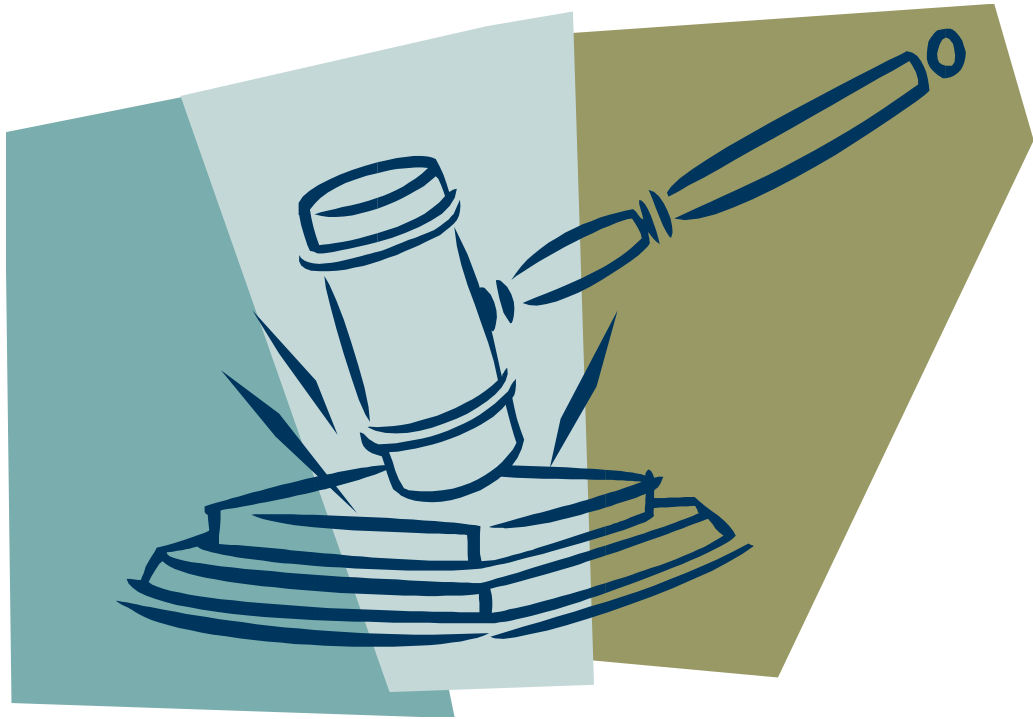


Morrisville State College



SGO Club & Organization HANDBOOK

**For
Officers and Advisors**

SGO HANDBOOK

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**GENERAL
INFORMATION**

I. PHILOSOPHY OF STUDENT ACTIVITIES/INTRAMURALS

The Student Activities Office offers a variety of academic, cultural, recreational and social programs, events and opportunities for students to participate in at Morrisville State College. Our office encourages all students, new and returning, to get involved in clubs and organizations, whether it is the Outdoor Recreation Club, Architecture Club or the Friars' Drama Club - there is something for everyone!

We also offer students their choice of many intramural athletic activities ranging from indoor soccer to basketball to volleyball. These programs are designed to increase community among students in their residence halls, student activities building, and across the entire campus. What a great way to meet new friends!

II. STUDENT GOVERNMENT ORGANIZATION (SGO)

The Student Government Organization (SGO) is an integral part of student activities at Morrisville State College. SGO supports dozens of programs and events on campus including the Theater Departments, student yearbook (The Arcadian), Campus Activities Board (CAB), Open Recreation, Intramurals and WCVM (campus radio station).

SGO also funds many educational and social activities during the year such as dances, intramurals and carnivals. They achieve this with funds gathered through the student activity fee.

Get involved with SGO and help make your experience here at Morrisville State College successful and memorable.

STUDENT GOVERNMENT OFFICERS AND ADVISOR

President
VP/Club & Org. Contact
Director of Budgets
Secretary
Public Relations Director
CAB Chairperson

Office Phone Number: (315) 684-6246
SGO E-mail: sgo@morrisville.edu
Officer's office hours are posted on the SGO window

Advisor-Rita Goyette
Office Phone Number: (315) 684-6238

A. How to Become a Member of SGO

Students may seek membership in the following ways:

1. A student may seek membership-at-large status by completing a membership application/petition with the signatures of 20 current students. The SGO Assembly must approve this type of membership status. Once approved the application is signed by the SGO President and Secretary.

2. All recognized clubs must send one representative to the SGO meetings to serve as a voting member of the Assembly. To become a club representative the student must complete a membership application/petition with the signatures of 20 current students. The club that the student will represent should be clearly designated on the membership form.

All members of SGO must maintain a cumulative GPA of at least a 2.0.

Clubs and Members At Large that have missed two consecutive or three non-consecutive meetings in one semester will be deemed suspended. Therefore, no paperwork (Club Roster) shall be accepted from the club.

If a club is suspended for the semester, the club may present to the Assembly to become unsuspended after all required paperwork is accepted. A minimum of three (3) club members must be in attendance to present.

If a club is unsuspended they are allowed to miss one (1) SGO Assembly meeting for the remainder of the semester. If more than one (1) meeting is missed, the club will become and remain suspended.

If a Member At Large is suspended for the semester, the Member At Large may present to the Assembly to become unsuspended after all required paperwork is accepted.

If a MAL is unsuspended they are allowed to miss one (1) SGO Assembly meeting for the remainder of the semester. If more than one (1) meeting is missed, the MAL will become and remain suspended.

If a club or MAL is suspended a second time for the semester the club or MAL can request and have a private meeting with the SGO Executive Board. If the Executive Board approves the un-suspension the club will present to the Assembly for an approval vote with a minimum of five (5) club members; two (2) of the five (5) must be officers. If the Executive Board approves a MAL to become unsuspended, the MAL must present to the Assembly for an approval vote.

If a club is unsuspended a second time, the club is not allowed to miss any SGO Assembly meetings. If a meeting is missed, the club will become and remain suspended for the remainder of the current semester.

If a Member At Large is unsuspended a second time, the MAL is not allowed to miss any SGO Assembly meetings. If a meeting is missed, the Member At Large will become and remain suspended for the remainder of the current semester.

MORRISVILLE STATE COLLEGE

Student Government Organization

(315) 684-6246

Membership Application

NAME: (Print) _____
Last First M.I.

ADDRESS: _____
Residence Hall Room if on campus/ mailing address if off campus

TELEPHONE: _____

CHECK ONE:

_____ Commuter representative

_____ Member at Large

_____ Club Representative; Name of Club _____

_____ Club Alternate; Name of Club _____

NOTE: The signatures of 20 registered Morrisville State College students shall be needed on the reverse of the application before acceptance to Student Government Organization (S.G.O.).

NOTE: Any member of the Assembly who misses 2 consecutive or 3 non-consecutive meetings in one (1) semester is dismissed from S.G.O. for that semester unless written consent is received from the S.G.O. President. Dismissed members may reapply in the next semester.

Applicant's Signature Date

S.G.O. President Date

S.G.O. Secretary Date

Assembly Action Date

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
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15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

B. Registration of Student Organization

SGO and the Office of Student Activities attempts to serve the needs of all through the registration of all student organizations on campus. The Student Activities Office acts as a clearing house for many inquiries about student clubs and organizations. Frequent questions are:

- Where can I join?
- Who do I talk to?
- How do I get in touch?

Registration as a club/organization does three things:

1. Gives us information we can dispense to other students.
2. Allows the group to use college facilities.
3. It is the prerequisite for funding from Student Activity Fee monies. (Any clubs/organizations receiving funds from the Student Activity Fee monies shall follow the Financial Guidelines or shall be subject to withdrawal of these funds.)

It is to the clubs' benefit that information on club description, philosophy, goals, members and officers be made available and updated regularly.

C. Recognition Process for New Clubs

Morrisville State College students are encouraged to form clubs and to sponsor activities which provide social, cultural, educational and recreational opportunities for members of the college community. These clubs must be recognized by the Student Activities Office and operate in a manner consistent with college policy and procedure. Membership shall be limited to the Morrisville State College academic community. Race, religion, national origin, sex or sexual orientation, etc., shall not be a basis for denial of membership. Anyone participating on a regular basis shall be considered a member. Individual club constitutions will further define conditions for active membership. There are two separate processes that take place for most clubs. The first is to be recognized by the College Council and the second is to be chartered by SGO. The following information must be submitted to form a new club:

1. Complete a New Club Recognition Form.
2. Club officer roster (see "Advising" section).
3. An accepted constitution.

Submit the New Club Recognition Form and a proposed constitution to the SGO Office or the Student Activities Office located in the basement of the Student Activities Building.

1. After SGO receives these materials, the following process begins:
 - a. SGO reviews the constitution.
 - b. If changes are necessary, the constitution will be sent back to the club for resubmission.
 - c. The constitution is passed to the Dean of Students for review.
 - d. If changes are necessary, the constitution will be sent back to SGO and then to the club for resubmission.
 - e. The Dean of Students' Office will pass the constitution to the President's Office for review.
 - f. If changes are necessary, the constitution will be sent back to SGO and then to the club for resubmission.
 - g. The constitution will then go before the College Council for a vote.
 - h. If changes are necessary, the constitution will be sent back to SGO and then to the club for resubmission.
 - i. Once passed by the College Council, the club will be asked to give a brief presentation at an SGO Assembly meeting. After the presentation and a question and answer period, the SGO Assembly will vote to recognize the club into SGO. If the vote is passed, the club will be recognized by SGO.
 - j. Once a club has been recognized and chartered it must submit copies of its monthly meeting minutes, keep current Club Officer Roster on file in SGO, and attend the weekly SGO meetings to maintain its active status in the Student Government Organization.

MORRISVILLE STATE COLLEGE
Student Government Organization
New Club Recognition Form

Name of Proposed Club:

Description of Club:

Number of Interested Students:

Advisor:

Name _____

Work Address _____

Work Phone _____

E-mail _____

Please submit this form with attached constitution to the SGO Office or the Student Activities Office in the located in the west entrance of the Matthias Student Health Center.

All clubs need to be approved by both SGO and the College Council before they are recognized.

If there are any questions regarding this procedure please contact the SGO Office, x6246 or SGO@morrisville.edu or the Student Activities Office, x6238 or goyettr@morrisville.edu, or stop by the offices located in the basement of the Student Activities Building.

D. Hazing Policy

Any violation or suspected violation of the hazing policy should be reported immediately to College officials including, but not limited to, University Police. No person, either alone or in concert with others, shall take any action, create or participate in the creation of any situation that recklessly or intentionally endangers mental or physical health, regardless of the person's willingness to participate in order to be initiated or affiliated with a group. Hazing activities include kidnapping or confining a person, subjecting a person to cruel and unusual psychological conditions, requiring or encouraging a person to consume alcohol, drugs, foreign or unusual substances, disrupting or impairing a person's ability to perform academically or to fulfill obligations under the Student Code of Conduct, depriving a person of sufficient sleep, and/or taking other actions which could reasonably be expected to humiliate, degrade, abuse, or endanger. Recognized organizations that are found in violation of this policy may be subject to loss of recognition, distinct and apart from any sanctions to which its members are subject.

Any violation or suspected violation of the Hazing Policy should be reported immediately to College officials including, but not limited to, the Student Activities Office, Dean of Students and University Police Offices.

MORRISVILLE STATE COLLEGE
Student Government Organization
(315) 684-6246

Candidate for Office Petition

NAME (Print): _____
Last First M.I.

ADDRESS: _____
Residence Hall Room if on campus/Mailing Address if off campus

Telephone: _____

CHECK ONE:

- _____ President
- _____ Vice President
- _____ Campus Activities Board Chairperson
- _____ Public Relations Director
- _____ Director of Budgets
- _____ Secretary

NOTE: The signatures of registered Morrisville State College students shall be needed on the reverse of this application before acceptance as a candidate for the office of one of the above for the Student Government Organization (S.G.O.).

REQUIREMENTS: See attached.

Applicant's Signature Date

EAP Committee Chairperson Date

EAP Approval _____

1.	51.
2.	52.
3.	53.
4.	54.
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42.	92.
43.	93.
44.	94.
45.	95.
46.	96.
47.	97.
48.	98.
49.	99.
50.	100.

CLUBS & ORGANIZATIONS

African Student Union Black Alliance (ASUBA)
Agricultural Engineering
Agronomy
Alpha Delta Mu (ADM)
American Culinary Federation (ACF)
Arcadian
Architecture Club
Automotive Club
Bachelor of Science Nursing Association
Brothers And Sisters In Christ (B.A.S.I.C.)
Campus Activities Board (CAB)
Caribbean American Student Union (C.A.S.U.)
Casino Management Organization (CMO)
Chimes Newspaper
Collegiate FFA
Conservation Tri-Society
Criminal Justice Club
Friars' Drama Club
Gaming Guild
Information Technology Club
International Food Service Executive Association (IFSEA)
Intramurals/Open Rec.
Latino American Student Organization (LASO)
Massage Therapy Club
Mo'Pride
Music Department
Mustang Outreach & Volunteer Efforts (MOVE)
Norwich SGO
Outdoor Recreation Club (ORC)
Pagan Alliance of Morrisville (PAM)
Renewable Energy Club (REC)
Residence Hall Association (RHA)
Resident Assistant Association(RAA)
Society of Manufacturing Engineers (SME)
Sports Nutrition Fitness Management (SNFM)
Student Government Organization (SGO)
Student Nurses Association (SNA)
Theatre Department
WCVM-CaFM (Radio Station)
Writer's Club

Advisors

Sharry Woodcock
Fred Bach

Kelly Gardner-Williamson
Kerry Beadle
Aryn Tassone
Brian Kelly
Ray Grabowski, Bill Vair

Diana Johnson, Diane Tice
Rita Goyette, Marc Cianciola
Sharry Woodcock
Wayne Pater
Marti Howell-Collins, Michael Kelley
Charles "Chip" Ax III
William Snyder, Brendan Kelly
Mark Blakeslee, Steve Armstrong
Stephen Hinkle
Robert Dushay, Paul Buckingham

Joan Johnson, Anthony Lupino
Eric Rogers
Chris "Alex" Perry

Gregory Sydoriw, Sharry Woodcock
Stephen Hinkle
Marc Cianciola
Jessica Soloman
Philip Hofmeyer, Benjamin Ballard
Stephanie Lawhorne
Philip Hofmeyer, Benjamin Ballard
Albert Maya
Chris "Alex" Perry
John Giess, Mehmet Baysal, Gene Horst, Robert Milano
Kristen Kane, Sandra Gantt
Rita Goyette
Antonie Hiemer, Brian Matt
Stephen Hinkle
Wade Lamb
Aaron Efimenko

G. Co-Curricular Transcript

The Co-Curricular Transcript is a student self-reported document, with verification by an advisor or supervisor, listing various kinds of developmental activities outside of the traditional classroom. The Co-Curricular Transcript is intended to provide each student with an official record of:

- Honors, awards and recognitions
- Professional and educational development training
- Leadership development
- Student organizations and activities participation
- Service learning
- Intercollegiate athletics.

The Co-Curricular Transcript is a great reference resource for jobs and transferring.

MORRISVILLE STATE COLLEGE

Co-Curricular Transcript

Entry and Validation Form

Please type or print all information-use one form for each activity. Please provide a brief description of the activity and your involvement. Please use the reverse side of this form. Return completed form to the Student Activities Office.

Name: _____ Student ID M#: _____

_____ **Leadership Experience**
Club/Organization/Agency _____
Your Title/Position _____
Date of Participation _____

_____ **Professional or Educational Development**
Club/Organization/Agency _____
Your Title/Position _____
Date of Participation _____

_____ **Honor, Award or Recognition**
Club/Organization/Agency _____
Your Title/Position _____
Date Received _____

_____ **Organization, Activity or Team Participation**
Club/Organization/Agency _____
Your Title/Position _____
Date of Participation _____

_____ **Service Learning Participation**
Club/Organization/Agency _____
Your Title/Position _____
Date of Participation _____

Student Signature _____ Date _____ Campus Phone # _____

Print Name of Verifying Official _____ Title and Relationship to Student _____

Signature of Verifying Official _____ Date _____



Morrisville State College
Student Activities Office
Morrisville, NY 13408

Co-Curricular Transcript Request Form

Student Information

Please Print Clearly

Last Name First Name MI

Married or Previous Name (if applicable) Student ID M#

()

Telephone Contact Email Contact

Send Transcript to:

Student Signature (authorizing release of the transcript) **Today's Date**

*Each Transcript must be requested in writing either in person or by sending a written request
*Faxed requests are accepted. Out fax number is (315) 684-6707.
*Telephone or email requests will not be accepted.

**ADVISING
STUDENT
CLUBS**

I. CLUB ADVISOR RESPONSIBILITIES (in brief)

1. Oversee financial transactions of the student club/organization.
2. Be familiar with the club/organization history.
3. Provide continuity from year to year.
4. Assist with new officer orientation.
5. Insure that all necessary paperwork is submitted to SGO.
6. Attend club meetings and events or send a designee.
7. Support club growth and activities.
8. Attend mandatory advisor meeting

II. CLUB ADVISOR RESPONSIBILITIES

Student Government Organization

The Student Government Organization (SGO) is an integral part of Student Activities at Morrisville State College, serving the entire student body. SGO's goals are to promote the general welfare of the student body, to stimulate interest in and support activities contributing to cultural, social, educational and physical improvement, and to establish a just college community.

SGO supports dozens of programs and events on campus including the Music and Theatre Departments, Arcadian student yearbook, WCVM Media, Campus Activities Board (CAB), and Open Recreation in the Recreation Center and Hamilton Hall. SGO also funds many educational and social activities during the year such as dances, intramurals, and carnivals. They achieve this with funds gathered through the Mandatory Student Activity Fee.

SGO also maintains an off-campus housing list as an alternative to living in the residence halls.

SGO Officers are elected and appointed from the student body by the students. They include: President, Vice-President, Director of Budgets, Secretary, Director of Public Relations and Campus Activities Board Chairperson.

Students may seek membership in the SGO Assembly by representing a club or being a Member at Large.

There are some things you just cannot learn out of a book or in a classroom. Involvement in extracurricular activities can provide personal growth, professional growth, and practical experience. Participation also means gaining experience in learning how to work with people, gain leadership skills, and most importantly, involvement can mean having a lot of fun.

SGO is the voice of the student body, working with and advocating for students.

The Campus Activities Board (CAB) provides programming for the entire campus. CAB is dedicated to bringing quality educational and entertainment programs to the college's highly diverse population.

Through a combination of dedication and hard work CAB brings comedy, movies, novelties, mall trips, music, dances and lectures to students, averaging over 200 events per year. A unique mix of programming, along with special events like Mustang Weekend and Spring Jam, keep students informed, educated and entertained.

All CAB events are paid for with Student Activity Fee funds.

CAB welcomes all students to join; all they need to do is come to a meeting. Membership is open to all Morrisville students. Meetings are held weekly.

Events are publicized on-line, with e-mails, posters, flyers, calendars and on the campus cable television and radio stations.

Music and Theatre

The music department provides opportunities for students to continue exploring their own musicality while providing a variety of live music for the campus and community.

Every spring a select ensemble sings at the Commencement Ceremony. Membership in any group is open to the greater community, though typically the majority of all performing groups is made up of Morrisville State College students.

The Theater Department produces a play in the fall semester and a musical in the spring semester, giving interested students the chance to develop their acting skills in both types of dramatic productions.

The students also have the opportunity to participate in the design, technical and promotional aspects of theatre. They can design lights, construct scenery, or oversee publicity.

The Department also offers students a chance to direct one act plays each semester.

Field trips are taken to a variety of theaters. These trips enrich appreciation and knowledge of theatre.

Auditions are held at the beginning of each semester and are open to all students and community members.

Recreational and Intramural Activities

The college's recreational facilities include two gymnasiums, a recreational building, outdoor running track, playing fields, and ice rinks.

A comprehensive Fitness Center has memberships available at a nominal fee.

Recreational hours are scheduled and posted and available on line throughout the week while the College is in session.

There are a variety of Intramural activities including: tennis, volleyball, 5 x 5 basketball, softball, indoor soccer, dodge ball, and badminton.

Clubs and Organizations

There are over 40 Clubs and Organizations at Morrisville State College that students may participate in according to their interests and career objectives. The types of clubs and organizations available include: WCVM Media, LASO, Alpha Delta Mu and the Automotive Technology Club, to name a few. Participation in extracurricular activities will enrich your total college and life experiences. Being involved will challenge you to make decisions, solve problems, achieve personal and professional goals, and increase your level of satisfaction and sense of accomplishment.

The best way to discover more about a single group is to attend one of its meetings, visit the club advisor, or inquire in the Student Activities Office. Watch for new-member recruitment and meeting announcements on campus for opportunities to get involved.

Morrisville State College students are encouraged to form organizations and to sponsor activities which provide social, cultural, educational, and recreational activities for members of the college community.

Faculty and staff members are often asked by the students to serve as advisors to clubs and organizations. Advisor expectations are listed below.

CLUB/ORGANIZATION ADVISOR RESPONSIBILITIES

1. The advisor is Morrisville State College's representative and should serve in the primary supervisory role at the functions/events sponsored by the club/organization he/she is advising. The following information excerpted from the New York State Public Officers Law pertains to the advisor of a student club/organization:

“The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence, or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of his duties and within the scope of his

employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time is served with any summons, complaint, process notice, demand or pleading, deliver the original or a copy thereof to the attorney general.”

2. The advisor does not personally bear any legal liability for contracts, etc., signed by the officers of that club/organization. Officers must consult the Director of Student Activities to have all agreements and contracts signed. Further, the advisor does not personally bear any legal liability for the action(s) of individual members of the club/organization outside the immediate area nor after a sponsored activity has ended.
3. The advisor and the club/organization he/she is to advise should establish a written agreement as to what responsibilities the advisor has to the club/organization and vice versa.
4. In the event a written agreement is not established between the advisor and the organization he/she is to advise, the advisor should encourage and suggest proper courses of action. He/she should be present when groups are carrying out projects, sponsoring events, holding meetings and should see that members are aware of and carry out stated policies.
5. The student officers of the organization are responsible for providing proper security and/or chaperons for all events of their organization. This can be accomplished by requesting faculty or staff to act in this role. The advisor has an obligation to know that the activities of the organization are being properly conducted.
6. The Student Activities Office must be notified by the appropriate club officers, at least two weeks in advance, of all plans for events, and fundraising including information regarding security arrangements, advertising plans, costs, etc. Event and fundraiser registration forms are available in the Student Activities Office.

SPECIFIC RESPONSIBILITIES OF ADVISORS AT FUNCTIONS/EVENTS

1. Whenever advisors are asked to attend and supervise events, they should accept the assignment. However, when advisors cannot attend an event, they should tell the students so that they can find another faculty / staff supervisor for the event.
2. After agreeing to support said club/organization at a sponsored function or event, the advisor has an obligation to show up at the stated time and place to provide a substitute after notifying the sponsoring organization.
3. The advisor should be on duty for the duration of the activity. Club officers are responsible for the cleanup and security of the building at the close of the activity.
4. The advisor should enforce all building rules on smoking, drinking, etc. The College Council has formulated regulations regarding areas of student conduct.

- a. Students are subject to all local and state laws concerning the use, possession, sale, and transportation of alcoholic beverages. Students and their guests are not allowed to possess or consume alcoholic beverages on College property or property operated for the benefit of the College. Students are subject to all local and State laws concerning the use, possession, sale, and transportation of alcoholic beverages. Students violating laws may face civil, criminal, and/or college disciplinary action.
- b. Refer to the Morrisville State College Student Code of Conduct.

SCHEDULING OF COLLEGE FACILITIES FOR EXTRACURRICULAR USAGE

The faculty advisor for any student group is considered the advisor for any activity sponsored by that student group. A faculty/staff member must be present at the student group's activity throughout its duration. If the scheduling group's faculty/staff advisor is unable to be present throughout the activity, the group must arrange for another faculty/staff member to be in attendance. The faculty/staff members responsible for coverage of the activity must be identified to the Student Activities Office during working hours in advance of the activity's scheduled date and time. **Permission to use the facility is immediately revoked should a faculty/staff member not be in attendance to supervise the activity.** The group must, without delay, arrange with University Police to have the facility secured. The group must then leave the facility.

A student group that plans an activity using a college facility or outdoor college grounds must contact the Student Activities Office during working hours at least two weeks prior to the planned date and time of the activity to request permission to use the facility. All plans for audio/visual, sound, or lighting equipment, as well as refreshments and the physical setup of the facility, will be the responsibility of the club / organization.

Any contract for speakers or entertainers, including musicians and DJs, must be examined, approved and signed by the Director of Student Activities.

III. ADVISOR'S ROLE

Teaching and Coaching

As an advisor, teaching and coaching are skills which you will use a great deal. You can serve as a resource to introduce new program ideas, help the members apply principles and skills learned in the classroom, and point out new perspectives and directions to the group. You may also assist members in the development of insight into their problems, point out additional resources within and outside the college community, and coach individuals in their duties as officers.

Throughout your relationship with the organization, you should be alert to opportunities to create or capitalize upon experiences and situations that will tend to maximize the learning

potential of an activity. To teach effectively in your role as advisor, you must participate actively by making a contribution when you feel circumstances call for it.

Consulting

In your advisor role, you should expect to be consulted regularly by the officers or chairpersons concerning their plans for activities or programs. You should know what projects or events are being planned and offer ideas or suggestions. You must be careful not to dominate the program planning process.

Providing Continuity

Providing continuity is a very important responsibility. The transition of officers and members in an organization is continual, and often, the advisor is the only link with the immediate past. You can orient new officers and members to the history of the group and help them build on it. Continuity implies a link with the future, and you will play an important role in helping to develop long term plans for the future of the organization and in communicating these plans to succeeding generations of members during their training period.

Counseling

As an advisor, counseling students is necessary because you know how the members of the group interact in informal settings. You have a unique opportunity to identify students having problems in their personal lives that appear to affect their work or effectiveness within the group. You are encouraged to find an opportunity to speak privately with the student to see if a problem really exists and what might be done about it. When the problem is serious, you may want to consider referring the student for professional assistance to the Student Health Center.

Interpreting of Policy

As a representative of the administration to the organization, you will be in a position of interpreting the institution's policies and regulations pertaining to student organizations. You should see that the group and its officers know what the policies are, why they exist, and the channels to follow to suggest revisions.

Supervising

Although your major responsibility is not regulatory or disciplinary, as a member of the staff, you have a responsibility for keeping both the institution and the organization's best interests in mind. In a well-run organization, an advisor's supervisory role may be minimal, but you may need to remind the group of regulations and actually step in to prevent the organization from violating public or institutional policies. Whenever possible, you should work with the officers of the organization to maintain standards within the organization that remain consistent with those of the institution.

You must attend all regular and special meetings of the organization in order to keep informed about organizational efforts. You should also meet periodically with the officers to assist in long-range planning and leadership development. This is often the best time to address problems or concerns with your group.

Supervising Finances

Each organization will elect its own treasurer. You will need to spend time supervising the financial records and the treasurer's work. This may include teaching the treasurer the elements of simple bookkeeping or the intricacies of the organization's record system. An advisor should be aware of the nature, extent, and pattern of the group's expenditures, income, and introduce corrective measures. Particular attention should be given to accounts receivable, the current balance and the prompt payment of bills. The Student Activities Office is available to help any organization set up a bookkeeping system.

Keeping Organizational Records

The committee reports and group records are an important part of the organization's history on campus. These records contain valuable information for future officers. An advisor should see that officers maintain adequate records and minutes of the group's activities. A copy of these records should be kept in a permanent file in the advisor's office.

Taken in part from: C.J. Baaken's, Legal Aspects of Student Personnel Services. Dr. Paul C. Boland, Student Advising in Higher Education and SUNY IT Advisor's Handbook.

Suggested Advising Styles for Perceived Student Level of Development

Perceived Student Level	Suggested Advising Style
Low levels of commitment to organization, programming skills, personal responsibility for actions.	Directive-high concern for product; low concern for process.
Increasing levels of programming skills, interest, commitment and responsibility.	Teacher/Director-high concern for product; high concern for process.
Moderate levels of competency in programming, strong commitment to group, willingness to take personal responsibility.	Advisor/Teacher-low concern for product; high concern for process.
High level of commitment to group, programming skills, and personal responsibility for actions.	Consultant-low concern for product and process

IV. TIPS FOR EFFECTIVE ADVISING

Most Groups Prefer An Active Advisor

Being active does not mean serving as the leader. It does mean getting involved with the group. Such involvement usually entails attending meetings and activities, assessing the group's progress and being available to discuss ideas and problems. An advisor may also set up personal time with individual officers and members to discuss organizational and personal concerns.

Be A Good Resource Person

An effective advisor is able to convey his/her knowledge to the group. You will save the group a lot of valuable time by being aware of the policies and procedures of the College.

Become Acquainted With The Administrative Details

Regardless of how worthwhile the program may be, it may not be successful if such details as room rental agreement, contracts, or University Police requests have not been completed. You should be familiar with the policies and procedures of the organization and the institution before attempting to advise the group.

Help The Group Set Goals And Objectives

Although the group must determine its purpose and agree on organization, it is generally beneficial for you to make recommendations based on stated purposes of the group and what the group tried to accomplish in the past. Most groups find goal setting understandable and helpful. Make sure that goals are broken down into cleanly stated objectives which include a time frame for completion.

Help The Group Prepare Their Organizational Budget

The group's budget should allow the treasurer to record revenue and expenses in an easy and understandable method. The Office of Student Activities is able to help organizations set up their budget.

Never Forget That You Are Human And Will Make Mistakes

When such a situation occurs, it is best for the advisor to admit the error and make a sincere effort to ensure that it does not occur in the future. Usually the group will accept such a response and even welcome it as a sign of your "humanness."

Do Not Be Afraid To Admit A Lack Of Information

It is far better to simply say "I do not know the answer to that, but I will find out and get back to you" than to give misinformation. The student will respect this answer and he/she will see you as human.

An Advisor Shall Not "Bail Out" An Organization

A group which fails and learns from that failure has the potential to evolve into a stronger, more productive group than one which succeeds only to become dependent on the advisor. Once you have gone over the pros and cons of each solution to the problem, the group has a right to decide. Whatever solution the group picks, you should support it.

You Should Never Underestimate The Power Of Positive Reinforcement

High and sincere praise of positive powers and outcomes can increase the likelihood that they will reoccur. Positive reinforcement can be considered a powerful tool for you.

Revised and condensed from SUNY IT Advisor's Handbook by John H. Snow.

MORRISVILLE STATE COLLEGE
Student Government Organization
Advisor Roster

Date: _____

Club/Organization Name: _____

Advisor(s):

Name: _____

Office Phone: _____

Signature: _____

Name: _____

Office Phone: _____

Signature: _____

Name: _____

Office Phone: _____

Signature: _____

The advisor(s) who sign this form are naming themselves as advisor(s) of the above listed club or organization. Once this form is completed additional Advisor Rosters will not need to be completed each semester. If a change is made to the roster a new roster must be submitted. To resign as advisor(s) from a club or organization a resignation must be submitted in writing to the Student Activities Office. This form will be kept on file in the Student Activities Office.

**CLUB
OFFICERS**

I. STUDENT CLUB OFFICER RESPONSIBILITIES

Officers in student organizations shall carry out the responsibilities normally associated with their particular office by the Club's specific Constitution and any special duties as designated in the SGO constitution.

SGO Requirements:

1. Type monthly meeting minutes; turn in to SGO as requested.
2. Submission of Club Officer Roster (form on next page).
3. Club Constitution on file with SGO and updated every five years.
4. Insure that a Club representative/alternate attends the weekly SGO meetings.
5. Insure that all Club representatives/alternates complete and submit an SGO membership form.
6. Submission of Budget.
7. Maintain a GPA of 2.0.
8. All clubs recognized by SGO are mandated to participate in the annual Club Fair. To receive credit for attendance at the Club Fair, a representative for the club must be present for the entire duration of the Club Fair. A representative for the club must sign in on an attendance sheet upon arrival at the Club Fair. The attendance sheet will be posted on the SGO table. If a club is not present for the entire duration of the Club Fair, that club will be subjected to a 4.5% deduction to their budget in the next year. The percentage will be determined using the maximum budget allowed. The 4.5% deduction will be assessed during the club's budget hearing held in the spring semester for the following academic year. At the club's budget hearing, attendance for the Club Fair will be verified by the sign in sheet from the Club Fair.
9. All clubs in part of SGO are mandated to attend SGO T.I.P.S. If a club does not attend the SGO T.I.P.S. they will receive a 1% deduction for each SGO T.I.P.S. missed to their budget in the next year. The percentage will be determined using the maximum budget allowed.
10. If the club budget maximum is raised the Club Fair and SGO T.I.P.S. deductions will be raised proportionately.
11. All clubs are required to complete one mandatory community service event per semester or donate \$100.00 per semester from the club's income lines. If

the community service requirement is not completed within the semester, the club cannot propose for funding from Clubs and Competition or Unrestricted for the following semester until the club completes the missed event. The completed Community Service event will only count as the previously missed event and a new event must be completed to count as the event for the current semester. A money donation cannot be used to complete the missed community service event.

12. All club and organization executive board members must complete onboard training for bystander intervention by the fourth SGO Assembly meeting. If all executive board members have not completed onboard training for bystander intervention the club or organization will be suspended until the onboard training for bystander intervention is completed by all executive board members.
13. All Norwich clubs must complete the same requirements of Morrisville clubs with the exception of club meetings which can be held at the Norwich campus and that they participate in one event on the Morrisville campus per semester.
14. If clubs are inactive over a period of 4 years they will be deemed “dismissed” and will be voted out by the General Assembly. In order for set club to be reinstated in the Assembly again, they will have to submit a new constitution, club roster, and follow the procedures of a new club.
15. Each established club or organization shall submit a constitution review form at least once every five years, no later than the time the budget request is due. If the constitution is not received within ten (10) business days from the due date the club will become frozen until the constitution is received. The Constitution must include the following:
 - a. An open membership to all students of Morrisville State College without discrimination
 - b. A requirement that an advisor attend all meetings
 - c. The purpose of the club, its service to the student body
 - d. The positions of officers
 - e. List the duties of officers and advisors
 - f. SGO Representatives and/or alternate to attend all SGO meetings
 - g. The club’s election policies
 - h. The terms of office
 - i. Voting, meeting, and removal processes
 - j. The amendment process

MORRISVILLE STATE COLLEGE
Student Government Organization
Club Officer Roster

Fall _____ Spring _____

Date: _____

Print or type Full Name, Date of Birth, Email address, Campus/Home Address, Telephone Number, and Signature under each position. If your club does not have one or more of the following positions leave the line blank. If you have more Officers please use an additional page.

Club/Organization Name _____

Officers:

President/ Chairman: _____

Vice President/ Vice Chairman: _____

Secretary: _____

Treasurer: _____

Public Relations/ Reporter/ Publicity Director: _____

Sergeant at Arms: _____

SGO Representative: _____

Alternate SGO Representative: _____

Advisor's Name: _____

Signature: _____

Approved By: _____

Signature: _____

MORRISVILLE STATE COLLEGE
SGO Minute Guidelines

1. Heading
 - a. Name of the Club
 - b. Date meeting held and month should also be on the top of the page
2. Attendance
 - a. Members
 - b. Non-members
 - c. Executive Board
 - d. Advisor(s)
3. Meeting Agenda
4. Format
 - a. Documentation of the discussed matters
 - b. Quotes and Names should be included
 - c. Duration of the meeting(s) should be included
5. Signatures
 - a. President or Vice President
 - b. Secretary
 - c. Advisor(s)

NOTE: All minutes of the preceding month must be typed and are due to the first SGO Assembly meeting of each month

II. FREEZING AND SUSPENDING CLUBS/ORGANIZATIONS

Any of the following reasons are considered justification for the freezing of an organization or club budget by the Director of Budgets. If a club or organization becomes frozen they cannot access their budget.

1. The commitment of an amount of money greater than the amount in the line item to which it is to be charged.
2. The advisor may request that the Vice President freeze any or all of her/his budget. The advisor must submit this request in writing to the Director of Budgets.
3. The spending of funds contrary to the intended use of those funds as stated in the budget request at the time of allocation.
4. Gross mismanagement of funds are not limited to those aforementioned.
5. A club's budget may be frozen for failure to comply with SGO and/or State financial guidelines and/or Constitutional requirements. Budgets may also be frozen for failure to comply with Constitutional requirements or decisions of the Assembly:
 - a. Typed minutes and attendance reports are required monthly as specified by the Vice President.

Any of the following reasons are considered justification for the suspension of an organization or club. If a club or organization becomes suspended they cannot access their budget or income lines, hold events, fundraisers or meetings. Until a club or organization becomes unsuspended they are not recognized as an active club or organization.

1. Should the advisorship of a specific organization or club become vacant, the club or organization will be suspended until the vacancy is filled.
2. A club or organization may be suspended for failure to comply with SGO and/or State financial guidelines and/or Constitutional requirements. Clubs or organizations may also be suspended for failure to comply with Constitutional requirements or decisions of the Assembly:
 - a. Clubs/organizations can miss no more than two consecutive or three non-consecutive SGO Assembly meetings a semester.
 - b. Clubs must have a current club officer roster on file with the SGO by the due date.
3. All club and organization executive board members must complete onboard training for bystander intervention by the fourth SGO Assembly meeting. If all executive board members have not completed onboard training for bystander intervention the club or organization will be suspended until the onboard training for bystander intervention is completed by all executive board members.
4. Clubs and organizations must submit all documentation for checks within four weeks of the check date unless there is extenuating circumstances. Documentation could include but is not limited to receipts, contracts, invoices, W-9s, signatures, event registration forms, donation letters, returned funds, etc. Extenuating circumstances will be determined on a case by case basis and granted by the SGO Executive Board. During breaks, extenuating circumstances will be granted by the SGO Advisor and the Dean of Students.

**BUDGET
&
FINANCE**

I. BUDGET AND FINANCE

Steps to receive money from SGO:

- a. Confirm with the SGO Bookkeeper to see if there is money in your account.
- b. Fill out a Purchase Requisition (PR) and have both Advisor and Club Officer sign it with invoice bill or quote attached.
- c. Submit PR to SGO. SGO completes a purchase order which will be signed by the Director of Budgets, SGO President or Vice President and SGO Advisor.
- d. Checks are cut on Thursdays and can be picked up starting Friday afternoon.
- e. Pick up checks and submit original receipts (if necessary).

TIPS

- a. If you have any questions about getting money from SGO call the Student Activities Office at x6238.
- b. Advisors are requested to receive money from SGO **before** purchases are made and to have vendors send the bill to SGO. Reimbursements are **strongly** discouraged.
- c. SGO is a tax exempt organization. Pick up tax exempt form from the Student Activities Office.
- d. SGO prefers to be **billed** by vendors. Most local businesses will allow you to buy supplies or use their services without any payment as long as they know to bill SGO. In order to be billed, a PR must be submitted before the purchase. A quote must be submitted with the PR.
- e. If you must pay in advance, you can request a check in the Club Advisor's name. It is better to request slightly more than you need and turn in the extra money and receipts than to seek reimbursement.
- f. The fiscal year is July 1 - June 30.
- g. Consult the SGO Constitution for all the specific rules and regulations concerning budgeting and purchasing.

USE OF FUNDS

Activity Fee monies shall be used only for support of the following programs as stated in the State University Board of Trustees Guidelines.

1. Programs of cultural and educational enrichment
2. Recreational and social activities
3. Tutorial programs
4. Intramural Athletic programs
5. Student publications and other media
6. Funding of recognized clubs and organizations
7. Insurance needed to conduct programs
8. Administration of programs
9. Transportation in support of these programs
10. Student services to supplement or add to those provided by the University
11. Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for service to student government
12. Campus-based scholarships, fellowships and grant programs, provided the funds are administered by the campus or a campus affiliated organization
13. Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which activity serves the purposes set for the above and provided further that such payments may not be exclusively for the general corporate purposes of such organization
14. Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus-affiliated organizations
15. Charitable donations to a nonprofit organization; provided, however, that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization

II. COPY PURCHASE REQUEST FORM

Morrisville State College
Student Government Organization
Purchase Request

055688

Request Date: _____ Mail: _____ Pick Up: _____

Department: _____ Line Number: _____

Payable to: _____

Address: _____

Invoice #	Quantity	Description	Unit Price	Total

Total: \$ _____

Signature of Advisor

Signature of Club Executive Board Member

III. BUDGET HEARING PROCEDURE

Each spring, student clubs are asked to develop their budgets for the following year. The following pages show a sample budget proposal and the necessary forms and instructions needed to submit a proposal. The process will be announced during an SGO meeting in the early spring.

Process for Club/Organization Budget (from SGO Constitution)

- a. A club/organization must be recognized with the SGO and the SGO Vice President by the due date.
- b. A club/organization must submit a detailed, itemized budget request to the SGO Vice-President, promptly upon notification by the Director of Budgets.
- c. Budgets must be typed and follow a similar outline.
- d. Budget Requests must be signed by the President, Treasurer, and Advisor(s) of the club.
- e. Available Budget Hearing times will be posted on the SGO office door and the SGO Assembly will be notified when it has been posted.
- f. The Advisor, President, and Treasurer of the club must be present at the Budget Hearing.
- g. The maximum amount budgeted to any club shall be \$2,000.00.
- h. New clubs will be budgeted a maximum of \$350.00 during its first year.

BUDGET REQUEST FORM GUIDE

FORM Headings are listed below in **bold**, followed by an explanation.

LINE #:	Your account number remains the same. Enter your current account number.
TOTAL BUDGET:	This is your current budget. Enter the total amount of your current budget.
BUDGET REQUEST:	This is the total amount of the request for the upcoming year.
ACTUAL BUDGET:	Leave this blank. Your actual budget will be determined during budget hearings, and finalized later.
ORGANIZATION:	The name of your organization as it appears on your current budget sheet.
PRESIDENT:	Next year's president or current officer if elections have not occurred.
TREASURER:	Next year's treasurer or current officer if elections have not occurred.
ADVISOR:	Your Advisor's full name.
DESCRIPTION OF REQUEST:	Explain in detail exactly what expense you are requesting funding to cover. Include cost estimates along with descriptions here.
AMOUNT REQUESTED:	Total of requests for each Line.
AMOUNT GRANTED:	Leave this blank. The amount granted for each line will be determined during budget hearings, and finalized later.

Example Line descriptions:

- Line A can be supplies: paper, poster board, glue, paint, printer ink, markers, ledgers, duplicating costs, etc.
 - Line B can be programming: speakers, royalties, dinners, dances, dues to "National" organizations i.e.: Collegiate FFA, IFSEA, etc.
 - Line C can be stipends and salaries.
 - Line D can be miscellaneous items like refreshments, etc.
 - Line E can be anticipated income.
 - Line F can be fundraising: EVERY organization should do fundraising.
- Other lines can be added as necessary.

General Guidelines:

- ASK if you are uncertain. You can call the SGO office at 684-6246.
 - Be thorough. Do not submit incomplete forms, they will only slow the process down.
 - Be careful. You are asking for mandatory fee money, it should be spent wisely.-
- Look for ways to reduce expenses, while still offering the programming you have planned. Increased fund raising activity may become necessary to maintain current levels of programming.

-Exercise good judgment, and work with the people who will be running your organization next year.

This will work to minimize the need to make changes to your budget next year, when you should be enjoying your programming.

-COMMUNICATE.

-Tell us if you have any problems.

-Ask questions.

-Make sure you schedule your organization for a budget hearing.

-Call ahead of time if you cannot make your scheduled time.

-DO NOT LET THIS "SLIP BY".

**MORRISVILLE STATE COLLEGE
STUDENT GOVERNMENT ORGANIZATION**

**BUDGET REQUEST
2016-2017**

Line Item # _____ Total Budget 15/16 _____
Budget Request 16/17 _____
Actual Budget 16/17 _____

Organization: _____
President: _____
Treasurer: _____
Advisor(s): _____

Description of Request	Amount Requested	Amount Granted
Line A. _____		
Line B. _____		
Line C. _____		
Line D. _____		
Line E. _____		

Received By: _____ Date: _____ Time: _____

IV. FUNDRAISING

Activities involving recognized student organizations which are consistent with or in furtherance of College purposes will be reviewed and decisions made individually. All approved activities will be conducted under Morrisville State College guidelines and supervision.

The following conditions apply:

1. Fundraising by recognized clubs and organizations is permitted on campus for direct program costs, the internal operations of a college organization, or contributions to non-profit, external, charitable organizations. Each fundraising activity must be approved by the Morrisville State College President or designee (at least seven days in advance) and must be conducted in the location assigned. Permission will be granted or denied in writing, and the approval must be shown on request to anyone who asks. A financial report must be submitted to the Morrisville State College President or designee showing amounts received and intended disbursements, within ten days of the event. The designee is the Director of Student Activities.
2. Solicitation in College residence halls will not be permitted.
3. Approved fundraising activities must not infringe upon, delay or conflict with the normal operation of the campus.
4. Each club or organization must compensate the College for any direct expenses (if any) incurred in providing facilities.
5. Raffles are allowed but must follow the SUNY Raffle Guidelines.

NOTE: Monies raised by Clubs through fundraising will be kept in an agency (income) account through SGO. These monies remain in that account for that Club's use from year to year.

Morrisville State College
Student Government Organization
Spending Approval Request Form

Date Requested _____

Amount of Request \$ _____

Account # _____

Account name _____

Reason for Request:

Department Making Request:

	Print	Signature	
Norwich SGO	_____	_____	Yearbook, Intramural, Music, and Theatre need to be signed by the heads of those departments.
Yearbook	_____	_____	
Intramural	_____	_____	
CAB	_____	_____	WCVM, SGO, Norwich SGO, Chimes & CAB: Executive Board Member of your Organization needs to sign.
Chimes	_____	_____	
WCVM	_____	_____	
Music	_____	_____	
Theatre	_____	_____	
SGO	_____	_____	

Advisor Signature _____

Chief Administrative Officer Signature _____

Assembly Action

Votes For _____ Votes Against _____ Abstained _____

Officer's Signature _____

Date _____

Morrisville State College Student Government Organization

Request Transfer of Funds

Intradepartmental _____ Date Requested _____

Interdepartmental _____

Amount of Request \$ _____

Transfer from account # _____

Transfer from account name _____

Transfer to account # _____

Transfer to account name _____

Reason for Request:

Department Making Request:

	Print	Signature	
Allocated	_____	_____	Signatures to the left, if a club, need to be signed by an Executive Board member of that club.
Yearbook	_____	_____	
Intramural	_____	_____	
CAB	_____	_____	Yearbook, Intramural, Music, and Theatre need to be signed by the heads of those departments.
Chimes	_____	_____	
WCVM	_____	_____	
Music	_____	_____	
Norwich SGO	_____	_____	WCVM, Chimes, Norwich SGO & CAB: Executive Board Member of your Organization needs to sign.
Theatre	_____	_____	
SGO	_____	_____	

Club Advisor Signature (If Interdepartmental) _____

Chief Administrative Officer Signature _____

Assembly Action

Votes For _____ Votes Against _____ Abstained _____

Officer's Signature _____ Date _____

V. ACCOUNTS

Each Club has three SGO accounts: a budget account, an agency account and a raffle agency account. The fiscal year is July 1 - June 30. The approved budgeted amount designated by SGO will be placed in the budget account. The agency account contains money raised from fundraisers.

Accounts outside of SGO are not allowed per State Regulations. "All funds must be deposited and expended through the dispensing agent recommended by the student government and approved by the campus president, in most cases the dispensing agent is the Faculty Student Association. As discussed, funds received from the fundraiser should be allocated using local campus student government procedures, and subject to the same certification and oversight as the original fee revenue collected by the campus."

VI. INVENTORY

Every club/organization is required to complete an inventory in the Spring Semester. The Director of Budgets will contact you with the information.

VII. REQUESTS FOR NON-BUDGET FUNDING (excluding Club Agency Account)

- A. A. Any group requesting non-budget funding from SGO must submit the request in writing to the SGO Vice-President at least 30 days before the event. Such requests must include the following:
 - 1. Date, time, and purpose of event.
 - 2. Amount requested and justification for the request.
 - 3. Signatures of the Chair of the Group and its Advisor.
 - 4. A formal presentation before the Assembly at least 2 weeks prior to the event.
- B. Requests can be terminated by any two officers.
- C. Any group already in debt to the SGO will not be eligible for funding until the debt is repaid.
- D. The Vice-President shall forward the approved application to the Director of Budgets, who will then make a recommendation to the Assembly, which will make the final decision.
- E. If SGO funds are borrowed for an event, such monies shall be repaid within one week of the event, or that group shall be considered in debt to SGO as in subsection C.
- F. Any club requesting additional funds from line item 6409 (Club Organization/Conference/Competition) must show proof of prior fundraising for the proposed event to an amount no less than 50% of the request. Fundraising events must be on file through the Student Activities Office and money raised must show as deposits into the clubs' SGO Account. In addition, funds used for conferences and competitions from line item 6409, must financially benefit only faculty/staff and/or registered students of Morrisville State College.

- G. Clubs and Organizations may not request non-budgeted funding to reimburse them for an event that happened in a previous fiscal year.
- H. Any club/organization who received more than \$500.00 of non-budgeting funding from SGO must present to the Assembly within four (4) meetings following their trip/event. The presentation will be about the event/trip that was funded. If a club/organization does not present within four (4) meetings the club/organization will be suspended until a presentation is made to the Assembly.
- I. Any club/organization that proposes for more than \$500.00 of non-budgeted funding from SGO will be approved through us of a counted vote at the following meeting after the presentation of the proposal.
- J. Any club/organization who received more than \$500.00 of non-budgeting funding from SGO for a trip must hold an event open to all students regarding information gathered within four SGO Assembly meetings of the trip's end. The event must require that at least two members (who directly benefitted from the funds granted) from the club/organization, be present at the event. The event may include but is not limited to; an educational PowerPoint/demonstration pertaining to the use of the funds, a hands-on display/presentation of new or collected objects from the trip or a workshop pertaining to material taught on the trip. The event shall be open to the entire campus. A club/organization hosting this event must abide by all SGO guidelines. The event previously stated may not be held during an SGO Assembly meeting. The club/organization must still present back to the Assembly following their use of funds as stated in the SGO constitution. Failure to comply with these guidelines, the club/organization will become frozen until the event/ demonstration has taken place.
- K. Any Club/Organizations may ask for unbudgeted funds from unrestricted or clubs and competition for conferences, community service trips, or on campus events. Trade Shows, Expositions and Conventions count as conferences as mentioned in points K and L of this section unless otherwise determined by the Assembly.
- L. Any other trips, not including conferences and community service trips, Clubs/Organizations may request up to 30% of their total cost for a trip (or no more than \$5,000) from unrestricted. An equivalent of 35% of all funds required for the total trip costs shall be shown to be in the current income/budget line. Funds granted from unrestricted and clubs and competition may not be used towards the 35%. If the club/organization has not collected a representative 35% of their total trip costs, prior to presenting the request to the Assembly, they will not be granted said requested funds. If an advanced payment is paid towards the trip from the income/budget lines, prior to the request, that payment may be used towards the 35% if proof of payment can be made.
- M. If a club has attained at least 95% of its current year's maximum budget then the club is eligible for additional bonuses of 10% (currently \$200.00) of the standard maximum budget per event held on campus as long as the event is open to all students and is free of charge. This bonus can be utilized an unlimited number of times from the Unrestricted line as long as Unrestricted has funds available. A minimum of 75% of the bonus (currently \$150.00) must be used on the event; if less than 75% is used the difference will be returned to unrestricted.
- N. A club/organization can use their income money however the unbudgeted funds are locked until the income money is replaced.

COLLEGE RESOURCES

I. SCHEDULING & MASTER CALENDAR OF ACTIVITIES

Persons responsible for planning events should consult with the appropriate offices before any definite plans are made to avoid conflicts.

Procedures for scheduling events and placing a "hold" for events are as follows:

1. Student organizations wishing to contract the services of entertainers, speakers, etc., must first contact the Student Activities Office and they will place a "hold" on the room for a specific date. This reserves the room and allows the club to proceed with the proper paperwork with the Student Activities Office to book the event.
2. For events to be held during after normal working hours, the room(s) must be scheduled at least 3 weeks prior to the event. Normal working hours are 8:00 a.m. – 4:30 p.m.
3. After a "hold" is placed on the calendar, the club should file an event registration form within one week or the "hold" will be removed 7 days after the initial request.
4. In all instances, an event registration must be filed seven (7) days prior to the event.
 - a. Meeting rooms are available for recognized student organizations to use by scheduling them with the Registrar's Office.
 - b. Please Note: The College is not responsible for the safety and security of items left in any room or area of the college.

If an organization has a regular weekly meeting, the meeting room may be scheduled on a semester basis. Other meetings should be scheduled a few days in advance so that the room will be available. All meetings requiring special set-up or the use of specialized available equipment such as chalkboards, projectors, screens, etc., should be scheduled in advance.

Campus Recreational Facilities may be requested for use by student Clubs and Organizations that have been recognized by the College. Some, but not all, of the equipment stored within these facilities may also be requested. Requests will be made to the Intramural Office. A minimum of ten (10) working days is suggested for most activities with fifteen (15) days for activities with extensive set-ups.

Dance parties in HAMILTON HALL are scheduled at least two weeks in advance. Only one (1) dance party per week, scheduled on a Friday or Saturday night in Hamilton Hall will be approved. Dances and large events will not be allowed on the same weekend.

II. PROGRAM PLANNING

Part of the role of any organization is to plan and implement programs that serve to carry out the purpose of the organization. When initiating planning for a program, keep the following questions in mind from the beginning:

Is the idea for your program in line with the purpose of your organization?

Who will do the program?

Will it be your group alone? Will you co-sponsor the program with another organization or an outside agency?

How many people will it take to actually run the event?

How will the program be financed?

Will it be paid for from the organization's budget? Will the revenue from the programs cover all the costs? Is the program being co-funded or under-written by a third party?

Where will the program be held?

How many people do you expect? What size room will you need? Does the program fit the facility you'd like to use?

Who is the intended audience for the program? Strictly student? The entire college community? Members of your organization? Off campus guests?

What college services will be needed to produce this program?

Will you need MAC, ICS? A sound system, printing services...?

What type of publicity will be needed for this program?

Have you developed a plan for how you will publicize your program?

Flyers, posters, something new and creative? (i.e., out-door banners, sidewalk chalk, etc.).

Will the program be classified as an "OPEN" or "CLOSED" event?

PROGRAM PLANNING

Pre-Event

1. Preliminary discussion of event, dates and places.
2. Consult with the Student Activities Office to coordinate an event on the **Campus Calendar** and file a proposed **Events Registration** form.
3. Reserve space and request room arrangement (tables, chairs, piano, etc.).
4. Request audio-visuals through ICS.
5. Description and delegation of tasks to group members.
6. Other arrangements - housing, transportation security, etc., for speakers and audience.

4-6 Weeks Before Event

7. Develop publicity campaign, order posters, flyers, buttons, brochures, tickets, etc.
8. Send out press releases to THE CHIMES and other publications.
9. Arrange for food services, piano tuning, and other special services for speakers and audience.
10. Request for check processing.

2 Weeks Before

11. Hang posters
12. Double check previous arrangements, trouble shooting

1 Week Before

13. Hang banners, distribute flyers and table tents, ticket sales, etc.
14. Second hanging of posters

Day of Performance

15. Pick up checks, cash box, programs, hand stamps, etc.
16. Day of show publicity
17. Artist/speaker hosting (transportation, meals, lodging, tours, backstage refreshments, etc.).
18. Brief staff at event
19. Event activities
20. Clean up of space

Post-Event

21. Deposit any money into your income account through SGO
22. Return cash box, hand stamps, etc.
23. Remove advertising on campus
24. Thank you notes
25. Event evaluations turned into the Student Activities Office.

MORRISVILLE STATE COLLEGE
EVENT PLANNING CHECKLIST
 Student Activities Office

<u>Task or Activity</u>	<u>Person Responsible</u>	<u>Date Completed</u>
1. Advisor's Approval	_____	_____
2. Check campus calendar to Avoid conflicts:	_____	_____
3. Budget Planned:	_____	_____
4. Room/space reserved. See attached room/site Reservation guide for Appropriate contact person:	_____	_____
A. If outdoors, rain location Reserved:	_____	_____
5. Room set up	_____	_____
6. If off campus, location:	_____	_____
A. Transportation reserved College vehicles ext. 6084	_____	_____
B. Accommodations reserved:	_____	_____
7. Catering MAC 6076	_____	_____
8. Audio visual equipment set up.	_____	_____
9. Set up crew assigned:	_____	_____
10. Run time crew assigned:	_____	_____
11. Clean up crew assigned:	_____	_____
12. Publicity and Posters:	_____	_____

13. Publicity and Promotion

Campaign planned:

-Posters

-Flyers

-WCVM Media

-Press Releases/PSA

-The Chimes

-Other

14. If outside (off campus) agents
Are being used:

A. Original Contract must be
Turned in to Student
Activities Office

B. Confirmation received
From Agent/ Artist

15. Other

Attach copies of all requests sent to specific offices as well as confirmations received, contracts, budgets, publicity, lists, etc.

**MORRISVILLE STATE COLLEGE
EVENT REGISTRATION FORM**

Student Activities Office
(All offices, individuals, organizations, fill out top section)

SPONSOR: (Name of organization/club) _____

CONTACT PERSON: Name: _____
E-mail: _____
Phone Number: _____

DATE(S) OF EVENT: _____, _____, _____ / _____
Day of Week Month Day Year

TIME OF EVENT: _____ am/pm TO: _____ am/pm Set up: _____ Clean up _____
start end am/pm am/pm

LOCATION: _____

TYPE OF EVENT: _____ OPEN EVENT OR _____ CLOSED EVENT
Check one: _____ Event _____ Fundraiser _____ Community Service

If Event; check all that apply: Social Cultural Recreational Educational

AMOUNT YOU WILL CHARGE: _____

EVENT TITLE: _____

EVENT DESCRIPTION: (Briefly summarize activities planned/topics to be addressed, names and titles of speakers, etc.)

Student Organizations must also complete all sections below:

SIGNATURE OF ADVISOR: _____

DATE: _____

*Please refer to the advisor's role and responsibilities section of the Advisors and Officers Handbook.

_____ TITLE: _____

Print name of advisor on location at event to be held.

_____ DATE: _____

Signature of advisor on location at event.

Received by Student Activities Office: DATE _____

Received by _____

Event Approved _____ Not Approved _____

Submit a copy of this form to the Student Activities Office addressed at least two weeks prior to event

MORRISVILLE STATE COLLEGE EVENT EVALUATION FORM

Student Activities Office

SPONSOR: (Name of organization/club) _____

EVENT TITLE: _____

DATE(S) OF EVENT: _____, _____, _____/_____
Day of Week Month Day Year

TIME OF EVENT: Actual Start Time _____am/pm End Time _____am/pm

Club/Organization Workers _____

TOTAL NUMBER IN ATTENDANCE _____

Club/Org. attend. _____ Morrisville attend. _____ Public attend. _____

What went well?

Were program goals met? _____Yes _____No

Problems/Concerns _____Yes _____No

What should be done differently next time?

How was the program received? ___Poor ___Fair ___Good ___Very Good ___Excellent

Should an event of this type be offered again? _____Yes _____No

FOR COMMUNITY SERVICE EVENTS:

Number of participants _____ Number of Community Service Hours Completed _____

FOR FUNDRAISERS:

Income

Inventory: (List all items purchased for resale)

	Details	#Purchased	#Left
1. Admission _____	_____	_____	_____
2. Donation _____	_____	_____	_____
3. Other _____	_____	_____	_____
4. Total Funds Collected _____	_____	_____	_____

Revenue Collected: \$ _____
Number of Sales _____

Total Left Over Items: _____
Use of Left over Items: _____

Please use the back for additional comments/recommendations. Please return this form to the Student Activities Office 48 hours after program completion.

III. EVENT STAFF GUIDELINES

1. The main entrance to the event is the first set of doors to Hamilton Hall.
2. Event staff covers all doors. Event staff is responsible for tables and chairs they set up for event and cleaning of area near door. If a problem occurs Event Staff has the right to end any event.
3. The sponsoring club for the event will set up on opposite side from Event Staff.
4. The sponsoring club's personnel entering after the start of event will enter assigned door and be checked.
5. The sponsoring club will submit a list of all personnel working that night's event to the Student Activities Office on the Monday before the event.
6. If the sponsoring club wants extra staff at the doors, they shall request them from event staff before the event. If the sponsoring club provides these extra staff, those staff members will fall under control of event staff in charge of the event.

IV. SGO DANCE POLICY

Guest Policy

- Guests are only allowed to enter if they are accompanied by a Morrisville student.
- Guests are only admitted after they have been properly checked in by the sponsoring group.
- All guests must have identification.
- ID's must be turned over to the individual in charge of holding ID's until the guest leaves the dance.
- ID's of the guest will be held with the Morrisville student's ID, in the same ID slot.
- A guest may only remain in the dance while the Morrisville student who checked them in is in attendance.
- The Morrisville student is responsible for all their guests.

Sponsoring Group

- Must check the ID's of every person who enters the dance.
- Must have a minimum of five responsible people to host the dance.
- Must have someone to assist in the monitoring of the dance; this individual should be aware of the atmosphere of the dance.
- Must have someone swipe the ID's of all students. If the Hirsh system blinks green, the ID may be returned to the student and the student may enter the dance. If the

- system blinks red, the person is not a registered student and must be considered a guest. That individual is responsible for the binder with the student and guest IDs. .
- Someone must remain in the front of the building with the binder for the entire dance.
 - At the end of the event:
 - Hamilton Hall: the sponsoring group must clean the area used and walk through and look at all open areas in the building. The sponsoring group must generally clean all areas. If an area needs excessive cleaning please call University Police (684-6410) to report the problem. It is the responsibility of the sponsoring group to leave the facilities clean and orderly.
 - Madison Hall: the sponsoring group must clean the Hall and walk through and look at all open areas in the building. The sponsoring group must complete all instructions from the Madison Hall contract and instructions. It is the responsibility of the sponsoring group to leave the facilities clean, orderly and locked.
 - One light must be kept on for the duration of the event.

Attendees

- No Backpacks allowed.
- No drinks brought in from outside the dance.
- No video cameras or photographic equipment allowed (unless brought in by staff)

Prior to the Dance

- The Sponsoring Group must submit an Event Registration Form to the Student Activities Office by 4:00 p.m. on the Monday prior to the dance.
- The Student Activities Office will contact University Police and Event Staff.

V. VEHICLE USE INSTRUCTIONS

12 & 15 Passenger Vans Guidelines for SGO

(12 and 15 passenger vans purchased by the 2000-2001 SGO Assembly. Updated Spring 2014)

- 1). Any club or organization may have access to the vans.
- 2). To request any of the vans, the standard procedure for requesting them must be followed accordingly. All SGO van requests will be forwarded from Maintenance to the Student Activities Office to review the validity of the request.
- 3). SGO clubs are given priority for usage of the 12-passenger van, if their request is received at least 72 hrs prior to needing it, and if and only if another SGO club or organization does not have it reserved.
- 4). Students may be permitted to drive the 12 or 15 passenger vans provided they abide by the following:
 - a) have a clean driving record (subject to background check by University Police)
 - b) have a valid NYS driver's license for at least 1 yr.
 - c) have viewed the required van safety video.
 - d) follow all NYS traffic laws while operating any of the two vehicles.
 - e) have an advisor present in the vehicle at all times.
 - f) be appointed as a voluntary employee for the trip.
- 5). If a student is going to be operating the vehicles at any time, advance notice must be given so background checks can be made into that person's driving history. It is the club or organization's responsibility to find out how much time is needed for the necessary checks to be done. If the necessary checks have not been completed before the date needed then that student may not be permitted to drive the vehicles.
- 6). Any Club or Organization, not following the above stated rules will be banned from usage of the vehicles for a one year period from the date of the infraction, or date of acknowledgement of an infraction, whichever is later.
- 7). Any person(s) wishing to make a change to this agreement may do so by submitting, in writing specifically what is to be amended, to the SGO Executive Board. The Executive Board will review the request and present it the Assembly. The Assembly will vote and the amendment will be passed or rejected according to SGO voting procedures.

APPLICATION FOR ABSENCE/STATE VEHICLE REQUEST FORM (copy)



APPLICATION FOR ABSENCE

Name: _____ Date: _____
Department: _____ Phone: _____
Absence starts: Time _____ Date: _____ Return: Time _____ Date: _____

I will be absent _____ day(s) and this leave is properly chargeable to:
Sick leave () Travel on college business ()
Annual leave* () Leave of absence w/o pay ()
Compensatory holiday(s) () Other ()
(*Calendar year employees only)

Arrangements for professional responsibilities scheduled during this time:

<u>Class</u>	<u>Time</u>	<u>Day/Date</u>	<u>Substitute Instructor/Other arrangements</u>
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STATE CAR REQUEST FORM

Name: _____ Date: _____
Department: _____ Phone: _____
Purpose of Travel: _____
Do you possess a current NYS driver's license? Yes () No ()
Will pick up car on: Date: _____ Time: _____
Will return car on: Date: _____ Time: _____
Travel Voucher needed for expenses? Yes () No ()
Estimated total travel expense: _____ Amount requested from college funds: _____
Destination: _____ Estimated miles: _____
Number of persons traveling: _____ Extra equipment going: _____

1. Vehicle must be picked up within 24 hours of time signed out or vehicle will be assigned to someone else.
2. You must notify the Physical Plant as soon as possible when your plans change (X6084 or X6085).
3. Vehicle must be returned to the Physical Plant parking area by the return time on this request to permit servicing for the next user.
4. Keys returned after working hours should be placed into the key slot on the loading dock.
5. Privately owned vehicle being left must be parked in staff/visitor parking lot.
6. Driver is responsible for removing trash (coffee cups, napkins, parking permits, etc.) from vehicle.
7. Driver is responsible for submitting all credit card receipts to the Business Office.
8. Main gate (Eaton Street entrance) to the Physical Plant parking area may be locked if you depart/return after normal working hours. Key is on each ring.

Applicant signature: _____ Date: _____
Supervisor signature: _____ Date: _____

Physical Plant (vehicle request only) – Original Supervisor-Yellow Applicant-Pink

**STUDENT RESPONSIBILITIES FOR CONDUCT
DURING STUDENT GOVERNMENT ORGANIZATION
SPONSORED TRIPS**

Students participating in SGO-sponsored activities are subject the Student Code of Conduct as outlined in the Morrisville State College Student Handbook under Rules of the Morrisville State College Council Regulating Student Conduct and Behavior, for the duration of the trip. During any SGO event, students should also be advised that they are responsible for their own actions at all times and are subject to all federal, state, and local laws and ordinances. Students are further advised that they are responsible for all policies, rules and regulations that may be enforced by tour operators, hotels, restaurants, bus companies, and other agencies contracted by SGO in connection with the event. Students will be held individually responsible for all expenses incurred as a result of any misconduct or for any services requested in hotel guestrooms or any other area.

Students are further advised that any misconduct during an SGO sponsored trip will be documented by SGO Trip Coordinators, and handled through the college judicial system upon the student's return to Morrisville State College.

Students are responsible to be at required locations at the scheduled departure time(s) or be subject to making their own return travel arrangements at their own expense.

Students are required to sign a document waiving Morrisville State College and the Morrisville State College Student Government Organization from liability prior to departing on any trip under the sponsorship of SGO.

WAIVER OF LIABILITY

“I have read and received a copy of the “Student Responsibilities for Conduct” and hereby waive Morrisville State College and the Morrisville State College Student Government Organization from any liability for any injuries or damage sustained during this event. I understand I am responsible for my own behavior and subject to all rules and regulations, as well as all state and local laws that are in effect during this trip.”

Signature

Date

Printed Name

COMMUNICATION

I. COMMUNICATION SYSTEMS ON CAMPUS

1. Stamp of Approval

All publicity done by means of posters and flyers must be stamped and dated by the Director of Public Relations or the Student Activities Office.

2. Publicity and Use of Bulletin Boards

The Student Activities Office maintains a bulletin board in STUAC and two kiosks on campus. Other bulletin boards are available throughout campus. If you wish to have information placed on either posting location, please contact the Student Activities Office at 684-6238. Posters, flyers, etc., should not be placed on windows, columns or doors. Flyers are also not permitted to be placed on cars. The group or individual who posted information is responsible for taking down any outdated publicity. The SGO Public Relations Officer can **assist** clubs and organizations in making posters and flyers for an event.

3. Print Shop

The Campus Print Shop is located in Galbreath Hall. The print shop can produce flyers, posters, table tents, etc., so that clubs and organizations can advertise their meetings and events. The cost for print shop services will be the responsibility of the club or organization.

4. Club Mail Boxes

Mailboxes for each individual club are located outside the Student Government Office in the basement of the Student Activities Building.

5. E-Mail

The Student Activities Director has access to campus-wide E-Mail distribution lists. If you would like to inform students of an upcoming event, contact the Student Activities Office and they will approve and send campus-wide E-Mails for you.

6. Facebook

The Student Activities Director has access to the Morrisville State College Facebook account. If you would like to inform students of an upcoming event or post photos, contact the Student Activities Office and they will approve and make posts for you. Any clubs or organizations who would like to have their own Facebook page must have the page approved by the Public Relations Office.

7. Channel 2 (campus information channel)

The ICS office in Charlton Hall has a form to be used to get information on Channel 2 or you can call them and ask to email the information.

8. Channel 4 (WCVM-TV cable channel)

To put something on Channel 4, simply email WCVM Media at WCVM@morrisville.edu.

9. On-Line Calendar

The Student Activities Office has access to the Morrisville State College on-line calendar. If you would like to inform students of an upcoming event, contact the Student Activities Office and they will enter the information on the calendar for you. All events that are open events are added to the on-line calendar.

10. Student Activities Webpage

The Student Activities Office has access to the main page of the Student Activities webpage. If you would like to inform students of an upcoming event, send the Student Activities Office a poster for your approved upcoming event and they add it to the webpage for you.

11. WCVM Media

WCVM is Morrisville State College's radio station located in the basement of Charlton Hall. Contact them for announcement information, phone # 684-6358.

12. Poster Machine

Clubs can have posters made from originals. Originals must be checked for typos and submitted to Student Activities. Posters require a 24-hour turn-around time.

13. SGO copier

The SGO copier is available for club use. The copier prints in black and white and color.

14. SGO fax machine.

The SGO fax number is (315) 684-6707.

15. Bulletin Board Policy (from Faculty/Staff Handbook)

Morrisville State College Policy # 2100

Any club, organization or individual wishing to post information on college bulletin boards shall obtain prior permission from the appropriate staff.

Posting of programs, events or items of interest throughout the campus shall obtain prior permission from the Student Activities Office.

Posting of information targeted to specific audiences shall obtain prior permission from the appropriate office:

Location

Appropriate Office

Athletic Facilities

Student Activities Office

Residence Halls

Appropriate Residence Hall Director

Academic Buildings

Appropriate School Dean

Administration Building

Human Resources Office

Library

Librarian

Dining Hall, Campus Store

MAC