

Stony Brook University
Department of Student Activities
Club/Organization Manual

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RECOGNIZED STUDENT ORGANIZATIONS

Benefits For Being Involved in Co-Curricular Activities

- Development of leadership skills.
- Provides an outlet for constructive use of energy and recreational time.
- Gives an opportunity for planning, managing and making decisions related to program development and implementation.
- Development and clarification of personal values.
- Offers a practical outlet for experimentation and application of creative thought.
- Provides for practical experience in cooperation, teamwork and being an effective member of a group.
- Provides an opportunity for development of interpersonal skills.
- Offers an opportunity to experience cultural sharing and exchange.
- Promotes self-initiative, discipline, independence and responsibility.
- Provides practical experience that can be used to enhance your resume.

Registering and Maintaining Student Organization Recognition

Below you will find a step-by-step guide that will assist you to register your own student club or organization, in order to become recognized by the Office of Student Activities. To be considered for recognition, all forms with supportive documents need to be submitted to the Department of Student Activities, located in the Student Activities Center, Suite, 218. Club registration is now at:

<http://studentaffairs.stonybrook.edu/sac/registration.shtml>. You will not be able to save any information to the form so make sure you have all the information you need before sitting down to complete the form. Also, make sure that you are connected to a printer because you will need to print out the form before you submit it.

Complete Registration Packet

To register your student group, you will need to complete a registration packet. Club registration is now online at:

<http://studentaffairs.stonybrook.edu/sac/registration.shtml>.

The club registration packet includes the following:

- Registration form with an Executive Officer Membership roster,
- A Constitution and Faculty/Staff Advisor signature.

Steps to complete the registration form:

- Enter **ALL** the information requested on the form
- Print out the completed form **BEFORE** submitting
- Have **ALL** 4 officers on Executive Board sign next to his/her name
- Have the Faculty/Staff Advisor sign next to his/her name
- Have the President sign the Anti-Hazing statement
- Email your Club/Organization Constitution to studentactivities@notes.cc.sunysb.edu
- Hand in the packet to the Student Activities Office, SAC 218

The Registration period is **APRIL 1st to OCTOBER 1st**.

New clubs have until **OCTOBER 15th** to register and complete new club workshops. You will have to visit the Student Activities Office in SAC, suite 218 to register for the new club workshops.

The Student Activities Office will review the documents and will provide an approval letter, if no information is missing and there are no problems.

Club & Organization Privileges

- Permission to reserve event space in the Stony Brook Union or Student Activities Center as available, subject to the duly established written rules governing such use.
- Permission to post flyers, banners, posters, etc., in the Stony Brook Union, Student Activities Center, or on campus subject to the duly established written rules governing such use.
- Permission to reserve other designated Stony Brook University facilities.
- A mailbox in the Stony Brook Union and/or Student Activities Center. This box shall serve as the location for official University correspondence only.
- Inclusion in any publications publicized by the Department of Student Union and Activities.
- Ability to participate in the Student Activities Involvement Fair coordinated by the Department of Student Union and Activities
- Ability to have events advertised on "TargetVision" and any departmental calendars.
- To schedule major campus events held outdoors or having an estimated attendance of over 100 people.
- To promote an event or service off campus as per University policies.

- Access upon approval of office space in the Stony Brook Union, Student Activities Center, or other facility.

Guidelines for Recognition

Stony Brook University is an equal opportunity/affirmative action educator and employer. All registered student groups must open membership to any student regardless of his/her race, creed, sex, color, age, sexual preference, national origin or physical handicap. Only fraternities and sororities are exempt from Title IX that requires membership to be open regardless of gender.

A registered student group shall operate by all SUNY Guidelines and Stony Brook University State Federal regulations.

A registered student group's purpose must enhance or compliment the University's educational mission and adhere to its University Policies and Procedure

Student groups will obtain and retain registered status by completing the Club Registration Application annually with the Department of Student Activities. This application should include the name, Solar Id number and contact information for at least 4 currently enrolled Stony Brook University students. Student groups will retain their registration status if they continue to fulfill their constitutionally stated purpose(s) and/or function(s) and meet the criteria established above every year.

New student groups will be granted registered status if the group demonstrates that it's proposed purpose(s) and/or function(s) are new and unique and do not duplicate those of existing registered student groups.

A registered student group shall be responsible for its actions, on or off campus, and any liability associated with those actions.

All student groups must identify a full-time faculty or staff member to serve as a resource and advisor.

A *Club* is a group of students who have come together to explore a common interest and are **not funded** by a University department or area (ex. Undergraduate Student Government, Graduate Student Organization, etc.).

An *Organization* is a group of students who have come together to explore a common interest through event programming and are *funded* by a University Department, Student Government or a National Organization.

Students interested in establishing new fraternity or sorority chapters need to refer to the expansion section of the Relationship Statement between Stony Brook University and its Affiliated Fraternities and Sororities document. There is a moratorium currently in place which means that requests for new organizations will not be entertained at this time.

Categories of Recognized Organizations

Academic Honorary
 Advocacy
 College/Department
 Ethnic Interest
 Fraternities and Sororities
 Government/Political
 International
 Media
 Pre-Professional
 Programming
 Spiritual
 Special Interest
 Sports/Recreational

Resources Available to Recognized Student Organizations

Registering your club or organization comes with benefits on campus. Below are some of the benefits for being a registered club or organization:

Weekly Meeting Room Space (Block Booking)

To request weekly meeting room space, student groups can participate in an event called block booking. Block Booking occurs at the end of the spring semester. Space is allocated on a first come, first serve basis. Groups can block book-meeting rooms during an academic year. Please note that it is based on availability.

Pre-Scheduling

The main goal of the Pre-scheduling Process is to allow student groups to schedule all of their major annual activities in advance. Major events are those, which are held in the Union Ballroom, Union Auditorium, SAC Auditorium, SAC Ballroom A, and SAC Ballroom B. Please see section on “Pre-Scheduling” located under “Space Reservations” later in this document for more information.

Office Space

During the spring semester, student groups can submit written requests for club/organization office space. Office space allocation is determined by the Union Advisory Board and is based on needs, utilization, and priority. All requests should be forwarded the Student Activities Service Coordinator, located in Student Activities Center, room 222.

Advertising

As a registered club or organization, you are allowed to advertise your events on campus. You will be able to use Target Vision and be permitted to post fliers in the Student Activities Center and in the Union. Please see Campus Advertising Options for more information.

SPONSORING EVENTS AT STONY BROOK UNIVERSITY

The Program Planning Process**Decide on an Event**

Before planning an event, groups must decide what kind of event they would like to have. Some things groups need to consider are: type/caliber/size of event, target audience, budget, etc.

Decide on a Space for the Event

Groups can have an event pretty much anywhere on campus with the proper permission. Some options are the SAC, the Union, the Wang Center, and the Tabler Arts Center. Groups can also hold events in residence halls, dining halls, and even outside.

Reserve a Space

Reserving a space is now online! Just fill out the online student group reservation request form, save it, and email the completed form to studentactivities@notes.cc.sunysb.edu. A tentative confirmation of the room request will be emailed to the contact person and or sent to your organization’s mailbox within **five (5) business days**. **The club/organization must meet with the Program Advisor in order to confirm the room and the resources needed for the event.**

Meet with Program Advisor

There are several program advisors that can assist clubs/organizations with their programs. Please contact the Student Activities office in SAC 218 at 631-632-9392 to find out who the Program Advisor is for your club/organization. You **must meet** with your Program Advisor if you are planning any event other than a small scale meeting to discuss and further plan the event.

Every club/organization will be assigned a Program Advisor. The Program Advisor works in the Student Activities Office in SAC, 218. The Program Advisor works with clubs/organizations to plan events, reserve space for events, meetings, etc., assist with club registration and recognition, advise members of clubs/organizations on club matters, leadership opportunities, and so much more.

Every club/organization must identify a faculty or staff person to be their advisor. A faculty/staff advisor is a person who is identified by members of the club/organization who has an interest in the club, supports their mission, helps with goal setting, program ideas, conflict resolution, and group growth. You can go to page 15 in this manual to find out more information about being an advisor to a club/organization at Stony Brook University.

Minimum Program Deadlines

*Event Levels are broken down as follows:

- *Level 1:* Any large scale event that is high risk. Examples: concert, party, carnival, high profile carnival.
- *Level 2:* Large scale event held in held in the SAC, Union, Tabler Arts Center, Wang Center, etc. that is moderate risk. Examples: cultural show, fashion show.
- *Level 3:* Large scale event held in held in the SAC, Union, Tabler Arts Center, Wang Center, etc. that is a low risk.
- *Level 4:* Small scale meeting with no A/V needs.

The Program Advisor will work with the group to determine the event level.

USG Accounting Cut-Off Dates (for USG funded groups)

	Fall 2009	Spring 2010
Last day to host an event on campus	12/08/2009	05/04/2010
Last day to hand in Event Paperwork (vouchers, minutes, attendance, budget and checklist)	11/13/2009	04/12/2010
Last day to hand in NON EVENTS vouchers	11/24/2009	04/28/2010
Last day to hand in ON-LINE ORDER vouchers	N/A	04/16/2010
Last USG Check run	12/08/2009	05/06/2009
ALL RECEIPTS DUE	12/14/2009	05/14/2010

Space Reservations

Room Reservation (Student Room Request Form)

The Student Room Request Form is online and can be found at http://studentaffairs.stonybrook.edu/sac/online_forms.shtml. Complete the room reservation form, save it, and email the completed form to studentactivities@notes.cc.sunysb.edu. Confirmation of the room request will be emailed to the contact person and/or sent to your organization's mailbox within 5 business days.

Block Booking

Block booking is when student groups have the opportunity to book weekly/bi-weekly/monthly meeting space. Generally, groups are given a 90 minute timeslot but some exceptions can be made for groups with special needs. Block booking is at done at the end of the spring semester in SAC 218. Check with the Student Activities Office for the official date and time.

Pre-Scheduling

Pre-Scheduling gives groups the opportunity to reserve large programming space for events in advance. It is usually held mid-Spring semester, prior to Spring Break. Student groups are required to attend a workshop and fill out special reservation forms for this process.

The following are guidelines for the Pre-Scheduling Process for groups that want to book space. Please note that guidelines are subject to change.

- **One** reservation per semester for the **SBU Auditorium or the SAC Auditorium**
- **One** reservation per semester for the **Union Ballroom**
- **One** reservation per semester for an event during **Campus Life Time**, on Wednesdays, 12:40pm – 2:10pm
- **One** reservation per semester for the event during the **Weekend**, between Friday, Saturday and Sunday.
- Therefore, your student group is allowed **NO MORE THAN (10)** Reservations for the Pre-scheduling process.

Office Space

Requests for office space are entertained every year. A form will be placed in every club/organization mailbox regarding this space. During the spring semester, student groups can submit written requests for club/organization office space. Office space allocation is determined by the Union Advisory Board and is based on needs, utilization, and priority. All requests should be forwarded to the Student Activities Service Coordinator, Student Activities Center, room 222.

The Contracting Process for Large Scale Performances

Step #1: Idea:

Group sees program advisor about planning a concert. The Program Advisor finds out the following information: Name of artist, what type of show, date of show, proposed location and cost of show.

Step#2: Pre-Bid process (at least 8 weeks from date of event):

The group must do the following before a bid can be processed

- Secure contract/rider

- Reserve venue and get a confirmation
- Complete Security check form and give it to your Program Advisor who will then send it to University Police
- Complete Pro-Forma Budget
- Complete the Concert Information Form
- Get a bio on the artist.

Step #3: Request for Bid:

The Program Advisor and group complete the Concert Information Form. Attach the pro-forma budget and the bio to the form and send it to the Director of Student Activities and the Administrative Director of the Undergraduate Student Government. A bio is a background or summary about who the artist is. Work with the group to put estimates into the budget for A/V and ticket office.

Step #4: Review contract/rider:

Director of Student Activities and USG Administrative Director review the contract/rider.

Contract/Rider is then forwarded to:

- Director of Facilities Operations
- A/V Coordinator
- Director of Athletic Facilities if event is in Sports Complex

Set up a production meeting and walk through with the director of the facility. The Director of Student Activities and the USG Administrative Director need to be included in this meeting.

Step #5: Pre-Approvals:

Pre-approvals are needed from

- University - Director of Student Activities
- USG Administrative Director and USG attorney
- Dean of Students
- Venue
- Facilities Operations

Once this is all in place a bid to negotiate can be made to the agency.

Step #6: Bid Process:

Once the bid is accepted by the agency representing the artist, contract negotiations will follow.

The group can now contract A/V and discuss production. **Group can also contract ticket office but CANNOT sell tickets until there is a fully executed contract.** The Program Advisor can process the remainder of the paperwork at this stage.

Step #7:

Contract is received and will be reviewed by Student Activities and USG. USG attorney signs off on contract. USG Accounting will process the paperwork and prepare the contract to mail to the agency.

Step # 8:

Agency receives contract and the USG formal contract to review. Once the contract is fully executed, then the group can begin to advertise and sell tickets.

Box Office Information

The Box Office is located in the Why Lobby of the Student Activities Center. Call 631-632-6464 to contract the ticket office. It is typically open Mon.-Thurs. 11:30am-8:30pm but is often open after hours for special events. There is a charge for using the ticket office for events. Groups must meet with their Program Advisor for further information.

Policies and Procedures

- **Ads/Decorations and Costumes Policy**
[SAC and SB Union Facilities Operations - Policies and Procedures](#)
- **Anti-Hazing Policy – Page 10 of the Code of Student Conduct**
<http://studentaffairs.stonybrook.edu/dev/jud/conduct.shtml>
- **Audio Visual Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/av.shtml>

- **Campus Disruption Policy – Page 15 of the Code of Student Conduct**
<http://studentaffairs.stonybrook.edu/dev/jud/conduct.shtml>
- **Cancellations and No Shows Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/cancel.shtml>
- **Code of Student Conduct**
<http://studentaffairs.stonybrook.edu/dev/jud/conduct.shtml>
- **Community Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/comm.shtml>
- **Emergency Management Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/emp.shtml>
- **Event Timelines**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/event.shtml>
- **Food and Catering Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/food.shtml>
- **Fundraising Policy**
<http://www.stonybrook.edu/vpadmin/policy/policies.shtml?ID=700>
- **Guests and Attendees Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/guests.shtml>
- **Hours, Staffing and Accommodations Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/hours.shtml>
- **Media and Revocable Permits Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/media.shtml>
- **Posting Policy**
Please go to page 13 in this manual for the Posting Policy
- **Security Policy**
<http://studentaffairs.stonybrook.edu/forpolicies/policies/security.shtml>
- **Statement on Student’s Rights and Responsibilities**
- **Student Organization Travel Policy**
All student clubs and organizations whether they are funded by USG or not must complete the Travel Itinerary form.

STONY BROOK UNIVERSITY - CLUBS AND ORGANIZATIONS - CODE OF CONDUCT

The purpose of a student club/organization is to enhance the University’s educational mission and adhere to all University policies and procedures. Clubs/Organizations are to conduct themselves in a manner that is a credit to the University. Clubs and organizations should add to the positive image of Stony Brook University and therefore any behavior that serves otherwise will be handled appropriately. Clubs/Organization are responsible for the actions of their members on and off campus and any liability that is associated with these actions.

- As a Stony Brook University club/organization, adherence to the highest principles, integrity, and dignity is expected
- Hazing, harassing, threatening, degrading language or actions, or any practice by a group or individual that degrades a student or club member, endangers health, jeopardizes personal safety, or interferes with a student’s duties or with a student’s class attendance or a person’s education pursuits is STRICTLY PROHIBITED. Voluntary participation in initiation activities and other traditions still constitutes hazing. No club/organization member shall engage or participate in any form of these actions.
- Clubs/organizations are expected to be drug and alcohol free during the duration of trip/event while representing Stony Brook University. This includes a practices, competitions or events. Using team funds for the purchase of alcoholic beverages is prohibited.

- Clubs/Organizations represent Stony Brook University both at home and when traveling. When traveling, it is expected that club members behave appropriately and respectfully. The Student Conduct Code is applicable on and off campus.
- Please inform University Police immediately of any accidents, injuries or illnesses that require hospitalization. (631-632-3333)

Please see your Program Advisor or go to the Student Activities web site for the Travel Itinerary Form.

Trip Guidelines for Trip Coordinators

1. All tickets for trips will be sold at the SAC ticket office.
2. All USG funded trips must be approved by the Administrative Director of USG. All USG funded organizations planning a trip must complete the Travel Itinerary Form two weeks in advance.
3. The SAC ticket office will obtain the following information from all students who purchase a ticket for trips: ID, contact phone number, emergency phone number, solar ID and if they are a commuter or a resident student. This information will be given to the trip coordinator, University police, Program Advisor, the Director of Student Activities and any co-sponsoring department.
4. All Trip Coordinators will meet with the Program Advisor in Student Activities to discuss the logistics, policies and procedures for the trip.
5. All Trip Coordinators will follow the guidelines below:
 - Meet with the Program Advisor to get all of the details of the trip
 - Make sure you have the Student Activities phone and emergency phone numbers on hand
 - Know the date, time and location of the trip
 - Know how many students are going on the trip
 - Know the name of the bus company and the phone number of the bus company.
 - Know the pick-up time and location of the bus
 - Introduce themselves to the bus driver
 - Get the bus driver's name
 - Get the # of the bus
 - Know where you are meeting the bus at the end of the day and at what time you are meeting the bus
 - The Trip Coordinator will need to check off all students names as they enter the bus
 - If the bus is held up because a student did not show up for the trip, the Trip Coordinator will call the student.
 - Before bus leaves Stony Brook, the Trip Coordinator introduces themselves to the students. The Trip Coordinator will tell them know the name of the bus company, the # of the bus, name of the bus driver and how long it is going to take to get to their destination.
 - The Trip Coordinator will take a head count of everyone on the bus and write that number down. Put number on the list with the students names.
 - The Trip Coordinator will ask if there are any students who will not be returning to Stony Brook by bus before they leave.
 - Before everyone departs from the bus, the Trip Coordinator tells the group what time to be back at the bus (always tell them 15 minutes before the bus is suppose to leave), where they should meet the bus, the name of the bus company, # of the bus and name of the bus driver. The Trip Coordinator may also want to give out their cell phone number in case a student needs to contact them during the day
 - At the end of the day, the Trip Coordinator should be back at bus 15 to 20 minutes before the bus is expected to leave. As students enter the bus, the Trip Coordinator checks off their name.
 - If a student does not show up, the Trip Coordinator should call the students cell phone number or have them paged if possible.
 - Before the bus leaves, the Trip Coordinator will do another head count. The Trip Coordinator will ask the group to see if everyone around them is back on the bus.
 - Once the head count is done and confirmed the bus will depart for Stony Brook

SECURING AND MANAGING FUNDING FOR YOUR ORGANIZATION

Funding Options

Clubs and Organizations have the option to request funding from the Undergraduate Student Government. About 40% of all recognized and registered clubs/organizations receive funding from the Undergraduate Student Government.

The Undergraduate Student Government Financial By-Laws document will explain the following:

- Budget
- Requirements to apply for USG Funding
- The Budget Allocation Process
- Budget Committee Factors

- Disbursement of Budget
- Court Proceedings and Spending Regulations
- Conflicts of Interest
- Co-sponsorships
- Equipment
- Fundraising and Revenues
- Gifts and Grants
- Complimentary Ticket Policy
- USG Services

To receive a hardcopy of the USG Financial By-Laws, please visit SAC 202 or you can click on the following link to access the USG Financial By-Laws <http://usg.sunysb.net/files/2009/10/2007-2008-Financial-Bylaws-of-the-Undergraduate-Student-Government.pdf>

Clubs and organizations can also choose not to receive any funding from the Undergraduate Student Government. These clubs do have the option of setting up special accounts with USG. Please refer to the [Undergraduate Student Government Financial By-Laws](#). Go to the section entitled: Special Events Accounts for Non-USG Funded Clubs & Organizations.

Fundraising Policy

P700

FUNDRAISING AND SOLICITATION ON CAMPUS

Issued by:

Office of Vice President for Advancement

Approved:

July, 1989

Updated:

April, 2009

All fundraising activity for the University's benefit, including the University Medical Center, Long Island State Veterans' Home, and Stony Brook Southampton is the responsibility of the staff of the Office of the Vice President for Advancement, and all charitable gifts are accepted and managed by the Stony Brook Foundation for the University's benefit.

- University Advancement personnel undergo extensive training and follow established protocols and policies with respect to fundraising activities, including but not limited to the appropriate use of the University's alumni/donor database and adherence to applicable legal, ethical, and privacy standards of practice.
- Only fundraising or solicitation of funds that results in a benefit to the University is permitted, unless specifically authorized by the President or designee. Requests for exceptions, though rarely granted, should first be directed to the Vice President for Advancement.
- Any and all fundraising activities and/or events must be consistent with the mission, goals and mandates of the University. Raffles and other games of chance are not permitted and are not sanctioned by the Stony Brook Foundation.
- All fundraising activities, except student fundraising events with projected revenues of less than \$1,000, must be reported to and coordinated through the Office of the Vice President for Advancement. In this way, conflict is avoided among fundraising programs while donor solicitation is facilitated and relationships with potential major donors are fostered.
- Solicitation and fundraising to support student activities and projects may not be undertaken on campus without written authorization from the Office of the Vice President for Student Affairs.

USE OF CAMPUS MAIL FOR SOLICITATION

The campus mail services may be used for University-approved solicitation or fundraising. Use of campus mail services for unapproved solicitation is specifically prohibited. The University does not honor requests from individuals or organizations outside the University community for mailing lists of faculty, staff, students or alumni.

RESERVING BUILDING SPACE OR EQUIPMENT

If the use of equipment or building space is required for a pre-approved fundraising activity, the fundraising group or individual must complete and submit a Facilities Use Request form which is available in the Office of the Director of Student Union Activities.

Inquiries/Requests:**Office of the Vice President for Advancement**

Room 330, Administration
(631) 632-6300

Office of the Vice President for Student Affairs

Room 348, Administration
(631) 632-6700

Faculty Student Association

Room 250, Stony Brook Union
(631) 632-6510

Student Activities Center & SB Union Facilities Operations

Room 222, Stony Brook Union
(631) 632-6820

Related Forms

Student Activities Fundraising Request Form

http://studentaffairs.stonybrook.edu/sac/online_forms.shtml - You can also access other forms at this link.

Please refer to the Undergraduate Student Government Financial By-Laws for more information for USG funded clubs/organization on Fundraising and Revenues.

ACCESS TECHNOLOGY

As a registered club/organization you are also privileged to have access to technology on campus.

Group email addresses and websites

Groups must first register as a club/organization with the Student Activities Office. When registration is complete, the club/organization will receive a confirmation letter which is needed when applying for an email address or website. For email /website access, groups must go to the Student Union SINC Site, Room 080 and speak to a consultant who will help them fill out a club account form. **It is very important that ownership of existing accounts is changed over to one of the new officers (usually the President or Secretary) each year to avoid account deactivation.**

Rules about the use of Facebook and MySpace, or other similar websites?

There are no set rules for the students, however, we do recommend that they do not put anything negative on their site as articles have been written and students have been known to have had issues with potential employers because of content and comments on their sites.

Podcasts

We do offer podcasts for registered groups. Podcast information can be found on-line at:

<https://naples.cc.sunysb.edu/DoIT/sreq.nsf/podcasts>

Training Sessions Offered to Students

Classes are not currently offered on gaining access and using above items but a session can be set up if 5 students commit to it. If there's an interest, they can contact the Instructional Computing Department located in the Melville Library SINC Site.

Troubleshooting Help

Groups can contact the DoIT helpdesk at: helpme@ic.sunysb.edu, call 632-9602, or see a staff member in the Union SINC Site.

**RESOURCES AND STRATEGIES FOR COMMUNICATING EFFECTIVELY
ABOUT YOUR ORGANIZATION****Publicizing Your Programs**

It is important to publicize your programs. It would be unfortunate to spend time and effort to plan an event and then have only a minimal audience. Some publicity suggestions are: fliers, newspaper ads, word of mouth, Target Vision, University calendar, web sites, giveaways, etc.

Campus Advertising Options

Target Vision

To advertise on the televisions that are located in the Student Activities Center, and also play on a channel in the residence halls, your group can create a **landscape** PowerPoint slide and email it to SAC_TargetVision@notes.cc.sunysb.edu.

Student Media Groups

Stony Brook has 3 full service print newspapers, 1 foreign language print paper, and 2 on-line student news services, a 24 hour a day broadcast FM and webcast radio station, 1 on-campus broadcast TV station, and 1 student journal. We also work with recognized clubs and organizations that have their own publications and productions. Contact the Assistant Director of Student Media, located in Union 266 and can be reached by phone at 631-632-6828.

Here are some useful links for the various student media groups and resources offered on campus:

WUSB 90.1 FM Radio
 SBU-TV
 Stony Brook Statesman
 Stony Brook Press
 Blackworld
 en Accion
 Stony Brook Independent
 AA E-Zine
 Specula
 SPJ
 Student Media Council

University Website Calendar

Contact your program advisor to post your event on the website calendar.

Student Life List Serve

Emails about your event can be sent out to all students that have signed up to be on the list serve because they want to learn more about what is happening on campus. Contact the Student Activities Office at 631-632-9392 for more information.

Student Life Event Form

Student clubs/organizations can also submit information about their event to be posted onto the student life listserv or the student life calendar. Complete the following form to submit your event: <http://studentaffairs.stonybrook.edu/studentlife/eventform.shtml>

Large Traditional Calendars

Proposal for events will be placed in club mailbox for your group to hold an event during Opening Activities, ChillFest, etc. If accepted, your group's event will be included in all publications. Other large traditional calendars include but are not limited to:

- Diversity Calendar- Contact Campus Residences at 632-6750 for further information
- Hispanic Heritage Month (October) – Contact Diversity and Affirmative Action at 632-6820 for further information
- Black History Month (February) - Contact the Dean of Students office at 632-7320 for further information
- Women's History Month (March) – Contact the Wo/Mens and Gender Resource Cener at 632-2748

The above are just a few of the calendars that are on campus. You can also go to www.stonybrook.edu and click on calendars for information about events on campus.

Blackboard

Student Activities has a blackboard site with many users. As your Program Advisor about getting access to the Blackboard site.

Flyers/teasers

Flyers and teasers (quarter sheet flyers) are a wonderful way to get the word out. Unfortunately, we cannot make copies of flyers for every club/organization event but there is a Kinko's on campus, located in the basement of the Melville Library for all your copying needs. They can be reached at 632-1831

Giveaways

Some groups prefer to get giveaways for recruitment and/or event promotion. One idea is getting pens with the club/organization contact information. Another could be as simple as putting a label on a piece of candy with information about an upcoming event. Be creative!

Literature Tables

Lit tables are a great way to get people's attention. Clubs/organizations can fill the table with information, giveaways, upcoming events, etc. They can also have a sign-up sheet for students to sign up for an email list. Groups can use the online student group reservation request form to request a Lit table in the SAC or Union Lobby.

General Flyer Approval/Posting Policy

- Bulletin boards are intended for Stony Brook University Community use only.
- All posters, flyers, and table tents must be stamped "Approved for Posting". The flyers and table tents can be approved in the Stony Brook Union room 266 or Student Activities Center room 218.
- Only recognized organizations can post flyers on bulletin boards.
- Flyers are not to be attached in any way to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees.
- Table tents are permitted in dining room areas. Table tents will be limited to one per table, and require approval.
- Credit card advertisements will not be approved.
- No advertisements for solicitation of alcohol will be approved.
- Flyer size is not to exceed 11" x 17".
- Date, time, and location must be confirmed prior to approval.
- Only one poster per bulletin board is allowed.
- Information printed in any language other than English must include English translation.
- Campus organizations are responsible for removal and disposal of material at the conclusion of their event.

Posting on Campus**General Guidelines**

Registered Student Clubs, Organizations, Fraternities, and Sororities may post flyers in the University buildings, but **only on designated bulletin boards!** To post in residence halls, permission **MUST** be granted by the Quad Offices.

Registered Student Groups may **NOT** post flyers on:

- classroom doors
- classroom windows
- on walls or alongside University buildings
- on the ground in front of building entrance ways or in campus walkways

Posters should **NOT** be posted if they promote or display alcohol (beer, wine, mixed drinks and/or alcohol related paraphernalia).

Posters must be in good taste and can NOT discriminate on the basis of race, religion, sex, sexual orientation, color, national origin, age, disability, or marital status.

Chalking, or writing on any University surface with chalk other than a chalk board is **NOT PERMITTED** and can be considered **vandalism**.

Posters that violate any guidelines will be removed at the organizations' expense. Please educate your club members about these guidelines. If you would like more information, please visit the Department of Student Activities, located in SAC 218, Call us at 631.632.9392, or email us at studentactivities@notes.cc.sunysb.edu

Student Activities Center – Posting Policy

The purpose of the Student Activities Center Posting Policy is to help campus departments, offices, and recognized organizations promote their events and programs in a fair and orderly manner.

Campus departments, offices, and recognized student groups may post up to 6 notices about a single event at one time. All posters must be approved and stamped in Suite 218 during regular business hours. Items may be posted for up to two weeks, or until the day after the listed event, whichever comes first.

Notices posted over valid posters or in non-designated areas will be removed.

Posters may be no larger than 11" X 17".

All posters must contain the name of the sponsoring organization.

Only the following 6 bulletin boards have been designated for stamped posters:

- 1st Floor by entrance to cafeteria
- 2nd Floor in the middle and one on each end of the hallway
- 3rd Floor on each end of the hallway

Notices may NOT be posted on: windows, doors, wood, brick, or painted surfaces. Any posters posted without a stamp or in an undesignated area will be discarded. Posting Policy infractions can result in loss of posting privileges for the individual, the organization, or both.

Stony Brook Union – Posting Policy

The purpose of the Stony Brook Posting Policy is to help campus departments, offices, and recognized organizations promote their events and programs in a fair and orderly manner.

Campus departments, offices, and recognized student groups may post up to 6 notices about a single event at one time. All posters must be approved and stamped in Room 266 during regular business hours.

Items may be posted **until the day after the event.**

Notices posted over valid posters or in non-designated areas will be removed.

Posters may be no larger than 11” X 17”.

All posters must contain the name of the sponsoring organization.

Only the following bulletin boards have been designated for stamped posters:

- Top of the stairs near the Lounge
- The landing of the stairs between the Fireside Lounge the upstairs Lounge.
- At the bottom of the stairs in the Fireside Lounge Across from Delancey Street Deli.
- The bulletin board in the alcove in the North entrance doors in the lobby.
- The bulletin board in the alcove in the South entrance doors in the lobby.
- The bulletin board across from the entrance to the auditorium.

Notices may NOT be posted on: windows, doors, wood, brick, or painted surfaces. Any posters posted without a stamp or in an undesignated area will be discarded. Posting Policy infractions can result in loss of posting privileges for the individual, the organization, or both.

Division of Campus Residences

Please see your Program Advisor in SAC 218 about posting flyers in Campus Residences or contact the Division of Campus Residences at 632-6750.

How to Write a Press Release

A good press release should have all the essential information contained in the first two or three clear, easy-to-read sentences. The ensuing paragraphs elaborate and develop the details in descending order of importance – the “inverted pyramid” style, which allows editors to shorten stories without losing the essentials. Be accurate, objective, and brief. One page, double-spaced, is all anyone needs to tell most stories. At the bottom of each page, except the last one, type “-more-”. At the end of the release, type “-30- ” or “###”. This is the journalists’ way to say “The End”.

Be Sure to:

- Type in double space with wide margins.
- End each page on a complete paragraph.
- Keep your entire release less than two pages long.
- Put your name, address, phone number, and email address in the upper left-hand corner. List a day and night number if they differ.
- If there is no reason to delay publication of a story, put “For Immediate Release” about the story and to the right. Include your own headline is you like, to get the editor’s attention.
- Keep your writing clean, free of unnecessary adjectives and to the point.

RISK MANAGEMENT INFORMATION

Risk Management for Student Activities

Risk Management is defined as “the process of advising organizations of the potential and perceived risks involved in their activities. It also includes monitoring organization activities and taking corrective

actions and proactive steps to minimize accidental injury and/or loss.

Why Do We Need Risk Management?

We need Risk Management and we must apply principles of risk management at every management level for the purpose of:

- identifying and evaluating risks;
- avoiding or eliminating them where practical and
- minimizing, controlling or contractually transferring them to others where possible

Retain those risks that can be self-assumed from current funds without seriously affecting the financial condition of the organization.

Risky Business in Higher Education

Colleges and Universities deal with many risks on their campuses. It is important for colleges and Universities to:

- Know what the risks are.
- Know how to manage risk.
- Know how much risk you want to be responsible for. Try to manage as little risk as possible
- Transfer the risk.
- Have a plan in place to manage risk.

Importance of Insurance

Insurance is very important. You must require proof of insurance from the other party/vendor. It is important to:

- Make sure that they can make good on their promise to pay damages and make you whole.
- If the other party has no assets or becomes insolvent, they will not have the means to honor their contract.
- Obtain Certificates of Insurance to prove that they have the required coverage.
- Ask to be named as an Additional Insured. This provides you with insurance coverage under their policy so you do not have to use your own insurance.

Resources on campus to help you manage risk

University Counsel
 Ombudsman Office
 Human Resources/Diversity
 CR- Advocate
 Disability Student Services
 Our ability to prevent and predict

Faculty/Staff Advisor Information

Welcome & Introduction

Thank you for volunteering to be an advisor to a club/organization. Being an advisor to a club/organization is a wonderful way of getting to know students, working with students on events, and contributing to student life on campus. As an advisor you will have a major impact on the lives of the students and their experience here at Stony Brook University.

Below is some important information for you. The information will help to guide you as an advisor to a club/organization. You will find helpful information such as important dates, timeline information, and tips on how to be a successful advisor.

Again, thank you for volunteering to be an advisor. We look forward to working with you.

Sincerely,

The Student Activities Staff

Important Dates

Please refer to page 6 in the club/organization manual for the important dates. These dates are important because they guide student clubs/organizations in the event planning process. Most of these dates are for USG funded clubs/organizations. The dates for the last day of programming are for both USG funded and Non USG funded organizations.

Reservations

Reserving a Space on Campus

Reserving a space is now online! Here is the link to the online reservation form:

http://studentaffairs.stonybrook.edu/departments/sac/docs/student_group_room_request.pdf

Just fill out the form, save it, and email the filled out form to studentactivities@notes.cc.sunysb.edu

A confirmation of the room request will be emailed to the club contact person and/or sent to your organization's mailbox within 5 business days.

Basic Policies and Procedures

Please refer to the Policies and Procedures section starting on page 7. The policies and procedures are in place in order to ensure that student club/organization events are successful.

Being an Advisor

Defining an Advisor

An advisor is one who gives ideas, shares insight, provides a different perspective, and counsels among other things.

Only a member of the faculty or staff of Stony Brook University may be invited to serve as an advisor to a campus club or organization. Every campus club/organization must have an advisor. Failure to secure an advisor may jeopardize the club's standing. Fraternity and Sorority organizations may have alumni advisors in addition to a campus advisor.

Advisors for student organizations have three main functions:

- To help with the growth and development of students
- To add to the continuity of the group as members graduate. Advisors can provide the consistency and communicate the goals, legacy and history to future generations of members
- To assist in the area of program content and purpose

Advising Tips

Every student organization will differ and may require a different approach by the advisor. Using the following information will serve as a beginning point.

- In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and advisor and the role of the student organization. Discuss philosophies and reach a consensus.
- Read the constitution of the group, get to know the members, attend meetings and/or events, and generally make yourself seen so that they know who you are.
- Assist in the establishment of responsibilities for each officer and member.
- Develop a strong relationship with the president or chairperson and other officers. This is important because these students will be your main contact with the group.
- Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
- Be honest and open with all communication. The students need to feel that you are just in your dealings with them
- Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
- Help them see alternatives and provide an outside perspective.
- Remember: Praise in public, Criticize in private.
- Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet work with them to be fair and consistent. If there are issues with the club please do not hesitate to contact the Student Activities staff in SAC 218 at 631-632-9392.
- Have fun, this is a learning opportunity for you as much as it is for them.

Also, don't forget to utilize the staff in the Student Activities Office. The staff are a great resource!

Roles and Responsibilities of an Advisor

The role of an advisor varies, but it is always an important one. The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor and several other factors should be committed to the group's success, may need to sometimes go above and beyond the call of duty, and should never only be someone who serves as a signatory on forms.

Considering their expertise and experience, advisors can often supply significant insights on group matters such as goal setting, program ideas, conflict resolution, and group growth. It is often the

advisor who can aid in maintaining an organization by providing continuity and by serving as an information source. In short, a good advisor can help nurture an organization's success. The pattern of team work between an advisor and the organization must be individually tailored to the personalities and needs of both parties. Some guidance is necessary in developing such a relationship. The following functions and responsibilities should direct the advisor toward appropriate behaviors and roles with the group.

(The above information is adapted from the Resource and Policy Manual, Virginia Commonwealth University)

Responsibilities to the Student Organization

The advisor should assist the group in developing realistic goals for the academic year. This will contribute to the education and personal development of the students involved. The advisor should take an active role, rendering advice and counsel as circumstances dictate.

The advisor should be aware of all plans and activities of the group. The Program Advisor is the person who informs the group of institutional policies that may affect the plans for activities. The advisor should see that the group and its officers know where policies and procedures are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exemptions to the policies. Questions concerning the interpretation or application of policies and regulations pertaining to student organizations can be answered by the Student Activities Office staff at 631-632-9392.

The advisor should discourage dominance of the group by any one individual and should encourage students to take initiative. Eager leaders often steal the limelight more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.

The advisor may need to refer students to counseling. Invariably, during interaction with the group's members, the advisor will encounter students with personal problems. The sympathetic interest in an individual student on the part of an advisor is a traditional role of the college teacher and one that has a long proud history in higher education. The counseling role might require individual consultation on a personal level or referral to the student counseling center.

The advisor should provide continuity within the group and should be familiar with the group's history and constitution. Membership turnover in student organizations is high and often the only link with the immediate past is the advisor and the staff in Student Activities. The advisor can steer group members clear of mistakes and help them avoid the proverbial reinvention of the wheel. Serving as the group's memory and continuity link, the advisor can help new officers build on history and develop long term plans for the future of the organization.

The advisor should offer ideas for projects and events. The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. He or she should not dominate the program planning process. However, advisors should ensure that the group understands a program's complexity and has discussed the necessary steps that need to take place in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization. Removing this responsibility from the members would deprive them of an important educational experience.

The advisor should assist the group in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

Responsibilities to Individual Group Members

The advisor should help the students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and will often over extend themselves if not held in check. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.

The advisor should encourage each individual to participate in and plan group events. Some students fade into the background if not effectively encouraged. Being a member of a student group can provide students with valuable interpersonal and/or leadership skills, but these will not develop if the student is not involved.

The advisor should encourage students to accept responsibility for specific roles within the group. The advisor should help them realize the importance of these roles. From officer positions to

committee members, each student should feel invested in and accountable for their specific role.

Responsibility to the University

The advisor should work with the group, but not direct its activities. Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interest in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations for conduct. Any violations of policies and procedures should be directed to the Student Activities staff.

The Student Activities staff will work with the faculty/staff advisor and the group to properly address any situations that may arise. Please remember to consult with the staff in Student Activities.

Getting your student leader to understand their responsibilities to the advisor

The organization-advisor relationship is not a one-way street, with the advisor doing all of the giving and the organization doing all of the taking. The organization has some definite responsibilities to its advisor. Here are some tips to guide you in your advisory capacity:

- Establish a clear understanding between yourself and the organization as to the advisor's role and function. Set up a time to discuss this at length with the leadership. Talk about the purpose of the group and its needs; determine what you have to offer as an advisor, and then agree on the nature of the relationship. Review the relationship periodically and encourage the organization to let you know how you may advise the group better.
- It is the responsibility of the organization to communicate its needs to the advisor. Advisors should be willing to be involved with the organization, but they should not intrude and "force the hand" of the group.
- Establish lines of communication. Find the best way to keep the flow of information moving smoothly between yourself and group members. Check your schedule for times you can meet with the organization. Tell the organization what information you, as an advisor, would like to receive on a regular basis (e.g. meeting notices, minutes, event announcements, etc.) and check to see it is sent. Remind the organization that there are many ways to communicate: face to face, in writing, by voice mail, or e-mail.
- It's OK to say NO. You have other responsibilities such as family or relationship, job, and financial concerns that do not always permit undivided attention to the organization. Organizations can extend an invitation, but should not be offended if the advisor must say no thanks.
- The advisor should let the organization know what type of talents he or she can offer. Recognize that as the advisor you are a resource person with a wealth of expertise. Offer opinions, advice, and creative ideas.
- An advisor is an integral part of the organization but not a member. The advisor's job is to coach and guide the organization in its function, not to perform tasks for the group.

How Advising Can Assist the Organization

In addition to the above listed roles and responsibilities, an advisor can assist an organization in many ways:

Maintenance functions:

The advisor can help maintain the existence of the student organization by providing continuity with past history and traditions. Such activities may include consulting on University policy, serving as a role model, arbitrating group conflicts, and keeping files on past organizational functions.

Group growth function:

The advisor can improve the operation and effectiveness of the group and help it progress toward its goals. Such activities might include: teaching the techniques of good leadership and fellowship, coaching the officers in the principles of good organizational and administrative practice, developing self-discipline and responsibility among members, teaching the elements of effective group operation, developing plans and procedures for action, keeping the group focused on its goals, and stimulating or even initiating activities and programs.

Program content function:

The advisor can question the educational rationale for the organization's existence and lead its members into activities that will contribute to their intellectual and social development. Such activities might include introducing new program ideas, helping group members practice skills and concepts learned in the classroom, pointing out new perspectives and directions, and supplying expert knowledge and insights.

Networking Opportunities:

The advisor can help provide opportunities for organization members to

interact with different people in their field of interest and help them with developing new contacts for possible future careers. Such opportunities to network might include identifying guest speakers, field trips or site visits, or attending conferences related to their area of interest.

FAQ's

The organization is planning a questionable event:

The difficulties inherent in the plan should be pointed out and other ideas suggested. The advisor may request that the group obtain the opinion of the individuals or groups affected by the action. A meeting may be set up with the appropriate members of the Student Activities staff to clarify any questions.

You are no longer comfortable being the advisor of the organization:

Explain to the executive officers of the organizations that you are no longer comfortable being the advisor of the organization. Give them a reasonable amount of time to find a new advisor. When changes are made, the office of Student Activities must be notified.

You sense major problems with the organization:

Meet with the officers and discuss your observations. Brainstorm solutions and get a plan of action. Members of the Student Activities Office are willing to help mediate or seek solutions.

You find out your organization is in violation of University policies and/or federal state or local laws:

Advisors have a responsibility to bring violations to the proper governing board, and administrator.

DIRECTORY OF DEPARTMENTAL SERVICES AND CONTACTS

Campus Recreation 631-632-7168

Commuter Student Services 631-632-7320

Craft Center 631-632-6822

Dean of Students Office 631-632-7320

Fraternity & Sorority Life 631-632-9392

Red Hot After Hours 631-632-9392

SAC Art Gallery 631-632-6559

SAC Facilities Manager 631-632-4966

SAC Info Desk 631-632-6730

Student Activities Office 631-632-9392

Student Media 631-632-6828

Union Facilities Manager 631-632-6827

University Police 631-632-3333