STUDENT LEADERSHIP TRAINING

Presenters

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SUNY Downstate Medical Center Fall 2018

This presentation (link) is available online at FSA Forms & Documents Webpage
INTRODUCTIONS

- NAME
- ORGANIZATION
KEY CONTACTS

Student Life: Student Center Main Desk 718-270-2487

- Meg O’Sullivan, Assistant VP for Student Life; Ext 2487
- Amy Urquhart, Director, Student Center; Ext 2485
- Justin Alger, Director, Residential Life & Services; Ext 2798
- Sherice Fields, Asst. Director, Residential Life & Services; Ext 1468
- Jennifer Hayes, Staff Asst., Residential Life & Services; Ext 1466
- Schuyler Hooke, Student Center Administrator; Ext 2484
- Nicole Alleyne, Student Center Desk Supervisor; Ext 2487
- Jacqueline Callender, Desk Assistant Supervisor; Ext 2487
- Adam Burgman, Asst. Director, Student Activates; Ext 3293

Faculty Student Association Office 718-270-3187

- Rich Bentley, FSA President; Ext 2186
- Daniel Minnock, Bookkeeper; Ext 3187
- eMail the FSA Business Office Team
In order to be recognized as a SUNY Downstate Medical Center group, the organization must:

- Complement the University's mission.
- Have a clear purpose.
- Demonstrate an unmet need that is not duplicated by another student group or campus department.
- Comply with all local, state and federal laws.
- Demonstrate sustainability for at least a two year period.
- Involve activities that do not create undue risk or liability to the University.
- Must have a Downstate faculty or staff advisor.
- Have a separate President, Vice President, Secretary and Treasurer.
- Upon request, groups submit budgets and other information required.
- Create a name that clearly represents the function of the student group.

Please note: A student organization must have at least (6) Downstate students as members in order to complete the registration: President, Vice President, Secretary, Treasurer (4), plus two members. All executive officers (4) must sign-off on the application.

Submitting an application for a new student organization does not guarantee recognition.
All organizations are required to register with the Student Center; all clubs must renew their registration every year. Registration forms are available at the Student Center Information Desk, and online FSA website (link).

Registration entitles groups access to reserving space on campus, having meetings, ordering food, financial account assistance and other privileges.

Update Registration information with the Student Center every time there is a change of officers.
To start a new organization, the new group must have a mission and purpose that is different than any other group on campus. Avoids duplication of efforts.

Contact Adam or Meg to discuss and plan further details.
Operate within all laws, university guidelines and policies.
Have a stated mission and constitution on file with the Student Center.
Have a list of current registered officers on file with the Student Center (any change in leadership must be reported immediately).
Attending yearly leadership training.
Submit Monthly Activity Reports.
Manage budgets responsibly.
Submit Service Learning Forms for the fall/spring.
Submit all SIGNED meeting minutes to the SC Information Desk; must follow DMC Meeting Minutes Guidelines.
• Ability to request/receive funding.
• Hold events and reserve space on campus.
• Event planning and reservation assistance is available M-F 11am-6pm:
  ○ Room reservations
  ○ Ordering food and drinks
  ○ Copying and posting flyers
• Printing flyers and faxing documents.
• Participation in the Student Activities Fair.
BUDGET

- Budgets are funded by student councils: CHRP, Graduate, MSC, SPH, Nursing, RHC, SCGB, and UC.
- Know your funding Council guidelines – each Council has different funding restrictions (i.e. prohibiting or limiting travel costs, specific types of expenses such as honorarium, etc.).
- If you have any questions, please ask your Council Treasurer or FSA Business Office.
Annual Med/University Council Joint Planning Budget Meeting: 3/6/18; Save the Date!

- Other Councils typically plan their budgets in a similar timeframe.
- Organizations must be prepared to submit reports on activity and spending; Unprepared organizations may not receive funding.
- TWO Service Learning projects must be completed to receive funding.
- Councils must submit their budgets for certification by 1st week of May.
ORGANIZATION ACCOUNTS

- Clubs/ Orgs must have financial accounts only in the Faculty Student Association (FSA).
  - [FSA Forms webpage under “financial Documents” (link)] has Certified Budgets and most recent SAF $ Reports, also available upon request on recent account activity / balance.
  - If you don’t understand a report, ask for help! eMail or call [FSABusinessOffice@downstate.edu](mailto:FSABusinessOffice@downstate.edu)

- The Clubs/ Org’s Treasurer handles all financial business and payment forms. Supporting documentation such as an original receipt and copy of the event announcement must be attached to the payment form. See [Payment Form Instructions (link)]

- The Treasurer must know the financial status of the organization and the acct number when signing payment forms.
FSA PAYMENT PROCESS

- **FSA Payment form** must be used. Exception: Café 101 Catering Form is used in lieu of the payment form and the Soda Form.

- **Funds must be available in the account.**

  - Submit the form as soon as an expense occurs. Fiscal year ends 5/31. All payment forms for current fiscal year must be submitted to FSA Business Office by May 17, 2019.

  - Plan in advance the time needed for check processing. Checks are normally ready within 1 week of submission. Urgent rushes need to be discussed with the FSA Business Office staff. Most common payment delays are payment forms with unclear descriptions, missing supporting documents or authorized signatures.
FSA Website

Student Activity Fee (SAF)

Related Documents for DMC’s Student Councils and Clubs

- SAF Most Frequently Used Forms:
- Constitutions / Bylaws:
- Clubs and Organizations:
- Financial Documents:
- Meeting Minutes:
- Other SAF Resources and Documents:

Forms Menu
- Business Office Forms
- Café 101 Catering Forms
- Student Activity Fee
- Trust and Agency Account
- FSA Board of Directors Forms

FSA Business Office
- Phone: 718-270-3187
- Fax: 718-270-3645
- Mail Stop: 1219
- Location: Student Center, 394 Lenox Rd, Rm 2-06
- Hours: M-F 8am to 4pm, except holidays
- Email: FSA Business Office team.eHRI

Web feedback welcome. Did n't find what you needed, or a broken link? eMail us.
FSA001 Payment Form: eForm available online at FSA Forms webpage (link)  

SAF Councils and Clubs General Form Instructions (MUST BE TYPED; type online then print)  

1. Make sure you have the most current Form FSA001 version [5/15]!  
Account Type: place a check mark on SAF  
A. Insert the Student Council name that provides the club funding, and the Club name.  
B. Account: insert the complete Expense Account # and Title of that acct # to which this expense is intended to be charged. Some clubs have only one expense account number, while larger clubs may have multiple expense accounts.  
C. Total Check Amount: in dollars and cents  
D. Check Payable To: the party to whom the Check is to be made payable to  
E. Mark either “pick up completed check” or to be mailed - insert COMPLETE mailing address.  
F. Purpose: Must be detailed enough so that any 3rd party reading the form months or years later can clearly understand the justification and appropriateness. Must clearly explain what was purchased, purpose / why it was purchased, and where/when it was purchased. Payments directly to a vendor with detailed invoice or receipt is often self-explanatory, while a Reimbursement often needs additional explanation. Other specific requirements:  
   Food/Catering - When using SAF funds for food, include: • A record of attendance is necessary. Small groups need individual names; very large groups can be described with a total of # of persons (i.e: a $500 “lunch” may be appropriate for 5-10 people depending upon venue, but would certainly NOT be appropriate for 2 people). Submit: • Original detailed invoices paid. • Itemized restaurant receipts with Credit card receipt/statement. • Copy of approved catering order form or contract. This Payment Form is not needed if using a Cafe 101 catering form.  
   Individual Services Payment • Copy of the approved engagement/contract showing the advance agreed upon cost and services to be performed. • Distinguish Contractor payments with any applicable IRS form such as W-9. IRS Factors of the Common Law Test (20 Q’s form). May not pay salary, bonuses, or any form of remuneration directly to State employees working as part of their state obligation. Such payments must flow through a State IFR.  
   Account holders who plan to pay employees must discuss in advance with the FSA Business Office and receive advance approval for the appropriate process.  
   Travel related reimbursements: Student Councils often have detailed parameters for travel related costs. Indicate purpose of travel, and most economical means of travel shall be used.  
   Gift Cards: any type must clearly justify a purpose as well as the recipient(s) of the said gift and/or gift cards. If recipient is not known up front (prices at an event), must submit recipients immediately following the event.  
   Council Approval: Some transactions, esp funds needed to be transferred to an expense account, require the official (signed) Council meeting minutes to be submitted/attached.  

G. Signatures: Every Council and Club has slightly different authorized signature requirements. You need to know the signature requirements of the council that provides funds to your club. The Student Activities Office (Student Center Director) can assist in getting signatures and submitting the completed form and attachments to the FSA Business Office.  

Submitting: Always save a copy of what you submit:  
• If ANY further assistance is needed to obtain signatures or attachments, submit to Student Center Director’s Office (Stu Ctr Rm 2 06). They will submit completed document to FSA, or  
• If complete with all attachments and signatures, can be submitted directly @ FSA Business Office (Stu Ctr Rm 2 09)  

Questions on Filling Out a Payment Form? (eMail link)
• **FSA Payment Form and Instructions**
  - If using the [Café 101 Catering Order Form](#), that form serves as the Payment form.
  - Obtain blank Payment forms from the FSA forms webpage; assures most current form version.
  - Submit [typed Payment form](#) (not hand written) with all necessary information including account number/account title. Attach all supporting documentation, such as meeting minutes, event flyers, attendance where applicable.

• **Obtain all authorized signatures**
  Often it is the organization’s Treasurer PLUS the Council’s Treasurer, but each Council has different signature requirements that you need to know.

• **Submit original to Amy Urquhart’s Office, Rm 2-06.**
  The SC Staff will assist in getting the signature of the Council Treasurer, if needed, and will then submit completed documents to FSA Business Office.
Avoid reimbursements whenever possible. Plan in advance so the check payment can be made payable directly to the vendor. Reimbursements do not include sales tax.

Always confirm that funds are available.

The FSA Payment Form Payee and approver signature MAY NOT be same person (approver signature needs to be an officer).

Must attach ORIGINAL receipts (Exception: documents involving web-purchase payments).

Must attach flyer/email of the meeting/event
- For catering, include FSA attendance sheet

Keep a copy of your form and receipts.
Food / Beverage ordered thru Student Center (Café 101, Lenny’s, Dagan)

- Must have available funds!
- Complete forms to order food at least 1 week in advance.
- Café 101 SAF Funded Catering Form – Instructions link. This expedites order and payment; eliminates need for a separate FSA Payment Form.
- If not using Café 101, use FSA Payment Form, signed by your organization’s authorized signators (most often the Club treasurer PLUS Council treasurer) and attach the ORIGINAL receipt, flyer and attendance record where appropriate.
- Student Center soda and paper supplies – must sign invoice and include account number.
- Consider members who require Kosher, vegetarian, gluten-free or have other dietary restrictions.
- How much to order (consult professional staff).
• All organizations are ENCOURAGED to fundraise! Deposit funds ASAP @ Bursar’s Office – include Acct # or FULL NAME of Council and Club.

• Bake sales are ONLY permitted if proceeds are used for academic or educational purposes, AND if the food sold is purchased and sold in its ORIGINAL packaging (Home baked foods are PROHIBITED).

• Clothing purchases thru campus Bookstore (sweatshop free sources; DMC imprints).
CHARITY DRIVES

- Canned food drives are permitted – items must be non-perishable and there must be an established time frame for the drive.
- Book drives are permitted – items cannot be text books and there must be an established time frame for the drive.
- Toy drives are permitted – items must be new and unwrapped and there must be an established time frame for the drive.
- Clothing drives are NOT permitted.
- Must coordinate with the Student Center professional staff.
EVENTS AND MEETINGS

- Reserve space in ADVANCE !!!
- Remember Carrel's are not reservable space and should not be used for events or meetings.
- All reservations must go through appropriate professional staff.
- Advertise your event/meetings.
- Meetings: Agendas, Minutes, FSA Attendance Sheets.
FORMS

- FSA Website, forms and documents tab
- Café 101 Catering Order Form
- FSA Payment Form
- Club/Org Registration Form
- Room Request
- StuCtr Food/ Soda/ Supply Order Form
- Meeting Attendance sheet template
- Monthly Activity Report
- Service Learning Form
- Budget Request for Council Funding
PROGRAMS

- Orientation
- Student Leadership Training
- Student Activities Fair
- Mini-Course Programs
- Intramural Basketball
- Thanksgiving Dinner
- Game/Craft Nights
- Coffee House
- Karaoke Night
- Tournaments
- Movies
- Spring Fling
- Massage on the Go
- Ice Cream Socials
- And more
GET INVOLVED WITH OUR PROGRAMS!

- Bring your organization to campus events to promote team building etc.
- If you are interested in co-sponsoring an event, speak to Adam Burgman.
- Use the Student Center! Meetings, programs, fitness, relaxation.
- Work Study positions available
  - Desk Clerks, Building Manager, Weight Room Attendants, Lifeguards
- Help us to know you! Stop by and say hello.
SEXUAL VIOLENCE, REPORTING and RESOURCES

VICTORIA A. AJIBADE, ESQ.
AVP OF DIVERSITY & INCLUSION
Title IX of The Education Amendments of 1972 – Federal legislation prohibits gender discrimination in educational programs and activities.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”
Title IX prohibits gender based discrimination in educational programs and activities, including:

- Athletics
- Recruitment & Admissions
- Pregnant & Parenting Students
- Gender based harassment
- Sexual Assault
- Employment (including pay equity)
Federal Investigations

- Approximately 85 institutions of higher education are currently under investigation by US Department of Education, Office for Civil Rights (OCR)
In 2011 the U.S. Department of Education issued additional guidance on the interpretation of Title IX and schools handling of reports of sexual harassment particularly sexual violence (sexual violence – sexual activity occurring against a person’s will or where the person is unable to consent).
Title IX Requirements for Schools

- Appoint a Title IX Coordinator
- Disseminate notice of non discrimination
- Adopt and publish complaint procedures
- Prompt and equitable investigation of complaints
- Provide interim measures and resources
Title IX Coordinator

Administrator for the schools compliance program and efforts;

- Oversee handling of Title IX complaints
- Identify and address patterns or systematic problems
- Communicate policies and procedures
- Point of contact for external enforcement agencies (including U.S. Department of Education)
Statistics

- 1 in 5 women will be raped in their lifetime
- 1 in 71 men will be raped in their lifetime
- 80% of female victims will experience their first rape before the age of 25
- Women between the ages of 16 – 24 are at the greatest risk for sexual assault
In December 2014 SUNY board of trustees adopted uniform policies to prevent sexual assault. The policies apply to all 64 campuses.

In July 2015 New York State “Enough is Enough” – legislation requiring uniform sexual assault prevention policies at colleges and universities in New York State.
Sexual Violence

Occurs when individuals engage in sexual activity without explicit and active consent. Acts of sexual violence can include rape, intimate partner violence, sexual exploitation and stalking.
CONSENT

- New York State Law and SUNY Policies require AFFIRMATIVE consent before engaging in sexual activity

- Applies to all colleges and universities in New York State

- Only YES means YES
Consent to engage in sexual activity requires clear, unambiguous, knowing and active agreement between all parties. Consent can be revoked at any time.
Consent

- Consent is not;
  - given by someone incapacitated or impaired by drugs or alcohol
  - given by someone under the age of 17
  - construed by silence (only yes means yes!)
  - construed by prior sexual activity
Reporting

Reporting of Sexual Assault

On Campus
Title IX Coordinator – (718) 270-1738
Office of Student Affairs – (718) 270-2187
University Police – (718) 270-2626

Off Campus
Safe Horizon – (866) 689-HELP (4357)
NYC Domestic & Sexual Violence Hotline – (800) 621-HOPE (4673)
A confidential resource is not required to report knowledge of incidents of sexual harassment, including sexual violence. Confidential resources include:

- **Student Counseling Service**
  - Dr. Stanley Tam, ext 1408

- **Student & Employee Health Service**
  - Dr. Mona Pervil-Ulysse, ext 1995
Sexual Assault Prevention

Available information you have received:

- Student’s Bill of Rights
- Options for Confidentially Disclosing Sexual Violence
- Sexual Violence Response Policy
- Affirmative Consent Definition
- Student Drug & Alcohol Amnesty
A bystander is someone that witnesses violent or inappropriate behavior. Sometimes a bystander’s action can prevent a situation from escalating.
Bystander Intervention

- Sometimes bystanders don’t take action because:
  - They are afraid
  - They think someone else will take action
  - They don’t know what to do
  - They think intervening will subject them to ridicule
Bystander Intervention

How Can You Help?

- If you witness violence call for help
- If you witness inappropriate behavior, including inappropriate jokes, say something
- Be knowledgeable about resources for violence and abuse survivors
- Be supportive and don’t judge survivors
If you have been the victim of sexual violence you have the right to;

- Have the University take your complaint seriously
- Be provided with resources
- Be made aware of your reporting options (including confidentiality)
- Be provided with interim measures during an ongoing investigation
- Not be involved in the University’s complaint process
Contact and Information

To report an incident or for more information about Title IX or sexual assault policies and procedures:

Victoria A. Ajibade, Esq.
AVP of Diversity & Inclusion
718-270-1738
askodi@downstate.edu
What do you KNOW?

- What is one thing you learned from this presentation!

- Questions?

- Thank you for attending!