

Guidelines for Campus Organizations

from the Office of Student Life

- **Yearly Organization Application**
 - All organizations must submit a registration application each August and the application must be on file with the Offices of Student Life, per the application guidelines and deadlines.
- **Advisor**
 - All organizations must have an active advisor, and meet regularly as agreed upon.
- **Attendance**
 - All organizations must keep attendance at every meeting, programming, and event held, both on and off campus. The SGA should provide you with an electric attendance form for use throughout the year. Contact the SGA if you do not have this file or have questions. In the event there is no internet access, an excel spreadsheet may be used instead, and emailed to the SGA. Caution should be used when accessing the electronic attendance spreadsheet, as the form may become corrupt if key columns or fields are altered. Contact the SGA immediately if that occurs.
- **Bank Statements**
 - All organizations must have bank statements sent to the Office of Student Life and must use only the SGA approved bank for the club's banking activities.
- **Commitment to Events**
 - No organizations are to commit the college to any programs without permission of the Office of Student Life. That includes meetings, conferences, workshops etc. on or off campus.
- **Meetings**
 - Two organizations can have a meeting on one date, but if an organization has a major event or speaker that will be the only program on that date.
- **Booking a Program or an Event**
 - All Organizations ***must assign only one person*** to be the contact person to communicate with the Office of Student Life regarding a particular event or program.
 - You should first always look at SGA calendar to see if that date is available. Do not commit or confirm any resources or individuals to a date until that date is confirmed with the Office of Student Life.
 - Below is a sample email for requesting programming:

(Insert your organizations name here) request a large auditorium for September 6, from 12 to 12:50 pm

We will need a microphone, computer and internet access

We will need 2 tables set-up outside the auditorium to distribute material for the program.

Thank you,

Name of main coordinator for that event,

Organization Name

Organization signature with all E-board names, titles, and email addresses

- After I check on the availabilities of the rooms I will include you in the e-mail that I'm forwarding to the people who are booking the room, media services, and building & grounds. That is how you will know that it has been approved.
 - Submit the *Pre-Action Plan* form at least two weeks in advance to ensure that everyone is on the same page in terms of preparing for your event
- **Make sure it is a success!**
 - All flyers must be approved by the Office of Student Life.
 - NO flyers can be put on windows, walls or doors, except on the doors to the Mollie and William Rogers Auditoriums.
 - The organization is responsible for removing all flyers right after the program is over. If the flyers are not removed, organization will lose the privilege of posting flyers.
 - An e-mail announcement should be sent to me, ldarroch@nyit.edu, no later than one week before the event and again the day before the event. DO NOT post the event flyers before I have approved it, please.
 - Please include your advisor in your meeting planning.
 - Submit the *Post-Action Plan* form within two weeks following your organization's event to reflect on preparation and ensure successful planning for future events.

Sincerely,

Linda Darroch-Short

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