making decisions, as others have the right to live an alternative lifestyle.
- 2) Do No Harm:** Avoid inflicting harm on any individual, this includes emotional, physical, spiritual and psychological pain.
- 3) Benefit Others :** Take special care in identifying the benefit in the decision that is made. This decision should provide or enhance the welfare of other individuals.
- 4) Be Justified:** Preserve and maintain the equal treatment of all other parties all individuals that will be affected by the result of your decision.
- 5) Be Faithful:** Be honest in all decisions that you make. Take into consideration promises that were made or other situations that were to be reflected on.

*Ethics Check on Basic Decisions:*

***What is the legality of the decision?***

Consider criminal and civil law, professional codes and educational policies

***What is the balance of the decision?***

Consider impartiality to all individual effected as well as short and long term effects.

***How will I feel about my decision?***

Consider your morality, your conscience and the possible thoughts of family/friends.

# Building and Maintaining Campus Relationships

## Finding an Advisor

Ask your group members for the names of faculty or staff members who they have found helpful and interested in student life. It is important to develop a clear statement of group goals and expectations of the advisor, both in terms of role and time commitment. With this information in hand, approach potential advisors and discuss with them their interest and ability for advising your group. The most suitable advisor is one who shares a common interest with your organization. Remember to be clear about the purpose and activities of your organization, your expectations of the advisor and all the benefits the advisor will enjoy. Once your advisor begins to serve, keep him/her well informed, clarify expectations and roles when needed and draw on his/her expertise. Enjoy what can be an extremely rewarding and mutually beneficial relationship.

### **Both advisor and student need to be responsible for the following:**

1. *SELF-ASSESSMENT* - assess your own goals, expectations, needs, values. Define your expectations of yourself, each other, your position, and your anticipated achievements.
2. *INITIAL MEETING* - Hold this early in the year with executive officers to discuss the coming year: expectations, goals for the council, how each person plans to offer and receive feedback and information, personal limitations that might interfere.
3. *SPEND THE TIME* - Get to know each other as people. Go where you will not be interrupted.
4. *BE HUMAN* - Ask questions, admit mistakes, say a kind word; work to create an atmosphere of trust and closeness.
5. *BE RESPONSIBLE* - Follow through on daily tasks (returning phone calls, attending appointments, using a calendar, completing work on time). Remember to ask questions.

.....

Productive operation of your club as well as open communication with the Student Association is key in becoming a successful organization and maintaining such a status.

### **The Student Association provided the following tips:**

- Communication is key with your board
  - Get paperwork in on time
  - Don't be afraid to ask questions
    - Check your emails frequently
  - Respond to emails in a timely manner
    - Get monthly reports in on time
- Check your mailbox in the SA office often
- Don't be afraid to try new events! Be creative
- Get contracts in at least two weeks before an event
- Open communication with your director is key

.....  
*Collaborating with Other Organizations*

**There are several benefits to working with other organizations on campus.**

- 1) *Resources*– Combining man power, funding, and all around efforts with other clubs to create a more successful event or program.
- 2) *Relationships*– Building relationships with other organizations will not only create personal ties between members but also networking connections for future endeavors.
- 3) *Publicity*— The more members involved, the more “word of mouth” communication that can continue around campus. This event will not only bring attention to your cause but also to your organization as a whole. This may aid in added support or interest in membership.

**Be Pro-Active!**

**Research and reach out to other clubs and organizations around campus.**

**Learn their goals, their mission and their interests for the future.**

**Aid in the success of your organization as well as others.**

.....  
*Important Offices on Campus*

**Office Title:** Athletics

**Location:** Events and Athletics Center

**Hours of Operation:** 8:30-4:30 Monday-Friday

*Athletics sponsors 15 NCAA Division II intercollegiate teams, a wide variety of intramural and recreational programs, and special events throughout the year.*

**Office Title:** Campus Ministry

**Location:** Hubbard Interfaith Sanctuary

**Hours of Operation:** 8:00am-10:00pm Monday-Friday based on events

*Campus Ministry provides Roman Catholic, interreligious, and ecumenical programs of prayer, liturgy and celebration to invite the spiritual growth of people of varied faith traditions. Also sponsors community service activities, an outreach trip to work with those who are homeless, and hosts some social events to provide an opportunity for the varied members of the campus community to get to know one another.*

**Office Title:** Career Center

**Location:** 3rd Floor Saint Joseph’s Hall

**Hours of Operation:** 8:30-4:30 Monday-Friday and extended hours until 7:00pm two days a week

*The Career Center assists students throughout the various stages of their career development. Our staff provides advisement, resources and programs on major and career exploration; part-time jobs and internships; resumes, cover letters and interviewing; networking and job search strategies; graduate school and post-graduation employment.*

**Office Title:** Counseling Center

**Location:** Madison Hall

**Hours of Operation:** 8:30-4:30 Monday-Friday, open some evenings (please see the counseling center for more details)

*The Counseling Center provides free and confidential psychological services to the entire College community including individual counseling, relationship and marriage counseling, and consultation for roommate or family problems. Services are provided for most issues, including adjustment to college life, stress management, disordered eating, and alcohol/substance abuse.*

**Office Title:** Health Services      *Important Offices on Campus...cont.*

**Location:** 190 Partridge Street

**Hours of Operation:** Monday, Wednesday & Friday 11:00 – 5:00; Tuesday & Thursday 10:00 – 5:00.

*A physician or nurse practitioner is on campus to see and treat students Monday through Friday. There are no clinic hours during the summer or semester break. There are no additional charges for services provided in the Health Service, but students assume financial responsibility for all outside medical services such as visits to specialists, prescription drugs, ambulance transportation, emergency room visits and laboratory work sent off campus.*

**Office Title:** HEOP/ACCESS

**Location:** Wellworth Hall

**Hours of Operation:** 8:30-4:30 Monday-Friday and by appointment

*HEOP/ ACCESS provides instruction in areas such as mathematics, reading comprehension, and writing strategies as well as tutoring based on need and academic support counseling for all students accepted into either program.*

**Office Title:** Human Resources

**Location:** 399 Western Avenue

**Hours of Operation:** 8:00 a.m. – 5:00 p.m. Monday – Friday

*Human Resources provides current and future employees with information and documentation necessary to start employment and receive paychecks.*

**Office Title:** Office of Intercultural Leadership

**Location:** 415 Western Avenue Avila Hall

**Hours of Operation:** 8:30-4:30 Monday-Friday

*The Office of Intercultural Leadership provides multicultural educational programs for the campus which are also open to the community. It also develops and offers many workshops in cultural events celebrating the various ethnic groups represented on campus.*

**Office Title:** Office of Global and Domestic Studies

**Location:** 950 Madison Avenue

**Hours of Operation:** 8:00-4:30 Monday-Friday

*The Office of Global and Domestic Studies supports the entire College of Saint Rose community with a dual mission. First, to offer foreign study as an essential part of the educational experience, preparing students and faculty to meet the challenge and potential of a global society; and second, to coordinate support services and programs for international students and scholars participating in the Saint Rose campus community. To fulfill its mission, the Office of Global and Domestic Studies cultivates a climate of openness that embraces diversity in all of its many forms.*

**Office Title:** Residence Life

**Location:** 204 Partridge Avenue

**Hours of Operation:** 8:30-4:30 Monday-Friday

*Residence Life seeks to foster an environment that compliments the academic mission of the College. It is dedicated to the development of each person's abilities and facilitation of each individual's responsibility to himself or herself and the people with whom each lives and interacts with. Each student will be encouraged to gain an understanding of diverse lifestyles, enhance their classroom learning, and make lifelong friendships.*

# Event Planning

*Planning an event involves many stages. It is important to leave plenty of time to adequately plan each step of the event from its selection to its evaluation. This sheet contains some helpful hints and models.*

## COMMON QUESTIONS WHEN PLANNING A PROGRAM

- Who is the target audience?
- How will you attract this group? (you will need to choose an appropriate date, time, and location with them in mind)
- Is the event consistent with the values and mission of your organization?
- What is the purpose of this program? What is your goal?
- What are the costs of the program? Can you afford to sponsor it? How are you able to get additional funding?
- What time and date is convenient for your group members? Does it conflict with other popular events (even TV shows) that will keep your target audience from attending? Be sure to check the network calendar.
- In what space would it be appropriate to have this program? Is it large enough? Too large? Does it provide the atmosphere you want? How can you adapt that atmosphere to fit your event? (Contact Debi Matney, in the Events and Scheduling Office, to reserve the space)
- What equipment and supplies will you need? Will you need refreshments? (Contact the Dining Services Office for refreshments) Who is responsible for doing what? How will you insure the tasks are done on time?
- What timelines do you have? You should have a timeline for promotions and tasks to be completed prior to the event, and a timeline for the day of the event.
- Complete the Event Planning Check List (**See Appendix G**)

.....

*Alcohol Policies at College Sponsored Events*  
**(as seen in *The College of Saint Rose Student Handbook*)**

**Section A. General College Policy :** The College of Saint Rose prohibits the unlawful possession, use or distribution of alcohol and illicit drugs by students and employees on its property or as part of any of its activities.

**Section B. Alcohol Policy :** Small amounts of alcohol (i.e. no more than a six pack of beer, a liter of wine, or half liter of alcohol, etc.) for personal consumption are allowed in a student's bedroom if the student is at least 21 years of age. The collection, displaying or storing of empty alcohol containers is prohibited.

*Students shall not:*

- a. Possess, consume or distribute alcoholic beverages if a student is below 21 years of age.
- b. Furnish or sell any alcoholic beverage to any person not 21.
- c. Be below 21 years of age and in the presence of alcohol.
- d. Allow guests to bring alcohol into the residence halls.
- e. Consume any alcoholic beverage(s) if any underage person is present.
- f. Possess any drinking paraphernalia including, but not limited to, funnels, shot glasses, mugs, steins, wine glasses, margarita glasses, flasks and game tables.
- g. Possess large quantities of alcohol, including, but not limited to, kegs or beer balls.
- h. Possess more than one 23.5 oz. single serve caffeine-free container of Progressive Adult Beverages in their room, per of-age, 21 year old student. These beverages include, but are not limited to Phusion Products – Four Maxed and Four Loco and Joose Products. 50

*Alcohol Policies at College Sponsored Events...cont.*  
**(as seen in *The College of Saint Rose Student Handbook*)**

All unauthorized alcohol containers and paraphernalia will be confiscated and disposed of. Resident students may be removed from campus housing after their third violation of the alcohol policy or earlier depending upon the severity of the violation.

**1.** Student and other College groups, including offices cannot serve alcoholic beverages at events at which students will be present without prior approval from the Assistant Vice President for Student Affairs. Alcohol beverage request forms should be completed a week prior to the event. Alcohol shall not be provided to individuals who are underage, appear to be intoxicated or under the influence of other psychoactive drugs. **2.** Individuals or groups having events in a facility covered by the NYS liquor license serving Saint Rose may not legally bring alcoholic beverages into those areas; therefore, such beverages must be ordered from Campus Dining. **3.** Saint Rose community members are responsible for the alcohol-related actions of their guests, including any related damage. **4.** Neither the advertisement nor emphasis of an event can promote alcoholic beverage(s) as the sole or main purpose of that event. In addition no specials for alcoholic beverages are allowed. **5.** Whenever an alcoholic beverage is served, a non-alcoholic beverage and food must also be available. **6.** No member of the College community may possess an open container in common areas, such as the lawn, lounges, hallways, kitchens etc. **7.** Proofing is to be done at the entrance to the drinking area and only one alcoholic beverage is given to any one person.

**B. Student Sponsored Events** **1.** For student sponsored events a designated area for the serving and consumption of alcohol must be utilized. Only those of age with appropriate proof may enter the area and no one may take beverages out. **2.** It is the responsibility of the Campus Dining Services staff to proof, enforce and report violations of the College alcohol policy. The sponsoring group is equally responsible to enforce the College alcohol policy and to report violations to the Assistant Vice President for Student Affairs.

**C. Proofing Policy**

- 1.** Saint Rose identification cards are not valid for proof of age. Governmental proof, such as a driver's license, passport or original birth certificate is required. 51
- 2.** The Saint Rose identification is also necessary to identify you as a member of the College community since we have a NYS club license.

**D. Drug Policy**

Possessing, consuming, distributing or selling illicit drugs is prohibited.

- a. Being present where illegal drugs are being used, had been used, or were suspected of being used is prohibited.
- b. The odor of marijuana in corridors, lounges, public areas or student rooms in conjunction with the possession of a fan, towel, or any other element used to mask the smell will result in participation in the Student Conduct process.
- c. Students shall not possess any items that are designed for the use of drugs (bowls, bongs, pipes, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.
- d. All drugs and drug paraphernalia will be confiscated and disposed of by Security.
- e. Incapacitation by the influence of alcohol or another drug or substance is a violation of College policy. Violators of the drug policy may be removed from campus housing and/or the College after their second violation or earlier depending on the severity of the incident.

**Sanctions for Alcohol/Illicit Drug Violations** Students found in violation of the College's policies on alcohol and illicit drugs are subject to a hearing and possible disciplinary action. Sanctions will be assigned in accordance with the Student Conduct procedures of the College and may vary depending upon the particular circumstances surrounding an infraction, up to and including suspension or expulsion.

i. Possess or consume alcohol in any common area of the residence halls including suite living rooms and kitchens.

j. Be incapacitated by the influence of alcohol or another drug or substance

*All unauthorized alcohol containers and paraphernalia will be confiscated and disposed of.*

*Resident students may be removed from campus housing after their third violation of the alcohol policy or earlier depending upon the severity of the violation.*

1. Student and other College groups, including offices cannot serve alcoholic beverages at events at which students will be present without prior approval from the Assistant Vice President for Student Affairs. Alcohol beverage request forms should be completed a week prior to the event. Alcohol shall not be provided to individuals who are underage, appear to be intoxicated or under the influence of other psychoactive drugs.
2. Individuals or groups having events in a facility covered by the NYS liquor license serving Saint Rose may not legally bring alcoholic beverages into those areas; therefore, such beverages must be ordered from Campus Dining.
3. Saint Rose community members are responsible for the alcohol-related actions of their guests, including any related damage.
4. Neither the advertisement nor emphasis of an event can promote alcoholic beverage(s) as the sole or main purpose of that event. In addition no specials for alcoholic beverages are allowed.
5. Whenever an alcoholic beverage is served, a non-alcoholic beverage and food must also be available.
6. No member of the College community may possess an open container in common areas, such as the lawn, lounges, hallways, kitchens etc.
7. Proofing is to be done at the entrance to the drinking area and only one alcoholic beverage is given to any one person.

#### **B. Student Sponsored Events**

1. For student sponsored events a designated area for the serving and consumption of alcohol must be utilized. Only those of age with appropriate proof may enter the area and no one may take beverages out.
2. It is the responsibility of the Campus Dining Services staff to proof, enforce and report violations of the College alcohol policy. The sponsoring group is equally responsible to enforce the College alcohol policy and to report violations to the Assistant Vice President for Student Affairs.

#### **C. Proofing Policy**

1. Saint Rose identification cards are not valid for proof of age. Governmental proof, such as a driver's license, passport or original birth certificate is required.

#### **Sanctions for Alcohol/Illicit Drug Violations :**

Students found in violation of the College's policies on alcohol and illicit drugs are subject to a hearing and possible disciplinary action. Sanctions will be assigned in accordance with the Student Conduct procedures of the College and may vary depending upon the particular circumstances surrounding an infraction, up to and including suspension or expulsion.

***(Important: Please see Student Handbook for complete policy)***

## **Financial Information**

### **Office of Student Life**

#### *Contract Submission Procedures*

- Each contract should be thoroughly reviewed by the club/organization to ensure accuracy. It also needs to be completely filled out before submitting it to the Office of Student Life contracts box. The box is located on the shelf outside of the Office.

- Please provide the name of the student group, the name of a contact person, and a phone number on the contract and on the sign-in sheet in front of the contracts box. This information is needed so we may contact you if we have questions about your contract. ***\*Failing to provide this information will delay the contract completion.***
- New contract submissions need to be placed in the folder labeled, ***Contracts Needing Signatures***, which is located in the Contract Box.
- If you are submitting a contract from an agency, vendor or individual that is not The College of Saint Rose standard contract, you will need to have the Saint Rose Restrictions (***see Appendix B***) signed by the Artist/Agency– ***\*Your contract will not be signed until this is submitted.***
- If you have a contract faxed to the Student Affairs Office, it is your responsibility to make sure that the contract does get faxed and placed in the Contracts Box outside of the Office of Student Life.
- Please allow ***at least*** 3-5 business days for contracts to be completely reviewed and signed by Latisha Barnett—The Director of Student Life. It is your responsibility to check back to see if your contract is completed. When it is finished, it will be in the folder labeled, ***Signed Contracts***.
- You are responsible for taking your contract and a check request to the Student Association for processing. ***\*Always keep a copy for your own records.***
- Always make sure that you have a completed contract– including all authorized signatures and a processed check– before bringing someone to campus.
- If the Director of Student Life is out of the Office for more than 5 business days, make sure you notify the secretary in the Office of Student Affairs that you have a contract that is waiting on a signature. The Assistant Vice President of Student Affairs may be able to sign it for you.

See blank example contract form (***see Appendix A***)

.....  
*Budgeting for Expenditures*

For a budget like an SA club, you will be given a budget form to complete. These same principles apply.

**Income**

Estimate all of your income.

- Where does this income come from? Part of it is the money you raise. What other sources do you have? For example, Student Association funds, dues, national organization support.
- How sure are you that you will receive this income? For example, if you are receiving your income from a stated allocation from Student Association, you can be sure that you will receive the full amount. If you are receiving some of your income from dues, you have to estimate the number of students who will join and pay the dues. If you hope for some of your income from a grant, you have little way to figure out how likely you are to get the grant.
- Are there other “usual” sources of income? For example, maybe your group has been hosting a given event for several years. You can estimate from prior experience about how much you will receive from this event. In estimating income it is best to estimate “conservatively;” that is, it is best to estimate that you will receive a lower rather than a higher amount.

**Allocating Resources to Expenses**

In allocating resources to expenses, the first distinction you must make is between **needs and wants**. Resources must first be allocated to needs -- those items or services without which the purpose of the group cannot be achieved. Any additional resources may be allocated to wants – those items which are not required for the purposes of the group, but which would be a nice addition or “extra” for the group experience..

**wants.** Resources must first be allocated to needs -- those items or services without which the purpose of the group cannot be achieved. Any additional resources may be allocated to wants – those items which are not required for the purposes of the group, but which would be a nice addition or “extra” for the group experience.

- Budget the “non-negotiable” **needs** first. Non-negotiable needs are items with a “set” fee. For example, if your club is associated with a national organization, the dues for the organization are set. You cannot pay less than the set dues.
- Estimate the costs for “negotiable” **needs** next, by looking at last year’s budget for the same item and adding some extra for raised prices. If a given need was not on the budget last year or if you are starting a new budget, you can get a sense of costs by talking to vendors, by looking at costs on the internet or pricing costs at local stores
- After you consider all of your needs, budget for a “contingency fund” to allow for any unexpected needs or rising costs. About 10% of the total of all of your needs is a good estimate for this fund.
- If you have additional income that has not been allocated, you can then consider which **wants** will best achieve your purpose.
- When estimating expenses, it is best to budget “conservatively;” that is, it is best to assume that things will demand the highest cost of your various estimates.

# Fundraising

## *Getting People to Contribute to a Cause*

- Make clear what you are raising money for
- Determine how to address that “audience”
- Use words like “partner” and “sponsor”
- Make it as easy as possible for people to contribute
- Thank those who contribute frequently
- Decide who is likely to agree with that purpose
- Communicate clearly
- Personal requests frequently work best
- Keep careful records

**Remember that fundraising is in support of another purpose. -Do not let it take over the whole effort of the group. Make sure fundraising activities are cost effective – in terms of time, effort and money. Do not spend so much preparing for a fundraising activity that you make only a few cents for a lot of money and effort.**

Think about things other people on campus are not doing.

Sales  
Auctions  
Food  
Clothing  
Concerts

**Utilize the gifts/strengths present in your group. This is usually easier than “importing” workers.**

Consider holiday related events/sales.

E.g. haunted house, pumpkin sales, Holiday gifts sales, Holiday candy sales, Valentine deliveries.

Plan events

Dances

Trips

Walk/Runs

Dance-a-thon

Sell something related to the “cause” for which you are trying to raise funds.

Create a raffle.

Offer legal and ethical “services” to others.

Look for grants. For example, Student Association has special grants for clubs.

### **Things to Remember**

Other groups will also be trying to raise funds. See if you can find out what they will be doing so that you will not be competing. Perhaps join with another group on a bigger event.

***Be sure to hand in Deposit Form with funds to Student Association Office (see Appendix H)***

## **Public Relations**

One of the key steps of producing a successful event as well as having your club recognized is **advertisement**.

Lucrative advertisement will provide acknowledgement on campus and in the community, more funds raised for your purpose and possibly the recruitment of more members to the organization.

There are various ways to advertise:

- 1) *Utilize posters and bulletin boards on campus  
(see Appendix E for Rules and Regulations)*
- 2) *Create “Event Pages” using your organization’s Facebook page*
- 3) *Develop a Twitter account to keep a constant update on your organization’s progress*
- 4) *Utilize the tables next to Camelot to reach the student population  
(Reserve table times/dates at the Office of Student Life)*
- 5) *Reach out to the community via local newspaper event pages, television news stations,  
the campus newspaper, and other sources of the news*

**Regardless of what method(s) of advertisement you intend to use, be sure that the message of what you are advertising and displaying to the campus/local is representative of your club/organization. Get the approval of the members of your organization.**

## Appendix A

**Student Group/Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### THE COLLEGE OF SAINT ROSE ALBANY, NEW YORK

This CONTRACT is made this day of \_\_\_\_\_ by and between The College of Saint Rose hereinafter called the Purchaser and \_\_\_\_\_ (hereinafter called the Artist); engagement described below shall consist of all provisions on this Contract, and any attachments. This Contract shall be executed by Artist and returned by \_\_\_\_\_. If purchaser has not received the Contract as described above; the Purchaser shall at anytime thereafter have the option to terminate the agreement.

**Artist's Contact Information:**

Contact/Agency Name: \_\_\_\_\_ Performer Name: \_\_\_\_\_

Is the performer a current employee of The College of Saint Rose: \_\_\_ Yes \_\_\_ No

Is the performer a current student at The College of Saint Rose: \_\_\_ Yes \_\_\_ No

Check made payable to: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Place of Engagement:**

Venue Name/Location/Room: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Capacity: New York State Fire Code Regulation \_\_\_\_\_

**The Performance Description, Date, Times, Length, Load In, and Sound Check:**

Performance Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Sets: \_\_\_\_\_ Length: \_\_\_\_\_ Intermission Length: \_\_\_\_\_

Load in Time: \_\_\_\_\_ Sound Check Time: \_\_\_\_\_

Type/Name of Engagement (specify concert, workshop, festival, etc.): \_\_\_\_\_

## Appendix A (continued)

Services Provided: \_\_\_\_\_

Compensation to be Paid: \_\_\_\_\_

Merchandising Policy of the Venue: \_\_\_\_\_

Additional Acts on the Bill: \_\_\_\_\_

Set Length of Additional Act: \_\_\_\_\_

Technical Requirements: \_\_\_\_\_

### **Cancellation**

10.1 Purchaser agrees that the Artist shall have the right to cancel this engagement without liability upon notice via email to Purchaser no later than 30 days prior to the date of performance. Purchaser will not be obligated to reschedule Artist for another performance. In any case, Purchaser will not be obligated to pay Artist for performance if event is cancelled and any deposits or payments will be returned to purchaser.

10.2 Should the Purchaser have cause to cancel the agreement, notice must be given to Artist in writing no later than 30 days via email prior to this engagement. Any notice given less than 20 days will require half of the payment by Purchaser to Artist as described in contract, unless cancellation is due to an act of god or any other action as described in section 12 of this contract.

### **Force Majeure**

This agreement by both parties to perform their obligations herein is subject to proven detention by serious illness, accidents, or accidents to means of transportation, acts of God, or any act of public authority, material break of Contract by Purchaser, or any other condition beyond either party's control. Neither party shall be liable to fulfill the remainder of the Contract nor perform or present any "make-up" date unless expressly agreed to by both parties for a convenient future time.

### **Restrictions**

The College of Saint Rose prohibits the use of any illegal drug/substances and or alcohol by an Artist/Agency Representative while present on campus. Nor can any Artist/ Agency Representative be intoxicated and/or show evidence of drug use while on The College of Saint Rose campus. Any use of either will terminate payment from Purchaser to Artist. Effective January 1, 2012 smoking and or use of any tobacco product is prohibited in all areas of campus.

The College of Saint Rose hosts events for the students, staff, faculty and administrators. These events are not open to the public. Any public announcement, unless agreed upon by both the Purchaser and the Artist, in the local newspapers, television, or radio broadcasts will terminate payment from Purchaser to Artist.

#### **The College of Saint Rose Information**

#### **Artist/Agency Information**

X \_\_\_\_\_  
*Print Name of Campus Representative*

X \_\_\_\_\_  
*Print Name of Artist/Agency*

X Director of Student Life  
*Position Held on Campus*

X \_\_\_\_\_  
*Signature of Artist/Agency*

X \_\_\_\_\_  
*Signature of Authorized Signer*

X \_\_\_\_\_  
*Federal ID, Tax ID, Student/Employee ID # or Social Security #*

X (518) 454-5170  
*Phone Number*

X \_\_\_\_\_  
*Phone Number*

**CONTRACTS AVAILABLE IN THE STUDENT LIFE OFFICE**

## Appendix B

**Restrictions**

The College of Saint Rose prohibits the use of any illegal drug/substances and or alcohol by an Artist/Agency Representative while present on campus. Nor can any Artist/ Agency Representative be intoxicated and/or show evidence of drug use while on The College of Saint Rose campus. Any use of either will terminate payment from Purchaser to Artist. Effective January 1, 2012 , smoking and or use of any tobacco product is prohibited in all areas of campus.

The College of Saint Rose hosts events for the students, staff, faculty and administrators. These events are not open to the public. Any public announcement, unless agreed upon by both the Purchaser and the Artist, in the local newspapers, television, or radio broadcasts will terminate payment from Purchaser to Artist.

Contact/Agency Name: \_\_\_\_\_ Performer Name: \_\_\_\_\_

- Is the performer a current employee of The College of Saint Rose?: \_\_\_ Yes \_\_\_ No
- Is the performer a current student at The College of Saint Rose?: \_\_\_ Yes \_\_\_ No

Check made payable to: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**The College of Saint Rose Information**

**Artist/Agency Information**

X \_\_\_\_\_  
Print Name of Campus Representative

X \_\_\_\_\_  
Print Name of Artist/Agency

X Director of Student Life  
Position Held on Campus

X \_\_\_\_\_  
Signature of Artist/Agency

X \_\_\_\_\_  
Signature of Authorized Signer

X \_\_\_\_\_  
Federal ID, Tax ID, Student/Employee ID # or Social Security #

X (518) 454-5170  
Phone Number

X \_\_\_\_\_  
Phone Number

X \_\_\_\_\_  
Date

X \_\_\_\_\_  
Date

## Appendix C

### College Transportation Declination

Event Date:  
Class/Activity:  
Instructor/Advisor/Student Organization:

I am aware that The College of Saint Rose is providing transportation related to the above referenced class or activity. I hereby decline to use the College transportation and choose to use my personal vehicle for transportation on the trip.

I am aware that the College will not be responsible for any expenses related to travel in my vehicle such as gas, road service or repairs. I am also aware that neither the College, nor its employees or insurance company will be liable for any loss, theft or damage to my vehicle (or caused by it) or to the contents during the trip. I have insurance coverage and understand that my automobile insurance carrier is the first insurer should an accident occur and that I could be held liable for any damages or loss caused by my vehicle.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Driver)

Signature of Driver: \_\_\_\_\_

In addition, students declining transportation from the College and voluntarily choosing to ride with the above named student must sign below.

1-Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Passenger)

Signature of Passenger: \_\_\_\_\_

2-Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Passenger)

Signature of Passenger: \_\_\_\_\_

3-Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Passenger)

Signature of Passenger: \_\_\_\_\_

## Appendix D

Event Name:

Event Location:

Event Dates:

### Code of Conduct Agreement

This agreement is made between the participant, the Office of Student Life and The College of Saint Rose.

I, \_\_\_\_\_ agree to the following guidelines and consequences while attending this trip.

I am a current student at The College of Saint Rose and will conduct myself in an adult manner accepting full responsibility for my decisions and actions.

I understand that the Office of Student Life is not responsible for me or my actions but that they only made the arrangements for travel and/or other accommodations for this trip.

I will be responsible for all of my belongings, bags, etc. The contents will be legal, safe and non-alcoholic.

I will follow the instructions of the Office of Student Life throughout the trip regarding pick up locations/time, and I realize that if I fail to follow the guidelines I may be left at the event/program location as a result. The Office is only looking out for my safety and therefore, I do not hold them responsible for me and my actions.

I will not carry or consume any type of alcoholic beverage or beverages such as non-alcoholic beer on the buses as it will violate the contract between the bus company and the Office of Student Life.

I will not smoke any types of smoking devices or substances where prohibited including on the buses or in any areas labeled as non-smoking areas.

I realize that my privileges can be revoked at any time during this trip and that I can be left in my own recognition.

If I miss the bus I am responsible solely for getting back to Saint Rose and any expenses incurred.

If Applicable, I understand that refunds will not be given for tickets, UNLESS there is a Saint Rose student on the wait list to replace me.

The College, the Office of Student Life and participating organizations are acting in good faith and will not be liable for damages, loss, expenses, or inconvenience related to: delayed departures or arrivals; cancellations, price changes; loss, damages, or injury to person or property; or any damage, loss, expense, or inconvenience resulting from any cause whatsoever. Although this is an off-campus event, it is still a college program and Saint Rose rules and policies remain in effect.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ On Campus Phone: \_\_\_\_\_

In case of emergency contact:

---

(Name) (Relationship to you) (Phone)

Parent/Guardian's Signature (if under 18 years of age)

\_\_\_\_\_ Date: \_\_\_\_\_

**FORMS AVAILABLE IN THE STUDENT LIFE OFFICE**

## CAMPUS POSTER AND BULLETIN BOARD POLICY

Saint Rose has an all-campus poster policy, which must be followed when posting flyers, posters or announcements. There is ample bulletin board space in all campus buildings and thus **all printed material must be posted on bulletin boards only**. Please consult the poster policy listed.

### POSTER POLICY:

**ALL FLYERS MUST BE APPROVED BY THE STUDENT AFFAIRS OFFICE. SIGNS WITHOUT APPROVAL STAMPS WILL BE REMOVED.**

All signs must follow copyright rules and regulations. If you have any questions please contact the Office of Student Affairs before making your flyers.

Flyers/posters are only allowed to be hung on bulletin boards. They are not allowed to be hung on glass doors, walls, windows, pillars or in any other location.

Due to space limitations, only one flyer/poster per general posting bulletin board is allowed.

No one is permitted to hang a sign over another flyer.

General flyers should not be hung on bulletin boards specifically designated for departments, specialty items, etc.

Special permission will be granted for banners, etc., for special events. (See listing of supervisors for buildings). Permission must be obtained in advance.

This poster policy will be clearly posted in each campus building, distributed to the Saint Rose community at the beginning of each year and available in the Student Affairs Office.

When distributing flyers on tables in the dining hall, students may only place small flyers inside the napkin holders. The napkin holders are landscape, and approximately the size of a ¼ sheet of regular **8 ½”x11”** paper.

Flyers posted in Lima or Brubacher Hall must be approved by the Area Coordinators in these halls, and may only be posted in designated areas.

The hanging of “sweeps” in a residence hall must be approved by the Area Coordinator of that hall. Sweeps must be taped to individual doors, and NOT left on the floor or placed under doors.

Flyers posted in the Neil Hellman Library should be dropped off at the circulation desk. The library staff will then post them.

People/organizations not complying with the above guidelines will have flyers taken down immediately.

No posters may be hung outside on trees, lamp poles, etc.

Flyers for the Events and Athletics Center and Albertus Hall must be dropped off in the Student Affairs Office.

The Student Affairs staff will only post 3 for each event. **All posters must be 11”x17” or smaller.**

Posters should not advertise drugs or alcohol at an event.

### POSTER SUPERVISORS

These people are responsible for coordinating a weekly review of all bulletin boards in their buildings and removing outdated and unapproved flyers/posters. They also give special permission for larger posters in their buildings.

Library.....	Library Director	Lima Hall .....	Area Coordinator
Albertus .....	Carol Seitz	Brubacher Hall.....	Area Coordinator
1 <sup>st</sup> Floor EAC and Albertus.....	Student Affairs	Other Residence Halls .....	Resident Assistants
Lally School of Education, Dean’s Office		Massry Center.....	Department Chair

*We no longer hang “For Rent” posters. Instead, students and landlords are all encouraged to use the web-site: [www.csr.och101.com](http://www.csr.och101.com). We no longer hang posters advertising jobs. Please call 454-5141 to have your job added to the Career Center database.*

**INFORMATION AVAILABLE IN THE STUDENT LIFE OFFICE**

## Appendix F

### Constitution Checklist

Writing a constitution is not as complicated as it seems. The Following checklist will hopefully guide you through the process. A constitution is an organization's framework, its foundation. It will provide operating guidelines for you and your predecessors in years to come, and will assure your organization remains strong and thriving. Your constitution should be general in nature, so as to allow some flexibility to future officers, but should be specific enough to lay important groundwork that should be followed year after year.. For example, you may want to state in a constitution that meetings will occur one a week, but you would not want to say that meetings will occur on Wednesday at 4:00. Consult with your corresponding Student Association Vice President if you have any questions about this.

*The following items should be considered for all constitutions. More complex organizations may wish to made additions as needed. Please feel free to make additions as you feel appropriate.*

- 1) **Organization Title**
- 2) **Purpose** : State what the group's general focus will be
- 3) **Membership**
  - A. The organization must be open to all student, but you may specifically target people who are interested in your special focus.
  - B. What are the criteria for membership? For example, how does a student become a member of the club or organization?
- 4) **Officer Structure**
  - A. What are the titles of each officer?
  - B. What are the officers' basic responsibilities and duties?
    - I. At least one officer should have the job of maintaining communication with corresponding Student Association Vice President.
  - C. How are the officers chosen, by election or appointment?
  - D. What is the officer's term of office?
  - E. Vacancies– if an officer leaves the position, how is the vacancy filled?
- 5) **Committees**– are there any important standing committees which should be formed every year?
- 6) **Meetings**
  - A. How often will meetings occur?
  - B. How are decisions made? (consensus, vote, simple majority vs. 2/3)
  - C. Is a quorum needed to make decisions, and what is quorum?
- 7) **Hazing Clause**– the following clause **MUST** be written into all Saint Rose Student Association sponsored clubs:

Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with the organization with this organization is prohibited.
- 8) It must be states that “all rules and regulations printed in The College of Saint Rose Student Handbook will be followed.”
- 9) **Amendments**
  - A. How can the constitution be amended?
  - B. What is the necessary vote?
  - C. It should be written into the constitution that all amendments are subject to approval by the Student Association.
- 10) **Advisor**– all Saint Rose organizations must have an advisor who is either a faculty member, administrator or a staff member

**INFORMATION AVAILABLE IN THE STUDENT ASSOCIATION OFFICE**

## Appendix G

### Event Planning Checklist

#### To be completed at least 12-14 weeks before event

- Discussed event with advisor
- Checked dates against events calendar
- Placed hold on appropriate room
- Check costs of other event needs (i.e. media, hotel, catering, etc.)
- Solicit campus co-sponsorships for event
- Develop comprehensive promotion plan with committee
- Finalize reservation of room
- Complete necessary paperwork (contracts, check requests, forms)
- Received promo on event from agent or service (if applicable)

#### To be completed at least 4 weeks before event

- Finalize reservation of hotel (if applicable)
- Finalize reservation of event equipment set up needs (chairs, tables, microphones, etc.)
- Finalize reservation of event catering needs
- Identify and secure any other special needs of performer (directions/map, travel)
- Identify and secure any items for event atmosphere (decorations, plants, etc.)

#### To be completed at least 4 weeks before the event (continued)

- Drop off copies of promotion for advisor proofing
- Duplicate and / or print promo pieces
- Receive approval for table tent distribution
- Receive approval for residence hall promo, notify RAs about appropriate events
- For trips - reserve vehicle
- Secure trip advisor for any off campus trip
- For trips - finalize and duplicate trip waivers

#### To be completed at least 3 weeks before event

- Notify Campus Life of event for inclusion on Top Ten Table tents
  - Have event tickets printed
  - Have advisor review your promo before posting
  - Hang event flyers
- Give copies of event promo to your secretary for filing

#### To be completed at least 2 weeks before event

- Turn in check request to advisor or Vice President overseeing the club- for signature
- Make and hang banners
- Log all expenditures on event spreadsheet
- Sign up extra event staff at club meeting (tear down / set up)

#### To be completed immediately after the event

- Make sure appropriate tear down and clean up is happening
  - Deliver check to performer
- Return all equipment and leave facility *better* than you found it

#### To be completed at MOST 1 week following the event

- Turn in all event receipts
- Return all borrowed equipment within one day of event
- Complete event evaluation and turn into secretary and advisor
- Send out event thank you notes/emails

**REMEMBER: The key to a successful event is planning ahead. It takes a MINIMUM of three weeks to get a contract reviewed and a check request processed.**

**Appendix H**

**The College of Saint Rose  
STUDENT ASSOCIATION  
DEPOSIT FORM**

QB Date: _____ Initials: _____
-----------------------------------

Date: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Cash Amount: \$ \_\_\_\_\_ (bills) + \$ \_\_\_\_\_ (coins) = total \$ \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_ (# of checks)  
ALL CHECKS MUST BE MADE OUT TO: THE COLLEGE OF SAINT ROSE

Name of Source of Deposit (company, students, etc.): \_\_\_\_\_

From (Name of Event or Fundraiser): \_\_\_\_\_

Organization: \_\_\_\_\_

Budget Line: Other Income

\_\_\_\_\_  
Signature of Person making Deposit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Student Association Comptroller

\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Date

Original Copy-Organization  
Yellow Copy-Appropriate SA Director

Pink Copy-Student Association Comptroller

FORMS AVAILABLE IN THE STUDENT ASSOCIATION OFFICE

**Appendix I**

**The College of Saint Rose  
STUDENT ASSOCIATION  
CHECK/TRANSFER REQUEST FORM**

Date Paid	_____
Initials	_____
Check #	_____

**REQUEST TYPE**

\_\_\_\_\_ Check Request

Check is needed by: (DATE) \_\_\_\_\_

\_\_\_\_\_ Transfer Request

Transfer Funds to: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Person Making Request & Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Budget Line: \_\_\_\_\_

Make Check Payable to:

Name: \_\_\_\_\_

Student ID #, Social Security # or Federal Tax ID # (please circle): \_\_\_\_\_

Mail Check to: \_\_\_\_\_

Reason for Check Request:

\_\_\_\_\_ Reimbursement (Attach Original Receipt(s))      \_\_\_\_\_ Club Activity (Attach contract)

Event Name &/or Description: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person in Charge of Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Student Association Comptroller

\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Assistant Vice President for Student Affairs

Original Copy-Student Association  
Yellow Copy-Appropriate SA Director

Pink Copy-Student Association Comptroller  
Photo Copy of Original-Organization

## Appendix J

**The College of Saint Rose**  
**Name of Club/Organization**  
Meeting Agenda

**Date:**

**Time:**

**Location:**

### **Agenda Items**

First topic of information to discuss  
Specifics

Second topic of information to discuss  
Specifics

Third topic of information to discuss  
Specifics

Fourth topic of information to discuss  
Specifics

Open Discussion

## Appendix K

**The College of Saint Rose**  
**Name of Club/Organization**  
Meeting Minutes

**Date:**

**Time:** Start time – End time

**Location:**

**People in Attendance:**

**Agenda Items:**

**First Agenda Item**

List of information discussed = Name

**Summary:** Brief summary of presented content

**Questions:** List of presented questions

Question = Name

**Second Agenda Item**

List of information discussed = Name

**Summary:** Brief summary of presented content

**Questions:** List of presented questions

Question = Name

**Third Agenda Item**

List of information discussed = Name

**Summary:** Brief summary of presented content

**Questions:** List of presented questions

Question = Name

**Open Discussion**

List of information discussed = Name

**Summary:** Brief summary of presented content

**Questions:** List of presented questions

Question = Name

**To Do List**

Task = Name

Task = Name

*Name of Club/Organization, The College of Saint Rose, 432 Western Avenue, Albany, NY 12203 Facebook page: Name*